



Policy Manual

Revisions 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 Jefferson Academy.

“**Jefferson Academy**” shall mean Jefferson Academy Charter School.

“**District**” shall mean Jefferson County School District No.R-1.

“**Member**” means a person who is a member of Jefferson Academy as set forth in Jefferson Academy’s bylaws.

“**Designated School Administrator**” means the Jefferson Academy School Superintendent, or in the absence of a Superintendent, the Principal(s).

“**Parent**” means a Jefferson Academy parent or legal guardian.

“**Eligible student**” means a student of at least eighteen years of age.

“**Principal**” means principal of the corresponding school.

Document Revision History

Date	Description	Author
10/18/2022	Policy 1.2	
12/14/2020	Policy 8.1 Rewrite	C. LaBerge
7/21/2020	Policy 2	N. Hawk
7/21/2020	Policy 3	N. Hawk
1/15/2019	Policy 8.1 (j)(j) and 8.1 (j)(i) - waiving 48 and 24 hour acceptance criteria for the following school year only	Linton
2/20/2018	Policy 8.2	C. LaBerge
4/27/2017	Policy 16	M. Smith
4/27/2017	Updates to 2.6	M. Smith
1/17/2017	Updates to 2.11	M. Smith
11/15/2016	Updates to 3.5	M. Smith
03/15/2016	Updates to 3.6	D. Lewis
09/15/2015	Updates to 2.4, 4.3	D. Lewis
06/16/2015	Updates to 2.6(e), 2.11(i)	D. Lewis
04/21/2015	Updates to 2.15	D. Lewis
02/17/2015	Updates to 10.1(g), 10.1(h), 10.1(i)	D. Lewis
11/18/2014	Updates to 2.6(h), 5.10(b), 8.2(f) per board approval	D. Lewis
10/21/2014	Updates to 2.12(ii), 2.5(b), 2.5(f), 2.6(a), 2.6(g) 2.11(d)(i), 2.11(d)(ii), 2.12, 4.5(b), 7.8(b), per October 2014 Board approval	D. Lewis
05/26/2014	Updates to 2.6(j), 9.1(b), and 9.1(e) per Board approvals	P Langer
11/10/2013	Updates to 2.4, 2.6, and 2.11 per Board Approvals, update TOC	P Langer

04/18/2013	Added comprehensive revisions of all changes through December 2012	Carleen Clark
07/07/2009	Added revision history and updated Policy 2.6 per June 2009 Board Meeting	M. Schmidt

1. The School

Policy 1.1 - Vision and Mission Statement

- (a) **Vision Statement.** Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders academic achievement, growth in character, and the love of learning, resulting in responsible, productive citizens.
- (b) **Mission Statement.** The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

Adopted: June 17, 1997, June 15, 1999, November 16, 1999, April 17, 2001

Policy 1.2 - School Legal Status

Jefferson Academy is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, Colo.Rev.Stat. §§ 22-30.5-101 et seq. that encompasses all Jefferson Academy campuses and Jefferson Academy sponsored Educational Programs. Jefferson Academy operates pursuant to a charter granted by the Board of Education of the District on May 12, 1994. On May 17, 1994 Jefferson Academy incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act, and on May 2, 1996 the Internal Revenue Service issued a determination letter recognizing Jefferson Academy's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986. Under the Charter Schools Act, Jefferson Academy 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, Jefferson Academy operates as a Colorado nonprofit corporation.

Adopted: March 21, 2000, October 18, 2022

Policy 1.3 - Nondiscrimination

- (a) Jefferson Academy affirms that no person shall, on the basis of race, color, age, national origin, religious belief, gender, marital status, membership or non-membership in any organization, disability or sexual orientation, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity.

Adopted: November 16, 1999, March 26, 2002

2. The Board

Policy 2.1 - [Articles of Incorporation](#)

Articles of Incorporation mean the document that establishes the existence of Jefferson Academy, a Colorado nonprofit corporation.

Adopted: July 21, 2020.

Policy 2.2 - [By-laws](#)

By-laws means the Amended and Restated Bylaws of Jefferson Academy, hereinafter referred to as “By-laws”.

Adopted: July 21, 2020.

Policy 2.3 - Decision Making

- (a) The Executive Director underlies all significant decisions made by the Board and Jefferson Academy’s administration: (i) all actions should fall within the parameters of the vision and mission statements; and (ii) the Jefferson Academy charter belongs to the parents of the schools.
- (b) Decisions shall be consistent with the Jefferson Academy Vision and Mission Statements as set forth in Policy 1.1.

Adopted: February 17, 1998, November 16, 1999, February 19, 2002, and July 21, 2020.

Policy 2.4 - Board Self-evaluation

- (a) 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.
- (b) The Board will conduct an annual self-evaluation of its own work. The self-evaluations will not be based on individuals serving on the Board but rather a positive constructive process of the Board as a whole using a formal written evaluation tool to evaluate its progress on the strategic plan.
- (c) 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.

Adopted: February 15, 2000, May 2012, September 17, 2013, September 15, 2015, and July 21, 2020.

Policy 2.5 - Public Attendance at Board Meetings

- (a) The Jefferson Academy board serves at the pleasure of, and represents, the

parents. Therefore, it 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 meetings of the board which are open to the public. A time for public comment shall be a part of every regular board meeting.

- (b) Meetings are closed to the public only when the board is meeting 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.
- (c) 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.
- (d) Persons who wish to make requests, presentations, or proposals to the board should direct any inquiry to the designated school administrator or the board president, who will respond according to the following process:
 - (i) If the information is given to an administrator, the administrator shall provide the information to the Board president for placement on the agenda regarding the issue to be addressed.
 - (ii) The board will receive in their packet for the next regularly scheduled meeting, written information directly from the person. If the material is not available according to deadlines imposed for board packets the item will be removed from the agenda.
 - (iii) The person may also present their information orally to the board when that agenda item is discussed. Time restrictions for presentation may be imposed.
 - (iv) 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.
- (e) Parents are free to address comments or concerns to any board member. However, parents must understand that no individual board member can make a decision without addressing any issue to the entire Board, and if there is a specific remedy or other action being requested, it is necessary for the parent to utilize the procedure set forth in 2.5(d) above. Additionally, if the issue deals with matters pertaining to any staff member, issues pertaining to their student, or events occurring at school or school sponsored events, the parent must first comply with the grievance process set forth in Policy 11.2 before seeking to place the issue before the Board.
- (f) Notice of meetings of the Jefferson Academy board shall be posted by the board President in designated areas in accordance with the by-laws.

Adopted: September 20, 1994, February 15, 2000, February 19, 2002, September 21, 2004, May 16, 2006, October 21, 2014

Policy 2.6 - Board Election Procedure

- (a) **January Notice.** Each January a notice shall be sent to the parents and posted in the Monday notes, by electronic means or in the same area as meeting notices informing them of the seats that are up for election at the May annual meeting. The notice shall provide a brief description of the requirements for membership on the board set forth in the board manual, including the two books by E.D. Hirsch that must be read. The notice shall state that anyone wishing to run for the board must sign the Board Manual immediately upon election. Current Board manuals shall be available in the school offices and online for potential candidates.
- (b) **Additional Notices.** Four, six and eight weeks prior to the annual meeting a notice of the upcoming board elections shall be included in the Monday notes and school newsletters to the parents via paper or electronic means. The notices shall set forth: (i) the seats that are up for election; (ii) the deadline for submission of candidate letters which shall be three weeks prior to the annual meeting; (iii) the date of the annual meeting; and (iv) that all board members are required to sign the Board Manual immediately upon election.
- (c) **Candidate Letter Submittal.** Three weeks prior to the annual meeting candidates shall submit their candidate letters ready to be copied for distribution. Prior to submitting their candidate letter all candidates shall have read the Board Manual and be prepared to sign it if they are elected or appointed.
- (d) **Candidate Letter/Voting Information Distribution.** Two weeks prior to the annual meeting information regarding voting at the annual meeting shall be distributed in accordance with Article II Section 2.4 of the bylaws. The preferable method of choice would be through the Monday notes and school newsletters via paper or electronic means. The information shall include: (i) a copy of the candidate letter of each board candidate; and (ii) a letter from the board setting forth the dates for early voting, information on the annual meeting and who is eligible to vote.
- (e) **Voting.** Electronic Ballots will be made available Monday the week prior to the annual meeting of the members and closes the night of the meeting. Members can vote electronically during that time frame. Computers will be available at both schools. Location and hours will be set by the school offices. Each member is allowed one vote and must follow the procedures for voting set by the Jefferson Academy Board of Directors from year to year. Any members who have not voted electronically will be given the opportunity to vote at the annual meeting. Votes will be certified at the annual meeting. There will be no proxy voting.
- (f) **Annual Meeting Voting.** The candidates receiving the most votes at the annual meeting shall be elected to the open positions. Ties shall be broken by coin toss.

- (g) **Eligibility.** Only parents of students at Jefferson Academy, including Jefferson Academy Home-based Educational Programs, shall be allowed to vote for members of the Board. Each parent or legal guardian shall have one vote for each director position up for election. Each paid employee of the corporation that has worked at the school for at least two years at the time of such determination and that has worked during such time at least 20 or more hours per week for the corporation will be allowed to vote for members of the board. Each employee shall have one vote for each director position up for election.
- (h) **Training.** All members elected to the Board will complete the Colorado Department of Education on-line board training. The Certificate of Completion should be brought to their first board meeting of the school year in August. Members who are elected or appointed in the middle of the school year will have 90 days to complete their training. Failure to do this may delay your service to the Board of Directors until completed.
- (i) **Vacancies.** Any director may resign at any time by giving written notice to the president or to the secretary of the corporation. Such resignation shall take effect at the time specified therein or immediately if no time is specified; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A vacancy may also occur if a board member is incapacitated or unable to fulfill their duties or was removed from office. Additionally, a vacancy may occur when an election occurs and more vacancies exist than candidates. The chairman of the board shall then declare a vacancy. The board will accept letters of candidacy for a time period determined by the board, not to exceed 60 days after the declared vacancy. All letters of candidacy submitted shall comply with the requirements of subsection (a) above. Letters received during this period shall be distributed to board members prior to the next board meeting occurring after the closure of the candidacy period, whether a regularly scheduled board meeting or a special meeting called specifically for such purpose. Any vacancy occurring in the board of directors shall be filled by the affirmative vote of the majority of directors then in office, even if less than a quorum. Such appointment shall occur at a regular or special board meeting following the closure of the candidacy period as designated by the board of directors. A director appointed to fill a vacancy shall be appointed for the unexpired term of that vacancy. If there is less than a year remaining of the unexpired term of a vacant director position, the board for any reason, by a majority vote, may leave the position open until the next annual election of directors. Additionally, if no applications are received, or no nominations are made from the received applications to fill a vacancy, the board may re-open the process to fill such vacancy in accordance with the procedures and time frames set forth in policy, from time to time, or the board may, at its discretion, determine to allow the vacancy to remain by a majority vote until another candidacy period is declared.
- (j) **Term Limits.**
Any and all Board Members shall be limited to 2 3-year terms, then be eligible to

serve one three year term after a minimum of three year respite. No member of the corporation can serve more than three terms total (a maximum of 9 years). Any Board member that is appointed by the Board to fill a mid-term vacated seat shall be considered a full term if the remainder of the term is 18 months from the date of election, as per 2.6 (g), or more in length. If the term being filled is less than 18 months from the date of election, as per 2.6 (g), the term will not be considered a full Term. The Board member filling a partial term of not more than 18 months may be elected for 2 additional full terms until they have served two 3-year terms (not to exceed 9 years total). If at any time a Board member resigns their position, the Term they are resigning from shall be counted as a full term. This policy was approved March 18th, 2014 and shall become effective June 17th, 2015.

Adopted: March 14, 1995, April 15, 1997, June 17, 1997, November 16, 1999, February 15, 2000, May 15, 2001, March 26, 2002, July 7, 2009, June 21, 2011, May 15, 2012, September 17, 2013, March 18, 2014, October 21, 2014, November 18, 2014, June 16, 2015, April 27, 2017.

Policy 2.7 - Policy Making

- (a) The board shall be solely responsible for adopting, repealing or amending policies for Jefferson Academy. Action by the board shall be accomplished as set forth in the bylaws. Any board action may be reversed by a vote of two thirds (2/3) of the membership at a regular or special meeting of the membership called for that purpose as specified in the bylaws Article II Section 2.3.
- (b) Proposals for adopting, repealing or amending policies for Jefferson Academy may be made in writing by any member of the board or by any parent in accordance with Policy 2.5 (d).
- (c) Except in cases of emergencies, the board shall follow the following procedure in adopting, repealing or amending policies for Jefferson Academy:
 - (i) **First Reading.** The proposed policy shall be submitted for approval on 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 may receive public comment and comments from the sponsor of the proposed policy.
 - (ii) **Second Reading.** If the proposed policy is approved on 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. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Jefferson Academy, and the Policy Manual shall be amended accordingly.
 - (iii) **Emergencies.** Upon a two-thirds (2/3) vote of the directors 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.

- (d) Proposed policies should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps or underlined, and language to be deleted lined out. New policies should include the proposed table of contents policy title and code number and any waivers that apply.

References: Policy 2.3—Decision Making

Adopted: November 16, 1999, February 19, 2002

Policy 2.8 -Board Member Conflicts of Interest

It is the intent of this policy to protect the public trust placed in the Board of Directors of Jefferson Academy. For purposes of this policy, a "conflict of interest" is any matter in which a Board member has any direct or indirect personal or monetary interest that is definite and demonstrable.

- (a) Board members shall serve without salary or other compensation, but may be reimbursed for any necessary expenses incurred by them in performing their duties as members of the board. Salary and other remuneration received from the school by ex-officio board members shall not be considered a conflict of interest for the purposes of this policy. However, ex-officio members shall abstain from votes involving the level of such remuneration.
- (b) Board members shall avoid any conflict of interest and the appearance of conflicts of interest in the performance of their duties as a Board member. Board members must not engage in the conduct of private business or personal services between any Board member and Jefferson Academy, except as specifically approved in accordance with the procedures set forth herein, in order to assure openness, competitive opportunity, and equal access to information.
- (c) A Board member who has a personal or private interest in a matter proposed or pending before the Board shall make a prompt, full and frank disclosure of his or her interest to the Board prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to Jefferson Academy's interest. For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the Jefferson Academy, is a relative of such party, or is a director, trustee or officer of, or has a significant personal, financial, or influential interest in the entity contracting or dealing with the School. Following such disclosure the interested Board member shall not vote on, use his or her personal influence over, or be present during the discussion or deliberations with respect to, such contract or transaction (other than to present factual information or to respond to questions prior to the discussion). The minutes of the meeting shall reflect the disclosure made, the

vote thereon and, where applicable, the abstention from voting and participation. The Board shall not approve any matter in which a Board member has an interest unless it is fair as to Jefferson Academy and a majority of the disinterested directors approve the transaction.

- (d) Notwithstanding anything to the contrary set forth in subsection (c) above, if a Board member has complied with statutory disclosure requirements provided under Colorado law pertaining to conflicts of interest of governmental officials, by voluntarily notifying the Secretary of State of Colorado of such interest in the matter, the member may vote if participation is necessary to obtain a quorum or to otherwise enable the Board to act. If a member votes under these circumstances, the member shall state for the record the fact and summary nature of the potential conflict of interest previously disclosed to the Secretary of State. Board members shall not use their positions on the Board to obtain employment with Jefferson Academy for themselves, family members, friends, or associates. Should a Board member desire employment, he or she must first comply with the administrative hiring procedures, meet the criteria for any employment opening, and comply with the provisions of Section 4.4 below and Section 3.2(a)(iii) of the Bylaws of Jefferson Academy.
- (e) A Board member shall not for any reason:
 - (i) disclose or use confidential information acquired in the course of official duties to further personal financial interests; or
 - (ii) Accept a gift of substantial value or a substantial economic benefit equivalent to a gift, which would tend to improperly influence a reasonable person in that position.
- (f) Board members shall comply with all other statutory or District obligations regarding conflicts of interest, unless the same have been otherwise waived in writing.

Adopted: February 15, 2000, May 21, 2002.

Policy 2.9 -Board Review of Administrative Procedures

- (a) Administrative policies and regulations need not be reviewed by the board in advance of issuance except as required by law. However, when there is a potential for strong parental, student or staff reaction, the policy or regulation should be approved by the board in advance.
- (b) Administrative policies and regulations should reference existing board policy.
- (c) The board reserves the right to review administrative regulations at its discretion. However, the board of directors shall revise or veto such regulations only when, in its judgment, such regulations are inconsistent with the board's policies.

Adopted: November 16, 1999.

Policy 2.10 - Advisory Committees to the Board

The primary purpose of all advisory 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, will continue to be the board's as required by law.

Advisory 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 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 will report periodically to the board.

Reference: Policy 2.3—Decision Making

Adopted: September 19, 2000.

Policy 2.11 - Standing Committees

Unless otherwise specified below, changes to the number of committee members may be adjusted from time to time by the committee members through a vote so long as the ratio of members is consistent with the minimal membership requirements and reflects the student populations, as referenced in Policy 2.11(i)(IV) through (F), that are significantly represented within the school.

If, after making good faith efforts, a principal or the JA Board is unable to find a sufficient number of persons who are willing to serve on committees, the JA Board may establish an alternative membership plan for the committee which reflects the membership specified in Policy 2.11(a) through (j).

- (a) **Elementary School Staff Review Committee.** The Staff Review Committee (SRC) will participate in the review, hiring and retention process of staff, as defined in policy 4.3.
- (b) **Secondary School Staff Review Committee.** The Staff Review Committee (SRC) will participate in the review, hiring and retention process of staff, as defined in policy 4.3.
- (c) For purposes of this policy SRC shall be defined as one or more committee members or as designated by the committee itself.

- (d) **Accountability functions of the Elementary and Secondary School Staff Review Committees.**
- (i) Review process: Each SRC shall receive and approve the staff evaluation schedule required of each school's Principal as defined in policy 3.3(d). The Principals will report quarterly to ensure compliance with staff evaluation requirements.
 - (ii) Hiring process: SRC members shall be invited to interviews for certified/licensed staff positions and the SRC and school principal shall collaboratively make decisions on staff hiring.
 - (iii) Retention process: Using staff review information in staff personnel files, the SRC and school principal shall collaboratively make decisions on staff retention.
 - (iv) SRC members or the principal may present any critical staff concerns to the full board under Executive Session.
- (e) **Neighborhood Relations Committee. Purpose and Scope:** To work together with the neighbors on issues that impact each party. This committee is responsible for developing a reasonable and practical list of issues both parties may have, prioritize and resolve them (if possible), and communicate results to their respective groups. **Committee Structure:** This committee shall be as follows: **Jefferson Academy** will be represented by the current JA Board President, one additional board member, and a designated school administrator. **Neighbors** will be represented by three neighbors chosen from amongst themselves and ratified periodically in conjunction with an open neighborhood meeting to be hosted by JA and the members of the Neighborhood Committee. **District** will be represented by the Charter School Area Administrator or designee. The District will be kept advised of the committee's work via direct interaction at the meetings or through the approved minutes. **Minutes:** An appointed member of the committee will take minutes of all meetings. To ensure accuracy all members of the committee will review minutes. **Authority:** This committee holds no authority to commit or move forward on any issue without the express consent of the Jefferson Academy Board of Directors.
- (f) **Facilities Planning Committee.** The Facilities Planning Committee will be responsible to report to the board on a quarterly basis (September, January, March and June) of short and long term facility issues, and after approval by the board to move forward, research solutions and develop implementation plan. This committee will be responsible to make necessary contacts with local, district, or state entities after receiving approval from the board on its recommendations. The Facilities Planning Committee shall be composed of two board members, two administrators and at least two parent volunteers. The committee must have a minimum of 6 members but may not exceed 10 members.
- (g) **Governance and Policy Committee.** The Governance and Policy Committee shall assist the Board in development of new board members, and evaluation of

governance and policy matters on a periodic or specifically assigned basis. This committee shall consist of two Board members, two parent members, and one teacher from the elementary school and one teacher from the secondary school. The chair of the Board shall appoint the chair of the Governance Committee. The duties and responsibilities of the Governance and Policy Committee shall be to:

- 1) Periodically review, and as necessary recommend to the Board, any revisions of the school's charter contract, bylaws, policies and procedures, and codes of conduct;
- 2) Develop and recommend to the Board any policies or documents relating to the governance of the school;
- 3) Study and develop appropriate recommendations to the Board for any governance issues that arise from time to time that the Board identifies and on which it requests assistance;
- 4) Provide training to the Board, as may be needed on the charter, bylaws, policies and procedures;
- 5) Create a recruitment plan for identifying, preparing and recruiting future Board members, including an assessment of qualities and characteristics that may add value to Board composition; and
- 6) Undertake such other duties as may be delegated to it by the Board from time to time.

(h) **Capital Development Committee.** The Capital Development Committee shall assist the Board in development of new sources of revenue to support long-term funding for the school. The committee shall initially consist of at least one member of the Board, each of the principals, the staff member assigned to marketing, and three to nine additional members that may be staff, parents or community members. The Board shall from time to time appoint the chair of the committee. Following successful implementation of some programs, the size of the committee may decrease. The committee will be charged with developing three prongs of long term fiscal funding: (1) grant writing; (2) community business partnerships; and (3) establishment of a trust or foundation. The committee will manage and evaluate the success of these measures, and investigate and recommend other long term fundraising mechanisms for the school.

(i) **Accountability Committee.** The name of the School Accountability Committee shall be "Jefferson Academy School Accountability Committee," hereinafter referred to as the "SAC".

I. **Purpose of the SAC** is to inform, encourage, and provide advice in the planning and evaluation of the school's instructional program and unified improvement processes. The SAC is to make recommendations concerning Jefferson Academy's ("JA") performance or improvement plan to JA's principals,

and meet at least quarterly to discuss implementation of the school's plan and other progress pertinent to the school's accreditation contract with the District Board of Education. Final decision-making authority rests with JA's principals and the JA Board of Directors.

II. Duties and Responsibilities of the SAC

1. Advise and make recommendations to the JA principals concerning the preparation of the Unified Improvement Plan ("UIP")
2. Meet at least quarterly to discuss
 - a. Progress toward meeting the goals of JA's performance or UIP, whichever is applicable, or other progress pertinent to JA's accreditation contract with the Jefferson County School District R1
 - b. Safety issues relative to the school environment
 - c. Community concerns and input regarding aforementioned duties and responsibilities
3. Evaluate school safety and parent satisfaction. This may be accomplished by compiling a parent survey. Surveys should be designed to measure: parent satisfaction, school safety, school climate, and academic progress. Surveys must be approved by the JA Board prior to distribution. Survey results, combined with academic achievement data, inform Board decisions and strategic planning.
4. Perform such other duties and responsibilities as may be required by JA Board policy or that may be assigned by the JA Board from time to time.
5. The responsibilities of SAC regarding finances have been delegated to the JA Finance Committee

Duties and responsibilities of the SAC shall not include:

1. Personnel issues, including hiring or evaluation of individual staff members
2. Individual student discipline issues
3. Any issue dealing with a specific student, staff member, or parent

III. Membership SAC shall have eleven voting members consisting of individuals from the following six categories:

1. Both JA principals or their designees
2. One teacher from each of JA's elementary and secondary campuses that provide instruction at the school
3. Four parents or legal guardians of students enrolled at JA, two each with student(s) enrolled at JA elementary school and JA secondary school, the term parent shall include legal guardians
4. One adult member of an organization of parents, teachers, and students recognized by the school
5. At least one person from the community
6. At least one JA Board member. At no time shall there be more than two current

JA Board members on the SAC and they may not serve as Chair or Vice-Chair of the SAC.

Additional restriction on the SAC Member Categories

1. A person may not be selected to fill more than one of the member categories required in section III above in a single term
2. A person selected to serve on SAC for any member category other than principal or teacher may not be employed by or be a relative of a person who is employed by the School. As used herein, “relative” means a person’s spouse, son, daughter, sister, brother, mother, or father.

Expanding SAC Membership. If a JA Board decides to expand the size of the SAC, it may do so from time to time by resolution, so long as such resolution specifies the method for selecting such additional members, and assures that the number of parents on the committee exceeds the number of representatives from the next highest number of representatives (e.g. faculty members)

Term Limits. Except for the principal’s (or principal’s designee), no member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. However, if JA cannot obtain candidates for any open positions, after completely following the nomination process outlined herein, the SAC may vote on whether to grant an exception to a term-limit-member if they are willing to continue their position.

Terms of SAC Members. Members shall serve a two-year term.

Vacancies. Any vacancy occurring during a term shall be filled by a simple majority vote of the remaining voting members of the SAC. In filling a vacancy, the SAC shall assure that the composition required in section herein is maintained.

Resignation. Any SAC member may resign by giving written notice to the SAC Chairperson or Recorder. The resignation of any SAC member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.

Removal. Any SAC member who is elected or appointed shall be removed upon a conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense which constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any elected or appointed SAC member may also be removed for failure to attend three consecutive meetings without excuse or for reasons deemed sufficient by a three-fourths majority of the SAC’s voting members, not including the member who is subject to the removal vote.

IV. Appointments.

Advertising Open SAC Positions. When there is an open position on the SAC, SAC shall use its best efforts to fill each member category of SAC position stated herein in section III by advertising the open position for at least two weeks via standard means of school wide communications, at the front door of each of the JA School buildings, and in at least one local newspaper or widely publicized weekly local publication-printed or online.

SAC Members Shall Reflect Student Population. The JA principals and the JA Board or their designee(s) shall, to the extent practicable, appoint persons to serve on the SAC who reflect the student populations that are significantly represented within the school. Said student populations may include, but need not be limited to:

- A. Students who are members of non-Caucasian races;
- B. Students who are eligible for free or reduced-cost lunch through the federal “National School Lunch Act”, 42 U.S.C. sec. 1751 et seq.;
- C. Students who are English language learners, as defined in section 22-24-103(3)
- D. Students who are migrant children, as defined in section 22-23- 103(2)
- E. Students who are identified as children with disabilities pursuant to section 22-20-108; and
- F. Students who are identified as gifted children, as defined in section 22-20-202(11).

Date for appointing or designating Members. Appointment of SAC members shall occur by October 1 – of each year.

Appointment of SAC Members. In years when there are expired terms for the relevant category of SAC members, each JA principal shall recommend one teacher from their respective schools, and two parents from their respective schools. The two JA principals shall jointly select and appoint one community representative and one adult member of an organization of parents, teachers, and students recognized by the school. Any disagreement between the JA principals regarding their joint appointments shall be resolved by a vote of the JA Board. The JA Board shall select and appoint one member of the JA Board to serve on SAC.

Good faith efforts. If, after making good faith efforts, a principal or the JA Board is unable to find a sufficient number of persons who are willing to serve on the SAC, the JA Board, may establish an alternative membership plan for the SAC, which plan shall reflect the membership specified in Section IV as much as practicable.

V. SAC Officers, and School Principal. The officers of the SAC shall consist of a Chairperson, Vice-Chairperson and Recorder.

- A. Chairperson:
 - 1. Is an elected position
 - 2. Should be a parent representative
 - 3. Serves a one-year term and may be re-elected for one additional one-year term
 - 4. Sets agenda in collaboration with the JA principals and vice- chairperson and sends to SAC members at least five days in advance of the meeting
 - 5. Presides over the meeting
 - 6. Assures the SAC complies with these JA Board policies
 - 7. Authors process for SAC involvement of UIP
- B. Vice-Chairperson:
 - 1. Is an elected position

2. Should be a parent representative
 3. Serves a one-year term, may be re-elected for one additional one-year term, and may be elected such that the vice- chairperson will assume the chairperson's role the following year.
 4. Participates in setting the agendas with the chairperson and principal
 5. Assumes duties of chairperson when the chairperson is absent
 6. Assumes the duties of the chairperson in the event of a resignation and until a successor chairperson is elected.
 7. Ensures the SAC complies with these JA Board policies
- C. Recorder:
1. An elected or rotating position in which members volunteer to fulfill the responsibilities for a single meeting
 2. Submits meeting minutes for distribution to all SAC members prior to next meeting
 3. Maintains a file containing all SAC business
- D. JA Principals or Principal's Designee:
1. Collaborates with the chairperson and vice-chairperson to set the meeting agenda
 2. Ensures the agenda and minutes are posted
 3. Ensures that the SAC complies with these JA Board policies

Election and Term of Office. Officers shall be elected by a simple majority of the voting members of the SAC for a term of one year. Individuals may be re-elected for one additional term by a simple majority of the voting members of the SAC. **Vacancy.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given

Resignation. Any officer may resign by giving written notice to the Chairperson or Recorder of the SAC. The resignation of any officer shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.

Removal. Any officer may be removed by vote of a simple majority of the voting members of the SAC at any meeting.

VI. Meeting

Regular Meetings. Regular meetings of the SAC shall be held at least quarterly. A meeting schedule shall be established during the first SAC meeting of the school year. Meetings shall be scheduled at a time to allow for maximum parent and community involvement. Because the meetings are public, no confidential information shall be discussed at these meetings (e.g. disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed). Subcommittees may be

established to meet outside of SAC meeting times to research or study a topic.

Special meetings. Special meetings may be called by any Officer of the SAC, with a minimum of five days notice given to all SAC members.

Notice of Meetings. Unless otherwise specifically provided, a regular and special meeting shall be preceded by written notice, posted at the school at least 24 hours in advance and emailed to all SAC members. The notice shall include a meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.

Agendas and Minutes. Proposed agenda items are to be submitted to the Chairperson at least ten working days before the meeting. The SAC may modify the agenda during the meeting, elect to address the topic in the future or decide not to address the topic at any meeting. Meeting minutes shall be produced and distributed to members and the JA Board before the next scheduled SAC meeting. Minutes shall be publicly available following each meeting. As provided by law and these policies, the SAC shall meet at least quarterly.

Attendance.

A. Members:

1. Members shall contact the Chairperson or Principal if unable to attend a meeting.
2. Members who fail to attend three consecutive meetings are subject to removal accordance with Article IV, Section G

B. Scheduled Visitors:

1. Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the Chairperson approves the topic.
2. The Chairperson shall schedule and determine the duration of each presentation.

C. Unscheduled Visitors:

1. Unscheduled visitors may address the SAC during open forum for up to three minutes.
2. The SAC reserves the right to limit the number of persons who address the council.

Compliance with Colorado's Open Meetings Law. All meetings shall be open to the public with meeting time and location posted in compliance with Colorado's Open Meetings Law. C.R.S. 24-6-401 et seq. Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's Open Meetings Law, C.R.S. 24-6-401 et seq

Quorum. At any meeting, a quorum shall consist of a simple majority of the voting members.

Voting at Meetings. At all meetings, each voting member shall have one vote. SAC members may not vote by proxy.

Participation by Electronic Means. Any SAC member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such

participation shall constitute presence in person at the meeting.

VII. Decision-Making Process

Decision-making for SAC recommendations (except for election of officers, removal of officers, removal of members, and appointment of additional members) should be done using a consensus model. If consensus cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum of the SAC. To the extent decisions cannot be reached by consensus, the Chairperson or the SAC by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of Robert's Rules of Order.

Legal References: 22-11-401 – 22-11-406, C.R.S

(j) Communications Committee.

Purpose and Scope: The Communication Committee works to formulate and implement a strategy for communication through an annual Communication Plan. The Committee's role is to identify effective ways to communicate. Its efforts are to ensure that a clear and accurate message is laid out and delivered. The Committee is responsible for facilitating and improving the communication of the school and Board with families and staff of Jefferson Academy as well as key stakeholders and the general public.

Committee Structure: This Committee shall be a Standing Committee to the Board in accordance with the bylaws and be comprised of, but not limited to, at least two parents representing the Jefferson Academy Elementary and two parents from the Jefferson Academy Secondary. Appointments of the chair(s) and members of this committee shall be made annually by the Board with the advice and consent of the Board in accordance with the bylaws. The chair(s) of this committee shall be a member(s) of the Board. Subject to the conditions stated in the bylaws, additional committee members may be appointed and need not be members of the Board or represent the parent community.

Minutes: An appointed member of the committee will take minutes of all meetings. To ensure accuracy all members of the committee will review minutes.

Authority: This committee holds no authority to commit or move forward on any issue without the express consent of the Jefferson Academy Board of Directors.

Reference: Policy 2.10—Advisory Committees to the Board

Adopted: June 20, 2000, August 21, 2001, June 25, 2002, January 21, 2003, May 20, 2003, October 21, 2003, September 21, 2004, May 20, 2008, September 15, 2009, February 16, 2010, November 16, 2010, October 23, 2012, June 16, 2015, January 17, 2017.

Policy 2.12 - Board Conduct

The board gives direction to the school using the vision and mission statements and the

strategic plan. The board is a policy setting board delegating the implementation of its direction and day- to-day operations to the designated school administrator.

(a) Meeting Procedures

- (i) The president, in collaboration with the designated school administrator, will set the board meeting agenda. Any board member wishing to put an item on the agenda must submit the item, with supporting documentation, to the president in the time frame established by the president.
- (ii) A consent agenda will be part of the regular agenda in an effort to conduct more effective public meetings. This allows directors more time to focus on the mission and vision of the school as it relates to board business. The board may from time to time have items on the consent agenda that will be added or removed as they relate to the board calendar or school business. The consent agenda will appear near the beginning of the meeting to allow for any item needing discussion to be moved to the general agenda. As with any board action, a quorum must be present in order to take action on the consent agenda items.

Consent agenda items for the JA Board meeting may include:

- (a) Board and committee meeting minutes
 - (b) PTO/Boosters reports
 - (c) Committee and Principals reports
 - (d) Home School reports
 - (e) Updates or reports provided for information only
 - (f) Correspondence requiring no action
 - (g) Final approval of proposals, reports, or communication documents addressing the JA community that directors have been dealing with for some time and are familiar with the implications.
 - (h) Routine/yearly contracts that fall within the policies and guidelines
 - (i) Any confirmation of documents or items that need no discussion but are required by the policies or bylaws.
- (iii) Board packets will be distributed no later than the Friday before the regularly scheduled board meeting.
 - (iv) Board meetings will be run in general accordance with Robert's Rules of Order.
 - (v) One set of all materials that are not confidential or work product (as defined in C.R.S. 24-72-202 (6.5) shall be put into a binder and made available during the board meeting for audience members.

(b) Board Member/Administration/Staff Relationship

- (i) In dealing with any school employee, individual board members do not

have the authority to act as a representative of the board as a whole, except when that authority has been delegated by the board through majority vote.

- (ii) Any communication that may be necessary between board members and staff members will be conducted through the designated school administrator, except parental communication that involves a board member's child/student.

(c) Board Norms

- (i) Become familiar with school documents including the Bylaws, Charter, Board Manual, Board Policies, waivers and administrative procedures.
- (ii) Do not disclose or discuss with any person outside of the board information or opinions on confidential issues regarding parents, students, personnel or any school business.

Adopted June 25, 2002, September 21, 2004, November 28, 2007, September 21, 2014, October 21, 2014

Policy 2.14 - Executive Session Procedure

In accordance with Colorado Law, the Board of Directors shall electronically record all discussions that occur in executive session. The Secretary of the Board and the designated administrative secretary shall be the joint custodians of the electronically recorded discussions. The designated administrative secretary shall ensure that the recordings are kept in a secure location and that only people authorized to review the recordings have access to them.

All electronic recordings of executive sessions shall be retained for at least ninety days following the date of the executive session. The Secretary of the Board of the executive session shall destroy executive session recordings after expiration of the ninety-day retention period. Executive session recordings are not open to public inspection, copying, or transcription. The custodians of the same shall not authorize any person to access, review, copy, or transcribe the same, except as specifically set forth herein, and shall immediately notify the Chairman and President of the Board of any request to review these recordings. Only current members of the Jefferson Academy Board, which includes the designated school administrator(s), may review the executive session recordings. No copies of the recordings shall be made.

Administration, in accordance with policy 2.9(b), shall establish clear administrative procedures with its staff regarding the safekeeping, retention and destruction of the executive session recordings.

C.R.S. § 24-6-402(1)(d.5)(II), (4)

Adopted October 16, 2001, September 21, 2004, October 16, 2007

Policy 2.15 - Open Records Requests

- (a) In accordance with Colorado statute, Jefferson Academy maintains corporate records in the schools' offices. Any person wishing to view these records will make their request to the designated administrative secretary and they will be provided the materials during a scheduled appointment. For the protection of the records, individuals must remain with the records in the office while viewing them.
- (b) Should an individual want copies of the documents, the following procedure will be followed. The request will be made in writing listing the specific pages per document sought. This request will be given to the designated administrative secretary who will document the day and the time the request is made as well as notify the Board Secretary. The designated administrative secretary will notify the Board Secretary, who will then provide the materials within a reasonable time. A reasonable time will be defined in accordance with Colorado Statute 24-72-203 (3) (b).

Individuals requesting copies will be assessed at \$0.25 per page. Individuals requesting copies will be assessed for Audio Recordings at \$3.00/CD. All other requests for information as described in Colorado Statute 24-72-205 (3) will be charged, after the first hour, at a rate of thirty dollars per hour.

C.R.S. 24-72-202, 203, 205

Adopted February 19, 2002, March 9, 2004, September 21, 2004, February 21, 2012, April 21, 2015

Policy 2.16 - Board Officers Election Procedure

The officers of the Board of Directors and the Corporation shall be elected at each regularly scheduled June meeting or at any other regular or special meeting should the need arise according to the following procedure:

- (a) All board members interested in holding office may put in writing their intent to be considered for such office, with that written intent to be included in the board packet distributed prior to the meeting held for such purpose. However, failure to submit a statement of interest will not prohibit any person from being nominated.
- (b) Election of officers will take place using the following format:
 - (i) Nominations for officers will be taken in the following order:
 - (A) Chairman
 - (B) Vice Chairman
 - (C) President
 - (D) Vice President
 - (E) Secretary

- (F) Treasurer
- (ii) All nominations for a particular office shall be taken at one time and, upon motion and with 2/3 approval, the nominations for such office will be closed.
 - (iii) Following the close of nominations for a particular office, a discussion period will be allowed
 - (iv) A vote will be taken on each candidate in the order in which the candidates were nominated. The first candidate to win a majority of votes is awarded the office.

Adopted February 19, 2002

3. Administration

Policy 3.1 - Administrative Structure

The Board shall rely on its designated school administrator(s) to provide professional administrative leadership at Jefferson Academy. The highest level of administration, the Executive Director, shall be hired by and report directly to the Jefferson Academy Board of Directors. In the absence of an Executive Director, the Principals shall also report directly to the Board. The entire school, K-12, shall be viewed as a single school system subject to the policies set forth by the Board and implemented through the designated school administrator(s).

Adopted: September 19, 2000, May 15, 2001, February 19, 2002, January 21, 2003, October 21, 2003, September 21, 2004, and July 21, 2020.

Policy 3.2 - Job Description - Executive Director

At the discretion of the Board, an Executive Director may be hired with the responsibilities described below. In the absence of an Executive Director, the Principal(s) shall assume those duties assigned to the Executive Director.

- (a) Qualifications/Education/Experience and Personal Characteristics:
 - i. Advanced degree from an accredited institution in educational or business administration.
 - ii. Minimum three years successful school administration or business executive experience.
 - iii. Classroom teaching or other relevant experience.
 - iv. Experience with budgeting, curriculum development and public relations.
 - v. Knowledge of the Colorado charter school law and operation of a charter school preferred.
 - vi. Commitment to the vision and mission and Board approved curriculum of Jefferson Academy.
 - vii. Administrative and/or teaching experience in a school setting desired, preferably in a charter school setting.
 - viii. Capability of managing a budget exceeding \$6 million.
 - ix. Demonstrates flexibility and experience in effectively solving challenging problems through a positive, collaborative approach.
 - x. Inspiring thought-leader that can develop a strong, collaborative K-12 culture.
 - xi. Entrepreneurial problem solver committed to innovation and ongoing improvement.
 - xii. Possess the highest standards of integrity and a strong moral and ethical character.

- xiii. Approachable, accessible, highly visible and enjoys meeting new people and considering their points of view.
- xiv. Assumes personal and professional responsibility for creating, sustaining and nurturing the most engaging educational environment.

(b) Leadership Duties and Responsibilities:

- i. Demonstrates commitment to the vision and mission and approved curriculum of Jefferson Academy and communicates them to school personnel, students, Parents and the Board.
- ii. Models school values to the Principals, staff, and the Board.
- iii. Maintains frequent contact with the Principals and staff.
- iv. Utilizes a participatory management style with Principals and other supervisory personnel.
- v. Communicates effectively both orally and in writing.
- vi. Fosters a climate of innovation and excellence through a positive school culture.
- vii. Facilitates activities that build a sense of community between and among staff.
- viii. Facilitates activities for families that encourage a sense of community and shared purpose.
 - i. Serves as a non-voting member of the Board and ensures Board initiatives are implemented and acted upon.
 - ii. Guides school leadership and administration.
 - iii. Oversees K-12 curricular alignment and collaboration.
 - iv. Develops and leads initiatives in support of the strategic plan, reporting status to the Board.
 - v. Interacts with school community members to build supportive relationships.
 - vi. Fosters communication and collaboration from stakeholders.
 - vii. Develops and cultivates strong, positive relationships with essential District personnel.
 - viii. In collaboration with staff, oversees the effective analysis of data relevant to the mission and vision of Jefferson Academy.
 - ix. Stays current in and demonstrates knowledge of effective, research-based practice.
 - x. Builds upon existing professional development initiatives to ensure a strong, cutting edge educational environment for staff.

(c) Educational Leadership Duties:

- i. Recruits, interviews and recommends individuals for positions as principals, school administrators, and other positions as deemed necessary to support the K-12 program.
- ii. Oversees and is responsible for planning and evaluations of

- K-12 programs and priorities.
 - iii. Ensures continuity of curriculum from K-12.
 - iv. Supervises the work of the Principals and school administrators.
 - v. Develops cooperation and teamwork between or among the Principals.
 - vi. Encourages professional development for the Principals.
 - vii. Provides perspective on educational issues for the Board.
 - viii. Establishes a plan for periodic review of the K-12 curriculum.
 - ix. Responsible for the implementation of school policies.
 - x. Oversees accurate financial, corporate, and policy records for Jefferson Academy.

- (d) Cultivate Strategic Relationships and Facilitate Fund Development:
 - i. Introduces annual funding programs.
 - ii. Cultivates relationships with Parents, school organizations (PTO, Boosters, etc.) community leaders and local businesses.
 - iii. Shapes a positive external perception of Jefferson Academy and its brand within the broader community.
 - iv. Builds relationships with members of the local and regional media to promote more representation of the school in the media.
 - v. Ensures Jefferson Academy is included in relevant articles on school issues.
 - vi. Communicates with national news magazines to promote recognition of Jefferson Academy, including rankings, and publish these results to the greater community.
 - vii. Invites city officials, legislators and other VIP's to tour campus or hold meetings at the school.

- (e) Oversee and Grow Jefferson Academy's Financial and Operational Performance:
 - i. Monitors comprehensive financial management, accounting, and budget management.
 - ii. Offsets Jefferson Academy's reliance on state funding by developing new or optimized existing revenue generating programs.
 - iii. Leads aspects of Jefferson Academy's operational teams including facilities, human resources, marketing and finance.
 - iv. Monitors and manages required reporting to CDE and Charter Authorizer as required.
 - v. Ensures compliance with Federal and Colorado state employment laws and regulations.

- (f) Community Relations Duties:
 - i. Promotes and develops a professional, positive relationship between the Board and the staff.
 - ii. Seeks and considers the input of stakeholders on issues pertaining to them.
 - iii. Provides information, as the official spokesman, to the school community, the general population, the media and interested parties about

- the programs at the school and its progress toward goals.
- iv. Oversees printed material for the overall operation of the school.
- v. Serves as the liaison with the school district on any administrative, operational, or educational matters.

(g) Managerial Duties:

- i. Develops the master budget through appropriate collaboration.
- ii. Ensures safe, secure and well-maintained facilities.
- iii. Completes reports required by various regulatory agencies such as the U.S. Department of Education and the Colorado Department of Education (CDE).
- iv. Works with the Principals to develop a staff development program for staff.
- v. In collaboration with the Board, conducts yearly evaluations on first level administrative team members.
- vi. Establishes and maintains organizational structure for the school K-12.
- vii. Establishes clear lines of communication, authority and responsibilities for the administrative team (Executive Director, Principals, financial assistant, and others as needed).
- viii. In collaboration with the Principals, prepares the master school year calendar and presents it to the Board for approval.

Adopted: February 15, 2000, February 19, 2002, October 21, 2003, September 21, 2004, and July 20, 2020.

Policy 3.3 - Job Description – Principal

Any Principal hired by the school shall hold at least an advanced degree from an accredited institution, preferably in educational and/or business administration; have two or more years of experience as an administrator in a public or private school, or a position with equivalent responsibilities in government, private business or an institution of higher learning; planning, budgeting, curriculum development and public relations experience; and knowledge of the Colorado charter school law and operation of a charter school. The position requires commitment to the vision and mission of Jefferson Academy and functions under the guidance and oversight of the Executive Director

(a) Qualifications:

- i. Advanced degree from an accredited institution, preferably in educational and/or business administration
- ii. Two or more years of experience as an administrator in a public or private school, or a position with equivalent responsibilities in government, private business or an institution of higher learning
- iii. Planning, budgeting, curriculum development and public relations experience

- iv. Commitment to the vision and mission of Jefferson Academy.
- (b) Leadership duties:
- i. Demonstrates commitment to Jefferson Academy’s vision and mission and communicates that vision and mission to school personnel, the students and families and the community.
 - ii. Models school values for students, Parents and the Board.
 - iii. Is a visible leader maintaining frequent contact with students and staff.
 - iv. Exercises a participatory management style with staff when possible.
 - v. Communicates effectively by written and oral methods.
 - vi. Fosters a climate of innovation.
 - vii. Facilitates activities for families and staff to encourage community and shared purpose.
 - viii. Demonstrates a commitment for personal professional development.
- (c) Educational leadership duties:
- i. Hires and evaluates staff
 - ii. Oversees planning and evaluation of programs and priorities.
 - iii. Coordinates design of curriculum with staff.
 - iv. Administrates school-based programs.
 - v. Administers services of resource personnel.
 - vi. Assists staff in evaluating their methods and instructional materials.
 - vii. Designs schedules.
 - viii. Develops cooperation and teamwork within staff.
 - ix. Assists staff in accommodating individual student needs and abilities.
 - x. Monitors student progress, discipline, health, and safety.
 - xi. Provides perspective on educational issues with the Board on a regular basis.
 - xii. Establishes a plan for improvement of instruction, school philosophy and school policies.
 - xiii. Assists board in evaluating the school’s progress on established priorities.
- (d) Community relations duties:
- i. Promotes and develops a professional, positive relationship with the Board and staff.
 - ii. Seeks and considers opinions of others in a timely fashion.
 - iii. Provides information to community, media and interested parties about the school, its programs and progress towards goals.
 - iv. Develops printed materials needed for the operation of the school.
 - v. Serves in a liaison capacity with the school district on any administrative and/or educational matters.
 - vi. Assists with the recruiting, scheduling and training of volunteers within the school.
- (e) Managerial duties:
- i. Approves and authorizes:
 - a. Building usage
 - (a.) Budget items

- (b.) Permanent record maintenance
- (c.) Building maintenance
- (d.) School based activities and schedules
- ii. Approves and authorizes:
 - a. Purchase and utilization of material resources
 - b. Equipment
 - c. Textbook and supplies
- iii. Establishes organization patterns for respective campuses.
- iv. Plans and implements the staff development program.
- v. Delineates responsibilities and authority, establishing lines of communication and supervision.
- vi. Develops enthusiasm and promotes positive morale among staff and Parents.
- vii. Other duties as directed by the Executive Director

Cross-Reference Policy 4.6

Adopted: February 15, 2000, September 17, 2002, October 21, 2003, September 21, 2004, and July 20, 2020.

Policy 3.4 - Elections – Not School Based

- (a) Jefferson Academy will not expend any of its resources in connection with supporting or opposing any candidate for political office, nor shall it expend resources in connection with supporting or opposing an issue in an issue election.
- (b) 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: February 15, 2000

Policy 3.5 – Student Withdrawal Surveys

In an effort to continue to provide the best educational experience to its students and parents, Jefferson Academy will conduct surveys, using the Jefferson County School’s Withdrawal Form, of all Jefferson Academy parents who choose to remove their child(ren) from Jefferson Academy as to the reason for their withdrawal decision. The administration will present these statistics to the Board each October, January and June.

Adopted: November 28, 2000, January 15, 2008, November 15, 2016

4. Personnel

Policy 4.1 - Staffing Philosophy and Goals

- (a) The school will endeavor to employ a dynamic, effective, well-qualified, and efficient staff to carry out a constantly improving educational program.
- (b) The board's specific personnel service goals are as follows:
 - (i) Recruit, select, employ, and retain the best qualified personnel available to staff the school;
 - (ii) Provide equal employment opportunities for all candidates for positions in accordance with the board's non-discrimination policy (Policy 1.3);
 - (iii) Develop high quality human relationships conducive to high levels of staff performance and satisfaction;
 - (iv) Deploy available staff in such a way as to use them as effectively as possible to achieve the school's stated goals and objectives;
 - (v) Develop and manage staff compensation, leave, and benefit programs in ways that attract and retain qualified employees;
 - (vi) Manage the development and updating of job descriptions by appropriate administrators;
 - (vii) Oversee an employee evaluation program that contributes to the improvement of staff performance and professional development; and
 - (viii) Effectively administer contracts and personnel policies with the aim of safeguarding good relations between the board and its staff.

Adopted: February 15, 2000.

Policy 4.2 - Equal Opportunity Employment

Jefferson Academy recognizes that it is both culturally and educationally beneficial to have persons of diverse backgrounds on the school's staff. Therefore, Jefferson Academy shall promote and provide for equal opportunity in recruitment, selection, development, promotion, compensation and dismissal of all personnel. It is the policy of Jefferson Academy that all decisions about job advertising, pre-employment requirements, recruitment, compensation, staff hiring, assignments, promotion, demotion, transfer, determination of salaries, benefits, and selection for training shall be made without regard to race, color, religion, national origin, gender identity, genetic information, age, marital status, veteran status, or membership or non-membership in any organization, disability or sexual orientation. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

Applicants or staff members who believe they have been wronged during their stages of hiring or employment shall immediately report the matter to his or her Principal, direct supervisor or the President of the Board of Directors or in the case the Principal or the President

is allegedly involved, then the Chairman of the Board of Directors. The Principal or the President of the Board of Directors will initiate the investigation process. No employee shall be coerced, intimidated, harassed or retaliated against for reporting a violation of these policies, made in good faith.

Adopted: February 15, 2000, March 26, 2002, September 20, 2016.

Policy 4.3 - Staff Observations and Evaluations

- (a) **Rationale.** Effective staff observations and evaluations are essential to maintain and assure quality instruction of students and support of the overall organization at Jefferson Academy.
 - (1) To assist the teaching staff in understanding the professional demands and effective teaching expectations of the administration and the Board of Directors;
 - (2) To improve a teacher's professional and interpersonal performance, and;
 - (3) To have a policy and evaluation procedure in place to assist in personal development and goal formulation and to assist the administration in the determination of continued employment.
- (b) **Role of Principals.** Each school Principal and his /her designee will be in charge of the annual observation and evaluation process for each staff member, which will be completed by April 30 of each year for certified staff.
- (c) **Role of Board Members.** Board members will review the annual summative evaluations with the principal. This group will be called the Staff Review Committee and shall perform duties as set forth in Policy 2.11(c), Accountability functions. The Board will provide an annual review of the Principals.
- (d) **Staff Classification.** For purposes of this policy, staff shall be classified as follows:
 - (1) Administrative staff includes the Superintendent, principals and their administrative team, and the Business Manager;
 - (2) Certified/licensed staff includes, but is not limited to, classroom instructors, specials instructors, instructional coaches and intervention specialists;
 - (3) Support staff includes, but is not limited to, coaches, office staff, educational assistants, health and playground aides, and building maintenance staff.
- (e) **Frequency.**
 - (1) Administrative staff will receive an annual evaluation;
 - (2) Certified/licensed staff, in their first two years of service to Jefferson Academy, will receive formal observations during the first and second semester of each school year. After their first two years of service at Jefferson Academy, the staff member will be observed at least once a year;

- (3) Support staff will receive an annual evaluation.
- (f) **Shared Staff.** Shared staff will be assigned to one of the Principals for their evaluation. More than one Principal may conduct evaluations. As stated in Policy 4.4 (d), no administrator shall be responsible for the supervision and/or evaluation of a relative.
- (g) **Process.**
 - (1) Staff will receive a copy of the Jefferson Academy Staff Evaluation policy in their staff handbook. This policy will be reviewed with staff during an August in-service date;
 - (2) Certified/licensed staff shall receive formal observations complete with a pre and post conference, on a schedule as identified in section (e); they will also receive an annual summative evaluation
 - (3) On an annual basis, certified/licensed staff will outline their goals and complete a professional growth plan, if needed. The professional growth plan will be submitted as part of the evaluation process;
 - (4) Support staff shall receive annual written observation reports on a schedule as identified in section (e);
 - (5) Certified staff evaluations will be submitted to the appropriate Staff Review Committee by April 30 of each year. Each SRC will meet with administrators to discuss recommendations for staff retention.
 - (6) Copies of the observations (for certified staff) and summative evaluations will be given to staff for signatures and placed in their personnel files.

Adopted: April 18, 2000, September 19, 2000. October 15, 2002, October 21, 2003, September 21, 2004, May 20, 2008, September 15, 2015

Policy 4.4 - Staff Conflicts of Interest

- (a) At no time shall any employees of Jefferson Academy engage in any employment that would (1) adversely affect their usefulness as employees of the school; (2) make time and/or energy demands upon the individual that interfere with their effectiveness in performing their contractual duties; (3) compromise or embarrass the school; (4) adversely affect their employment status or professional standing; or (5) in any way conflict with or violate professional ethics or any laws.
- (b) Teachers shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. A teacher must have the designated school administrator's prior, written permission before he or she can engage in any outside employment.
- (c) Employees shall not sell any books, supplies, musical instruments, or equipment to any student or to the parents or guardian of a student unless prior approval has been received from the designated school administrator.
- (a) No administrator shall be responsible for the supervision and/or evaluation of

a relative.

- (b) Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other because of employee morale, security, or other legitimate business reasons, unless pre-approved by the Principal and the Board of Directors of Jefferson Academy. In addition, Jefferson Academy administration may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

Adopted: February 15, 2000, September 19, 2000, February 19, 2002, April 20, 2004, September 21, 2004

Policy 4.5 - Sexual Harassment

It is the policy of the board to maintain an environment for its employees that is free from sexual harassment. The board strongly disapproves of and deplors any form of sexual harassment of employees. Complaints of sexual harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

- (a) **Definition.** Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - (ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - (iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - (iv) Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- (b) **Reporting.** Any employee witnessing or suffering sexual harassment shall immediately report the matter to the Principal or the President of the Board of Directors, or in the case the Principal or the President is allegedly involved, then to the Chairman of the Board of Directors. Such a person will then initiate an investigation process. No employee shall be coerced, intimidated, harassed or retaliated against for reporting a violation of these policies made in good faith. Jefferson Academy will follow the investigation policy as per Jefferson County School District processes, as in GBAA, Harassment of Employees, and GBEP, Violence in the Workplace.
- (c) **Notice to Employees.** Notice of and training on this policy shall occur annually. In addition, written notice shall be posted in the teachers' lounges.

Adopted: September 19, 2000, September 21, 2004, September 21, 2014, June 21, 2016

Policy 4.6 - Staff Qualifications

The Board will develop selection criteria for the Superintendent, Principals and Business Manager, in addition to any of those set forth below. The Principal(s) shall develop selection criteria for Assistant Principals, teachers, and educational assistants, in addition to any of those set forth below. Unless specifically waived by the Board, minimum qualifications for the following positions shall apply:

- (a) **Superintendent.** The Superintendent's job description and qualifications are set forth in policy 3.2.
- (b) **Principal.** The Principal's job description and qualifications are set forth in policy 3.3.
- (c) **Business Manager.** The Business Manager shall have a minimum two years supervisory and charter school finance experience or a position with equivalent responsibilities in government, private business, or an institution of higher education. Additionally, experience in public school finance is preferred. The position requires a demonstrated knowledge of accounting software currently in use and knowledge of the Colorado charter school law and operation of a charter school. The position requires commitment to the vision and mission of Jefferson Academy.
- (d) **Assistant Principal.** Any Assistant Principal hired by the school shall have two or more years of experience as a classroom teacher or Assistant Principal in a public or private school, or a position with equivalent responsibilities in government, private business or an institution of higher learning; planning, budgeting, curriculum development and public relations experience; and knowledge of the Colorado charter school law and operation of a charter school; and have a demonstrated knowledge of state statute and District policy governing student conduct and discipline. The position requires commitment to the vision and mission of Jefferson Academy.
- (e) **Senior High Department Heads.** Any Department Head hired by the school shall have two or more years of experience as a classroom teacher or Department Head, public or private; hold at least a bachelor's degree from an accredited institution in the subject area in which the Department Head will be supervising; and have a demonstrated knowledge of Colorado model content standards and assessments, including the Colorado Student Assessment Program. The position requires commitment to the vision and mission of Jefferson Academy.
- (f) **Regular Educators.** Any teacher hired by the school shall hold at least a bachelor's degree from an accredited institution and have either prior experience or training that would demonstrate competence appropriate for the grade level he will be teaching. Teachers must have one of the following:
 - i. A degree in their applicable content area

- ii. At least 24 hours of college credit in their content area
- iii. Passed the Place or Praxis exam in their content area

The position requires commitment to the vision and mission of Jefferson Academy.

- (g) **Intervention Specialist.** Any intervention specialist must hold the appropriate license or certificate in their area of expertise.
- (h) **Educational Assistants.** Any Educational Assistant hired by the school shall have education, training, experience or demonstrated ability as the Principal deems necessary for him to effectively assist teachers in the classroom. The position requires commitment to the vision and mission of Jefferson Academy.
- (i) **Other Positions.** Administrators shall develop administrative procedures outlining the minimum qualifications for positions under the direct supervision of administrators, including, but not limited to Administrative Assistants and any clerical positions.

Cross-Reference Policies 3.2 and 3.3

Adopted: May 15, 2001, January 21, 2003, September 21, 2004, November 28, 2007

Policy 4.7 – Staff Compensation and Salary Schedules

The board shall approve teacher salaries or salary schedules as part of the annual budget approval process. There shall be no variance from such approved salaries or salary schedule without prior board approval.

Adopted: March 15, 2005, September 19, 2011

Policy 4.8 - Support Staff

Administration shall institute and maintain a process for hiring and evaluating support staff.

- (a) **Evaluation.** Administrators shall evaluate support staff at least yearly. This formal evaluation will include, but not be limited to performance, job skills, parent input, expertise, areas for improvement, and goals.

Nothing in this policy shall be deemed or construed to assure, create, or imply in any manner any right to employment, renewal of employment, alteration of the at-will status, or modification or extension of any of the terms of any agreement entered into between any staff member and Jefferson Academy.

Adopted: May 15, 2001, September 21, 2004

5. Students

Policy 5.1 - Students Rights and Responsibilities

- (c) Each student at Jefferson Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he is expected to conduct his affairs in such a way as to assure other students the same opportunities.
- (d) Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.
- (e) In exercising this right, the designated school administrator, working with the staff and the students, will attempt to achieve the objectives and follow the procedures set forth by board and administrative policies pertaining to the various aspects of student rights and responsibilities, student conduct, and student discipline.
- (f) The rights and responsibilities of students may include the following:
 - (f) **Freedom of Expression.** Students may freely express their points of view during school hours in the context of the academic subject matter at hand, or during non-instructional time, provided they do not seek to coerce others to join in their mode of expression and provided that they do not otherwise intrude upon the rights of others.
 - (ii) **Personal Appearance.** Restrictions on a student's personal appearance will be in alignment with the dress code. Student dress or appearance may be restricted due to interference with classroom work or the creation of classroom or school disorder. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.
 - (iii) **The Right to Petition.** Students are allowed to present petitions to the administration. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for circulating or signing an acceptable petition addressed to the administration. All acceptable petitions must be free of obscenities, libelous statements, personal attacks, advocacy of disruption of the academic program, and potential safety threats to the school. The administration reserves the right to immediately prohibit the distribution and collection of signatures on petitions, which, in the sole judgment of the administration, violate this policy.
 - (iv) **Student Due Process Rights.** The administration will develop regulations by which Students can avail themselves of administrative due process in the event of charges against them.
- (g) With regard to charges made against students for violation of school rules or policies, Students have a right to (i) know what rules are; (ii) be notified of charges (iii) appeal a decision about the charges to a higher level; and (iv)

have the charges or penalties removed from their records if their innocence or non-involvement is demonstrated by the evidence.

References: Policy 5.3—Discipline Policy 5.5—Student Privacy Policy 5.6—Student Safety

Adopted: November 28, 2000, September 21, 2004

Policy 5.2 - Student Conduct

The school will attempt to encourage an attitude of individual responsibility towards the quality of life in the Jefferson Academy school community. The board supports the principle that individuals should behave with self-respect, respect for others, and respect for their own and other's property.

- (a) **Good Sportsmanship.** Good sportsmanship is expected of all students who participate, either as athletes or spectators, in any form of school-related activities. Specific regulations pertaining to behavior and discipline during school-related activities will be developed and enforced by school administration.

Adopted: September 19, 2000.

Policy 5.3 - Discipline

- (a) Jefferson Academy adheres to the Jefferson County Public Schools Conduct Code and Related Policies—A Guide for Parents and Students. Additionally, Jefferson Academy adheres to specific administrative policies developed to enforce behavior expectation.
- (b) Pursuant to C.R.S. § 22-33-106 serious violations in a school building or in or on school property shall result in mandatory expulsion. Jefferson Academy students being recommended for expulsion by a principal, for any reason, shall be referred first to the designated school administrator and the Jefferson Academy Board and then to the District Superintendent or his/her designee and ultimately to the Jefferson County R-1 School Board of Education.
- (c) Principals at Jefferson Academy shall have the authority, pursuant to C.R.S. § 22-33-106, to suspend a student. A Student Code of Conduct and Administrative Discipline Policy shall be written by each principal and approved by the school superintendent or, in the absence of a superintendent, the Jefferson Academy Board in accordance with this policy. The Board President of Jefferson Academy shall be notified when an out-of-school or in-school suspension is given for more than 5 school days.
- (d) The board believes in a fair but strict discipline policy that is rigorously enforced. Consequences should be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state law.

- (e) Classroom teachers and staff should be supported in their efforts to discipline students. All staff will be expected to use board and administrative policies when disciplining students.
- (f) Any textbook or athletic fees paid prior to disenrolling will not be returned to the student/parent. The student/parent are responsible for replacement costs should any textbooks or other school materials not be returned to the schools.

Adopted: November 16, 1999, January 18, 2000, September 21, 2004

Policy 5.4 - Student Health

- (a) **Immunizations.** State law requires parents to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied attendance in accordance with Colorado Revised Statute § 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive these requirements, parents must sign a card in the school office within ten days of the beginning of the school year. All information related to immunizations that is distributed to parents by the school will inform them of their rights to seek an exemption from immunization requirements.
- (b) **Students with suspected contagious disease.** Principals may prohibit students suspected of having a contagious disease from any contact with other students.

Adopted: November 16, 1999, September 19, 2000

Policy 5.5 - Student Privacy

- (a) It is the policy of Jefferson Academy to respect and protect the privacy of Jefferson Academy students and families from unwanted intrusion. Therefore, written parental consent must be obtained before students participate in any survey, analysis, evaluation, or test that reveals information about the student and/or the student's family concerning political affiliations, religious beliefs, income, mental or psychological condition, sexual behavior and attitudes, parenting styles, substance abuse, or any other information that could be potentially embarrassing to the student and/or student's family.
 - i. **Photographs.** Permission to shoot close-up pictures of students and to identify those students may be granted to the media (newspapers and television stations) only with parental approval for students under 18 years of age. Parental approval shall also be required before pictures of students may be used in any non-school publication or posted on the Internet.

Adopted: August 22, 2000, September 19, 2000

References: C.R.S. 22-2-122

Policy 5.6 - Student Safety

Jefferson Academy shall provide a safe environment for all students through close supervision in all school buildings and on all school grounds and through special attention to the following:

- (a) Maintaining a safe school environment.
- (b) Emphasizing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
- (c) Providing first-aid care for students in case of accident or sudden illness.

Adopted: September 19, 2000

Policy 5.7 - Withholding Diplomas/Grades/Transcripts

The school may withhold grades, diplomas, or transcripts of a student who fails to replace damaged textbooks or to return borrowed textbooks. The school will make a reasonable effort to obtain the return of or payment for lost textbooks and payment for damaged textbooks.

When a Principal determines a student is unable to pay for damage or loss, the school may obtain payment through other methods such as a payment plan or a plan established whereby the student performs services for the school. Jefferson Academy may refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to replace damaged textbooks or to return borrowed textbooks.

Reference: C.R.S. 22-32-110(1)(jj)

Adopted: September 19, 2000

Policy 5.8 - Student Funds

All funds raised by any student group or student organization using Jefferson Academy's name must be processed through either the PTO or Boosters organizations as applicable. Student fund accounts are subject to audit as a part of either the PTO or Boosters finances. Administration shall be responsible for establishing and maintaining administrative policies regarding any student activity funds.

Reference: C.R.S. 11-10.5-101 et seq.

Adopted: September 19, 2000, February 19, 2002, March 15, 2005

Policy 5.9 - Interrogations and Searches

- (a) **Interrogations.** School administration will make every reasonable attempt to notify parents prior to permitting any person from outside the school, including law enforcement officials, to question or detain a student. In no circumstances will a student be questioned or detained without the presence of either a parent or school official; the school having legal custody of the student during the school day and during approved extra-curricular activities, must ensure that each student's rights are protected.
- (b) **Searches.** All school property is under the control of the board and its officials. A search of school property (including, but not limited to, lockers and vehicles parked on school property) may be made at the discretion of school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at the school.
School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

Adopted: September 19, 2000

Policy 5.10 - Sexual Harassment of or by Students

It is the policy of the board to maintain an environment for its students, which is free from sexual harassment. The board strongly disapproves of and deplores any form of sexual harassment of students. Complaints of sexual harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

- (a) **Definition.** Sexual harassment means sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which the student being harassed did not request or invite and which are regarded by the student as undesirable or offensive. Any sexual advance by a staff member to a student, whether welcome or not, shall be considered harassment.
- (b) **Reporting.** Any student witnessing or suffering sexual harassment shall immediately report the matter to his or her Principal or the President of the Board of Directors or in the case the Principal or the President is allegedly involved, then the Chairman of the Board of Directors. The Principal or the President of the Board of Directors will initiate the investigation process. No student shall be coerced, intimidated, harassed or retaliated against for reporting a violation of these policies, made in good faith.
- (c) **Investigation Process.** Jefferson Academy will follow the investigation as per Jefferson County Public Schools policies, as in JBB, Harassment of Students.

Adopted: November 28, 2000, November 18, 2014, June 21, 2016.

Policy 5.11 – Student Fees and Charges

It is Jefferson Academy’s policy to supply students with textbooks and instructional materials, which are necessary for successful completion of courses of study approved as part of Jefferson Academy’s core curriculum.

Students participating in enrichment activities, which are not required, may be assessed such charges as admission fees, food costs and transportation costs of field trips. Students may be required to pay the cost of materials for projects in specified classes when the items produced are consumed by the student. They may also be required to pay a fee for specified classes in which no credit is given.

Jefferson Academy students will be assessed up to the full cost for replacement or repair of lost or damaged school-owned books, materials, equipment, technology hardware or other property in accordance with law, Board Policy and District procedures. Monies collected for assessed cost of replacement or repair will be credited to the accounts from which the fee or charge is paid.

- (a) **Athletic Fees.** The Board shall adopt athletic fees in order to assist in maintaining quality athletic programs. These fees shall be collected prior to an athlete participating in any sport. Families who face extenuating financial situations may appeal for a waiver of such fees to the athletic department.
- (b) **Miscellaneous fees.** Students who are issued school-owned musical instruments or other instructional equipment, such as calculators, interactive voting devices or computing devices, may be charged reasonable fees. The Board encourages students to take concurrent enrollment and/or advanced placement courses. Since students successful in concurrent enrollment and advanced placement classes become eligible to gain college credit, the cost of textbooks that become the property of the students and the cost of qualifying tests shall be borne by the students. Concurrent enrollment students who receive a grade of D or lower, or removed from the class by the administration will be required to reimburse Jefferson Academy for the full cost of the prepaid tuition before a diploma will be granted. In secondary physical education classes students will be required to purchase a gym shirt that conforms to Jefferson Academy standards.
- (c) **Technology Fees.** The Jefferson Academy Board of Directors shall adopt a technology fee in order to assist in maintaining quality, progressive, safe and accessible technology. The student technology fee provides adequate and innovative technology experiences. The technology fee includes, but is not limited to, renewal and replacement of hardware, wireless network access, software, technology support, updated security filters, ink and paper.
- (d) **Payment of Fees.** The Fee Schedule is a result of Colorado State Law (CRS 22-32-117). The law allows the Board of Directors to authorize the collection of the following fees:
 - (i) Curricular Fees: Requires fees associated with the actual cost of

expendable educational supplies not provided free of charge. Waivers of curricular fees are granted for students eligible for free and reduced price lunch under the national income poverty guidelines – District Policy JQ. If hardships exist, the school principal or finance office should be contacted.

- (ii) **Non-Curricular Fees:** Requires the collection of miscellaneous fees collected as a condition of voluntary participation or attendance at a school-sponsored activity or program not within the academic portion of the educational program or voluntary participation in programs such as full day kindergarten, intramural programs and summer school.
- (e) **Waiver of Fees.** All fees shall be waived for indigent students. For the purpose of determining if a student is able to pay fees, an indigent student is defined as any student who is eligible for free and reduced price lunch under the poverty income guidelines. Efforts shall be taken to avoid embarrassment or public exposure of a student's need for waiver. Purchases of non-instructional goods and services such as yearbooks, photos, memory DVDs, class rings, dance tickets, etc., are not subject to the waiver provision of this policy.
- (f) **Fee Schedule.** A fee rate schedule shall be recommended by the Principals and approved by the Board of Directors to comply with the specifications of the budget as adopted each year. If after adoption of the fee schedule by the Board of Directors, the Principals or finance office finds a need to adjust the fee schedule, it may be adjusted to reflect the cost of items consumed by the student. The Board of Directors must approve fees that require an adjustment of 50% or more. A complete list of fees and their purposes shall be made available upon request. At the beginning of each school year, families will be advised of policies regarding student fees and notice of individual charges.

Adopted: May 19, 2015

6. Support Services

7. Educational Program

Policy 7.1 - Instructional Goals and Objectives

Policy 7.2 - Equal Educational Opportunity

It is the policy of Jefferson Academy to make all educational services available without regard to race, color, religion, national origin, gender, age, membership or non-membership in any organization, disability or sexual orientation.

Adopted: February 15, 2000, March 26, 2002

Policy 7.3 - Snow Days and Emergency Closings

- (h) Generally, Jefferson Academy will follow the District snow day schedule. However, Jefferson Academy has the prerogative to call a snow day when necessary even if the District has not. Administrators shall be sensitive to Jefferson Academy parents who drive a considerable distance to the school campus. Parents will be notified through KOA radio, all three network TV stations and the school telephone system when a snow day is called independent of the District.
- (i) Due to the preponderance of carpooling and the lack of public transportation at Jefferson Academy, a parent shall have the option, in his or her discretion, to bring their children late due to weather conditions. Parents may also choose to pick up their children early in case of inclement weather.
- (j) The designated school administrator is also authorized to announce the closing of school for any other reason as deemed necessary.

Adopted: November 15, 1994, April 18, 1995, November 16, 1999, February 15, 2000, October 19, 2004

Policy 7.4 – Teaching Controversial Issues

- (a) Jefferson Academy adheres to the Core Knowledge Sequence principle that a well-educated person should have a broad range of knowledge, including knowledge about matters with which they might disagree. Therefore, Jefferson Academy faculty will teach curriculum in accordance with State and District standards, the Core Knowledge Sequence and Coordinated Humanities.
- (b) Jefferson Academy recognizes that controversy from differences of opinion of issues is inherent in a pluralistic society. Controversial issues include matters characterized by significant differences of opinion usually generated from differing underlying values, beliefs, and interests, which produce significant social tension and which are not necessarily resolvable by reference to accepted

- facts.
- (c) Jefferson Academy understands that an important function of education is to provide students with an understanding of how controversial issues are dealt with in a democracy. This includes the opportunity to learn about the issues, problems, and concerns of contemporary society, to form opinions, and to participate in discussion of these issues and expression of opinion in the classroom.
 - (d) Teachers may use the study and discussion of controversial issues as appropriate to the attainment of course objectives directly related to content standards.
 - (e) Jefferson Academy respects the students' and parents' rights to hold diverse views and encourage them to discuss these issues further at home. Parents are encouraged to speak with administration if they have concerns about controversial topics. With administrative approval, parents are allowed to observe classrooms when topics of concern are taught, keeping in mind that disruptions to the teaching process will not be tolerated.

Adopted: January 20, 1998, November 16, 1999 converted from Evolution Policy to Teaching Controversial Issues as of April 16, 2002

Policy 7.5 - Religious Expression

Holidays. Jefferson Academy 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 shall excuse students who do not wish to participate in holiday events.

Acknowledging religious holidays serves the academic goal of educating students about history and cultures as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holidays.

Adopted: January 20, 1998, November 16, 1999, February 19, 2002.

Policy 7.6 - Field Trips

- (a) Jefferson Academy authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the designated school administrator.
- (b) A child may not go on a field trip without parental permission. Arrangements and schedules must be approved by the principal of the school in advance of the field trip. If the field trip involves unusual expenses, distances, duration, or activities, the principal will consult with the school superintendent, if applicable, before granting or denying approval.
- (c) 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. Seat belts will be used by all students.
- (d) An “authorized vehicle” is a vehicle the designated school administrator or his designee has approved for use in the field trip. The designated school administrator 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 designated school administrator.
 - (e) For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.

Adopted: February 15, 2000 October 19, 2004

Policy 7.7 - Student Publications

- (a) Jefferson Academy encourages students to express their views in school-sponsored publications, and any publication written substantially by students that is made generally available throughout the public school, shall be a public forum for students of the school. However, students must observe rules for responsible journalism. Accordingly, the following types of materials will not be permitted in any media by students:
 - (i) libelous, slanderous or defamatory statements under Colorado law;
 - (ii) obscenity;
 - (iii) false statements as to any person who is not a public figure or involved in a matter of public concern;
 - (iv) material creating a clear and present danger of the breaking of laws or lawful school regulations, or designed to materially and substantially disrupt the educational process of the school;
 - (v) material that violates the rights of others to privacy; or
 - (vi) material that threatens violence to property or persons.
- (b) The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, and editing, and an understanding of responsible journalism. The sponsors or teachers of the student publications have a responsibility to review the contents of these papers before publication and to advise students regarding professional standards for English and journalism and responsible modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, or libelous. Students’ right to speak freely within the parameters set forth above should be protected. For that reason, the emphasis in the publication process should be on review, not on “official approval.” Final determination of whether content of any student publication violates the prohibitions set forth in subsection (a) above shall be made by the applicable principal.
- (c) Review of the content of school-sponsored publications prior to publication is not and

shall not be censorship, but shall be conducted by any teacher or administrator as part of the educational process and with a view to the rights and prohibitions set forth in subsection (a) above. Any decision by a school official to withhold approval must be based only on the standards set forth in subparagraph (a) above.

- (d) If participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given, the provisions of this section shall not be interpreted to interfere with the authority of the publications advisor to establish or limit writing assignments for the students working with the publication and to otherwise direct and control the learning experience that the publication is intended to provide.
- (e) No expression made by students in the exercise of freedom of speech or freedom of the press shall be deemed to be an expression of school policy, or those of any school administrator, teacher, or employee.

Adopted: February 15, 2000; April 20, 2004

Policy 7.8 - Character Education Policy

- (a) **General Policy.** Helping students reach their highest character potential is part of Jefferson Academy's mission. Both virtuous character and personal integrity are developed over time. Our hope is to complement the character education that students receive at home. Therefore, in order to help accomplish this aspect of the school's mission, character development will be emphasized and exemplary character will be rewarded in a variety of ways from kindergarten through high school. Principals and classroom teachers will also discuss and recognize virtuous character in Jefferson Academy students as part of their day-to-day classroom activities.
- (b) **Commencement/Continuation Awards.** At the sixth grade and high school graduation ceremonies special recognition will be given to those students demonstrating commendable character.
 - 1. **John Witherspoon Award for Character.** John Witherspoon is best described as the man who shaped those who shaped America. As the President of Princeton University in the late 1700's, Mr. Witherspoon trained the future leaders of the new United States. He recognized the inextricable connection between virtue and liberty when he said, "[A people] must either preserve its virtue or lose its liberty." Each year one male and one female student demonstrating social responsibility and exemplary character will be chosen from the senior class at Jefferson Academy to receive this award. The senior high principal and faculty will choose recipients of the John Witherspoon Award for Character. Each award recipient will be honored during the high school graduation ceremony by: (i) receipt of a special plaque,
(ii) placing their name on the John Witherspoon Award for Character plaque, which will hang in a prominent location in the senior high, and (iii) a gift

certificate for a local bookstore.

2. **Sally Ride Award for Character.** Sally Ride was the first American woman in space. Ms. Ride is a great advocate for education as evidenced by her numerous degrees including a BA in English, BS, MA and PhD in physics. After leaving the space program, she founded several leading-edge scientific educational programs for middle school students. Her dedication to education is illuminated by her quote, “Our future lies with today's kids and tomorrow's space exploration.” Each year one male and one female student demonstrating social responsibility and exemplary character will be chosen from the 8th grade class at Jefferson Academy to receive this award. The Secondary principal and faculty will choose recipients of the Sally Ride Award for Character.

Each award recipient will be honored during the 8th grade continuation ceremony by: (i) receipt of a special plaque, (ii) placing their name on the Sally Ride Award for Character plaque, which will hang in a prominent location in the Secondary School, and (iii) a gift certificate for a local bookstore.

3. **Mike Munier Award for Character.** As the first Principal of Jefferson Academy Elementary, Mike Munier sought to instill character and virtue in his students. Mike Munier originated the Four School Rules, which exemplify virtue and proper conduct with fellow members of Jefferson Academy. Mr. Munier often had the opportunity to discuss proper character with students, and many will remember his emphasis on truth, honesty, integrity and forgiveness. The board of directors of Jefferson Academy has established the Mike Munier Award to recognize outstanding character in one male and one female sixth grade student at Jefferson Academy. Recipients of the award will be selected by the elementary Principal and sixth grade teachers in consultation with other classroom teachers that have had the students in their class. Each award recipient will be honored during the sixth grade continuation ceremony by (i) the addition of their name to the Mike Munier Award plaque, which will hang in a prominent location in the elementary school building, and (ii) a gift certificate from a local bookstore.

Adopted: June 20, 2000, February 19, 2002, February 15, 2005, September 21, 2014

Policy 7.9 - Internet Acceptable Use

- (a) The technology subcommittee of the Board shall review periodically, the Internet Acceptable Use Policy. Subcommittee members may include the technology instructor, parents and board members.
- (b) The technology instructor shall have on file, a signed agreement form from each student, prior to any student accessing the Internet. Both the parent and student must sign the agreement form. These agreement forms shall be distributed to parents at the beginning of each school year and be in effect for

that school year only. Further, the technology instructor shall communicate both the educational benefits and the potential dangers of the Internet to the staff and students.

- (c) All staff wishing to access the Internet while at school must agree to and sign the Internet Acceptable Use Policy for Staff. A signed agreement form shall be on file with the technology instructor at the beginning of each school year in order for any staff member to access the Internet from Jefferson Academy during that school year.
- (d) All classroom teachers and educational assistants shall review the Student Internet Acceptable Use Policy and work with the technology instructor to ensure compliance.
- (e) Students may not use the Internet without filtering in operation.

Adopted: May 1998, May 15, 2001, February 19, 2002.

8. Enrollment

Policy 8.1-Enrollment and Wait list

(a) Choice Enrollment. Jefferson Academy will admit students in accordance with the time frames and forms established under the Jefferson County Choice Enrollment as described in Policy JFBA; however, students shall be admitted in a series of one or more lotteries as described below. Other portions of Policy JFBA are not adopted unless specifically stated.

(b) Enrollment . Enrollment will be completed in the order of the following lotteries : (i) staff children, (ii) sibling priority in county and out of county (iii) current Summit Academy students (and vice versa) (iv) First Round Choice Enrollment application and lottery (in county first and then out-of-county), subject to sibling preference and (v) Second Round Choice Enrollment applications in the order the applications were received subject to sibling preference.

(c) Lottery Process . Jefferson Academy will use “Enroll Jeffco” to assign open seats according to Enrollment (b) until JA’s Board of Directors determine that “Enroll Jeffco” no longer serves the needs of the school.

(d) Residency . Jefferson County residents will receive priority for enrollment during first round choice enrollment as described above. Proof of residency must be furnished at the time of enrollment. Jefferson County students who become a nonresident after enrollment or between school years shall be allowed to remain enrolled. (For the purpose of this policy a student is considered “enrolled” when all required paperwork is returned to the school office).

(e) Children of Staff Members. Children of staff members at Jefferson Academy or Summit Academy will be eligible for Staff Priority enrollment in either JA or Summit provided their parent is employed at either school or program for at least 20 hours per week. Staff Priority is not limited to the school or program at which the staff member works. New staff wishing to enroll their child after the class is full shall be placed on the waitlist using the date when the offer letter is accepted.

(f) Sibling Priority . Sibling Priority will be given to an incoming student if that student has a sibling currently enrolled at JA or Summit and that student will be returning to the same school or program the following school year. Should the currently enrolled sibling be a graduating senior, the incoming student cannot receive sibling priority. The Sibling Priority list will be valid for the current school year only.

(g) Exceptions. A family having a child or children in attendance at JA or Summit may request the Board to make an exception to allow their child back to the same school or

program after a one year absence. Any such exception shall be made on a case-by-case basis by the board. The child may return to the school or program provided there is space available. The parent is required to participate with Jefferson County Schools First Round Choice Enrollment process. The child will be given priority after any staff members' child has been offered a position.

Adopted: May 28, 1994, April 18, 1995, February 20, 1996, March 26, 1996, November 19, 1996, November 19, 1996, November 19, 1996, September 16, 1997, October 21, 1997, January 20, 1998, April 21, 1998, March 23, 1999, November 16, 1999, May 15, 2001, February 19, 2002, May, 2002, October 15, 2002, March 9, 2004, October 19, 2004, February 15, 2005, October 16, 2007, November 16, 2008, November 17, 2009, January 18, 2011, December 14, 2020

References: Policy 8.2 Enrollment and Wait list Pertaining to Staff Children

Policy 8.2 – Class/Grade Size, Enrollment and Wait List

(a) The optimal class size for kindergarten is 20 and for grades first through sixth is 26. Jefferson Academy board of directors may vote to increase enrollment of kindergarten to 23 per class and first through sixth grade up to 30 on a temporary year-to-year basis with reasonable rationale provided to the Principal.

(b) There will be a combined maximum of 240 students in grade levels seven and eight, operating at 4 sections per grade. The optimal section size ranges from 25-30 students. In the event enrollment numbers drop that would dictate operation at less than 3 sections per grade, administration shall immediately notify the board.

(c) There will be a combined maximum of 320 students in grade levels nine through twelve, operating at 3 sections per grade. The optimal section size ranges from 25-30 students. In the event enrollment numbers drop that would dictate operation at less than 3 sections per grade, administration shall immediately notify the board.

Adopted: April 16, 1996, November 19, 1996, January 20, 1998, November 16, 1999, October 15, 2002, April 20, 2004, September 19, 2006, April 17, 2007, November 18, 2014, December 14, 2020

Cross References: Policy 8.1 Enrollment and Waiting List Policy

Policy 8.2 – Enrollment of Staff and Children

(a) Students of staff members, working at a minimum of hours as set forth in Section 2.1(b) of the Jefferson Academy Bylaws, shall be given priority enrollment.

- (b) Children of staff members wishing to enroll their child at Jefferson Academy after the class is full shall be placed on a waitlist using the parent hire date.
- (c) The manager of the wait list will keep track of the place the staff member's child has based on the date of the parent's hiring. If the parent resigns or otherwise leaves his/her job before the end of two years, the parent may participate in Choice Open Enrollment to seek to continue their education at Jefferson Academy. However, if the same occurs after the October 1st count date, the child may complete the current school year.
- (d) This policy will be in effect for all persons employed after August 27, 1996. For the purposes of enrollment of children of staff members, the two campuses (Jefferson Academy Elementary and Jefferson Academy Secondary, including associated homeschool programs) shall be considered one, and the children of staff at one campus shall be eligible for attendance at the others.

9. Finances and Accounting

Policy 9.1 - Finances and Accounting.

- (k) **Fiscal Accounting and Reporting.** The Principal(s) shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of Jefferson Academy. The Principal shall exercise his 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 Jefferson Academy's board and lends itself to auditing. Financial statements shall be prepared for presentation and reporting for every regularly scheduled board meeting. Financial statements will be made available to board members in the board packets prior to the scheduled meeting.
- (l) **Preparation and Adoption of Annual Operating Budget.** The annual budget is the financial plan for the operation of Jefferson Academy. 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 vision and mission of Jefferson Academy. The Board assigns to the Principal(s) 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, and Revenues over Expenses, and Transfers to Capital Reserves, and any reserves required by Colorado State Law. All Bond debt service shall be determined by a proportional ratio of the FTE (full time equivalent) for each school.. The Board will strive to maintain a two (2) percent fund balance based on the FTE for the current fiscal year adopted budget. All available revenues over expenses shall be put into a general account to be used by the K-12 school indiscriminate of amounts contributed by each school. To access revenue over expenses, the principals will submit a list of priorities for review by the Finance Committee and approval by the Board. The annual budget for the upcoming year shall be submitted for review by the board during the April board meeting.
- (m) **Budget Overages.** If, after adoption of an annual budget by the Board, any expenditure causes a budgeted line item category to exceed the budgeted amount by: (i) more than 50% for any line item of \$5,000 or less, or (ii) more than 25% for any line item of \$5,000 or more, then such expense, and any expense in that line item category thereafter during such fiscal year, must be approved in advance by the Board, except in an emergency. As used herein, an emergency shall mean any event or circumstance in which the expenditure is necessary to immediately protect the health or safety of persons, or to prevent irreparable damage to the property of the school.
- (n) **Financial Accounting Audits.** In accordance with state law, all funds and

accounts of Jefferson Academy 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.

- (o) **Finance Committee.** The Finance Committee shall advise the board of directors at Jefferson Academy on financial matters. The responsibility of the committee is to assist the Principal(s) with their preparation of the budget. The finance committee shall consist of the Treasurer of the Board of Directors, the Principals, and three parent representatives. The Treasurer of the board shall serve as the chairman of the committee and will select the parent members. The Treasurer shall strive to appoint one member from the Elementary parent community and one member from the Secondary parent community. Members will be selected based on their financial and budgeting experience.

Adopted: November 16, 1999, October 18, 2005, November 15, 2011, February 18, 2014

10. Facilities

Policy 10.1 - Property, Building Facilities Use

- (p) It is the board's policy to make school owned property, buildings and facilities available to associated school groups and the community when not in use for school activities.
- (q) Any community group responsible for the supervision of minors must provide to JA written verification that the supervising adults have been approved to work with minors as a member of their organization.
- (r) 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, nor 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.
- (s) The board reserves and delegates to the administration the right to refuse approval or to cancel any and all activities for the use of school property, building or its facilities when it is deemed that such action is necessary for the best interests of the school.
- (t) Board policies and regulations that govern school use of facilities shall, when applicable, also govern associated school groups and community use of school facilities.
- (u) 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.
- (v) As a K-12 school, with two separate campuses, priority of usage will be given to Jefferson Academy students participating in an established Jefferson Academy organization with prior approval through the authorization process, in accordance with the Broomfield IGA/Joint Use Agreement as of May 01, 2014.
- (w) Any usage of equipment/supplies during facility activities must have prior approval.
- (x) Any organization using Jefferson Academy facilities may be responsible for any damages outside of normal use.

Adopted: January 18, 2000, June 21, 2004, February 17, 2015

Cross References: Policy 3.4 Elections—Not School Based

11. School-Community Relations

Policy 11.1 - Confidential Parent Surveys

The opinions and suggestions of parents of Jefferson Academy 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 in March of each year. The majority of the questions contained in the parent survey will remain consistent from year to year for purposes of longitudinal data tracking.

- (y) **Approval of survey.** The Accountability Committee will be responsible for formulation, implementation, and tabulation of the Parent Survey. The board will approve the final form of the parent survey in February of each year.
- (z) **Tabulation of Survey.** The Accountability Committee will tabulate the survey and report the results of the survey to the board at the April board meeting.

Adopted: June 26, 2001, October 2011

Policy 11.2 - Parent/Student Grievance Process

Jefferson Academy believes that parent and student concerns, complaints, or grievances should be addressed in a timely manner. To that end, the Board has adopted the following process to address concerns, complaints or grievances of parents and/or students. (This policy is not intended to supersede the following policies but rather to provide a process for other types of grievances: Policy 4.4 Sexual Harassment and Policy 5.10 Sexual Harassment of or by Students.)

All parties must communicate in a non-accusatory manner honoring the school rules, keep the issues from becoming personal attacks and stay to the point of the concern. Parents shall comply with the Administrative Parent Code of Conduct referenced in Policy 11.3.

- A) Individuals should first attempt to resolve issues directly with the party or parties involved.
- B) Should that attempt fail to produce a satisfactory resolution or complete answer to the issue, written contact with the administration shall be the next step beginning with the individual's supervisor if they are a staff member, which shall include details regarding the attempts that have been made to settle the problem with the staff member. Parents/students need to address concerns and difficulties according to our organizational structure, through all appropriate levels of administration, i.e. Assistant Principal, Principal, Superintendent. The administrator, at his/her discretion, may set up a meeting with the parent, and may invite the staff member to be present.
- C) Should the issue continue to receive unsatisfactory resolution or incomplete answers after following the process described above, parents/students may contact the Jefferson Academy Board President in writing detailing the issue to be resolved, prior attempts at

resolutions and responses to those contacts. The Board President will contact the individual(s) and determine whether the matter is a policy issue which is in the purview of the Board or if the complaint warrants Board review of administrative action. If it is determined to meet qualification for Board review, the President will determine the accessibility of all interested parties to be present at the next regularly scheduled Board meeting, and add it to the agenda. The Board will request the administrator(s) to provide a written summary of the issue, and will gather the information necessary to review the matter. The Board reserves the right to conduct all or a portion of the meeting relating to the issues raised by the student/parent in executive session should they meet the requirements for the same, unless the parties specifically waive in writing any rights for confidentiality. Parents and/or staff members may be present during portions of the executive session, at the determination of the Board. The Board will attempt to resolve the issue in a timely manner. However, if an issue requires additional research and deliberation the Board will, to the best of its ability, give a timeline for resolution. The majority decision of the Board shall be final.

November 19, 2002, June 29, 2006

Policy 11.3 - Parent Code of Conduct Compliance

Jefferson Academy school rules in both the elementary and secondary are founded on the principles of respect for others and personal responsibility, and the JA board is governed by similar expectations. Accordingly, Jefferson Academy has adopted a Parent Code of Conduct, setting forth the expectations for the behavior of each parent and responsible adult with children enrolled at JA. The Parent Code of Conduct shall be distributed to parents annually at registration. If a parent does not adhere to the Parent Code of Conduct, the administration may take any of the following actions, as deemed necessary and appropriate to the circumstances:

- (1) End a meeting with the parent
- (2) Give the parent a verbal warning
- (3) Issue the parent a written warning
- (4) Ask the parent to leave the school campus
- (5) Bar the parent from attending events at school
- (6) Bar the parent from any presence on school grounds
- (7) Take legal action including, but not limited to calling the police

Adopted: June 29, 2006

12. Athletics and Extracurricular Activities

Policy 12.1 – Athletic Program Policy

In alignment with our mission and vision statements, and because our co-curricular programs are part of the entire child's development, it is the goal of Jefferson Academy to provide an opportunity for its students to excel to the best of their ability in their chosen sport.

For each extracurricular sport in which Jefferson Academy has made a commitment to offer its students, athletes will be provided a comprehensive program in which to improve their skills both individually and as a member of a team.

1. The athletic program shall be:
 - a. Educational – develop good sportsmanship, strong character, increased physical fitness and a wholesome interest in sports
 - b. Participatory– JA will not “cut” students that wish to participate in a sport in the junior high. In high school any team maximum will be established at the discretion of the athletic director and the individual varsity coach in conjunction, with the approval of the secondary principal.
2. Character development shall be consistent with established character education programs for each applicable grade level.
3. The athletic department shall assist each sport in meeting the following minimum guidelines:
 - a. individual and team goal-setting for the competitive season
 - b. written off-season conditioning program
 - c. written information of available off-season competition opportunities
 - d. assisting qualified players in their efforts to compete at the college level

These requirements shall be incorporated into the athletic program beginning school year 2003-04 and the expectations shall immediately be used in the hiring and direction given to both existing and new coaches.

The consistent application of the four minimum guidelines will provide students and parents information and support that will give each student numerous opportunities to increase their athletic abilities.

Adopted June 17, 2003

Amended July 17, 2008

13. Senior High

Policy 13.1 - Postsecondary Enrollment Options

- (aa) In keeping with the mission of Jefferson Academy, students should be encouraged to achieve their highest academic potential at Jefferson Academy. One method of realizing high academic potential is by enrolling in postsecondary courses while in high school. Successful completion of postsecondary courses will result in credit towards a high school diploma provided certain criteria are met.
- (bb) **Guidelines.**
 - (i) Students in their Junior or Senior year may apply for enrollment in postsecondary courses by meeting with either the Senior High Principal or the Academic Guidance Counselor. The student's eligibility will be determined by the student needing course work not offered at Jefferson Academy and a demonstrable level of maturity and academic achievement to handle postsecondary course work. A student must apply at least 60 days prior to anticipated enrollment.
 - (ii) Approved academic credit granted for postsecondary course work successfully completed by a student and approved for high school credit shall qualify as credit toward high school graduation and as credit toward a degree or certificate at the institutions of higher education. Advance approval must be obtained in order for Jefferson Academy Senior High to apply credit. Such courses shall count for credit towards such pupil's graduation requirements unless such credit is denied by the principal of the high school and such denial is upheld by the superintendent and the board of directors on the basis that high school credit is inappropriate.
 - (iii) When selecting courses, students should also keep in mind that only courses that fulfill high school graduation requirements are eligible for tuition payment from school funds. Upon notice of selection of postsecondary options the school will attempt to enter into a cooperative agreement with the institution of higher education of the student's choice. Upon agreement and acceptance of the cooperative agreement and full compliance with the agreement JA will reimburse tuition upon completion of the course.
 - (iv) The student or parent/guardian shall be responsible for paying the tuition associated with postsecondary courses taken by the student. Jefferson Academy shall reimburse the student or parent/guardian for tuition paid, in accordance with the cooperative agreement, for the first two postsecondary courses taken by a student for high school credit in any one academic term upon receipt of proof that the student received a passing grade upon completion of the course. Jefferson Academy shall not reimburse the student or parent/guardian for tuition for courses not attaining a passing grade or for any courses in excess of two per academic term. Students are responsible for all other expenses related to enrollment in the courses. Jefferson Academy will not provide or pay for any related transportation. It

is the responsibility of the student to pay the regular tuition charged by the institution of higher education for a third and each additional course taken in one academic term. Students enrolled in such postsecondary courses shall continue to be considered as enrolled in Jefferson Academy and eligible for high school activities.

- (v) Should a student demonstrate inability to pay (based on qualifying for the Free and Reduced Lunch program) for postsecondary course tuition but otherwise meets the guidelines of this policy, Jefferson Academy's board may on a case- by-case basis, approve the payment of such tuition. Prior to paying the tuition for any student, Jefferson Academy's board shall require the student and parent/guardian to sign a promise to repay the amount of tuition paid by the school on the student's behalf if the student does not attain a passing grade or otherwise does not complete the postsecondary course for any reason without the express prior consent of the Senior High Principal or the Jefferson Academy board. This agreement shall be enforced for reimbursing the school as provided in the promise.
- (c) Enrollment pursuant to this policy is not available for summer sessions.

Adopted: June 20, 2000, April 17, 2001, January 15, 2002

Policy 13.2 - Assignment of New Students to Classes and Grade Levels

Students transferring from non-accredited educational institutions may or may not meet the standards established for satisfactory progress and graduation. Therefore, when a high school student from a non-accredited school (including a home-based educational program) applies for admission, the following process will be used to determine placement and credit status.

- (a) Results of Standardized tests and criterion-referenced tests as available to the student in the core subject areas, when available.
- (b) The Principal or guidance counselor will interview the student. The counselors then will make a placement recommendation. This recommendation will be based on but not necessarily limited to: (i) the counselor's perceptions of the student's level, (ii) examples of past work, or (iii) the student's self-appraisal.
- (c) The student will submit information about former schooling. This information will include but not be limited to: (i) curriculum, (ii) teacher qualifications, (iii) a letter of recommendation, or (iv) materials and textbooks. Jefferson Academy staff may require a letter of recommendation from the prior school's administration.
- (d) The student's academic progress will be reviewed for a minimum of one semester. During that period, the student or parent should not interpret initial placement to be permanent.
- (e) After the above data have been gathered, the Principal or guidance counselor will determine proper placement of the student and will grant appropriate credit waivers as partial fulfillment of the requirements for a diploma.

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- (e) After the above data have been gathered, the Principal or guidance counselor will determine proper placement of the student and will grant appropriate credit waivers as partial fulfillment of the requirements for a diploma.

Adopted: September 19, 2000

Policy 13.3 - Guidance and Counseling

Guidance services shall be provided as part of the secondary program. These shall be supervised by the Secondary Principal and shall include academic/college development, career development and personal/social development. Guidance counselors will work not only with the student, but also with his parents and teachers in an attempt to help him achieve his full academic and character potential.

Guidance shall include aiding the student in obtaining adequate and accurate information about schools, courses, occupations and careers, and in helping him solve personal and academic problems. Students and parents shall be encouraged to avail themselves of the help of guidance counselors at any time.

Adopted: September 19, 2000, October 19, 2004

Policy 13.4 - Student Automobile Use and Parking

Parking on school property is a courtesy extended to students and others by Jefferson Academy. The administration will establish rules and regulations for the safety of all persons using school lots and for the maximum protection of the vehicles. However, Jefferson Academy shall assume no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations.

Adopted: September 19, 2000

Policy 13.5 - Requirements to Receive a Letter

- (a) **Academic letter.** Students may receive a letter for academic achievement, provided the following criteria has been met:
 - (i) Have completed one full semester at Jefferson Academy High School.
 - (ii) Carry the standard course load for a semester, meeting the guidance counselor's requirements for approved courses.
 - (iii) Carry a minimum of four academic classes in a semester.
 - (iv) No incompletes or the grade of No Mark (NM) may be a part of the student's report cards or transcripts since they could alter the grade point average (GPA).
 - (vi) Receive at least a 3.8 GPA for the cumulative semester grade.

Adopted: April 17, 2001

Policy 13.6 - High School Graduation Requirements

The high school graduation requirements are:

1. For the graduating classes of 2006-2009:

- a. English 4 Units
- b. Social Studies 4 Units
- c. Mathematics* 3 Units
- d. Science** 3 Units
- e. Foreign Language 2 Units (of the same language)
- f. Technology 1.5 Units
- g. Arts 1.5 Units
- h. Physical Education 2 Units
- i. Electives*** 6 Units

* The Mathematics requirement shall include courses of Algebra 1 and higher.

** The Science requirement shall consist of 1 unit of Chemistry or Physics.

*** The Electives requirement shall include .5 units of the “Teen Living Course” and .5 units of study skills (at present taught with geography content) as of 2006.

2. For the graduating class of 2010 - 2012:

- a. English 4 Units
- b. Social Studies 4 Units
- c. Mathematics* 4 Units
- d. Science** 3 Units
- e. Foreign Language 2 Units (of the same language)
- f. Technology 1.5 Units
- g. Arts 1.5 Units
- h. Physical Education 2 Units
- i. Electives** 5 Units

* The Mathematics requirement shall consist of courses of Algebra 1 and higher.

** The Science requirement shall consist of 1 unit of Chemistry or Physics.

*** The Electives requirement will include .5 units of the “Teen Living Course” and .5 units of study skills (at present taught with geography content) as of 2006.

3. For the graduating class of 2013 and beyond:

- a. English 4 Units
- b. Social Studies 4 Units
- c. Mathematics* 4 Units
- d. Science** 3 Units
- e. Foreign Language 2 Units (of the same language)
- f. Technology 1.5 Units
- g. Arts 1.5 Units
- h. Physical Education 2 Units
- i. Electives** 5 Units

* The Mathematics requirement shall consist of courses of Algebra 1 and higher.

** The Science requirement shall consist of 1 unit of Chemistry or Physics.

*** The Electives requirement will include .5 units of the “Teen Living Course,” .5 units

of study skills (at present taught with geography content), and 0.5 units of “Senior Seminar.

No exceptions will be made to the graduation requirements unless mandated by a student's IEP or 504 designation of a qualifying condition directly related to a specific content area.

High School Graduation Requirements (4)

4. For the graduation class of 2020 and beyond:
 - a. English 4 Units
 - b. Social Studies 4.5 Units
 - c. Mathematics* 4 Units
 - d. Science** 3 Units
 - e. Foreign Language 2 Units (of the same language)
 - f. Technology 1.5 Units
 - g. Arts 1.5 Units
 - h. Physical Education 2 Units
 - i. Electives*** 4.5 Units

* The Mathematics requirement shall consist of courses of Algebra 1 and higher

** The Science requirement shall consist of 1 unit of Chemistry or Physics

*** The Electives requirement will include 0.5 units of the "Teen Living Course," 0.5 units of study skills (taught as Freshman Seminar), and 0.5 units of "Senior Seminar."

No exceptions or modifications will be made to the graduation requirements. Only accommodations will be made as mandated in the student's IEP, 504, or Intervention Plan.

Adopted: January 17, 2006, March, 2008, May 19, 2009, March 15, 2016

14. Junior High

15. Elementary

16. Home-Based Educational Programs

- (a) Home-based educational programs are non-traditional school programs which are complementary, Board approved programs administered by Jefferson Academy. Home-based educational programs are designed to provide valuable educational services to the participants.
- (b) Home-based educational programs must be fiscally sound and must contribute to the financial stability of Jefferson Academy. Short-term exceptions must be reviewed by the JA Administration, Finance Committee and approved by the Board.
- (c) Home-based educational programs will follow a Policy Manual and/or Handbook approved by Jefferson Academy Administration and the Board.
- (d) Home-based educational program enrollees' parents and/or legal guardians are considered eligible voting members of Jefferson Academy as defined in Jefferson Academy policy 2.6 (g) and Bylaw Article II Section 2.1.
- (e) Curriculum for home-based educational programs will be developed by the program director and approved by Jefferson Academy Administration.
- (f) Sponsorship of state-funded home-based educational programs may be approved or terminated by the Board when deemed appropriate.
- (g) Home-based educational programs will have a director who runs the day-to-day operations of the program. Directors will report to Jefferson Academy Administration. Exceptions to this policy must be approved by the Board.
- (h) Home-based educational programs will follow all guidelines and regulations set forth in Jefferson County School District R-1 policy IHBG - Homeschooling.

Adopted: April 27, 2017