

Woodrow Wilson Academy
Charter School

*Board of Directors
Policy Manual*

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1. Definitions

1.1. Definitions

- A. As used in this Policy Manual, the terms set forth below shall have the following meanings:
- i. “District” shall mean the Jefferson County School District No.R-1, commonly referred to as “Jeffco Public Schools”.
 - ii. “WWA” or “school” shall mean Woodrow Wilson Academy.
 - iii. “Member” shall mean a person who is a member of WWA as set forth in the WWA bylaws.
 - iv. “Board” shall mean the board of directors of WWA.
 - v. “Administration” shall mean school personnel who participate in the day-to-day management of school operations (such as the Principal).
 - vi. “Faculty” shall mean instructional personnel (such as teachers and educational assistants).
 - vii. “Staff” shall mean school personnel who are not members of the board, administration, or faculty.

2. The School

2.1. Vision and Mission Statements

- A. **Vision Statement.** The vision of Woodrow Wilson Academy is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The Academy empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity.

- B. **Mission Statement.** The mission of Woodrow Wilson Academy is to provide a school where students thrive academically and socially. This mission will be accomplished through a strong educational program based upon a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators, and community will be utilized to achieve these goals.

Adopted: June 14, 1999

2.2. School Legal Status

WWA is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, COLO. REV. STAT. §§ 22-30.5-101 et seq. WWA operates pursuant to a charter granted by the District on December 9, 1999. On November 19, 1999, WWA incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act and on December 13, 2000, the Internal Revenue Service issued a determination letter recognizing WWA's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986. Under the Charter Schools Act, WWA 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, WWA operates as a Colorado nonprofit corporation.

Adopted: November 9, 2000

Revised: August 11, 2004

2.3. Nondiscrimination

WWA affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender, disability, marital status, or sexual orientation be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment.

Adopted: November 9, 2000

Revised: August 11, 2004

2.4. Articles of Incorporation

The WWA Articles of Incorporation are incorporated herein by reference and shall guide the structure and governance of WWA.

Adopted: August 11, 2004

2.5. Bylaws

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

Adopted: August 11, 2004

2.6. Annual Meetings

- A. As required by the Bylaws, there shall be two annual meetings with respect to the school:
 - i. An annual meeting of the members to be held at the regularly scheduled meeting of the board in May of each year; and
 - ii. An annual meeting of the board to be held in June at the annual board retreat or at some other meeting to be approved by the board.

Adopted: August 11, 2004

3. The Board

3.1. Decision Making

- A. Two principles underlie all decisions made by the board, administration, faculty, and staff:
 - i. WWA's charter belongs to its members; and
 - ii. All actions shall fall within the parameters and uphold the principles of the vision and mission statements.

- B. Accordingly, in making any decision the board, administration, faculty, and staff shall consider the decision in the context of WWA's vision and mission statements and from the members' perspective, always keeping in mind that parents should have a meaningful voice in their child's education.

Adopted: November 9, 2000

Revised: August 11, 2004

3.2. Board Self-Evaluation

- A. The board believes that the efficiency and performance of the board directly affects the efficiency and performance of the school. Therefore, the board shall conduct an annual evaluation of its own efficiency and performance including its progress on its strategic plan.

- B. The following guidelines shall apply to the board self-evaluation:
 - i. The evaluation shall be a positive, constructive process, aimed at improvement rather than criticism.
 - ii. The evaluation shall be conducted using a formal written evaluation tool.
 - iii. Directors shall evaluate the board collectively and not individual directors.

- C. Board self-evaluation forms shall be distributed in April. The board may discuss the self-evaluation at the regular meeting in May or at a special meeting called for such a discussion. It is important for all current directors to participate if possible. The board may seek direct input from former directors who have resigned during the year being evaluated.

- D. The board self-evaluation discussion shall not be limited to those items that appear on the form. Free discussion and informal comments are valuable. Specific suggestions for improvement are encouraged.

- E. The board self-evaluation shall be held at an open meeting and all members and the community may attend; however, member and public comment participation shall be limited to a brief public comment session at the beginning of the meeting. Individuals running for election to the board are especially encouraged to attend the discussion to gain knowledge of the manner in which the board operates and how current directors feel the board has performed and can improve.

Adopted: November 9, 2000

Revised: August 11, 2004

3.3. Public Attendance at Board Meetings

- A. The board serves at the pleasure of, and represents, the members. Therefore, the board desires to provide opportunities for any member to express interest in and concern for the school. Accordingly, all members, as well as members of the 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. § 24-6-402. An executive session may be called only upon the affirmative vote of two-thirds of a quorum of directors present. The board may take no formal action in executive session except to approve minutes of prior executive sessions.
- C. Although the board encourages everyone to attend its open meetings, board meetings are to conduct the business of the school. Board meetings are not “public meetings,” but meetings held in public, and accordingly public participation shall be controlled so the board can proceed 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 Principal or the President of the BOD, who shall respond according to the following process:
 - i. The person shall provide written information to the Principal or the BOD President at least two weeks prior to the regular meeting of the board. If presented to the Principal less than two weeks prior to the upcoming regular meeting of the board, the Principal shall decide whether to make a special

request of the President to include the item in the upcoming regular board meeting or to wait until the next month's regular board meeting.

- ii. Written information directly from the person shall be placed in the board packet distributed to directors prior to the regular meeting. If the person so requests and the President of the board agrees, the item shall be placed on the agenda for board attention.
 - a. Seeking to add issues to the agenda via the BOD President cannot circumvent the Conflict Resolution Policy.
 - iii. If the person requests the board take a particular action, the specific action being requested should be in the written document submitted to the board by the person.
 - iv. If so requested by any director, the person may present additional information or provide clarification when the agenda item is discussed.
- 3.3.5. Parents are free to address comments or concerns to any director at any time. However, if there is a specific remedy or other action being requested, it is required for the parent to follow the procedure set forth above.
- 3.3.6. Notice of meetings of the board shall adhere to the Colorado open meetings law. The public shall be given no less than 24 hours notice of any board meeting.

Adopted: November 9, 2000
Revised: November 13, 2007

3.4. Board Election Procedure

- A. **Board Election Committee.** The board shall annually commission and appoint members of a Board Election Committee ("BEC"), an advisory committee, to organize and administer the election of directors.
 - i. The board shall determine any authority or responsibilities of the BEC in addition to those stated within this policy annually upon commission.
 - ii. The BEC shall consist of the following members: A director, the Principal, and a member.
 - iii. Once the board has appointed members to the BEC, the members of the BEC shall determine its chairperson.
 - iv. No board candidate, spouse of a board candidate, or director running for reelection, shall be a member of the BEC. In the event all directors are running for reelection, the board may appoint a teacher, member, or community member at larger to sit on the BEC in lieu of a director.
- B. **Candidacy.** Candidacy shall be by self-nomination.

- i. Any member, who is not employed by WWA and meets the qualifications outlined in the “Woodrow Wilson Academy Charter School Board of Directors Handbook”, may seek election as a director. In the event that all seated directors are members of the corporation as set forth in the WWA Bylaws, any member of the community, who is not employed by WWA and meets the qualifications outlined in the “Woodrow Wilson Academy Charter School Board of Directors Handbook”, may seek election as the community member director. There is not a requirement to have any community members at large seated; however, a maximum of one community member at large may be seated on the board at any time.
- ii. All candidates must commit to sign the “Woodrow Wilson Academy Charter School Board of Directors Handbook” upon election. Those seeking to be elected or reelected to the board shall submit a letter of interest and an abbreviated resume to the BEC by April 1st or the first business day thereafter. The board may extend this deadline if an insufficient number of candidates are nominated by this date.
- iii. The BEC shall publish to the members a list of candidates with their letters of interests and abbreviated resumes no later than April 14th or the first business day thereafter, unless the nomination deadline is extended by the board, in which case the BEC shall publish the list no later than two weeks after the extended nomination deadline.

C. Campaigning for Election or Reelection to the Board.

- i. The BEC shall arrange public interviews in latter part of April with all candidates for election or reelection to the board. Members, parents of prospective WWA students, directors, administration, faculty, staff, and the general public are welcome to attend and participate in these interviews. Upon recognition by the chairperson of the BEC (who shall be moderator during all public interviews), persons may publicly question any candidate for election or reelection to the board. During this interview process, the BEC chairperson shall be responsible for keeping order.
- ii. Current directors running for reelection shall not participate in any process of the appointment of BEC members unless a quorum is needed. Further, the director shall not be appointed as a member of the BEC or participate in its deliberations, operations, or affairs and shall abstain from participation to the election process except in the role of candidate.

D. Eligible voters. “Eligible voter” shall mean member as defined by the Bylaws.

- i. Each member, as defined in Article II, Section 2.1 of the Bylaws shall have one vote, regardless of the number of children enrolled at WWA.

- ii. A community member at large who is not a member of the corporation that is running for election to the board may vote in the election, but only for the seat for which they are running.
- iii. Should the eligibility of anyone wishing to vote be questioned, the BEC shall determine the person's eligibility in accordance with these rules and make the appropriate recommendation to the board.

E. Election process.

- i. The BEC chairperson shall request that the President place the election of directors on the agenda of the annual meeting of the members. Such placement shall include the designated place within the agenda when voting shall begin and end.
- ii. All election ballots shall be secret unless all candidates agree to forego the privilege. Each ballot shall designate all candidates in a predetermined, random order and shall clearly state the number of directors to be elected. Each eligible voter may vote for one candidate to fill each director seat up for election. No votes shall be counted from any ballot containing more votes than available seats.
- iii. Members who vote *in absentia* may do so during WWA's regular business hours Monday through Friday of the week prior to the annual meeting. Absentee voting is intended for those who are unable to attend the annual meeting. A list of people voting absentee shall be kept to ensure each member votes only once. Numbered absentee ballots shall be made available to members. Absentee ballots may not leave the school. Absentee ballots shall be counted together after the ballots of the members attending the annual meeting have been counted. The board hopes that at least one parent from each family will attend the annual meeting of members.
- iv. Upon closing of the election, the BEC shall tally the votes from the ballots cast at the annual meeting of members and then from the absentee ballots. The candidates receiving the most votes shall be elected as directors. Ties shall be broken by a coin toss.
- v. The chairperson of the BEC shall announce the election results during the annual meeting and publish the election results in the next issued school newsletter or by other medium as is the custom for communications to members.
- vi. Newly elected directors shall be expected to attend the annual board retreat or the next regular board meeting, whichever comes first, at which time their three-year term shall begin. Upon commencement of their term and annually thereafter, all directors shall sign the "Woodrow Wilson Academy Charter School Board of Directors Handbook".

- F. **Vacancies.** The board may chose to, but need not, accept a director’s resignation for it to become effective. A director may be removed in accordance with the Bylaws for cause or by failing to attend regular meetings.
- i. In the event a director resigns, is removed, or for any other reason is unable to complete his term of service, the chairperson of the board shall declare a vacancy at the next regular meeting of the board.
 - ii. For two weeks after the vacancy has been declared the board shall accept letters of interest with abbreviated resumes from all those interested in being appointed to the board to fill the remaining term of the former director. All candidates must commit to sign the “Woodrow Wilson Academy Charter School Board of Directors Handbook” upon appointment.
 - iii. All letters of interest and abbreviated resumes received during this two-week nomination period shall be included in the board packets for the next regular board meeting.
 - iv. At the next regular board meeting after the two-week nomination period has expired, the board shall fill the vacancy for the remaining term of the former director from the candidates by majority vote of the remaining directors.
 - v. During the regular board meeting in which the new director is appointed and immediately following appointment, the newly appointed director shall sign the “Woodrow Wilson Academy Charter School Board of Directors Handbook” and shall take the former director’s seat on the board to serve the balance of the former director’s term.

Adopted: February 15, 2001

Revised: September 11, 2007

3.5. Policy Making

- A. The board shall be solely responsible for adopting, revising, and repealing policies for WWA. Policy action by the board shall be accomplished as set forth in the bylaws and as described below. Any policy action approved by the board may be reversed by a vote of two-thirds (2/3) of the board at a regular or special meeting.
- B. Only a director may motion the board to adopt, revise, or repeal a WWA policy (“policy change”). Recommendations for a policy change may be made by any member, member of the administration, faculty, or staff, or member of the community may be made to the board by submitting said recommendation through the Principal pursuant to Policy 2.3 above.
- C. Except in cases of emergencies, the board shall follow the following procedure in adopting, repealing, or amending policies for WWA:

- i. **First Reading**
 - a. The proposed policy change text and any necessary summary or narrative shall be provided in writing to the Secretary or President for inclusion in the board packet distributed prior to the board meeting.
 - b. New policies should include the title, sequence number, text, and a revised table of contents.
 - c. Written policy revisions shall reference the policy to be changed. Ideally, the entire policy shall be reprinted with revised language in capital letters, underlined, in a different text color, or highlighted, and language to be deleted lined out.
 - d. Policies to be repealed need only reference the policy to be repealed by title and sequence number along with a revised table of contents.
 - e. The proponent director shall submit the policy change to the board by motion for review and debate at the regular or special meeting of the board. The proponent director shall have the first opportunity for discussion and may have other persons comment on the policy change prior to debate.
 - f. Following debate and any amendments to the policy change, the board shall vote on its approval on first reading.
 - g. If the policy change is approved on first reading, it shall be placed in the minutes of the meeting, as amended, and referred for second reading at the next meeting of the board.
 - h. If the policy change is not approved on first reading, the matter shall not be considered again unless a new proposed policy changes is submitted in accordance with this Policy for first reading at a future board meeting.
- ii. **Second Reading**
 - a. If the policy change was on first reading above, it shall be placed on the agenda and considered at the next regular or special meeting of the board.
 - b. No amendment to the policy change, as it was approved on first reading, shall be adopted on second reading unless the amendment receives a two-thirds (2/3) vote of the directors present at the meeting.
 - c. If the policy change is approved on second reading, it shall become the policy of WWA effective immediately or as specified upon approval, and this policy manual shall be revised accordingly.

D. **Emergencies**

- i. 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 for purposes of making a policy or approving a policy change.

- ii. If an emergency is declared, a policy change may be approved on first reading regardless of whether the policy change was submitted in writing to the directors prior to the meeting.
- iii. Upon approval of an emergency policy change, it shall become the policy of WWA.
- iv. The proponent of the approved emergency policy change shall submit a revised version of the policy to the Secretary for inclusion in the meeting minutes, policy manual, and for distribution to the directors.

E. Changes to the Policy Manual

- i. Upon approval, new and revised policies shall be entered into this policy manual in the appropriate section with a notation of the date of adoption and/or revision and the table of contents updated as appropriate.
- ii. Upon approval, a repealed policy shall be stricken from this policy manual leaving only the word “Repealed” followed by the table of contents title and the dates of adoption, revision, and repeal, as appropriate and the table of contents updated as appropriate.

References: Policy 3.1 – Decision Making

Adopted: November 9, 2000

Revised: August 11, 2004

3.6. Director Conflicts of Interest

- A. Pursuant to the Bylaws, by resolution of the board any director may be paid any one or more of the following: his expenses, if any, of attendance at meetings; a fixed sum for attendance at each meeting; a stated salary as director; or such other compensation as the corporation and the director may reasonably agree upon. A director may not serve simultaneously on the board and as a member of the administration, faculty, or staff of the school.
- B. Any contract with the school involving a director or a director’s family member shall be approved by the full board with the conflicted member abstaining.
- C. Each director is responsible to disclose to the board any circumstances that could involve a potential conflict of interest.
- D. 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.

Adopted: November 9, 2000

Revised: August 11, 2004

3.7. Board Review of Administrative Procedures

- A. Administrative policies and regulations need not be reviewed or approved by the board in advance of issuance except as required by law. However, when there is a potential for strong member, student, faculty, or staff reaction, the policy or regulation should be approved by the board in advance.
- B. Administrative policies should reference existing board policies.
- C. The board reserves the right to review administrative policies at its discretion. However, the board shall not substitute its judgment for that of the Principal and shall require the Principal to revise or withdraw any administrative policies proposed or issued only when, in the board's judgment, such policies are inconsistent with the board's policies, District's policies, or applicable law.

Adopted: November 9, 2000

Revised: August 11, 2004

3.8. Board Committees and Advisory Committees

A. Committees

- i. The board, by resolution adopted by the board, may designate from among its members one or more other committees of the board, each of which, to the extent provided in the resolution, shall have all the authority of the board; except that no such committee shall have the authority to:
 - a. Fill vacancies on the board or any committee thereof;
 - b. Amend the bylaws; or
 - c. Approve a plan of merger.
- ii. The board may have standing committees as designated in this policy manual or the "Woodrow Wilson Academy Charter School Board of Directors Handbook". The authority and responsibilities of standing committees shall be expressed in the policy or description thereof. Standing committee membership may be designated by title, such as Principal and Treasurer, rather than by specific director.

B. Advisory Committees

- i. The board may commission advisory committees to the board. The advisory committees shall meet at such times as the board shall determine or within their own requirements if given the authority to so designate when commissioned.
- ii. The advisory committee shall consider, advise upon, and make recommendations to the board with respect to policies of WWA or to pursue goals, goods, or services for WWA in accordance with the vision and mission statements.
- iii. At least one director shall serve on each advisory committee, but need not serve as the chairperson of the advisory committee. Additional members or members to fill vacancies may be appointed at any regular or special meeting of the board or in such a manner as determined by the board upon the commissioning of the advisory committee.
- iv. The advisory subcommittee shall appoint its own chairperson and officers, as necessary, unless the board expressly establishes such positions at commissioning.
- v. The assigned director shall have the rights and responsibilities to make decisions on behalf of the board in meeting the goals of the advisory committee. However, decision-making powers shall not extend to the advisory committee, unless expressly granted by the board at or subsequent to commissioning, regarding the following:
 - a. Contractual agreements of any kind;
 - b. Expenses greater than \$500; or
 - c. Decisions requiring any adjustment to the long-term plans of the board as reflected in the strategic plan.
- vi. After the first meeting of the advisory committee, the assigned director shall assume responsibility to submit a work plan to the board. This work plan shall include the goals of the advisory committee and a projected timeline for accomplishment of each goal. After submission of the work plan, the advisory committee need only report to the board when progress is made specifically associated with the work plan, when approval is required to exceed or expand the decision-making authority of the advisory committee, as required by the board in the commission, or as requested by the President or two directors.

Adopted: April 6, 2000

Revised: August 11, 2004

3.9. Subcommittees

A. Finance Committee.

- i. The finance committee shall be comprised of the principal, finance manager and board treasurer and fulfill the financial portion of the School Advisory statute. Additional members may be added from time to time by majority vote of the finance committee; to include but not limited to staff, community members and one other board member. The finance committee shall meet at least quarterly throughout the school year to discuss:
 - a. Budget development to support the schools mission, short and long term financial goals, audits, and other topics that affect the sound financial management of the schools assets ; and
 - b. Reporting to students, parents, boards of education, educators, and the community on the financial performance of the school and providing accurate data for the appraisal of such performance, through the WWA Board of Directors.
- B. Accountability Committee.**
- i. The accountability committee shall be comprised of parents, staff, community members and one board member and meet at least quarterly throughout the school year to discuss:
 - a. Means for determining whether decisions affecting the educational process are advancing or impeding student achievement; and
 - b. Reporting to students, parents, boards of education, educators, and the community on the educational performance of the school and providing data for the appraisal of such performance, through the WWA board of directors.
 - ii. The accountability will prepare the accreditation report for the board to submit to the district; conduct the annual parent survey after receiving approval for the instrument from the board; and prepare or analyze data as requested by the administration.
- C. Facilities Committee.**
- i. The facilities committee shall be comprised of the principal and one board member. Additional members may be added from time to time by majority vote of the facilities committee; to include but not limited to staff, community members and one other board member. The facilities committee shall meet at least quarterly throughout the school year. The facilities committee will work under the processes outlined in the WWA Board Policy Manual 13.1. The facilities committee will discuss and advise on:

- a. all facilities or grounds modifications, additions and other improvements (non-maintenance) either through general budget or specific project approval.
- b. facilities planning and design, construction management, real estate management, building maintenance, grounds maintenance, telecommunications, environmental services and networking.
- c. collaborative responsibilities, with the principal, including community use of school facilities, temporary buildings and energy management.
- d. renaming of any real property and/or the dedication to an individual or organization of any part of the property owned or used by WWA or the WWA Building Corporation.

Adopted: December 9, 2008

Revised: August 11, 2009

3.10. Removal of Board Members

A. Director is no longer a member of the corporation

- i. If a director is no longer a member of the corporation (as defined by the bylaws of Woodrow Wilson Academy, Section 2.1) due to no longer having a child enrolled at WWA for any reason, that director shall be immediately removed from the Board of Directors.
- ii. Removal under this policy shall be considered a resignation on the part of the director and no vote or acceptance by the board is required. The vacancy created shall be filled by the remaining board members according to current policy.
- iii. An exception to this policy shall be made for a director fulfilling the community member at large position.

Adopted: January 10, 2009

3.11. Board Communication Plan

A. Board of Directors Website

- i. The Board of Directors section of the WWA website shall be the primary means of distribution of information. The website shall contain announcements of upcoming regular meetings as well as all public documents from the Board in accordance with the existing policies and bylaws.

B. Board Meeting Summary

- i. Within seven (7) days subsequent to a regular meeting of the Board, the secretary of their designee, may provide a written summary of parts of the meeting for electronic distribution.
- C. Board Meeting Minutes**
- i. Within sixty (60) days subsequent to a regular meeting of the Board, the secretary, or their designee, shall provide signed, written minutes of the meeting for electronic distribution.
- D. Board of Directors Packet**
- i. Prior to each regular meeting of the Board, an agenda and any written reports shall be made available in electronic format not less than 24 hours prior to the scheduled meeting.
- E. Email to Board Members**
- i. Members of the corporation, staff, and faculty may contact the individual Board members by email using the email address published on the Board of Directors section of the WWA website. Each director shall be provided a WWA email address, which may be forwarded to the director's personal email account as desired. Directors shall acknowledge receipt of such email within seven (7) days, or as soon as practical if the director is traveling away from home. Email to Board members is not a substitute for following the "Conflict Resolution" policy as stated in this document.

Adopted: March 10, 2009

4. Administration

4.1. Administration Structure

- A. WWA shall have a Principal as its administrator who shall serve as an at-will employee at the pleasure of the board and may be terminated by the board, at the board's sole and absolute discretion, with or without cause.
- B. The Principal shall be responsible for the day-to-day management and operation of the school.
- C. The Principal shall provide the board an organization chart that includes, at least, the structure of the administration, faculty, and staff.
- D. The Principal shall update the organization chart from time to time and as necessary to effectively and efficiently administer WWA in accordance with the vision and mission statements.

Adopted: August 11, 2004

4.2. Job Description - Principal

- A. Desired Qualifications:
 - i. An advanced degree in education and/or business administration.
 - ii. Three years of successful administrative experience.
 - iii. Five years of successful teaching experience.
- B. Leadership Duties:
 - i. Demonstrates commitment to administering WWA in accordance with its vision and mission statements and communicates the vision and mission to school personnel, students, members, and the community.
 - ii. Models WWA's values for students, members and the board.
 - iii. Is a visible leader maintaining frequent contact with students and school personnel.
 - iv. When practical, exercises a participatory management style with school personnel.
 - v. Demonstrates effectively written and oral communications.
 - vi. Fosters a climate of innovation.
 - vii. Facilitates activities for students, members, and school personnel to encourage community and shared purpose.
 - viii. Serves as an *ex-officio*, non-voting member of the board.

- C. Educational Leadership Duties:
- i. Interviews, hires, and supervises administration, faculty, and staff, including serving as the chairperson of the Faculty Review Committee.
 - ii. Oversees planning and evaluating of programs and priorities.
 - iii. Coordinates design of curriculum with faculty.
 - iv. Administers all school-based programs.
 - v. Assists faculty in evaluating their instructional methods and materials.
 - vi. Designs schedules.
 - vii. Develops cooperation and teamwork among school personnel.
 - viii. Assists school personnel in accommodating individual student needs and abilities.
 - ix. Monitors student progress, discipline, health, and safety.
 - x. Provides perspective on educational issues to the board.
 - xi. Establishes a plan for improvement of instruction, adherence to school philosophy, and compliance with school policies.
 - xii. Assists the board in evaluating the school's progress towards established priorities and goals.
 - xiii. Community Relations Duties:
 - xiv. Develops and promotes a professional relationship with the board, school personnel, members, students, and the community.
 - xv. Seeks and considers opinions of others in a timely fashion.
 - xvi. Provides information to community, the media, and other interested parties about WWA, its vision and mission, and its progress towards goals.
 - xvii. Serves in a liaison capacity with the District on any administrative and/or educational matters.
 - xviii. Assists with the recruiting, scheduling, and training of volunteers within the school.
 - xix. Ensures compliance with all applicable federal and state laws and regulations, district regulations and policies, and other requirements of the charter or contracts with the District.

D. Managerial Duties:

- i. Approves and authorizes:
 - a. Building usage
 - b. Budget items
 - c. Temporary and permanent record storage and maintenance
 - d. Building maintenance
 - e. School-based activities and schedules
 - f. Purchase and utilization of material resources
 - g. Purchase and utilization of equipment
 - h. Purchase and utilization of textbooks and supplies

- ii. Establishes organization model for the school, including creating and maintaining an organization chart and job descriptions for school personnel.
- iii. Plans and implements the personnel development program.
- iv. Delineates all responsibilities and authority, establishing lines of communication and supervision.
- v. Develops enthusiasm and promotes positive morale among school personnel, students, and members.
- vi. Prepares and recommends to the board a master budget.
- vii. Provides for the generation, maintenance, and distribution of a parent focused school calendar as well as an internal master calendar.

Adopted: November 9, 2000

Revised: August 11, 2004

4.3. Public Elections - Non-School Based

- A. WWA, the board, nor its affiliated entities shall expend resources in connection with supporting or opposing any candidate for political office or any issue in public election.
 - i. This policy shall not be interpreted to preclude the payment of administrative costs of placing an issue before voters in a public election.
- B. In the interest of broadening public participation in and awareness of the political process, the board may, on a nonpartisan basis, invite candidates or sponsors and opponents of issues to appear at school functions to address parents or to place written statements in WWA's newsletters or on its website. The board shall decide whether to invite candidates and sponsors/opponents of issues on a case-by-case basis. If candidates and/or sponsors or opponents of an issue are invited to speak or to provide written statements, the board shall ensure that both sides are given an equal opportunity to participate.
- C. If the board allows such an opportunity and one candidate or supporter/opponent of an issue declines the opportunity to participate, either specifically or by failing to appear or provide a written statement, the board may allow the participating candidate or sponsor/opponent to go forward with the opportunity to speak or provide written statements.

Adopted: November 9, 2000

Revised: August 11, 2004

4.4. Incentive-Based Salary Bonus for Principal

- A. The incentive-based salary bonus program is a management tool that rewards behavior, which directly helps the board achieve its goals of carrying out the vision and mission statements of WWA.
- B. The Principal may wish to decline participation in the incentive based salary bonus program. If the Principal expresses such a desire, the board may, by majority vote, determine to exempt the principal from the program for the upcoming academic year. However, the board may also choose to create an incentive-based salary bonus structure without input from the Principal if the board determines such an incentive would further WWA’s vision and mission statements.
- C. The board shall determine the amount of the incentive-based salary bonus for the upcoming academic and fiscal year, which will be used by the Principal Relations Committee to attach dollar values to the goals and objectives when developed. The actual payout shall be based on a pre-determined percentage schedule that is dependent on the proportional attainment of SMART goals as presented in the Principal Relations Committee proposal to the board. The payout may range from zero to 100 percent. This benefit is not meant to replace a cost of living adjustment or merit raises that would normally be under consideration.
- D. It is the board’s sole discretion on how the distributions, if any, shall be paid in any given year. It may be based on equal distributions, or any other proportionality, or in a lump sum payment when appropriate; however, the schedule should be determined during the Principal Relations Committee workshop and proposed to the board during the January regular meeting.

Adopted: August 9, 2001
Revised: February 10, 2010

4.5. Conflict Resolution

- A. WWA supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. WWA firmly believes most issues can be handled quickly and appropriately to everyone’s satisfaction. The following grievance process should be followed in situations of concern:
 - i. Any member having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
 - ii. If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Principal unless the concern involves the Principal (see below). The two conflicting parties shall define “reasonable amount of time”. At no time shall the timeframe be extended without mutual consent of both parties.

- a. If the parties cannot agree on a timeframe, they are required to bring the conflict to the Principal for the purpose of establishing the timeframe for resolution.
 - b. In doing so, the Principal, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
 - iii. If the concern is with the Principal and no resolution has been established from bringing the concern to the Principal, the person in conflict with the Principal may take the concern to the board President.
 - a. The board shall follow the same procedure as paragraph a. above to set a timeframe.
 - iv. If conflicting parties and/or the Principal are not able to find resolution that is mutually agreed upon by all parties, then the Principal shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the attention of the board President.
 - v. The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
 - a. Remand the conflict back to the Principal, with a directive to find a reasonable and quick resolution.
 - b. Remand the conflict back to the two parties, with the Principal mediating the conflict.
 - c. Mediate the conflict and render a decision to resolve the conflict.
- B. If any conflict involves individual safety, a threat to the preservation or security of WWA’s facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school Principal, school personnel, or member.**

Adopted: August 11, 2004

4.6. Principal Relations Committee

- A. The Principal Relations Committee shall be comprised of 2 Directors selected during the next Board Meeting after the new Directors have been installed on the board. The purpose of the Principal Relations Committee shall be to establish expectations and objectives with the Principal, act as a liaison between the Principal and the Board, conduct progress reviews with the Principal and present reports to the Board on all the afore mentioned items.
- B. The expectations and objectives for the Principal, inclusive or exclusive of the incentive based salary, shall be based on the strategic plan for the upcoming academic

school year and the board goals, which are created during the board retreat each year. After the board retreat, the Principal and Principal Relations Committee shall collaboratively meet during a workshop to determine the expectations and objectives to be measured and, if tied to an incentive-based bonus, the percentage of the bonus to be awarded for each objective or portion thereof achieved. These expectations and objectives as well as the frequency of normal reviews with the Principal shall be presented to the board at the first regularly scheduled meeting after the strategic plan is finalized and shall not take affect unless approved by a majority vote.

- C. Over the academic year, these expectations and objectives shall be reviewed by the Principal Relations Committee as presented in their plan to the board to measure the effectiveness of the plan and to provide continual feedback to the Principal. It is recommended that these reviews and subsequent reports to the board occur no less than on a quarterly basis. Upon a thorough review and mutual agreement between the board and Principal, expectations and objectives may be adjusted to better support the school in its operations.
- D. The objectives should be based on the acronym “SMART”: Specific, Measurable, Attainable, Realistic, and Tangible.
 - i. In order for the objectives to be specific, they must answer the six “W” questions: who, what, where, when, which, and why.
 - ii. To be measurable, there must be concrete criteria for measuring progress toward the attainment of each goal that is set, including asking questions, such as “how much” or “how many”.
 - iii. Attainable and realistic go hand in hand. In order to be realistic, an objective must represent a goal toward which one is both *willing* and *able* to work.
 - iv. An objective is tangible if one can experience it with one of the senses, that is, taste, touch, smell, sight, or hearing.
 - v. When the objective is tangible, or when a tangible objective is tied to an intangible goal, the person has a better chance of making it specific and measurable, and thus attainable.

Adopted: May 11, 2005

Revised: March 9, 2010

4.7. Annual Principal Renewal Process

- A. A Special Session of the board shall be held during November of each year for the sole purpose of determining whether or not the Principal's contract should be renewed for the upcoming school year. No other business shall be conducted at this meeting.

- B. Prior to this meeting, the Principal Relations Committee will distribute to the staff and faculty at WWA a Principal Review Survey. The survey results shall be compiled and presented for the board's use during this special session in such a manner as to ensure the anonymity of the respondents, including the rewriting, summarizing or even deletion of comments if necessary. A copy of the results will be provided to the Principal prior to this meeting.
- C. The Principal Relations Committee shall present to the board, at this special session, a summary report of its interaction with the Principal during the school year including any positive and/or negative issues dealt with or that came up during the year that the committee feels would be pertinent to this matter. In addition, they will review the summary results of the Principal Survey and Parent Survey if one is taken.
- D. The Principal will be present during the presentation of these reports and will be provided an opportunity to respond and discuss the reports or other issues deemed pertinent by the Principal. The board will then be provided an opportunity to ask questions concerning the same. Once all questions have been answered to the satisfaction of the participants, the Principal will then leave the special session and will not return for the duration of the discussion and decision making process. The President or the Principal Relations Committee, whichever the board deems most appropriate, shall meet with the Principal the following day to discuss the results of this meeting.
- E. Should it be determined during the special session that additional input from the Principal is needed to resolve any issues, the meeting will be adjourned without determining whether or not to offer a contract renewal to the Principal. In the next regularly scheduled board meeting, or in a special session called for this purpose, the Principal will be present to discuss the issues or answer the questions the board deemed necessary to conclude this process. However, the Principal shall not be present during the final discussion and vote concerning the contract renewal.

Adopted: May 11, 2005

Revised: February 10, 2010

5. School Personnel

5.1. Staffing Philosophy and Goals

- A. WWA endeavors to employ dynamic, effective, well-qualified, and efficient personnel to carry out a constantly improving educational program.
- B. WWA's specific personnel goals are as follows:
 - i. Recruit, select, employ, and retain the best qualified personnel available to operate the school;
 - ii. Provide equal employment opportunities for all candidates for positions in accordance with WWA's non-discrimination policy (Policy 1.3);
 - iii. Develop high quality human relationships to foster high levels of personnel performance and satisfaction;
 - iv. Deploy available personnel to use their skills and experience as effectively as possible to achieve WWA's goals and objectives;
 - v. Develop and manage a personnel compensation, leave, and benefit program to attract and retain qualified employees;
 - vi. Manage the development and maintenance of job descriptions to ensure all personnel fully understand their role at WWA;
 - vii. Oversee an employee evaluation program to contribute to the improvement of personnel performance and professional development; and
 - viii. Administer effective personnel policies to create and maintain a positive working relationship between the board, the administration, and school personnel.

Adopted: November 9, 2000

Revised: August 11, 2004

5.2. Repealed - Equal Opportunity Employment

Adopted: November 9, 2000

Repealed: August 11, 2004

5.3. Personnel Evaluations

- A. **Rationale.** Effective personnel evaluation is essential to assure and maintain quality instruction of students with efficient and effective support services at WWA. The goals of this personnel evaluation policy are:
 - i. To assist the faculty in understanding the effective teaching and professional expectations of the administration and the board;

- ii. To improve the faculty professional development and interpersonal performance through the use of job targets and goals; and
- iii. To have an evaluation process in place to determine continuance of employment, promotion, and/or compensation of all school personnel.

B. Faculty Evaluation

- i. **Role of Principal.** The Principal shall follow the WWA evaluation procedures and use instruments approved by the board when conducting faculty evaluations. The Principal shall chair the Faculty Review Committee (“FRC”) and direct the formative and summative evaluation process for each teacher. Summative evaluations on the faculty shall be completed by the April board meeting each year at which time the Principal shall provide a report of such completion and when the Principal will make faculty decisions for the next academic year.
- ii. **Role of Directors.** Two or three directors shall be assigned to the FRC and shall abide by the open meeting laws, CRS § 24-6-401 et. seq. Their duties include short, scheduled visits to classrooms, preferably in the winter of each school year.
- iii. **Reports.** A copy of the written report of each FRC visit shall be given to the faculty member as well as placed in the faculty member’s personnel file. The two directors shall assist the Principal, on an as-needed basis, throughout the year as the Principal conducts official formative and summative evaluations of each faculty member. The two directors shall work collaboratively with the Principal in drafting the FRC’s final report to the board prior to its April meeting.
- iv. **Frequency.** Faculty members in their first two years of service to WWA shall receive informal reviews of their performance by the Principal throughout the academic year at a frequency the Principal determines to be appropriate. The FRC shall annually perform a formal evaluation for all faculty members. If at any time the Principal identifies a teacher in need of additional assistance, the Principal may add informal or formal evaluations. The goal of the additional evaluations is to help the teacher resolve any performance issues identified by the Principal.
- v. **Process.**
 - a. Faculty members shall receive a copy of the WWA Faculty Evaluation Policy in their personnel handbook. This policy shall be reviewed with the faculty during the August in-service period each year.
 - b. A pre-observation conference shall take place with each teacher before all scheduled classroom observations.
 - c. The Principal shall conduct a scheduled classroom observation based on the pre-observation conference and according to the frequency guidelines stated above.

- d. The Principal may also conduct unscheduled classroom observations.
 - e. The FRC shall conduct a short, scheduled visit in each teacher's classroom, preferably in the winter.
 - f. At the discretion of the Principal all unscheduled and scheduled classroom observations MAY result in a post-observation conference and a formal written report by the Principal of each observation.
 - g. Performance targets and goals shall be established from each written report during the formative evaluation process.
 - h. The formative process report shall lead to a final written summative report. The FRC shall prepare the summative evaluation reports. Copies of the formative reports, performance targets and goals, and final summative report shall be placed in the teacher's personnel file and a copy given to the teacher.
 - i. The FRC shall prepare and submit to the board in April a final summary report on the faculty evaluation process and results.
- C. **Administration and Staff Evaluation.** The Principal shall conduct or direct administration to conduct evaluations of WWA's administration and staff. As stated in Policy 5.4, no administrator shall be responsible for the supervision and/or evaluation of a relative.
- D. **At-will provision.** Notwithstanding this policy, each employee of WWA may be terminated by the Principal, at the Principal's sole and absolute discretion, with or without cause. Each employee specifically acknowledges, by returning a signed offer letter, that the employee is an at-will employee and that there have been no promises of continued employment at WWA from any of its agents or representatives.

Adopted: November 9, 2000

Revised: August 11, 2004

5.4. School Personnel Conflicts of Interest

- A. Any school personnel engaged in additional employment outside of WWA shall notify the Principal. Such notification shall include the job responsibilities and time requirements of the outside employment.
- B. At no time shall any employee of WWA engage in any additional employment that would:
 - i. Adversely affect their usefulness as employees of the school;
 - ii. Make time and/or energy demands upon the individual that interfere with their effectiveness in performing their duties;
 - iii. Compromise or embarrass the school;

- iv. Adversely affect their employment status or professional standing; or
 - v. In any way conflict with or violate professional ethics or WWA's policies.
- C. Faculty may not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.
- D. Faculty may not engage in the provision of educational services outside of their school responsibilities or outside of school hours without notifying the Principal. The faculty member shall provide any advertisement for such services at his or her own expense and shall specifically state whether the services offered are endorsed, sanctioned, or sponsored by WWA.
- E. Employees may not sell any books, supplies, musical instruments, or equipment to any student or members unless prior approval has been received from the Principal.
- F. No administrator shall be responsible for the supervision and/or evaluation of a relative.

Adopted: November 9, 2000

Revised: August 11, 2004

5.5. Personnel Records

- A. WWA shall maintain its own personnel records on-site. Procedures for maintaining personnel records that comply with Policy 12.1 shall be administered by the Principal.

Adopted: April 11, 2002

Revised: August 11, 2004

5.6. Personnel Concerns, Complaints, and Grievances

- A. WWA, through its Principal, shall follow its own procedures for personnel concerns, complaints, and grievances.

Adopted: April 11, 2002

Revised: August 11, 2004

5.7. Instructional Staff (Faculty)

- A. WWA's Principal shall create and maintain WWA's job descriptions and titles, except for the Principal's job description, which is described in Policy 4.2 above.

Adopted: April 11, 2002
Revised: August 11, 2004

5.8. Administrative, Professional, and Technical Staff Salary Schedule

- A. WWA shall negotiate administrative, professional and technical staff salaries on an individual basis, based on WWA's discretion.

Adopted: April 11, 2002
Revised: August 11, 2004

5.9. Administrative, Professional, and Technical Staff Vacation and Holidays

- A. WWA shall follow its own administrative, professional and technical staff vacation policies and procedures.

Adopted: April 11, 2002
Revised: August 11, 2004

5.10. Administrative, Professional, and Technical Staff Assignment and Transfers

- A. WWA shall follow its own administrative, professional, and technical staff assignment and transfer policies and procedures.

Adopted: April 11, 2002
Revised: August 11, 2004

5.11. Administrative, Professional, and Technical Staff Reduction in Force

- A. All WWA employees are considered employed "at-will". The Principal shall determine procedures for reductions in staff as necessary to maintain the fiscal stability of WWA.

Adopted: April 11, 2002
Revised: August 11, 2004

6. Students

6.1. Student Attendance

- A. **Attendance Policy.** Regular, daily attendance in class is extremely important to the educational process. In accordance with state law, all students are expected to attend school for all days of the established school calendar. If a student is absent for 10 or more days, a letter shall go out notifying parents or guardians of the compulsory attendance law. For Home School Connection Students, a letter of warning of disenrollment will be issued to the parents of a student after two (2) absences.

- B. **Tardy Policy.** Punctuality is of great importance to WWA. Tardiness interferes with student achievement. Excessive tardiness shall result in a conference to include a parent or guardian, the student, and the Principal. If a child arrives more than 15 minutes after the start of school, the child must be signed in and a tardy slip shall be given to the student to turn into his/her classroom teacher. This shall indicate to the teacher that the student has checked in at the front office. When a tardy occurs due to an appointment, WWA should be notified in advance if possible.

Adopted: December 14, 2000

Revised: November 10, 2004

6.2. Student Rights and Responsibilities

- A. **Student Responsibilities.** All students are capable of learning to accept responsibility for their own education. WWA incorporates practices that acknowledge that students are responsible for their own actions. WWA's policies encourage democracy, discipline, cooperation, decision-making and acceptance of consequences for decisions made. Students are taught to show respect for themselves and for those around them by observing school guidelines, rules, and policies.

- B. **Student Constitution**

WE, THE STUDENTS OF WOODROW WILSON ACADEMY, adopt this **CONSTITUTION** to provide us with a society of high moral standing and to promote a successful learning environment for all.

ARTICLE I. I will display responsible and positive behavior, as it is the job of every student. If I am responsible for my own actions, others around me can learn.

ARTICLE II. I will display generosity and forgiveness to those around me and will not use offensive or hurtful language.

ARTICLE III. I will work hard to demonstrate self-discipline, independence and learn to the best of my ability.

ARTICLE IV. I will attend school on a regular basis and take responsibility for promptly making up any missed assignments from absences.

ARTICLE V. I will be courteous and respectful to others by listening to and follow directions when they are given.

ARTICLE VI. I will appreciate and follow school, classroom, playground and lunchroom rules.

Adopted: December 14, 2000

6.3. Discipline

- A. WWA adheres to the District's Conduct Code and Related Policies - A Guide for Parents and Students. Additionally, WWA adheres to specific administrative policies developed to enforce behavioral expectations.
- B. Pursuant to COLO. REV. STAT. § 22-33-106, serious violations in a school building or in or on school property shall result in mandatory expulsion. WWA students being recommended for expulsion by the Principal, for any reason, shall be referred first to the board and then to the District Principal or his/her designee, and ultimately to the District Board of Education.
- C. The Principal shall have the authority, pursuant to COLO. REV. STAT. § 22-33-106, to suspend a student. A Student Code of Conduct and Administrative Discipline Policy shall be drafted by the Principal and approved by the board in accordance with this policy. The President shall be notified when an out-of-school or in-school suspension of more than 5 school days is given or receives any suspension where the aggregate days of suspension total more than 5 in one school year.
- D. WWA rigorously enforces a fair but strict discipline policy. Consequences shall 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 and federal law.
- E. Faculty and staff should be supported in their efforts to discipline students. All personnel are expected to use board and administration policies when disciplining students.

- F. Any student dis-enrolled from WWA for disciplinary reasons shall not be allowed to re-enroll in WWA for at least one calendar year from the date of expulsion. Any textbook or athletic fees paid prior to dis-enrollment shall not be returned to the student, parent or guardian. The student's parents or guardians are responsible for replacement costs for any unreturned textbooks or other school materials.

Adopted: November 9, 2000

Revised: August 11, 2004

6.4. Student Health

- A. **Immunizations.** Students whose parents or guardians have not provided evidence of vaccination or whose parents or guardians have not signed a waiver within ten days of the first day of each school year shall be denied attendance in accordance with COLO. REV. STAT. § 25-4-902. Parents or guardians wishing to waive immunization requirements may do so for personal, medical, or religious reasons by signing a waiver at WWA.
- B. **Sick Children.** Children cannot attend school if they have one of the so-called "contagious diseases" (e.g., Chicken pox, head lice, measles, "pink-eye"). When a child has been absent because of a contagious disease, his/her return to school is contingent on a physician's note, which indicates that the illness is no longer contagious and the child is well enough to attend school.
- C. **Distribution of Medication.** By law, WWA cannot administer any medication, including prescription medication or "over the counter" medication (e.g. Tylenol), to a student without written, parental permission. If a student needs to take prescription medication during the school day, the parent or guardian must bring the medication in its original container with the dosage amounts and directions provided by the physician or pharmacy.
- D. **Injuries While in School.**
 - i. If a student receives a minor injury (scrape, scratch, etc.), the student shall be cared for by WWA personnel. Parents or guardians shall be notified at the end of the school day if a minor injury has occurred.
 - ii. If a student receives an injury that requires medical attention, but is not greatly painful and/or life threatening, the school shall contact the parent or guardian regarding further direction.
 - iii. If a student requires immediate medical attention, the school shall call 911 and the parent or guardian.

Adopted: December 14, 2000

Revised: August 11, 2004

7. Support Services

7.1. Support Services Policies

- A. Support services policies shall be created and maintained by the Principal.

Adopted: August 11, 2004

8. Educational Program

8.1. Instructional Goal and Objectives

- A. **Goal.** WWA is committed to soundly educating the “whole” child and thus making all children well prepared to pursue their life goals as well as be contributing members of our society whose actions reflect sound character and ethical behavior.

- B. **Objectives.** Students shall understand that:
 - i. High expectations are a focal point of all we do.
 - ii. It is expected that all students participate and perform to the best of their ability in all subject areas.
 - iii. In order to flourish in a strong intellectual, social, emotional and physical environment, students need to be persistent, embrace challenges and take risks.
 - iv. Motivation and the desire for life long learning shall be continually emphasized.
 - v. Integrity and mutual respect shall be constantly displayed when dealing with others.
 - vi. It is extremely important to learn good study skills at an early age.
 - vii. Success can be achieved many different ways.

Adopted: December 14, 2000

Revised: August 11, 2004

8.2. Repealed - Equal Educational Opportunity

Adopted: November 9, 2000

Repealed: August 11, 2004

8.3. Snow Days and Emergency Closings

- A. Generally, WWA shall follow the District snow day determinations and schedule. However, WWA may call a snow day when necessary even if the District has not. Administrators shall be sensitive to WWA parents or guardians who drive a considerable distance to the school. Parents or guardians shall 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 prevalence of carpooling and the lack of public transportation to and from WWA, a parent or guardian shall have the option to bring their children late due to

weather conditions. Parents or guardians may pick up their children early in case of inclement weather.

- C. The Principal is authorized to close the school for any other reason deemed necessary, including for emergencies or building repair issues.

Adopted: November 9, 2000

Revised: August 11, 2004

8.4. Evolution

- A. The faculty will 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, called microevolution, can be observed and shall be considered and taught as a 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 shall be considered and taught as a theory. “Evolution” may also refer to the theory that random undirected forces produced a world of complex living organisms. This process has never been observed and shall be considered and taught as a theory.
- 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. WWA encourages a balanced presentation of evolution theory including discussion recognizing the limitations of the theory.
- D. WWA teaches the Core Knowledge Sequence principle that students should be familiar with a broad range of subject matter. We encourage parents or guardians and students to discuss all material presented in the curriculums used at WWA. Someday, WWA’s alums may contribute to the theories of how living things appeared on earth.

Adopted: March 14, 2002

Revised: August 11, 2004

8.5. Religious Expression

- A. **Holidays.** WWA 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.

- B. **Music or Dramatic Programs.** 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: November 9, 2000

Revised: August 11, 2004

8.6. Field Trips

- A. WWA authorizes and encourages field trips for educational purposes provided such trips are properly planned the Principal pre-approves the field trip including arrangements and schedules.
- B. If the field trip involves unusual expense, distances, duration, or activities, the Principal may consult with the board before granting or denying approval.
- C. A child may not go on a field trip without written permission from a parent or guardian.
- D. An “authorized vehicle” is a vehicle the Principal or his/her designee has approved for use in the field trip. The Principal or his/her designee shall take the following factors into account in approving a vehicle:
 - i. the suitability of the vehicle for the intended purpose,
 - ii. the driver,
 - iii. the number of operational seatbelts,
 - iv. the date of use,
 - v. proof of insurance, and
 - vi. any other factors deemed relevant by the Principal.
- E. No students 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.
- F. All students shall use seatbelts unless not provided within an authorized vehicle (such as a District bus).

- G. 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 personnel in such supervision.

Adopted: November 9, 2000

Revised: August 11, 2004

8.7. Student Publications

- A. WWA encourages students to express their views in WWA-sponsored publications, but they must observe rules for responsible journalism. This means that libel, defamation, false or unsubstantiated statements, or obscenity shall not be published. Material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or designed to disrupt the educational process shall not be published.
- B. WWA-sponsored publications serve 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 violates any provision of this policy. Final responsibility for the propriety of WWA publications lies with the Principal.
- C. Review of the content of WWA-sponsored publications prior to publication is not censorship, but part of the educational process. A publisher (in this case, WWA) enjoys freedom to determine what it shall and shall not publish, and WWA is free to impose restrictions on WWA-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 WWA personnel to withhold approval must be based only on the standards set forth in paragraphs (a) through (c) of this policy.

Adopted: November 9, 2000

Revised: August 11, 2004

8.8. Internet Use

- A. The Principal shall promulgate and maintain both a Student and Employee Internet Acceptable Use Policy.
 - i. Both policies shall consist of the school's use policies as well as an agreement by the student and their parent or guardian or employee to agree to follow said policy.
 - ii. The Student Internet Acceptable Use Policy shall communicate both the educational benefits and the potential dangers of the Internet to the parents or guardians and students.

- B. The technology instructor shall have on file, a signed Student Internet Acceptable Use Policy for a student, prior to the student accessing the Internet from the school.
 - i. Both a parent or guardian and the student must sign the agreement.
 - ii. The Student Internet Acceptable Use forms shall be distributed to parents or guardians at the beginning of each school year and, when executed, shall be in effect for that school year only.

- C. All school personnel wishing to access the Internet using WWA's technology resources must agree to and sign the Employee Internet Acceptable Use Policy for each school year. The signed agreements shall be kept on file by the technology instructor or in the personnel file.

- D. All faculty members shall review, understand, and assist the technology instructor in enforcement of the Student Internet Acceptable Use Policy.

Adopted: November 9, 2000

Revised: August 11, 2004

8.9. School Year and School Calendar

- A. WWA's Principal shall draft and the board shall approve WWA's school year and school calendar as soon as practical before the end of the prior school year.

Adopted: April 11, 2002

Revised: August 11, 2004

8.10. Curriculum Development

- A. WWA shall use the Core Knowledge Sequence as well as Open Court Reading, Shurley Grammar, and Saxon Math curriculums, which have been approved by the District.

Adopted: April 11, 2002

Revised: August 11, 2004

8.11.Homebound Instruction

- A. WWA may select its own faculty and staff for any homebound instruction provided.

Adopted: April 11, 2002

Revised: August 11, 2004

8.12.Instructional Resources and Materials Selection

- A. WWA's Principal shall review, select, and approve all learning resources for WWA to deliver the stated curriculums.

Adopted: April 11, 2002

Revised: August 11, 2004

9. Enrollment

9.1. Repealed - Non-Discrimination

Adopted: April 4, 2001

Repealed: August 11, 2004

9.2. Application Process

- A. **Application criteria.** To be placed on the WWA enrollment list a child must be born and have a name. A parent or guardian may submit a letter of intent to enroll or place a child on the enrollment list at any time. Only full-time students or half-day Kindergarten students shall be accepted.
- B. **Application timeframe.** Parents or guardians must complete and submit an enrollment form between October 2nd and the end of the district's first round choice enrollment period in order for their child to be included in the lottery for the coming school year. This applies to students Kindergarten through eighth grade. **WWA is NOT responsible to remind parents or guardians of the re-apply time or its requirements.**

Adopted: April 4, 2001

Revised: August 11, 2004, January 10, 2009

9.3. Enrollment Process

- A. Following enrollment of returning students, when the number of eligible applicants exceeds the enrollment openings in a particular class to which admission is sought and the priority list of applicants has been exhausted, a process of random selection shall be conducted. Enrollment opening priority is provided to children of founding families, children of full-time WWA faculty, and siblings of returning WWA students.
- B. The Principal shall determine how many enrollment openings are available for each grade level following the enrollment of returning students. At the Principal's discretion, a number of provision enrollment openings may be allocated to compensate for non-returning students. The number of provision enrollment openings for each grade level shall not exceed 5% of the total otherwise allowed.
- C. Class size shall not exceed 20 students per class for Kindergarten and 26 students per class for first through eighth grades.

- i. If the Principal determines exceeding the above class sizes can be accomplished without compromising the vision and mission of WWA, then the Principal may seek and the board may grant approval to do so. Board approval under this policy does not change the maximum class size and subsequent approvals shall be required to exceed the maximum number of students in the future. However, once a student has been admitted to WWA under this policy, that student shall be admitted each year without the need for further Board approval.

- D. A computerized random selection process shall be used to select students.

- E. For each grade level from Kindergarten through 8th grade, available enrollment openings shall be offered to:
 - i. **Children of Founding Families.**
 - a. Children of founding families are defined as children of Steering Committee members, directors during the inaugural year, and applicants with a letter of intent date on August 2, 1999.
 - b. These students should not exceed ten percent (10%) of the total WWA enrollment population in any given year.
 - c. Should the founding families exceed ten percent (10%) of the total WWA enrollment population in any given year, children of Steering Committee members and directors during the inaugural year would have priority.
 - d. All other children of applicants with the letter of intent date of August 2, 1999 would be moved to the following priority pools, as they are eligible.
 - ii. **Children of Current Full-time WWA Faculty.**
 - a. Should there be more children of full-time WWA faculty than enrollments openings in a given grade level, enrollment shall be offered by random selection from this priority group for the affected grade level.
 - iii. **Siblings of Returning WWA Students.**
 - a. Should there be more siblings of returning WWA students than enrollment openings for a given grade level, enrollment shall be offered by random selection from this priority group for the affected grade level.
 - b. A sibling is a natural brother, natural sister, stepbrother or stepsister of a returning WWA student or a foster child of parents or guardians of a returning WWA student living in the same household as the returning WWA student.
 - c. If a student in one grade level is accepted by random selection and has a sibling, that sibling shall move from the random selection pool to the sibling priority pool.
 - d. Multiples are defined as twins, triplets, quads, etc. If one or more of a multiple pair or set is enrolled in WWA, the additional multiples (twin, triplets, etc.) shall automatically be enrolled into the respective grade.

- iv. **Home School Connection (HSC)**
 - a. Home School Connection students shall be defined as students who have been enrolled with WWA's Home School Connection for at least the year prior to seeking enrollment at WWA.
 - b. If a student in one grade level is accepted by random selection and has a sibling, that sibling shall move from the random selection pool to the sibling priority pool.
 - c. Should there be more HSC students seeking enrollments at WWA than enrollment openings in a given grade level, enrollment shall be offered by random selection from this priority group for the affected grade level.
 - v. **All District Residents on the Enrollment List.**
 - a. Priority for these children shall be determined by computerized random selection
 - vi. **All Non-District Residents.**
 - a. Priority for these children shall be determined by computerized random selection.
 - vii. Should all lists for the above priority pools be exhausted and openings become available for any given grade level, these openings shall be filled on a first-come, first served basis.
- F. **Time frame and public notice.** The application period shall take place from October 2nd through the end of the district's first round choice enrollment period for the coming school year. The lottery will be conducted the first business day after the first round choice enrollment period ends. Once a name is drawn, the parents or guardians shall be contacted and given 48 hours to accept or reject the enrollment opening. This offer is only for the grade level where the enrollment opening occurred.
- i. If the parents or guardians cannot be contacted for whatever reason, including, but not limited to their failure to notify WWA of changes in address or phone number, or they fail to return messages, their child shall be removed from the enrollment list and the enrollment opening offered to the next child in order of priority. A parent or guardian contacting the school after their child is removed from the list may request the child be reinstated. Their child will be added after the last student on the current list.
- G. **Joint custody.** A student maintains District residency status as long as one parent or guardian remains in the District boundaries.
- H. **Rejecting an Opening.** If the parent or guardian rejects an enrollment opening offered to their child, that child's name is withdrawn from the enrollment list and the parent or guardian may choose to re-apply at a later date.

- I. **Disciplinary Dis-enrollment.** Students leaving WWA due to disciplinary issues shall not be able to return unless their parent or guardian comes in to re-apply their child on to the enrollment list, the child has been out of the school for the appropriate minimum time required by law and in accordance with Policy 6.3 above, the child's name is drawn in the next year's random selection, and their re-enrollment is permitted by law, regulation, policy, and District directive.

Adopted: April 4, 2001

Revised: January 10, 2009

10. Finances and Accounting

10.1.Fiscal Accounting and Reporting

- A. **Financial Reporting.** The Principal shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of WWA. The Principal shall exercise his/her responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by the board and lends itself to auditing. Financial statements shall be prepared for review and for regular board meetings held in September, December, March and June, and as necessary when significant financial changes require board review and/or approval, or as requested by the President or Treasurer. Financial statements shall be made available to directors in the board packets prior to the meeting.

- B. **Financial Accounting Audits.** All funds and accounts of WWA shall be audited annually after the close of each fiscal year in accordance with state law. 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 shall also include in the report any information and documentation required by the District. If a specific auditor or audit is required or selected by contract or law by the District, the required audit may serve as the independent audit required by this policy.

Adopted: November 9, 2000

Revised: November 10, 2004

10.2.Preparation and Adoption of Annual Operating Budget

- A. The annual budget is the financial plan for the operation of WWA. The annual operating budget shall 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 WWA. The board assigns to the Principal 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. The annual budget for the upcoming fiscal year shall be submitted for review and approval by the board during the regular April board meeting.

Adopted: November 9, 2000

Revised: August 11, 2004

10.3. Internal Audit Policy

- A. The Board Treasurer or his/her designee shall perform one internal financial audit each fiscal year when a formal audit, by an outside firm, has occurred within that fiscal year. If a formal audit does not occur in a fiscal year the Board Treasurer or his/her designee shall perform two internal financial audits within that fiscal year. The one internal audit will take place in either the 4th or 5th month after a formal audit has been completed. The two internal audits will take place the 4th and 8th month of the fiscal year. Findings of the audit shall be reported to the Board at the following months Board meeting.
- B. The Internal audit(s) shall include but not be limited to the following items:
- i. **Cash Reconciliation** - Verify that the bank statement has been reconciled to the internal ledger every month. The cash should tie out to the bank statement each and every month.
 - ii. **Disbursements** - Obtain a list of expenses and select all of the relatively large expenses (and several smaller expenses randomly) and verify that each expense has been approved. Verify that the amount on the check is the same on the invoice. If grant money was used for the purchase, verify that it meets grant requirements and/or restrictions. Also make sure that any ordered goods were received and accurately placed in inventory, if required.
 - iii. **Payroll** - For payroll, verify that the amount on the spreadsheet formulated by the Manager of School Finance matches the amount in the District's payroll system.
 - iv. **Verify Fixed Asset Inventory** – Review the school's fixed asset inventory list and verify the items are still in service. Identify a few high-value items on the fixed inventory list and confirm their location within the school.
 - v. **Inventory Control** – At the end of each school year, a complete inventory reconciliation will be done by the Financial Secretary and Principal.
 - vi. **Receipts** – Deposits should be documented and deposit slips retained (along with a copy of the check). Verify that the revenue recorded was received in that time period.
 - vii. **Related Party Transactions** - Be aware of transactions with related parties (e.g. directors, school personnel, PTO Executive Committee). The Manager of School Finance shall retain a copy of every disbursement or reimbursement that is over \$500 for audit on a quarterly basis.

Adopted: February 13, 2002

Revised: October 3, 2006

10.4.Purchasing Authority

- A. WWA shall be its own purchasing authority.

Adopted: April 11, 2002

Revised: August 11, 2004

10.5.Purchasing Agent

- A. WWA shall be its own purchasing agent.

Adopted: April 11, 2002

Revised: August 11, 2004

10.6.Approval Policy for Accounts Payable Invoice/Vouchers

- A. The authorized maximum the Manager of School Finance can approve is \$20,000 for each invoice/voucher without Principal approval.
- B. The authorized maximum the Principal can approve is \$40,000 for each invoice/voucher without Board approval.
- C. The Treasurer may approve any amount higher than \$40,000 for each invoice/voucher; however any invoice/voucher greater than \$100,000 required the approval of the Board.

Adopted: February 9, 2005. [Added June 30, 2006]

10.7.Financial Reserve Policy

- A. Financial reserves shall be maintained at 15%-25% of the previous year's total expenditures, including bond payments, as evidenced in the audited financial statements. The intent of this policy is to establish a reserve to cover 2-3 months expenses or at least our annual bond payment.
- B. The reserves shall exclude: excess fund balance (funds remaining after all expenditures in a given fiscal year) in a Woodrow Wilson Academy designated account and the financial reserves that are invested in TABOR and CECFA Woodrow Wilson Academy Reserve Fund (Bond Requirement).

- C. The Board shall review the annual audit to verify total expenditures from the preceding year to calculate the dollar amount needed to achieve a financial reserve level of 15%-25% of operating expenses for the upcoming fiscal year.
- D. In October of each fiscal year, the Board will review documents provided by the Board Treasurer to verify the current level of financial reserves to determine if the reserve level is adequate.
- E. If the financial reserves do not meet the required 15%-25% level, then a plan of action will be developed by the Board Treasurer to remedy the situation within the current fiscal year.
- F. Taking money out of financial reserves is highly discouraged and should only be considered in an emergency situation approved by two-thirds majority of the Board. Any reduction in reserves should include a plan of action to replenish the amount of the reduction within a two-year period and require two-thirds majority approval from the Board.

Adopted: January 10, 2009

11. Community Relations

11.1. Media Relations

- A. It is the intent of WWA to maintain a positive and honest relationship with the media. Media coverage of Charter Schools, Core Knowledge, Public Education, and specifically WWA can be a vehicle that helps promote WWA. Media coverage can also prove a challenge in that articles and coverage can be both misinterpreted and/or confrontational. In an effort to maximize the benefits of media coverage, and minimize any potential negatives, the follow policy shall be utilized.
- B. **Planned coverage.** For planned media coverage or interviews on an event or topic surrounding WWA or in the interest of WWA:
 - i. Two directors shall approve all schedule requests. Under normal circumstances the Principal shall be notified.
- C. **Unplanned coverage.** For unplanned media coverage or interviews on an event or topic surrounding WWA or in the interest of WWA:
 - i. **School Personnel:** The Principal shall address media questions. In the event the Principal is not available, a designated administrator, faculty, or staff member shall take the place of the Principal. If this designated person is not available, then the person who addresses the media shall follow the guidelines as stated in this policy.
 - ii. **Board:** Any Director available may address media questions. If possible, the director who is on the respective committee or has particular expertise or knowledge in the area of interest shall address questions with regard to the specific topics. For example: the Treasurer shall answer finance questions.
 - iii. **PTO:** The PTO Executive Committee or their designated spokesperson shall address questions specifically related to the PTO.
- D. **District Notification:** The priority of sharing of media information with the District shall be at the discretion of the Principal (general information vs. emergency). The Principal shall contact the District's Area Administrator for charter schools in a timely manner if contact is necessary. If the Principal deems the topic an emergency, he/she shall also notify the Deputy Superintendent's Office.
- E. **General Guidelines:** Applies to all situations where media is present.
 - i. Education shall be the primary focus when talking to the media.
 - ii. Student's names, faces, and families remain private under all circumstances. The privacy protection of the students shall be a main priority at all times.

- iii. Spokespersons for WWA shall maintain a professional and positive image when speaking about WWA, its educational programs, and the WWA community.
- iv. Media coverage shall be treated as an opportunity, not a confrontation. If a confrontation is imminent, the spokesperson shall terminate the interview immediately.
- v. The spokesperson shall defer any questions that he or she is uncomfortable or unsure of answering to another designated spokesperson.
- vi. The phrase “No Comment” shall be used when necessary or for the protection of WWA.
- vii. At all times, the protection of the vision and mission of WWA shall prevail in interviews or discussion with any media.
- viii. Media personnel shall be treated with respect and common courtesy.
- ix. WWA representatives shall seek to approve any quotes used by media prior to publication.

Adopted: December 14, 2000

Revised: August 11, 2004

11.2.Privacy Policy

- A. Every reasonable measure is taken to protect student, member, administration, faculty, and staff privacy.
 - i. Personal information provide to the school is not provided to other entities or persons except as required by applicable law or except personal information, *specifically regarding the parent or guardian only*, provided by parents or guardians of prospective students placed on our enrollment list may be shared with other charter or choice schools or the steering committees of such schools if requested and only by specifically approved by resolution of the board.
 - ii. Personal information or the likeness of a single individual are used in the school newsletters or other publications and on the website only with permission of the person or their parent or guardian.
 - iii. If a person objects by phone, letter, or e-mail to having their personal information or likeness or the personal information or likeness of their children published, then it shall be removed as soon as possible.
- B. The school shall make student, member, administration, faculty, and staff privacy and their understanding of this policy a high priority. In this regard, the following language shall be promulgated or posted in the location designated:
 - i. On registration forms (to include a place for the student’s parent to sign and date and acknowledgement of this policy):

- a. Personal information provide to the school is not provided to other entities or persons except as required by applicable law or except personal information, *specifically regarding the parent or guardian only*, provided by parents or guardians of prospective students placed on our enrollment list may be shared with other charter or choice schools or the steering committees of such schools if requested and only by specifically approved by resolution of the board.
- b. Personal information or the likeness of a single individual are used in the school newsletters or other publications and on the website only with permission of the person or their parent or guardian.
- c. If a person objects by phone, letter, or e-mail to having their personal information or likeness or the personal information or likeness of their children published, then it shall be removed as soon as possible.
- ii. On the school website:
 - a. **Privacy Policy** - Thank you for visiting the Woodrow Wilson Academy (“WWA”) website and reviewing our privacy policy. We collect no personal information about you when you visit our website unless you choose to provide that information to us.
 - b. **If You Provide WWA Personal Information** - If you choose to provide personal information to WWA by sending an e-mail or by transmitting a completed online form that includes personal information, we use that information to respond to your message and perform normal functions of the school. The information you provide is not provided to other entities or persons except as required by applicable law and as noted below. WWA does not collect or use information for commercial marketing or share it with any third parties for such purposes.
 - c. **Exception to Sharing Personal Information** - Personal information, *specifically regarding the parent or guardian only*, provided by parents or guardians of prospective students placed on our enrollment list may be shared with other charter or choice schools or the steering committees of such schools if requested and only by specifically approved by resolution of the board.
 - d. **Removal of Personal Information or Likeness** - If you have any objection to your information or likeness used in the online version, please notify the school office by phone at (303) 431-3694, by letter to 8300 W. 94th Avenue, Westminster, 80021, or by e-mail to www.wwacademy.org. The information or likeness will be removed from the website as soon as possible.
- iii. In the school newsletter:
 - a. **Privacy Policy** - An edited version of this publication is available on the Internet at www.wwacademy.org. Permission is obtained for use of personal information and single-person photographs. Group photographs

are published at the discretion of the Principal. If you have any objection to your information or likeness used in the online version, please notify the school office by phone at (303) 431-3694, by letter to 8300 W. 94th Avenue, Westminster, 80021, or by e-mail to www.wacademy.org. The information or likeness will be removed from the website as soon as possible.

Adopted: August 11, 2004

Revised: February 6, 2007

12. Business Procedures

12.1.Document Retention Policy

A. Purpose

- i. Like most schools, WWA produces a large volume of documents in the course of conducting its business activities. Clearly, some of these documents are more important to WWA’s ongoing operations (e.g., contracts) than others (e.g., telephone message notes).
- ii. WWA recognizes that it is essential to retain all documents necessary for the operation of its business, accounting records, tax returns, documents necessary for potential IRS inquiries and audits, and all documents that might be relevant in pending, imminent, or reasonably foreseeable investigations or litigation.
- iii. WWA also recognizes, however, that with the passage of time most documents no longer fall into any of these categories, and there is no business reason to incur the cost and administrative burden of storing these unnecessary documents. Moreover, reducing the volume of retained documents lowers the cost and time required to retrieve documents that are important to WWA’s ongoing operations.
- iv. Therefore, the purpose of this policy is to reduce the high cost and administrative burden of storing an ever-increasing accumulation of documents that WWA no longer needs to conduct its business, and to reduce the cost of retrieving documents that are needed by WWA.

B. Document Retention Manager

- i. The Principal shall appoint and maintain at all times a “record retention manager” responsible for implementing this document retention policy. The name of the record retention manager shall be on file with the Principal.
- ii. The document retention manager shall review WWA’s files on a quarterly basis. Non-active files shall be placed in storage in labeled boxes. The date on which the documents no longer need to be retained in accordance with the document retention periods below shall be printed on the outside of the box.

C. Document Retention Periods. It is hereby declared to be WWA’s policy to retain documents for the following periods of time:

- i. One Month
 - a. Routine emails
- ii. Three months
 - a. Board executive session minutes
- iii. Six Months
 - a. Handwritten notes and memos requiring no further action

- iv. One year
 - a. Correspondence requiring no further action
 - b. Interoffice memos requiring no further action
 - c. Offers to contract that are not accepted
- v. Three years
 - a. Appraisals
- vi. Four years
 - a. Employee records (after the employee is no longer with WWA)
- vii. Six years
 - a. Financial statements
 - b. Accounting records supporting tax returns and financial statements (invoices, purchase orders, checks, computer runs, etc.)
 - c. Executed contracts and drafts thereof should be retained for six years after the date the contract is completed.
- viii. Permanent
 - a. Corporate organization documents (bylaws, articles, minutes, etc.)
 - b. Insurance policies
 - c. Tax returns and schedules
 - d. Tax exemption status letter for all 501(c)(3) entities

D. Suspension of Policy.

- i. In the event any employee or agent of WWA becomes aware that litigation (in which WWA would be a defendant **or** plaintiff) is pending, imminent, or reasonably foreseeable, the employee or agent shall notify the record retention manager.
- ii. When the record retention manager receives notice of such potential litigation, he or she shall suspend the implementation of this policy, notify the board that the policy has been suspended, and request the board seek legal counsel as to which WWA documents, if any, must be preserved for such litigation.
- iii. The board shall then give the document retention manager a list describing all documents, by category, which must be preserved for such litigation.
- iv. When the record retention manager receives the list of documents to be preserved, he or she shall immediately take whatever steps are necessary to ensure that the listed documents are preserved.
- v. Once the preservation of such documents is ensured, the suspension of this policy as to documents that are not relevant to the potential litigation shall be lifted.
- vi. Any documents preserved in case of potential litigation may be destroyed only after the document retention manager has received from the board, in writing, a statement that such preservation is no longer necessary.

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

Adopted: January 17, 2002

Revised: August 11, 2004

12.2.Materials and Equipment

- A. WWA shall be responsible for managing its own materials and equipment. The Principal shall have the primary responsibility to ensure materials and equipment are accounted for and properly maintained.

Adopted: April 11, 2002

Revised: August 11, 2004

13. Facilities

13.1.Responsibilities, Management and Improvements

- A. A nation-wide survey conducted by the Educational Research Services of elementary and secondary school administrators revealed: “A healthy, safe, and adequate learning environment should be every child’s right. The immediate challenge before school administrators is making the American people more aware that the condition of school facilities has a direct and lasting effect on the quality of education for students.”
- B. As with any organization, a school’s priorities are dramatically revealed by the way its facilities are maintained and the importance that is assigned to those facilities. Like health, maintenance of facilities cannot be deferred. Emphasis must be placed on preserving existing buildings. If the buildings and grounds are neglected, it suggests a carelessness that cannot be concealed. Not only do well-maintained facilities relate to schools’ fiscal policies but are crucial to a sound educational process.
- C. WWA is committed to providing quality education in an economical and efficient manner. Educational facilities are an integral part of the educational program. Facilities have directly influence learning and the performance of school personnel and students and indirectly influence attitudes and behaviors. Facilities serve a greater purpose than merely housing students or the educational program; they represent a major public investment. Therefore, it is the policy of WWA that facilities be maintained in good physical condition, be safe and in compliance with applicable building codes, and be maintained at an acceptable level of cleanliness.
- D. **Board and Principal Responsibilities**
 - i. Facilities Planning and Design
 - ii. Construction Management
 - iii. Real Estate Management
 - iv. Building Maintenance
 - v. Grounds Maintenance
 - vi. Telecommunications
 - vii. Environmental Services
 - viii. Networking
- E. **Collaborative responsibilities**
 - i. Community Use of School Facilities
 - ii. Temporary Buildings
 - iii. Energy Management

- F. **Principal Responsibilities.** The Principal is responsible for the day-to-day utilization and operation of the WWA facility. These include the following:
- i. Day-to-day care of facility and grounds
 - ii. Custodial services
 - iii. Facility security
 - iv. Efficient operation of facility and grounds consistent with intended use
 - v. Reporting facility or grounds maintenance and improvement needs to the board
 - vi. Energy-efficient operation of facility
 - vii. Notification of the board of any after hours community use of WWA facilities
 - viii. Display of Awards and/or plaques of recognition
- G. All School personnel, in execution of their assigned duties, are responsible for assisting in the operation and management of WWA facilities in a manner that is consistent with this policy.
- H. **Facility Management/Operational Criteria**
- i. School facilities are to be managed and operated in accordance with local, state, and federal policies, regulations, and statutes.
 - ii. Facility or grounds modifications, additions or improvements are to be coordinated through the board.
 - iii. Facility improvements shall conform to applicable laws and/or building codes.
 - iv. The board must approve a change in general uses or character of a WWA facility.
 - v. Timely service shall be provided to ensure, within constraints of available resources, the continued operation of a facility in a safe, secure, and healthy manner.
- I. **Facility or grounds modification, additions, and other improvements (non-maintenance)**
- i. The Board shall authorize and approve all facilities or grounds modifications, additions and other improvements (non-maintenance) either through general budget or specific project approval under the following process:
 - a. The Principal identifies and prepares brief written descriptions of improvement needs that may have facility or grounds impact and submits work request to the board.
 - b. The board shall work collaboratively with the Principal to develop a plan outlining the scope of work, priority, estimated cost, and source of funding.

- c. This collaborative effort is necessary on all non-maintenance projects to provide a means of communicating an awareness of what work is being planned, the proposed work schedule, responsible party for carrying out the work, and any impact this work shall have on the normal operation of the facility.
- d. The Treasurer shall prepare a financial impact statement on evaluation of proposed improvement. Prior to final approval of plan implementation, the board shall review this statement.
- ii. Modifications covered under this policy shall include the renaming of any real property and/or the dedication to an individual or organization of any part of the property owned or used by WWA or the WWA Building Corporation.

Adopted: December 13, 2001

Revised: January 9, 2007