

Jefferson Academy



Board Policy Book

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

- (a) “Board” shall mean the board of directors of Jefferson Academy.
- (b) “Jefferson Academy” shall mean Jefferson Academy Charter School.
- (c) “District” shall mean Jefferson County School District No.R-1.
- (d) “Member” means a person who is a member of Jefferson Academy as set forth in Jefferson Academy’s bylaws.
- (e) “Superintendent” means the Jefferson Academy School Superintendent.
- (f) “Parent” means a Jefferson Academy parent or legal guardian.
- (g) “Eligible student” means a student of at least eighteen years of age.

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 growth in character, academic achievement, 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 social and academic potential through an academically rigorous, content-rich educational program.

Adopted: June 17, 1997, June 15, 1999, November 16, 1999.

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. 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.

Policy 1.3—Nondiscrimination.

- (a) Jefferson Academy affirms that no person shall, on the basis of race, color, age, national origin, religious belief, gender, or handicap, 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.

Policy 2.1—Articles of Incorporation.

Policy 2.2—By-laws.

Policy 2.3—Decision Making.

- (a) Two principles should underlie all significant decisions made by the board and Jefferson Academy's administration: (i) the Jefferson Academy charter belongs to the parents of the schools; and (ii) all actions should fall within the parameters of the vision and mission statements.
- (b) Accordingly, in making any significant decision the board and administration shall consider the decision in the context of the Jefferson Academy vision and mission statements and from the parents' perspective, always keeping in mind that parents should have a meaningful voice in their children's education.

Adopted: February 17, 1998, November 16, 1999.

Policy 2.4 – Board Self-evaluation.

- (a) The Jefferson Academy Board of Directors believes that the efficiency and performance of the board itself directly affects the efficiency and performance of the school system as a whole. Therefore, the board will conduct an annual evaluation of its own work.
- (b) The following guidelines will apply to the board self-evaluation:
 - (1) The evaluation shall be a positive, constructive process, aimed at improvement rather than criticism.
 - (2) The evaluation shall be conducted using a formal written evaluation tool. Additionally, the board will evaluate its progress on the strategic plan.
 - (3) Board members shall evaluate the board as a whole and not individuals on the board.
 - (4) Board self-evaluation forms shall be distributed at the April board meeting for use at the May meeting. The board shall not be limited in its discussion to those items that appear on the form. Free discussion and informal comments are valuable.

Adopted: February 15, 2000.

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 open meetings of the board. 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 school superintendent, who will respond according to the following process:
 - (i) The board will receive in their packet for the next regularly scheduled meeting, written information directly from the person.
 - (ii) The person may also present their information orally to the board when that agenda item is discussed.
 - (iii) 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 at any time. However, if there is a specific remedy or other action being requested, it is usually best for the parent to utilize the procedure set forth above.
- (f) Notice of meetings of the Jefferson Academy board shall be posted in the school office at least five days prior to the meeting. Quarterly Jefferson Academy board meetings will constitute the meeting of the accountability committee; notice of the quarterly board of directors shall constitute notice of the accountability committee.

Adopted: September 20, 1994, February 15, 2000.

Policy 2.6—Board Election Procedure.

- (a) **January Notice.** Each January a notice shall be sent through the Monday folders to the parents informing them that two seats 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 that must be read. The notice shall state that anyone wishing to run for the board must sign the board member agreement immediately upon election. Board manuals shall be available in the school offices 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 letters to the parents. The notices shall set forth: (i) that two seats are up for election; (ii) the deadline for submission of candidate letters; (iii) the date of the annual meeting; and (iv) that all board members are required to sign the board member agreement 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 member agreement and be prepared to sign it if they are elected at the annual meeting.
- (d) **Candidate Letter/Voting Information Distribution.** Two weeks prior to the annual meeting information regarding voting at the annual meeting shall be distributed to youngest and only children in Monday folders. 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) **Absentee Voting.** Numbered absentee ballots shall be made available Monday through Friday of the week prior to the annual meeting of members. Members who wish to vote absentee may do so during the week prior to the annual meeting in the schools' offices during business hours. All absentee ballots shall be submitted by the close of business on the Friday before the annual meeting. A list of people voting absentee, and the reason they're voting absentee, shall be kept to ensure each member votes only once. Members voting by absentee ballot must do so in person. Ballots may not leave the school office. Absentee ballots shall be counted together after the ballots of the members attending the annual meeting have been counted. Absentee voting is intended for use by those who are unable to attend the annual meeting. The board hopes that at least one parent from each family will attend the annual meeting.
- (f) **Annual Meeting Voting.** The two candidates receiving the most votes at the annual meeting shall be elected to the two positions. Ties shall be broken by coin toss.
- (g) **Eligibility.** Only parents of students at Jefferson Academy 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.
- (h) **Vacancies.** In the event a member of the board resigns or for any other reason is unable to complete his term of service, the chairman of the board shall declare a vacancy. For two weeks after the vacancy has been declared the board will accept letters of candidacy. All letters of candidacy received during this two week period shall be included in the board packets for the next regularly scheduled board meeting. At the next regularly scheduled board meeting after the two week candidacy period has expired, the board will fill the vacancy for the remaining term of the position by majority vote of the remaining members. To be eligible to fill a board vacancy all candidates must commit to sign the board manual upon election.
- (i) **Term Limits.** Any and all Board Members shall be limited to 2 consecutive 3-year terms, then be eligible to serve again after a 1-year respite. Any Board member that is elected by the Board to fill a mid-term vacated seat shall be considered in their first term

if the remainder of the term they are filling is 548 days from the date of election, as per 2.6 (g), or more in length. If the term being filled is less than 547 days from the date of election, as per 2.6 (g), the term will not be considered a First Term. The Board member filling a partial term of not more than 547 days may be elected for 2 full terms without any respite between the partial term and any following term until they have served two consecutive 3-year terms. If at anytime a Board member resigns their position, the Term they are resigning from would either count fully as their first or second term depending upon what term was being resigned from.

Adopted: March 14, 1995, April 15, 1997, June 17, 1997, November 16, 1999, February 15, 2000, May 15, 2001.

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 three-fourths (3/4) of the membership at a regular or special meeting of the membership called for that purpose.
- (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 submitted through an administrator of the schools.
- (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 shall 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, and language to be deleted lined out. New policies should include the proposed table of contents policy title and code number.

References: Policy 2.3—Decision Making

Adopted: November 16, 1999.

Policy 2.8—Board Member Conflicts of Interest.

- (a) Board members shall serve without compensation, but may be reimbursed for any necessary expenses incurred by them in performing their duties as members of the board.
- (b) Any contract with the school involving a member of the board, or the board member's family, shall be approved by the full board with the interested member abstaining. Each board member is responsible to make known to the board any circumstances that could involve a potential conflict of interest.
- (c) 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.

Adopted: February 15, 2000.

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 director 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.

- (a) **Elementary Teacher Review Committee.** The Teacher Review Committee (TRC) will be responsible for reviewing the classroom performance of all elementary school classroom instructors (full and part-time.) Established policy for each school dictates the number of evaluations required each year. The Teacher Review Committee works collaboratively with the Principal in making hiring decisions.
- (b) **Secondary Teacher Review Committee.** The Teacher Review Committee (TRC) will be responsible for reviewing the classroom performance of all secondary school classroom instructors (full and part-time.) Established policy for each school dictates the number of evaluations required each year. The Teacher Review Committee works collaboratively with the Principal in making hiring decisions.

- (c) **Elementary Subcommittee.** The Elementary Subcommittee will be responsible for advising the board in fulfilling designated portions of the strategic plan. The Subcommittee will be comprised of two board members, the principal, two parents, and two staff members. The parents will be appointed by majority consent of the Jefferson Academy board with recommendation from the Subcommittee's board members and principal. Meetings will be chaired by a parent on the committee. Terms shall be one year, with a goal of involving a variety of individuals over time.
- (d) **Secondary Subcommittee.** The Secondary Subcommittee will be responsible for advising the board in fulfilling designated portions of the strategic plan. The Subcommittee will be comprised of two board members, the junior and senior high principals, two parents from the junior high and two parents from the senior high, one staff member from the junior high and one staff member from the senior high, and two students from the junior high and two students from the senior high. The parents and students will be appointed by majority consent of the Jefferson Academy board with recommendation from the Subcommittee's board members and principal's. Meetings will be chaired by a parent on the committee. Terms shall be one year, with a goal of involving a variety of individuals over time.
- (e) **Academic Planning Committee.** The Academic Planning Committee is responsible to periodically review components of the educational program at Jefferson Academy, primarily the core curriculum. The Jefferson Academy board will designate a core subject to review each year in its strategic plan. The goal is to ensure continuity for the educational program in grades Kindergarten through twelfth. The committee may be charged with other tasks from time to time as deemed necessary by the Jefferson Academy board.

The Academic Planning Committee will be comprised of administrators, teaching staff, parents and board members. Administrators and board members on the committee will make recommendation to the Jefferson Academy Board on individuals to be involved with this committee.

Reference: Policy 2.10—Advisory Committees to the Board

Adopted: June 20, 2000.

Policy 3.1—Administrative Structure.

The board shall rely on its chief executive officer, the School Superintendent, to provide professional administrative leadership at Jefferson Academy. The School Superintendent shall be hired by and report directly to the Jefferson Academy Board of Directors. 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 a single chief administrator, the School Superintendent.

After a satisfactory performance review, the Superintendent will establish a salary for each administrator.

The Superintendent will supervise Principals employed at Jefferson Academy. The Superintendent shall determine which new Principals should be hired after presenting a recommended candidate list to the Board for ratification. All administrators are expected to administer their units in accordance with federal and state laws, the charter and board policy.

- (a) **Evaluation.** The board will annually evaluate the performance of the Superintendent. The Superintendent evaluation will contain a measurement of performance to evaluate the effectiveness and oversight of the reporting Principals. The Superintendent will evaluate the performance of each Principal twice a year. A report of the Superintendent's evaluation of each Principal will be distributed to board members. Each administrator will develop annual performance objectives by August 10 that will be presented to the Superintendent and the board at the August board meeting. All administrators are employed at-will; no right of continued employment is created by the provision of regular or periodic evaluation of performance.

Adopted: September 19, 2000, May 15, 2001.

Policy 3.2—Job Description—School Superintendent.

- (a) Qualifications:
- An advance degree in educational or business administration.
 - Minimum of three years of successful school administrative experience.
 - Minimum of five years of successful classroom teaching experience.
- (b) Leadership duties:
- Demonstrates commitment to the vision and mission of Jefferson Academy and communicates them to all school personnel, students, parents and the Jefferson Academy Board of Directors.
 - Models school values to the school principals, staff, and the Jefferson Academy Board of Directors.
 - Is a visible leader who maintains frequent contact with the school principals and staff.
 - Utilizes a participatory management style with principals and other supervisory personnel.
 - Communicates effectively both orally and in writing.
 - Fosters a climate of innovation.
 - Facilitates activities that build a sense of community between and among staff at all levels.
 - Facilitates activities for families that encourage a sense of community and shared

purpose.

(c) Educational leadership duties:

- Recruits, interviews and recommends individuals for positions as principals and financial assistant.
- Oversees and is responsible for planning and evaluations of K-12 programs and priorities.
- Insures continuity of curriculum from K-12.
- Supervises the work of the principals and the financial assistant.
- Is responsible for developing the school calendar.
- Develops cooperation and teamwork between or among the principals.
- Encourages professional development for the principal and him/herself.
- Provides perspective on educational issues for the Jefferson Academy board.
- Establishes a plan for periodic review of the K-12 curriculum.
- Responsible for the implementation of school policies.
- Maintains accurate financial, corporate, and policy records for Jefferson Academy.

(d) Community relations duties:

- Promotes and develops a professional relationship between the Jefferson Academy Board of Directors and the staff.
- Seeks and considers the input of stakeholders on issues pertaining to them.
- Is the official spokesman for Jefferson Academy. Provides information to the school community, the general population, the media and interested parties about the programs at the school and its progress toward goals.
- Develops all printed material for the overall operation of the school.
- Serves as the liaison with the school district on any administrative, operational, or educational matters.

(e) Managerial duties:

- Works with the principals and financial assistant to develop the master budget.
- Works with the building engineer(s) to develop a plan for building maintenance and repair.
- Is responsible for completing reports required by various regulatory agencies such as U.S. Department of Education and the Colorado Department of Education (CDE).
- Works with the principals to develop a staff development program for staff.
- Establishes an organizational pattern for the school K-12.
- Establishes clear lines of communication, authority and responsibilities for the administrative team (superintendent, principals, financial assistant, and superintendent secretary).
- Prepare master school year calendar and presents it to the Board of Directors for approval.

Adopted: February 15, 2000

Policy 3.3—Job Description—Principal.

- (a) Qualifications:
 - An advanced degree in educational and/or business administration.
 - Ideally minimum three years successful administrative experience.
 - Ideally minimum five years successful teaching experience.
- (b) Leadership duties:
 - 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.
 - Models school values for students, parents and the Jefferson Academy Board of Directors.
 - Is a visible leader maintaining frequent contact with students and staff.
 - Exercises a participatory management style with staff when at all possible.
 - Communicates effectively by written and oral methods.
 - Fosters a climate of innovation.
 - Facilitates activities for families and staff to encourage community and shared purpose.
- (c) Educational leadership duties:
 - Hires and evaluates staff.
 - Oversees planning and evaluation of programs and priorities.
 - Coordinates design of curriculum with staff.
 - Administers all school-based programs.
 - Administers services of resource personnel.
 - Assists staff in evaluating their methods and instructional materials.
 - Designs schedules.
 - Develops cooperation and teamwork within staff.
 - Assists staff in accommodating individual student needs and abilities.
 - Monitors student progress, discipline, health and safety.
 - Provides perspective on educational issues with the Jefferson Academy board on a regular basis.
 - Establishes a plan for improvement of instruction, school philosophy and school policies.
 - Assists board in evaluating the school's progress on established priorities.
- (d) Community relations duties:
 - Promotes and develops a professional relationship with the Jefferson Academy board and staff.
 - Seeks and considers opinions of others in a timely fashion.
 - Provides information to community, media and interested parties about the school, its' programs and progress towards goals.
 - Develops all printed materials needed for the operation of the school.
 - Serves in a liaison capacity with the school district on any administrative and/or educational matters.
 - Assists with the recruiting, scheduling and training of volunteers within the school.
- (e) Managerial duties:
 - Approves and authorizes:
 - Building usage

- Budget items
- Permanent record maintenance
- Building maintenance
- All school based activities and schedules
- Approves and authorizes:
 - Purchase and utilization of material resources
 - Equipment
 - Textbook and supplies
- Establishes organization pattern for the school.
- Plans and implements the staff development program.
- Delineates all responsibilities and authority, establishing lines of communication and supervision.
- Develops enthusiasm and promotes positive morale among staff and parents.
- Prepares master budget.

Adopted: February 15, 2000.

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—Non-enrollment Surveys.

In an effort to continue to provide the best educational experience to its students and parents, Jefferson Academy will conduct surveys of all Jefferson Academy parents choosing not to re-enroll their children at Jefferson Academy. Said survey will be sent within 30 days of the non-enrollment to all non-enrolling parents, and will seek information about the parents' non-enrollment decision. Parents may respond to the survey anonymously if desired. All results of non-enrollment surveys shall be provided in their

entirety to the Board, which may review their content in executive session if, in the judgment of the Administration, personal or other sensitive issues are contained in the surveys.

Adopted: November 28, 2000.

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:
 - (1) Recruit, select, employ, and retain the best qualified personnel available to staff the school;
 - (2) Provide equal employment opportunities for all candidates for positions in accordance with the board's non-discrimination policy (Policy 1.3);
 - (3) Develop high quality human relationships conducive to high levels of staff performance and satisfaction;
 - (4) Deploy available staff in such a way as to use them as effectively as possible to achieve the school's stated goals and objectives;
 - (5) Develop and manage staff compensation, leave, and benefit programs in ways that attract and retain qualified employees;
 - (6) Manage the development and updating of job descriptions by appropriate administrators;
 - (7) Oversee an employee evaluation program that contributes to the improvement of staff performance and professional development; and
 - (8) 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.

It is the policy of Jefferson Academy that all decisions about staff assignments, promotion, demotion, transfer, determination of salaries, benefits, and selection for training shall be made without regard to race, color, religion, national origin, sex, or disability.

Adopted: February 15, 2000.

Policy 4.3—Teacher Evaluations.

- (a) **Rationale.** Effective teacher evaluation is essential to maintain and assure quality instruction of students at Jefferson Academy. The goals of this teacher evaluation policy are:
 - (1) To assist the teaching staff in understanding the effective teaching and professional expectations of the administration and the board of education,
 - (2) To improve the teacher professional and interpersonal performance through the use of job targets, and
 - (3) To have a policy and evaluation procedure in place to determine continuance of employment.
- (b) **Role of Principals.** The Principals will follow the Jefferson Academy evaluation procedures and use instruments approved by the school when conducting teacher evaluations. The Principal will be in charge of the formative and summative evaluation process for each teacher. Summative evaluations on the teaching staff will be completed by the April board meeting each year so that the Jefferson Academy board of directors can plan professional staff assignments for the next school year.
- (c) **Role of board members.** Two board members will be assigned to participate in the teacher review process at each building level with the Principal. This group will be called the Teacher Review Committee. Their duties will include a short scheduled visit, with the Principal, to each teacher's room, preferably in the fall of each school year. A written report of each short scheduled visit will be placed in each teacher's personnel file and a copy given to each teacher. The board members will assist the Principal, on an as-needed basis, throughout the year as the Principal conducts official formative and summative evaluations of each teacher. These two board members will work collaboratively with the Principal in making their final recommendations to the entire board in April of each school year regarding continuance of employment of each teacher. Board members will also participate in final interviews of prospective teaching staff and work collaboratively with the Principal to make all final hiring decisions.
- (d) **Frequency.** Teachers in their first two years of service to Jefferson Academy will receive a formal evaluation during the first and third nine-week grading periods of each school year. Teachers may receive additional evaluations during these first two years if

the Principal believes that it is warranted. After their first two years of service at Jefferson Academy, teachers will be formally evaluated once a year, before the end of the third nine-week grading period.

- (e) **Shared staff.** Shared staff will be assigned to one of the Principals for their official summative evaluation. Formative evaluations may be conducted by more than one Principal. As stated in Policy 4.4 (d), no administrator shall be responsible for the supervision and/or evaluation of a relative.
- (f) **Process.**
 - (1) Teachers will receive a copy of the Jefferson Academy teacher evaluation policy in their staff handbook. This policy will be reviewed with the staff during the August in-service each year.
 - (2) A pre-observation conference will take place with each teacher before all scheduled classroom observations.
 - (3) Principals will conduct a scheduled classroom observation based on the pre-observation conference and according to the frequency guidelines stated above.
 - (4) Principals may also conduct unscheduled classroom observations.
 - (5) The Teacher Review Committee will conduct a short scheduled visit, preferably in the fall semester.
 - (6) All unscheduled and scheduled classroom observations will result in a post-observation conference and a formal written report by the Principal of each observation.
 - (7) Job targets will be established with each formal written report during the formative evaluation process.
 - (8) The formative process report will lead to a final written summative report, which will be submitted to the board as part of the April Teacher Review board meeting. The respective teacher review committee will review these summative evaluation reports before being submitted to the entire board. Copies of the formative reports, job targets and summative final report will be given to each teacher and placed in their personnel file.
- (g) **At-will provision.** Notwithstanding this policy, each teacher may be terminated by the Principal, at his sole and absolute discretion, with or without cause. Each teacher specifically acknowledges, by signed contract, that he/she is an at-will employee and that there have

been no promises of continued employment at Jefferson Academy from any of its agents or representatives.

Adopted: April 18, 2000, September 19, 2000.

Policy 4.4—Staff Conflicts of Interest.

- (a) At no time shall any employees of Jefferson Academy engage in any employment that would (1) 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.
- (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 school superintendent's prior, written permission before he or she can engage in such 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 school superintendent.
- (d) No administrator shall be responsible for the supervision and/or evaluation of a relative.

Adopted: February 15, 2000, September 19, 2000.

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 his supervisor or the Superintendent. The supervisor or Superintendent will initiate an investigation process. Retaliation is prohibited for reports of harassment made in good faith.
- (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.
- (d) **Investigation Process.** The Superintendent shall develop administration policy outlining the investigation process.

Adopted: September 19, 2000.

Policy 4.6—Staff Qualifications.

The Board will develop selection criteria for the Superintendent. The Superintendent will develop selection criteria for Principals, the Business Manager and administrative support staff. The Principal shall develop selection criteria for Assistant Principals, teachers, and educational assistants. Minimum qualifications for the following positions shall apply to staff.

- (a) **Principal.** Any Principal hired by the school shall 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.
- (b) **Assistant Principal.** Any Assistant Principal (AP) 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. The position requires commitment to the vision and mission of Jefferson Academy.

- (c) **Dean of Students.** Any Dean of Students hired by the school shall have two or more years of experience as a classroom teacher or as a Dean of Students in a public or private school; hold at least a bachelor's degree from an accreditation institution in any discipline; 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.
- (d) **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.
- (e) **Teachers.** 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. A teacher must either hold a valid Colorado teaching license or obtain that license within a period not to exceed three years from the date of passage of this policy or from the date the teacher is hired, whichever is later. The position requires commitment to the vision and mission of Jefferson Academy.
- (f) **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.
- (g) **Other Positions.** The Superintendent shall develop administrative procedures outlining the minimum qualifications for positions under the direct supervision of the Superintendent, including but not limited to the Business Manager, Administrative Assistant and any clerical positions.

Adopted: May 15, 2001.

Policy 4.8—Support Staff.

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

- (a) **Evaluation.** The Superintendent 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 contracts, 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.

Policy 5.1—Students Rights and Responsibilities.

- (a) 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.
- (b) 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.
- (c) In exercising this right, the Superintendent and each Principal, 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.
- (d) The rights and responsibilities of students may include the following:
 - (i) **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.

(e) 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.

Adopted: November 28, 2000.

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

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 school superintendent 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 in accordance with this policy. The 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.

References: Policy 8—Waiting list

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 unwonted 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.

- (j) **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.

Student activity funds must be deposited in specific accounts or investments authorized by law. Funds must be expended in accordance with Jefferson Academy financial procedures for the purposes authorized by the student organizations. Student activity funds are subject to annual audit as part of the school's annual audit. The board will establish supervision of all funds raised by any student group or student organization using the schools name. The board may also provide for a continuing audit of student funds by school personnel. The Principal shall establish administrative policies regarding student activity funds.

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

Adopted: September 19, 2000.

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 Superintendent. The principal or Superintendent will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.
- (c) **Investigation Process.** The Superintendent shall develop administration policy outlining the investigation process.

Adopted: November 28, 2000.

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, sex, or disability.

Adopted: February 15, 2000.

Policy 7.3—Snow Days and Emergency Closings.

- (a) 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.
- (b) 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.
- (c) The school superintendent 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.

Policy 7.4—Evolution.

- (a) The Jefferson Academy faculty may discuss evolution, a controversial theory many scientists present as a scientific explanation for the origin of living things, such as plants, animals and humans.
- (b) The word “evolution” can refer to many types of change. “Evolution” may describe changes that occur within a species. This process is called microevolution and can be

observed and described as fact. “Evolution” may also, however, refer to the change of one species into another, such as reptiles into birds. This process, called macroevolution, has never been observed and should be considered a theory. “Evolution” may also refer to the theory that random undirected forces produced a world of complex living organisms.

- (c) No human was present when life first appeared on earth. Therefore, any statement about life’s origins would be considered as theory, not fact. Evolution is only one of many theories of life’s origins. Jefferson Academy encourages a balanced presentation of evolution theory including discussion recognizing the limitations of the theory.
- (d) Jefferson Academy adheres to the Core Knowledge Curriculum principle that students should be familiar with a broad range of subject matter. We encourage parents and students to discuss all material presented in the curriculums used at Jefferson Academy. Someday, our students may contribute to the theories of how living things appeared on earth.

Adopted: January 20, 1998, November 16, 1999.

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 should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and cultural 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.

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 principal or school superintendent.
- (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 expense, distances, duration, or activities, the principal will consult with the school superintendent 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. Seatbelts will be used by all students.
- (d) An “authorized vehicle” is a vehicle the school superintendent or his designee has approved for use in the field trip. The superintendent or his designee shall take the following factors into account in approving a vehicle: the suitability of the vehicle for the intended purpose, the driver, the number of operational seatbelts, the date of use, and any other factors deemed relevant by the school superintendent.
- (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.

Policy 7.7—Student Publications.

- (a) Jefferson Academy encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or material designed to disrupt the educational process, will not be permitted.
- (b) The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, 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 assist students in improving their skills and modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, or libelous. Final responsibility of school publications lies with the principal and/or school superintendent.
- (c) Review of the content of school-sponsored publications prior to publication is not censorship, but part of the educational process. A publisher (in this case, the school) enjoys freedom to determine what it will and will not publish, and the school is free to impose restrictions on school sponsored expression that it deems necessary for pedagogical purposes.

- (d) Students' right to speak freely within the parameters set forth above should be seriously considered and protected. For that reason, the emphasis in the publication process should be on review, not on "official approval." Any decision by a school official to withhold approval must be based only on the standards set forth in paragraphs (a) through (c) of this policy.

Adopted: February 15, 2000.

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 Awards.** At the sixth grade and high school graduation ceremonies special recognition will be given to those students demonstrating commendable character.
- (c) **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.
- (d) **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 originated the Four School Rules, which exemplify virtue and proper conduct with fellow members of Jefferson Academy. Mr. Munier often had 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 graduation 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.

Policy 7.9—Internet Acceptable Use.

- (a) The technology subcommittee of the Board shall review yearly, 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.

Policy 8.1—Enrollment and Waiting List.

- (a) **Enrollment criteria.** To be placed on the Jefferson Academy enrollment/waiting list a child must be born and have a name. A parent may submit a letter of intent to enroll

his/her child at Jefferson Academy at anytime. The date of the letter of intent shall control the child's priority for enrollment. Only full-time students will be accepted.

- (b) **Out-of-county families.** The term "founding family" shall mean those families who signed a letter of intent prior to February 1, 1994. Siblings of present out-of-county students who are members of founding families may remain on the waiting list if, and only if, their parents state that they intend to move into the county on or before August 1 of the year their children will be eligible for enrollment. The child must, in fact, move into the county prior to August 1 of the year in which he/she enrolls, and if the child does not move into the county prior to August 1, he or she will be moved to the bottom of the waiting list.
- (c) **Residency.** Pursuant to the contract between Jefferson Academy and the District, students who move outside of the District are no longer eligible to be students at Jefferson Academy.
- (d) **Notification Time.** Between November 2 and July 31, inclusive, of each year parents shall be given five days in which to make a decision regarding the acceptance of an opening at Jefferson Academy. However, between August 1 and November 1 of each year, inclusive, parents shall have 48 hours in which to make a decision regarding the acceptance of an opening at Jefferson Academy.
- (e) **Re-sign timeframe.** Parents signing a letter of intent form shall be notified that the time to re-sign their child on the waiting list is February through March of each year. If the parent does not come in to re-sign their child during that time, the child shall be removed from the waiting list. Parents of children on future kindergarten waiting lists must come in during the February-March re-sign time of the year their children will be in kindergarten. *Jefferson Academy is not responsible to remind parents of the re-sign time or its requirements.*
- (f) **Rejection of space availability.** If a parent turns down an opportunity to enroll their child, the child's letter of intent date shall be changed to the date the parent notified Jefferson Academy of his/her decision not to enroll. The child shall remain on the waiting list with that new letter of intent date if the parent so chooses.
- (g) **Waiting list priority.** If a student needs to be tested and placed on another grade's waiting list, or needs to be retained a year, that student will be placed on the waiting list for the new class with their original letter of intent date.
- (h) **Parent Visit Days.** Parent visit days will be scheduled at least twice a year. Waiting list parents will not be notified of parent visit days. They should contact the school office periodically in order to get that information.

- (i) **Efforts to notify waiting list parents of an opening.** The following efforts shall be made to reach waiting list parents:
 - (i) The manager of the waiting list will call the phone numbers given on the letter of intent and leave messages if possible.
 - (ii) The manager will check the District main frame computer to see if there are any other phone numbers listed for the child.
 - (iii) From the date of the first contact with a parent, or other phone contact, two days will be given to receive a call back. If contact is not possible with the family because all phone numbers provided are disconnected or otherwise out of order, the child will be presumed no longer to live in Jefferson County and therefore cannot be included on a class list, and the next person on the waiting list will be contacted.
 - (iv) If there are no other phone numbers available other than a home phone, the manager will write a postcard notifying the parent of a class opening, and give 4 days from the date of the mailing of the postcard for the parent to respond.
- (j) **Automatic placement to Junior High and Senior High.** Parents of sixth and eighth grade students who have automatic placement in Jefferson Academy Junior High or Senior High will be notified of such opportunity in January. They will then have until the last day of April to inform the junior/senior high office if they will take the enrollment slot. On May 1 the manager of the waiting list will begin filling openings for the upcoming seventh and ninth grades.
- (k) **Waiting list exceptions.** A family having a child or children in attendance at Jefferson Academy may request the board to make an exception to the waiting list policy to allow their child back into Jefferson Academy after a one year absence. Any such exception shall be made in a case-by-case basis by the board. During the year's absence, the parent must re-sign their child/children or otherwise notify the school in writing of their intent to reenroll for the following school year. If the school has not received written notification from the parent by April 1 of the year the parents wishes to reenroll their child, the opening will no longer be available.

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.

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

Policy 8.2—Enrollment and Waiting List Pertaining to Staff Children.

- (a) There will be a limit of 28 children per class. Children of staff members working no less than .5 FTE shall be allowed into Jefferson Academy even if it means increasing the class size to 28 students. Children of staff members wishing to enroll their child at Jefferson Academy after the class is full with 28 students, shall be placed on the waiting list using the letter of intent/parent hire date. The date the parent is hired becomes their letter of intent date. The staff child will be able to take the first opening in the class. Should more than one staff child be on the waiting list when an opening is available, the child with the first letter of intent/parent hire date will get the first opening.
- (b) The manager of the waiting list will keep track of the place the staff member's child had on the waiting list, whether it be per letter of intent or the date of the parent's hiring. If the parent resigns or otherwise leaves his/her job before the end of two years, the child will be moved to the waiting list with the letter of intent/parent hire date. If the child's letter of intent/parent hire date would allow them to be in the class and not on the waiting list, that child may remain enrolled. If not, the child must disenroll until he/she is eligible for enrollment pursuant to normal waiting list policy.
- (c) Children of staff members at Jefferson Academy may attend while their parents are on staff as set forth in the previous sub-sections. However, out-of-county students must disenroll if their parent is no longer on staff.
- (d) This policy will be in effect for all persons employed after August 27, 1996. For purposes of enrollment of children of staff members, the three charters (Jefferson Academy elementary, junior high and senior high) be considered one, and children of staff at one charter shall be eligible for attendance at the others.

Adopted: April 16, 1996, November 19, 1996, January 20, 1998, November 16, 1999.

Cross References: Policy 8.1 Enrollment and Waiting List Policy

Policy 9.1—Finances and Accounting.

- (a) **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.

- (b) **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 (see budget example). The annual budget for the upcoming year shall be submitted for review by the board during the April board meeting.
- (c) **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.
- (d) **Audit Committee.** The Chairman of the board, President and Treasurer of Jefferson Academy shall constitute the audit committee. The independent auditor shall report directly to the audit committee.

Adopted: November 16, 1999.

Policy 10.1—Property, Building Facilities Use.

- (a) 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.
- (b) Permission for use of school property, buildings and facilities shall not constitute a board or school endorsement of any organization, the beliefs of an organization or group, not the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.
- (c) The board reserves and delegates to the administration, the right to refuse approval or to cancel any and all activities for the use of a school owned property, building or its facilities when it is deemed that such action is necessary for the best interests of the school.

- (d) Board policies and regulations, which govern school use of facilities, shall, when applicable, also govern associated school groups and community use of school facilities.
- (e) Any activity within the scope of law defining and regulating gambling or gaming may not be conducted in or on school property, buildings, or facilities.

Adopted: January 18, 2000.

Cross References: Policy 3.4 Elections—Not School Based

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 April of each year. The majority of the questions contained in the parent survey will remain consistent for purposes of longitudinal data tracking.

- (a) **Approval of survey.** The board will approve the final form of the parent survey in March of each year.

Adopted: June 26, 2001

Policy 13.1—Postsecondary Enrollment Options.

- (a) 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.
- (b) **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 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. Students who have satisfied Jefferson Academy graduation requirements prior to enrollment in a postsecondary course may not receive high school credit for course work.

- (iii) 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 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 passed 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.
- (iv) Should a student who qualifies for Free or Reduced Lunch demonstrate inability to pay for postsecondary course tuition, 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 fails 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.

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-references 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.

Adopted: September 19, 2000.

Policy 13.3—Guidance and Counseling.

Guidance services shall be provided as part of the senior high school program. These shall be supervised by a staff member designated by the Superintendent and/or Senior High Principal and shall include college counseling services and testing services (achievement only unless the parent or eligible student grants prior permission). 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.

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).
 - (v) Receive at least a 3.8 GPA for the cumulative semester grade.

Adopted: April 17, 2001.