

1.0 ACADEMY CHARTER SCHOOL

On June 3, 1993 Governor Romer signed legislation known as the Charter Schools Act. It was designed to enable parents, teachers, and community members to “take responsible risks and create new innovative and more flexible ways of educating all children within the public school system”, which resulted in “expanded choices” for parents and students.

It was under this law that the founding parents organized Academy Charter School. An application was submitted and approved by the Douglas County School District Board of Education on August 31, 1993. A Charter School Contract was then negotiated between the Governing Board of the school and the Douglas County School District Board of Education. Within four weeks the parents had converted space leased in the Wal-Mart shopping center from concrete slab floors and studs to classrooms and hired teachers. On September 29, 1993, the Academy Charter School opened its doors. That was the beginning of Colorado’s first K-6 Charter School.

As a “Public School of Choice” it offered 119 students (and their parents) a curriculum alternative that first year; a liberal arts course of study based on the Core Knowledge Series. Students wore uniforms as part of the dress code, a departure from current public school practice, and all parents are requested to volunteer a minimum of 20 hours per year or participate on one or more of the school committees. Class size was small with a ratio of 17:1. Housed in strip mall retail space, the playground was the alley behind the store, next to the railroad tracks, separated only by a barbed wire fence.

The start-up phase was not without its challenges. Daily leadership was provided by an interim School Leader until mid October, and then by the Governing Board members until the School Leader’s position was filled in January 1994. Multiple problem solving committees were formed to do the work of the school – Budget, Curriculum, Discipline, Teacher Review, and Long-Range Planning – as well as solve specific problems such as writing Bylaws and completing facility improvements. Through the process a sense of community was forged and the vision for the school began consolidation.

1.1 MISSION

Through the cooperation of parents, teachers and students, Academy Charter School will create a learning environment that fosters growth in character, high academic achievement, and the love of learning resulting in responsible, productive citizens.

1.2 VISION

A Vision and Mission Statement helps an organization clarify its purpose, assist the decision-making process and build a sense of community and commitment. These statements embody the philosophy and spirit of Academy Charter School.

1.3 CONTACT INFORMATION

Address: 1551 Prairie Hawk Drive, Castle Rock, CO 80109

Main Office phone number: (303) 660-4881

Hours: 7:30 a.m. – 3:45 p.m.

The Main Office will hold regular office hours on all school days and staff development days. It will be closed on all holidays listed on the school calendar and during weather related school closures as determined by DCSD.

1.4 SCHOOL HOURS OF OPERATION

Kindergarten: 8:00 a.m. – 3:15 p.m.

1st – 5th Grades: 8:00 a.m. – 3:15 p.m.

6th – 8th Grades: 7:45 a.m. – 3:15 p.m.

1.5 CALENDAR

The current school calendar is on the Academy Charter School webpage at www.academycharter.org.

ACADEMICS

2.0 ACADEMIC PROGRAMS

Academy Charter School's vision is to provide "a challenging academic program based on the Core Knowledge Curriculum that prompts academic excellence, character development and educational enthusiasm for its students." Our goal at Academy Charter School is to provide a rich and balanced educational opportunity for all our students. High academic standards are at the heart of our expectations, although we recognize every learner has unique abilities, interests and motivations. Parents can encourage their student's success by monitoring progress in school and at home and participate as fully as possible in the school community. Homework assignments are given on a regular basis to reinforce classroom learning. Use of technology and organizational skills are also integrated into the curriculum.

2.1 KEY CURRICULAR AREAS

2.1.1 CORE KNOWLEDGE

The Core Knowledge Sequence is a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it is intended to provide a coherent content specific foundation of learning, while allowing flexibility to meet local needs.

The Sequence represents an effort to describe and state the specific core of shared knowledge that all children should learn in U.S. schools, and that speakers and writers assume their audience knows. It should be emphasized that the Core Knowledge Sequence is not a list of facts to be memorized. Rather, it is a guide to coherent content from grade to grade, designed to encourage cumulative academic progress as students build their knowledge and skills from one year to the next.

The Core Knowledge Sequence is distinguished by its specificity. While other standards provide general guidelines concerning what students should be able to do, they typically offer little help to teachers in detailing specific content or skills. The Sequence provides a solid foundation on which to build instruction. Moreover, because the Sequence offers a coherent plan that builds year by year, it helps prevent the many repetitions and gaps in instruction that often result from vague curricular guidelines.

2.1.2 CHARACTER EDUCATION

Good character is a critical part of Academy Charter School's educational program. Academy Charter School chooses fundamental values that we believe are important to creating a foundation of real-life skills that will help students make lifelong, responsible, and intelligent choices. Our teachers reinforce character traits within the content of our rich curriculum.

2.2 ACADEMIC INFORMATION

2.2.1 SKILL GROUPING

Students will be assessed each trimester throughout the school year to ensure correct placement in groups. Frequent assessment is critical to ensure that groups are fluid. Moreover, teacher observations, testing and other evaluation tools may be utilized to re-assess students' progress.

2.2.2 CLASSROOM PLACEMENT

Decisions regarding classroom placement are determined through a collaborative effort between teachers and administration and are made with the best interest of each student in mind. Academy Charter School does not accept requests for specific teachers.

2.2.3 GRADES

Grades will be regularly updated through Infinite Campus. Please contact teachers directly if there are any questions regarding updated grades. Infinite Campus is a tool for parents and students to access instant, online, timely, and secure student information: class schedule, assignments, attendance, discipline, course registrations for next year, report cards, and transcripts. Infinite Campus may be accessed [here](#). If you do not have an Infinite Campus account, please contact the Main Office for an activation key.

2.2.4 GRADING SCALE

The following scale will be used for 3rd – 8th grade classes:

A	93 – 100%	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 - 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
C+	77 – 79%	F	59% and below

2.2.5 HOMEWORK

Homework given by the teacher will be developmentally appropriate, intentional, accomplishing tasks or reinforcing skills that coincide with objectives for the course in which they are assigned.

Homework assignments should be expected Monday through Friday of each week. Students in grades 2-8 are encouraged to use a student planner to assist in organizing assignments and projects.

Academy Charter School teachers communicate homework assignments through: teacher websites, newsletters, emails, and/or student planners. Please note that assignments may be modified as the week progresses due to unforeseen circumstances and it is intended as a guide for parents. Work that was assigned in class and not finished may become “homework” for a student.

2.2.6 GUIDELINES

The expected homework time allotment daily for each grade is as follows:

Kindergarten - First Grade - Second Grade = 20-60 minutes

Third Grade - Fourth Grade - Fifth Grade = 60-90 minutes

Sixth Grade -Seventh Grade - Eighth Grade = 90-120 minutes

These are general allotted times and are subject to change depending upon the nature of a given assignment.

2.2.7 LATE ASSIGNMENTS

Students will have one class day for each absence to make up their work. They will receive full credit if it is turned in within the allotted time frame. After this time has expired or the due date has passed, students will be graded accordingly:

Late assignments will be deducted 10% per day, or one letter grade, up to 50%. Day 6, the student earns a zero for the assignment.

2.2.8 PARENT/TEACHER CONFERENCES

A detailed discussion and summary of your student’s progress and grades will occur at parent/teacher conferences. Academy Charter School strongly encourages parents/guardians to stay in close contact with teachers and other school staff throughout the school year. If questions regarding a student’s progress arise, please call and schedule a time to meet with the appropriate teachers. Scheduling such conferences before or after school will prevent the interruption of valuable instructional time.

2.2.9 PHYSICAL EDUCATION

Students must have a note from home for temporary exclusion from Physical Education activities that specifies the dates applicable. In many cases, students can learn from instruction given and from observation even though they do not participate actively. If a student cannot go outside with the class, they will be given schoolwork to do or be kept in the Health Clinic. Permanent exclusion from gym class requires a doctor’s written notification. Athletic shoes should be worn for Physical Education classes. As a safety measure, no street shoes or platform shoes will be allowed. Please see Uniform Policy for specifics.

2.2.10 REPORT CARDS

Student report cards are completed at the end of each grading period. Families are expected to log-on to Infinite Campus and check the report cards online. Grades will be reported as a letter grade based on the grade scale percentage for grades 3rd through 8th.

2.2.11 RETENTION

Academy Charter School's administration, teachers and staff are dedicated to ensure all students are making adequate academic progress throughout the year, however if a student continues to not make adequate progress, retention may be considered. Such cases will be discussed with the parent(s) or guardian in advance. The final decision to promote or retain a child shall rest with School Leaders.

2.2.12 ACCELERATION

Academy Charter School's administration, teachers, and staff are dedicated to ensuring all students are making adequate academic progress throughout the year, however, grade acceleration may be considered if a student is identified as a Gifted Learner and demonstrates exceptional advanced academic ability, high aptitude, and strong achievement. Such cases will be discussed with the parent(s) or guardian in advance. The recommendation for acceleration is a team decision, however, the final determination shall rest with School Leaders.

2.2.13 TESTING

At Academy Charter School various formal and informal assessments are administered to all grade levels throughout the school year. In addition to these assessments, state-mandated tests, instructional tests or diagnostic tests and informal assessments may also be given to children. Copies of the results are shared with parents.

2.3 FIELD TRIPS

Academy Charter School recognizes the great potential for learning outside the school premises. Field trips will be planned to supplement the regular educational program and shall have definite learning objectives supporting Academy Charter School's academic standards.

Field trips represent an extension of in-school responsibility, and they will be fully supervised by an appropriate number of teachers. Parents and/or staff may also be enlisted to supervise and assist. If a parent elects to not have their student participate in a field trip, no alternative assignments or supervision will be provided, and the student is expected to stay home.

Students must wear their uniform when on field trips, unless prior approval for alternative attire is granted by School Leaders. Students not in the appropriate attire will not be allowed to participate in the field trip.

2.3.1 FIELD TRIP FEES

Each of our classes may take field trips during the school year. Trips are funded by the student's parents/legal guardian.

2.3.2 FIELD TRIP TRANSPORTATION

Oftentimes, parents are asked to drive for field trips. Before that may occur, a specific insurance form must be completed and submitted to Academy Charter School for approval. These forms will be distributed at the beginning of the school year, or may be picked up from the school office.

2.3.3 CHAPERONE RESPONSIBILITIES

- Chaperones will be required to supervise and monitor their group at all times.
- Chaperones are not allowed to bring other children with them.
- Chaperones are not allowed to deviate from the lesson plan or schedule provided by the teacher.
- Chaperones may not buy items (food, toys, etc.) for students.

2.4 PARENT/TEACHER COMMUNICATION

Email is an important form of communication between teachers and parents. Please be sensitive to the volume of messages teachers receive during the day, but expect that email and voicemail will be checked daily and responded to within two (2) school days. For lengthier concerns, please schedule a parent/teacher meeting.

Classroom teachers will update their website weekly. Teacher websites may include information regarding test dates, special events or general assignment expectations and deadlines.

2.5 TECHNOLOGY

Academy Charter School will enhance its instruction through the use of technology. Students will have the opportunity to access information, organize data, and create and problem-solve using a variety of age-appropriate technologies.

2.5.1 COMPUTER AND INTERNET USE POLICY

Academy Charter School provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

While reasonable precautions will be taken to supervise student use of the Internet, Academy Charter School cannot reasonably prevent all inappropriate uses, including access to objectionable materials, use of personal device/cell phone while on a cellular network, and communication with persons outside of the school in violation of Academy Charter School policies/procedures and rules. Academy Charter School is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use Academy Charter School computers and Internet services, the student and the student's parent/guardian must sign and return the *Computer/Internet Access Acknowledgement*. Academy Charter School will retain the signed acknowledgment.

The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Academy Charter School policy and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action

2.5.1.1 COMPUTER USE IS A PRIVILEGE, NOT A RIGHT

Student use of the Academy Charter School's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary, and/or legal action. The School Leaders shall have final authority to decide whether a student's privileges will be denied or revoked.

2.5.1.2 ACCEPTABLE USE

Student access to Academy Charter School computers, networks, and Internet services are provided for educational purposes and research consistent with Academy Charter School's educational mission, curriculum, and instructional goals. The same rules and expectations governing student use of computers apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing Academy Charter School's computers, networks, and Internet services.

2.5.1.3 PROHIBITED USE

The user is responsible for his/her actions and activities involving Academy Charter School computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, in violation of other Academy Charter School policies, procedures and/or rules, and/or illegal;
- Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;
- Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
- Copying Software – Copying or downloading software without the express authorization of the system administrator;

- Non-School-Related Uses – Using Academy Charter School’s computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other user’s passwords without permission and/or accessing other user’s accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to Academy Charter School’s computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- Unauthorized Access to Chat Rooms/Newsgroups – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

2.5.1.4 NO EXPECTATION OF PRIVACY

Academy Charter School retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by Academy Charter School. Academy Charter School reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

2.5.1.5 COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES

The student and/or the student’s parent/guardian shall be responsible for compensating Academy Charter School for any losses, costs, or damages incurred by Academy Charter School related to violations of policy and/or these rules.

2.5.1.6 SCHOOL ASSUMES NO RESPONSIBILITY FOR UNAUTHORIZED CHARGES, COSTS, OR ILLEGAL USE

Academy Charter School assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

2.5.1.7 STUDENT SECURITY

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

2.5.1.8 SYSTEM SECURITY

The security of Academy Charter School’s computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

2.5.1.9 PARENTAL PERMISSION REQUIRED

Students and their parents/guardians are required to sign and return the *Computer and Internet Access Acknowledgement Form* before they will be given access to Academy Charter School's computers, networks, and Internet services. Students' usernames and passwords shall be provided to their parents/guardians. We request that parents/guardians are actively involved and monitoring their student's network and Internet activity.

2.5.2 PERSONAL ELECTRONIC DEVICES/CELL PHONE

Academy Charter School students are permitted to bring their personal devices/cell phones to school. There is no requirement that students purchase or bring cell phones to school and the decision to do so is at each family's discretion. Academy Charter School assumes no responsibility for lost, stolen, or damaged devices.

In order to maintain a productive learning environment, students must adhere to the following rules:

- Students may not carry their personal electronic devices/cell phones in their pockets or on their person during school hours.
- Personal electronic devices/cell phones must be turned off and remain off during school hours unless otherwise instructed by the teacher.
- Personal electronic devices/cell phones must be stored in students' backpacks.
- Personal electronic devices/cell phones may be used only when explicitly directed by the teacher.
- Each teacher will determine if and how devices will be used in the classroom.
- Students must only use applications or visit websites as directed by the teacher.
- Personal electronic devices/cell phones are not permitted in the bathrooms.
- No student may take a picture of any other student or teacher/staff without explicit permission.
- Posting any pictures of any teacher/staff member or other students in any medium without explicit permission is prohibited.

Personal electronic devices/cell phones must not disrupt the learning environment. The privilege to bring personal electronic devices/cell phones to the classroom may be revoked for individual students or an entire class.

2.5.2.1 POLICY VIOLATION

If a student is using a device that is not permitted or using any device inappropriately, the device will be confiscated and consequences will be implemented. Confiscated devices must be picked up at the office by a parent. The school reserves the right to revoke electronic device privileges from any student for inappropriate use. Further consequences will be at the discretion of the School Leaders.

2.5.3 SOCIAL MEDIA POLICY

The purpose of the Social Media Policy is to provide guidelines to staff, students, and parents on use of social media at Academy Charter School.

2.5.3.1 DEFINITION

“Social media” means any form of online publication or presence that allows end users to engage in multi-directional conversations. Social media includes: Facebook, SnapChat, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing, email, and other media of a similar nature.

2.5.3.2 STAFF, GOVERNING BOARD, PTO, SAC, & ALL OTHER Academy Charter School COMMITTEES

Academy Charter School staff, Governing Board, PTO, SAC, and all other Academy Charter School committee members, are strongly discouraged from using any forms of social networking (Facebook, Twitter, Skype, etc.) except officially approved communication tools when communicating with ACADEMY CHARTER SCHOOL parents. Social networking between ACADEMY CHARTER SCHOOL staff and students is prohibited. All emails to students must have parents copied. As an Academy Charter School staff, Governing Board, PTO, SAC, and all other Academy Charter School committee members your online conduct will be held to a higher standard and you should conduct yourself accordingly.

2.5.3.3 PARENT & COMMUNITY COMMUNICATION

All members of the Academy Charter School community should be conscious of the impact of all communication. Adults should strive to be role models of positive communication and when conflict arises, refer to the Academy Charter School Conflict Resolution Policy.

2.5.3.4 LEGAL RAMIFICATIONS

All members of the community should be aware of potential legal action that can result from extreme forms of negative communications, including libel, slander, sexual harassment, racial harassment, cyber bullying, and other crimes.

2.5.3.5 CONSEQUENCES

In addition to possible legal ramifications set forth above, consequences enforceable by Academy Charter School for behavior inconsistent with this policy include, but are not limited to: warnings, demand for formal written apology, suspension, expulsion of students, and barring parents from school media, school committees, and Academy Charter School premises and events.

2.5.3.6 USE OF ACADEMY CHARTER LOGO & BRANDING

The use of Academy Charter School logos and branding in any media, social media included, by parents and students is prohibited unless specifically approved by the Academy Charter School School Leaders. Parents and students may not represent or imply they represent Academy Charter School in any official capacity in any social media.

SCHOOL COMMUNICATION

3.1 COMMUNICATION PROCEDURES

3.1.1. CHANGE OF CONTACT INFORMATION

At all times throughout the year, Academy Charter School must have current emergency contact information for students. Please log in to the Parent Portal and update information as needed. This can include phone numbers, email, place of employment, and emergency contact information.

3.1.2 MESSAGES FOR STUDENTS

In the case of an emergency or unforeseeable circumstance, a message can be delivered to a student through the front office. Please make all after-school arrangements and communicate them to students before the start of the school day. Parents are not allowed to call a student directly during the school day. This includes calling a student's cell phone or teacher.

3.1.3 REPORTING ABSENCES

All absences must be called in to the front office at 303-660-4881 by 8:30 a.m. Please call each day your student is to be absent from school. Office staff will call parents/guardians daily if students are unaccounted for. Students returning to school after extended absences due to illness must be accompanied by a doctor's note.

3.1.4 WEATHER RELATED SCHOOL CLOSURES AND DELAYS

Academy Charter will generally follow the closing and delay schedules announced for the Douglas County School District (DCSD) but due to our school being an all commuter school, we may be on a closed or delayed schedule that is different from DCSD. In the event of a closure or delay, the information will be posted on the Academy Charter School website. DCSD will also notify local media outlets of any closures or delays. Broadcasts are usually made by 6:00 a.m. and periodically thereafter until approximately 9 am. In the event that DCSD schools are closed, all other activities scheduled at ACS's facilities will also be canceled.

Additionally, you may call the DCSD Weather Hotline Number for the Castle Rock Feeder School Closures/Delayed Starts. (303) 387-7669/ (303) 387-SNOW This number is available beginning at 5:00 am.

3.1.4.1 DELAYED START

If there is a 90-minute delay, all before-school activities will be canceled.

3.1.4.2 DELAYED START SCHEDULE

Carpool starts at 9:00 a.m. Middle School starts at 9:15 a.m. Elementary starts at 9:30 a.m.

3.1.4.3 EMAIL ALERT SERVICE NOTIFICATIONS

All parents are encouraged to sign up for Email Alert Notification. Whenever any specific change in the school calendar or schedule is known, an email alert will be sent out as soon as practical to all parents signed up for this system. You are also encouraged to put your work email as well as your personal email in the rare event an emergency requires us to release students early during the regular school day.

SCHOOL OPERATIONS AND PROCEDURES

4.1 ANIMALS

No animals, except documented service dogs, may be brought onto the school grounds. This policy is designed to add safety in the school and on school grounds. Academy Charter School may have students who are severely allergic to certain animals. Even for service animals, please contact the Main Office before bringing any animal onto school grounds.

4.2 ARRIVAL AND DEPARTURE EXPECTATIONS

Students are expected to arrive on school grounds no earlier than 7:30 am. Academy Charter School assumes no responsibility for students who arrive prior to 7:30 am. Parents will be asked to sign-in their students in the Main Office, if they arrive after the start of school. Once students have arrived on school grounds, they are not allowed to leave during the school day without a parent, guardian, or designee signing the student out in the Main Office.

Upon dismissal, students will exit their rooms toward the appropriate exit. Students are asked to go directly home after dismissal, unless they are enrolled in the Academy Charter School Homework Club, Academy Charter School extracurricular programs, or other school-sponsored activity. All other students must be picked up by 3:35 pm. Any students remaining after 3:35 p.m. will be placed in the Academy Charter Homework Club, where they will be picked up and the associated fees will be assessed.

4.3 ATTENDANCE

Regular attendance is considered critical for a good education at Academy Charter School. We strongly encourage parents to see that students attend school on a regular basis. If your student is absent or tardy, we ask that you please call the school as soon as possible. When a student leaves during the course of the day, a parent/guardian must sign them out at the office. Students may not be checked out from the classroom. Parents are asked to notify the office, in writing, when they have prior knowledge of a student's upcoming absences and/or early dismissals. Your student's attendance rates will be submitted to the Douglas County School District for review and further action will be taken if their absences become excessive.

4.3.1 TARDIES

Tardiness is a failure to appear on time and is considered a form of absence. Repeated tardiness will be reported to the School Leaders and subsequently to the district. Consequences will be at the discretion of the School Leaders.

4.3.2 EXCUSED ABSENCES

Excused absences are those resulting from temporary or extended illness, injury, or physical, mental, or emotional disability; and/or family emergencies. If your student is going to be out ill for more than 3 days, we require that you send in a doctor's note excusing the student from school.

4.3.3 UNEXCUSED ABSENCES

An absence will be marked unexcused if a doctor's note is not brought in when a student is out sick for more than 3 days. Unexcused absences also include those resulting from suspensions and expulsions.

4.3.4 EXTENDED ABSENCES (NOT DUE TO ILLNESS)

Extended absences are any absence greater than 5 consecutive days and must be approved by the School Leaders. The parents/guardians must submit in writing a request for an extended absence to the School Leaders. These extended absences due to family excursions, etc., should also be discussed with your student's teacher well in advance. Make-up work, alternative assignments and the schedule for their completion can be created to minimize negative effects on academic learning. Extended absences should be communicated to the Academy Charter School office staff as well as to the student's teacher(s) in writing a minimum of one week prior to the beginning of the absence. Teachers will do their very best to discuss and send work that can be completed during the student's absence. Not all work can be completed outside of the classroom and the student will need to make up any missing work when they return to school. If work was given by the teacher, the completed work needs to be turned in within two days of coming back to school from a planned absence. Extended absences can be considered unexcused.

4.3.5 TRANSFERS AND WITHDRAWALS

Please send an email to the school's registrar if you plan to transfer or withdraw your student from Academy Charter School as soon as possible, so that all appropriate forms may be completed. This will allow us to process a student's records, anticipate a request for records from the next school, and ensure a smooth and timely transfer or withdrawal process for all involved. Any tuition-based program requires a two-week notice.

4.4 HOMEWORK CLUB

Academy Charter School Homework Club is for students in all grades who would like to stay after school to complete homework in an age-appropriate, teacher-supported classroom setting. Homework club is subject to cancellation due to school emergencies or school closure.

Students will be supervised in a multi-age setting from 3:45 - 5:15pm, daily. Late Charges will be assessed for students picked up after 5:15pm.

4.5 HEALTH

In order to ensure the safety of students, please notify the Main Office, Health Assistant, and your child's teacher of any significant medical conditions that may need special consideration or additional attention during the school day.

The school's Health Clinic will be staffed by a Health Assistant who works in conjunction with a RN to address the needs of students who come to the clinic.

4.5.1 ILLNESS

Students should be kept home until they are fever-free and/or have not vomited for 24 hours; they must be diarrhea-free for 48 hours. In addition, a student should be kept home for 24 hours after beginning medication requiring antibiotics.

4.5.2 IMMUNIZATIONS

Colorado State Immunization Law requires all students to submit a Certificate of Immunization or Exemption to attend school.

4.5.3 MEDICINE

Download DCSD required forms [here](#).

4.5.6 INJURY

Most injuries that occur at school require minimal assistance administered in the school's Health Clinic by the school's designated Health Assistant. In the event of more serious illness or accidents, we will first attempt to reach the parent(s)/guardian(s) at home or work. If we are unable to reach you, we will call the emergency numbers listed on your student's enrollment form. If neither you nor your emergency contacts can be reached within a reasonable amount of time, school authorities will take the necessary steps to ensure the welfare of your student.

In the most serious instances, school staff may contact emergency medical personnel prior to calling parents or emergency contacts.

4.6 LOST AND FOUND

Lost items will be placed in the school lost and found located in the cafeteria. Valuable items will be kept in the office and identification will be required for their return. Unclaimed lost and found items are given to a local charity throughout the year. Academy Charter School will not be held responsible or liable for such items that students bring.

4.7 LUNCH

Academy Charter School participates in Douglas County School District's school lunch program. Students may purchase a hot lunch or bring lunch from home. Milk and water are available for purchase for students who prefer to bring lunch from home. Monthly menus are available from Douglas County School District's Nutrition Services. <http://dcsdnutritionservices.org/>

Free and reduced-price lunches are available to families who meet specific income guidelines. Please contact Nutrition Services for more information and required forms.

4.7.1 LUNCH AND CAFETERIA GUIDELINES

Students are expected to follow the "Lunchroom Expectations" to ensure a safe and orderly lunch. Lunchroom expectations are reviewed in the classroom and cafeteria and enforced by the supervising adults in the cafeteria.

4.8 PLAYGROUND AND RECESS

4.8.1 RECESS AND PLAYGROUND EXPECTATIONS

Students are expected to follow the "Playground and Recess Expectations" to ensure a safe and orderly recess. Playground and recess expectations are reviewed in the classroom and enforced by the supervising adults on the playground.

4.8.2 WEATHER

Students should come to school each day dressed to go outside for recess and prepared for the variable Colorado weather.

4.8.3 SAFETY

For the safety of students and staff the following things are not allowed during outdoor recess:

- games that require contact (hands on), to include but not limited to: football, tag, pretend fighting, etc.
- equipment that can cause injury (i.e. hard balls, baseball bats, anything with wheels.)
- kicking or throwing items such as rocks, wood chips, sand, snowballs, ice or any object that might cause injury or harm to others.
- Electronics
- Food or drinks

Final decisions about appropriate games, equipment, etc. are at the discretion of the Instructional Supervisor and School Leaders.

4.8.4 INJURY

If a student is injured or hurt, contact the supervising adult immediately.

4.9 SAFETY AND SECURITY

Our security procedures will be developed in coordination with Douglas County School District and local emergency response agencies. This plan will take into consideration a variety of situations that could potentially arise in our school or our neighborhood, and plans will be created should an emergency or crisis arise.

Please make sure your Emergency Contact information is always up-to-date.

4.9.1 EMERGENCY SITUATIONS

In the event of an emergency situation, parents will be contacted via email and/or phone. Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you will not be able to enter the school building if it compromises the safety of the students during a lockdown or lockout.

Please DO NOT call the school directly during an emergency as this will tie up phone lines and prevents important inbound or outbound calls with emergency personnel. Communication will go out as soon as it is safe to do so.

4.9.2 LIGHTNING DELAY

If lightning is a threat in the immediate area of the school, students will be kept indoors until the threat has passed. Parents are asked to remain in their cars until students are released. If parents choose, they may enter the building and sign their student out.

4.9.3 VISITORS

All visitors must enter Academy Charter School through the Main Office. To receive a Visitor Pass, all individuals must provide photo identification to be processed through and will sign in by providing their name and purpose for visiting the school. While on campus, the Visitor Pass must be displayed. School Leaders have the right to deny access to any individual. Visitors must also sign out in the Main Office prior to leaving the building. Visits to classrooms must be pre-arranged with the teacher prior to entering the school. Access to particular areas and classrooms may be restricted at the discretion of School Leaders.

4.10 STUDENT FEES AND FINES

A variety of before and after-school activities will be provided by Academy Charter School. Most of these activities will include a fee for participation.

4.10.1 REGISTRATION FEE

Registration fees are collected at the time of registration to cover various fees (book and technology fees, for example) and student school supplies, but the majority of the funds will go directly to a classroom budget for classroom supplies.

4.10.2 BOOK FINES

All textbooks and electronic devices are the property of Academy Charter School and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and electronic devices, and must maintain them in good condition. Students should not highlight or write in textbooks.

At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged a fine for damages beyond typical wear and tear.

Students/parents will be responsible for the replacement cost of textbooks or electronic devices that are damaged beyond repair or not returned for any reason. If a textbook or electronic device is lost during the school year, a duplicate item will not be issued until the cost of replacing the lost item is paid. All replacement textbooks or electronic devices will be purchased by Academy Charter School.

4.11 DRESS CODE

4.11.1 GENERAL UNIFORM GUIDELINES

Please refer to the attached Dress Code/Uniform Guidelines prior to and while shopping for your student. You may choose to buy articles of clothing at various retailers and/or uniform vendors. However, not everything each retailer/uniform vendor offers will meet our dress code guidelines. If the article of clothing is not defined in these guidelines, it is not approved. All articles of clothing must be solid in color, except where otherwise noted and must match approved color swatches available at the Academy Charter School front office. A list of approved and suggested clothing vendors is available on our website. Clarification regarding specific apparel should be obtained prior to wearing it to school to avoid receiving a violation. All articles of clothing should be neat, clean, in good condition and free of rips, shredding, distressing or holes. No item shall portray vulgarity, profanity, words or symbols promoting or showing allegiance to political figures/parties, gangs, violence, drugs or alcohol. Uniforms that have faded excessively or appear overly worn are also not permitted. An ACS uniform consists of a minimum of two pieces: a shirt and shorts, pants, skirt, skort, or skooter. Uniforms with a waistband are to be worn at the waist with shirts and blouses appropriately tucked in.

6-8 Boys: Pants	Color	Must be solid in color: <ul style="list-style-type: none"> • Khaki • Navy Blue
	Style	<ul style="list-style-type: none"> • Straight-legged or slight flare-not rolled • Flat front or pleated • Four interior pockets or less at the waistline, no exterior pockets or flaps • Buttons must match the color of the garment or be dark in color or faux wood • Stitching must be plain and match the color of the garment
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	<ul style="list-style-type: none"> •

6-8 Girls: Pants & Capri Pants	Color	Must be solid in color: <ul style="list-style-type: none"> • Khaki • Navy Blue
	Style	<ul style="list-style-type: none"> • Straight-legged, slight flare, or capri length-not rolled • Flat front or pleated • Four interior pockets or less at the waistline, no exterior pockets or flaps • Buttons must match the color of the garment or be dark in color or faux wood • Stitching must be plain and match the color of the garment
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	<ul style="list-style-type: none"> •

K-5 Boys & Girls: Shorts	Color	Must be solid in color: <ul style="list-style-type: none"> • Navy Blue
	Style	<ul style="list-style-type: none"> • Flat front or pleated • Four interior pockets or less at the waistline, no exterior pockets or flaps • Buttons must match the color of the garment or be dark in color or faux wood • No shorter than 4" above knee and no longer than 2" below knee • Stitching must be plain and match the color of the garment
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	

6-8 Boys & Girls: Shorts	Color	Must be solid in color: <ul style="list-style-type: none"> • Khaki • Navy Blue
	Style	<ul style="list-style-type: none"> • Flat front or pleated • Four interior pockets or less at the waistline, no exterior pockets or flaps • Buttons must match the color of the garment or be dark in color or faux wood • No shorter than 4" above knee and no longer than 2" below knee • Stitching must be plain and match the color of the garment
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	<ul style="list-style-type: none"> •

K-5 Girls: Jumpers, Skirts, Skorts, Scooters	Color	Must be solid in color or Lloyd plaid: <ul style="list-style-type: none"> • Navy blue • Lloyd plaid (available at Dennis Uniform, Tommy Hilfiger, and Educational Outfitters)
	Style	<ul style="list-style-type: none"> • No shorter than 3" above the knee and no longer than 2" below the knee • Pleated or flat front • No decorations or embellishments
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	<ul style="list-style-type: none"> • Any solid navy blue bike style shorts are recommended under skirts but should not be visible • No dresses of any style, fabric, or construction are permitted on uniform days.

6-8 Girls: Jumpers, Skirts, Skorts, Scooters	Color	Must be solid in color or Lloyd plaid: <ul style="list-style-type: none"> • Khaki • Navy Blue • Lloyd plaid (available at Dennis Uniform, Tommy Hilfiger, and Educational Outfitters)
	Style	<ul style="list-style-type: none"> • No shorter than 3" above the knee and no longer than 2" below the knee • Pleated or flat front • No decorations or embellishments
	Fabric	<ul style="list-style-type: none"> • No Jean/Denim • No Knit/Terry of any kind
	Additional Information	<ul style="list-style-type: none"> • Any solid navy blue bike style shorts are recommended under skirts but should not be visible • Jumpers must be worn with a shirt/blouse

K-8 Girls: Leggings & Tights	Color	<p>Must be solid in color:</p> <ul style="list-style-type: none"> • White—<i>tights only, not leggings</i> • Navy Blue—<i>tights or leggings</i>
	Style	<ul style="list-style-type: none"> • Leggings can be worn under jumpers, skirts, skorts, and scooters <i>as an alternative to tights</i> • Legging length must meet the ankle • Legging fabric: cotton or cotton blend and constructed fully in the same fabric • No decorations, embellishments or cut-outs
	Additional Information	<ul style="list-style-type: none"> • Are intended for warmth • Uniform leggings and tights may not be worn as a pant or under shorts • Long underwear is not permitted • No nylon stockings • Skirt length requirements must still be met even when leggings or tights are worn

K-8 Boys & Girls: Shirts	Colors	<p>Must be solid in color:</p> <ul style="list-style-type: none"> • Navy Blue • Red • Light Blue • Hunter Green • White
	Style	<ul style="list-style-type: none"> • Turtleneck • Long or short sleeved polo, with peter pan or straight collar • Long or short sleeved oxford cloth in white or light blue only • No ornamental or decorative shaped buttons • Buttons on Polo shirts and Oxford shirts must be plain and be white, clear or match the color of the shirt • No logos, emblems or decorations
	Additional Information	<ul style="list-style-type: none"> • Plain white t-shirts may be worn under uniform shirts

K-8 Girls: Blouses	Color	Must be solid in color: <ul style="list-style-type: none"> • White
	Style	<ul style="list-style-type: none"> • Long or short sleeves permitted, with peter pan or straight collar • No lace, logos, emblems or decorations • No pleats • No ornamental or decorative shaped buttons
	Additional Information	

K-8 Boys & Girls: Jackets, Pullovers & Hoodies	Color	<ul style="list-style-type: none"> • Navy Blue, Red and Hunter Green
	Style	<ul style="list-style-type: none"> • ¼ Zip Pullover with embroidered ACS logo in navy, red or hunter green—<i>only available through Dennis Uniforms</i> • Navy Full Zip Fleece Jacket with embroidered ACS logo—<i>only available through Dennis Uniforms</i> • Navy Full Zip Ladies Jacket with embroidered ACS logo—<i>only available through ACS School Store</i> • Navy/White Hoodie with embroidered ACS logo—<i>only available through ACS School Store</i>
	Additional Information	<ul style="list-style-type: none"> • No personalization is allowed on the outside of the Jacket, Pullover, or Hoodie • ACS approved Jackets, Pullovers and Hoodies, with the approved embroidered current ACS logo, may be worn over the Uniform shirt

K-8 Boys & Girls: Sweaters	Color	Must be solid in color: <ul style="list-style-type: none"> • Navy Blue • White • Red • Hunter Green
	Style	<ul style="list-style-type: none"> • Cardigan, button down or zippered • Pullover Sweater • Pullover Vest
	Additional Information	<ul style="list-style-type: none"> • No ornamental or decorative buttons • No emblems, logos or hoods

K-8 Boys & Girls: Socks	Color	<p>Must be solid in color:</p> <ul style="list-style-type: none"> • Navy • White • Black
	Style	<ul style="list-style-type: none"> • Socks may have Lloyd plaid trim • No decorations except for brand-specific artwork (i.e. Nike, Adidas, Under Armor, etc.) on Dress Code socks, as long as the brand-specific artwork is black, white or navy • Length must be below the knee
	Additional Information	<ul style="list-style-type: none"> • Socks are required to be worn

K-8 Boys & Girls: Casual Dress Shoes	Color	<p>Must be solid in color:</p> <ul style="list-style-type: none"> • Navy • White • Black • Brown
	Style	<ul style="list-style-type: none"> • Closed-toe/heel • ½" Soles and 1" heels maximum • No shoes with characters, beads, bangles, wheels, lights or glitter • Standard height, or not to extend higher than Traditional High Top shoes • No platform shoes
	Additional Information	<ul style="list-style-type: none"> • Laces must be laced and tied • Boots are not allowed

K-8 Boys & Girls: Athletic Shoes	Color	<ul style="list-style-type: none"> • Any color
	Style	<ul style="list-style-type: none"> • Closed-toe/heel Athletic shoes • Standard height, or not to extend higher than Traditional High Top shoes • Non-marking sole • No shoes with characters, beads, bangles, wheels, lights or glitter • No platform shoes
	Additional Information	<ul style="list-style-type: none"> • Athletic Shoes must be worn on P.E. Days • Laces must be laced and tied

K-8 Boys & Girls: Belt	Color	Must be solid in color: <ul style="list-style-type: none"> • Black • Brown • Navy • White • Khaki
	Style	<ul style="list-style-type: none"> • Leather or Fabric • Plain buckles
	Additional Information	<ul style="list-style-type: none"> • Not required, but if worn, the belt ends are no longer than 6" and must be tucked in

K-8 Boys & Girls: Hats	Color	<ul style="list-style-type: none"> • None
	Style	<ul style="list-style-type: none"> • None
	Additional Information	<ul style="list-style-type: none"> • Hats are not permitted inside the building

K-8 Boys: Hair	Color	<ul style="list-style-type: none"> • A naturally occurring hair color
	Style	<ul style="list-style-type: none"> • Clean and combed • Not longer than 1" below the collar in the back • Not below the eyebrows in the front
	Additional Information	<ul style="list-style-type: none"> • Hairstyles, facial hair or hair color that cause undue attention or distracts from a focused learning environment are not permitted

K-8 Girls: Hair & Accessories	Color	<ul style="list-style-type: none"> • A naturally occurring hair color
	Style	<ul style="list-style-type: none"> • Clean and combed • Bangs should not cover the eyes
	Additional Information	<ul style="list-style-type: none"> • Hairstyles or color that cause undue attention or distracts from a focused learning environment are not permitted • Accessories must be solid in color (except for the Lloyd plaid) and should be color-coordinated with swatches or neutral or color that matches the student's natural hair • No bandanas or hair accessories that can be construed as a costume piece

K-8 Boys: Jewelry	Color	<ul style="list-style-type: none"> • Any
	Style	<ul style="list-style-type: none"> • One of each of the following may be worn: small necklace, ring, bracelet (wrist only), and watch
	Additional Information	<ul style="list-style-type: none"> • No other jewelry or piercings may be worn

K-8 Girls: Jewelry	Color	<ul style="list-style-type: none"> • Any
	Style	<ul style="list-style-type: none"> • One of each of the following may be worn: small necklace, ring, bracelet (wrist only), and watch • One pierced post or small loops (1/2" in diameter or smaller) earring per ear
	Additional Information	<ul style="list-style-type: none"> • No other jewelry or piercings may be worn

K-8 Boys: Nails	Color	<ul style="list-style-type: none"> • None
	Style	<ul style="list-style-type: none"> • Clean and without ornamentation or polish
	Additional Information	<ul style="list-style-type: none"> • Nails must be the student's natural nail with no artificial extensions and kept short

K-8 Girls: Nails	Color	<ul style="list-style-type: none"> • Clear, Light Pink, White or the traditional French manicure with a pink base and white tip • All nails must be solid in color and the same color on both hands
	Style	<ul style="list-style-type: none"> • Clean, without ornamentation, no excessive chipping
	Additional Information	<ul style="list-style-type: none"> • Any color of polish may be worn on Dress of Choice Days • Nails must be the student's natural nail with no artificial extensions and kept short

K-5 Girls: Makeup	Color	<ul style="list-style-type: none"> • None
	Style	<ul style="list-style-type: none"> • None
	Additional Information	<ul style="list-style-type: none"> • Makeup is not allowed in grades K-5

6-8 Girls: Makeup	Color	<ul style="list-style-type: none"> • Light or Natural Colors
	Style	<ul style="list-style-type: none"> • Lightly applied mascara, blush and lip gloss only
	Additional Information	<ul style="list-style-type: none"> • No eyeshadow or eyeliner

K-5 Boys & Girls:	Color	<ul style="list-style-type: none"> • Dress Code approved
	Style	<ul style="list-style-type: none"> • No change of clothes is necessary
P.E. Class	Additional Information	<ul style="list-style-type: none"> • Must wear appropriate athletic, non-marking shoes worn laced and tied

6-8 Boys & Girls:	Color	<ul style="list-style-type: none"> • Dress of Choice Day approved
	Style	<ul style="list-style-type: none"> • Dress of Choice Day approved t-shirt and shorts
P.E. Class	Additional Information	<ul style="list-style-type: none"> • Must wear appropriate athletic, non-marking shoes worn laced and tied

4.11.2 SPIRIT WEAR

Spirit Wear Fridays: Every Friday, students may wear ACS Spirit wear logo tee-shirts, long or short sleeves, or ACS sports sweatshirts, referred to as ACS Spirit wear. Spirit Fridays are not Dress of Choice Days; all other ACS dress code guidelines apply, only substituting ACS Spirit wear. Spirit wear shirts must be tucked in pursuant to ACS dress code.

Spirit Wear Athletics: Athletes may wear their current season jersey with approved uniform bottoms and a plain white t-shirt (long or short-sleeved) under the jersey on game days. Athletes may also wear their current or past season approved spirit wear, with approved uniform bottoms, on Fridays, i.e. Shooter Shirts, Team Hoodie, etc.

4.11.3 DRESS OF CHOICE DAYS

Students may wear clothing other than the ACS Dress Code on calendar “dress of choice” days. No item shall portray vulgarity, profanity, words or symbols promoting or showing allegiance to political figures/parties, gangs, violence, drugs or alcohol. All articles of clothing should be neat, clean, in good condition and free of rips, shredding, distressing, or holes. Items with a waistband are to be worn at the waist. Undergarments are to be worn and shall not be visible.

Oversized, baggy, excessively tight-fitting, revealing, low-riding, or suggestive items shall not be worn. Outerwear, including capes, should be removed when in the building. Loungewear and swimwear, including pajamas, robes, swimsuits, etc., are not allowed, except when permitted on Spirit Days. No artwork is allowed on the skin such as markers, stickers, transfer decals, henna, tattoos, etc. Dress items that are a distraction or inappropriate are subject to review by the School Leaders. The ACS School Leaders have the final determination of acceptability for ANY dress code issues in question.

4.11.4 DRESS OF CHOICE DAY EXCEPTIONS

Shirts/Dresses: Low cut shirts or tank tops, cutaway shirts, halters, crop tops, tube tops or any other inappropriate clothing are not acceptable. Midsections cannot be exposed at any time. Tank top straps must be a minimum of two inches wide or worn with a shirt underneath.

Pants/Shorts/Skirts: No spandex or bike shorts. Shorts will be no shorter than 4" above the knee or 2" below the knee. Skirts will be no shorter than 3" above the knee. Must be free of rips, shredding, distressing or holes.

Leggings: Leggings may be worn as pants ONLY if worn with a longer top where the hem stays at mid-thigh or lower.

Hoodies/Pullovers: Hoods of jackets, pullovers and hoodies are not to be worn on the head inside the building at any time.

Earrings: Conservative dangling earrings may be worn except on P.E. days.

Shoes: Shoe soles must be ½" or less, with the heel at 1" (*visible or not*) or less. Dress boots are allowed on Dress of Choice days only and must be knee-length or lower. Sandals with a heel strap may be worn, except on P.E. days. No flip-flops, Crocs, cleats, or dance shoes allowed. Shoes with wheels or metal on the soles are also not allowed.

Socks: Sock length must be below the knee.

Chains: Chains (except for acceptable necklaces as outlined in the Dress Code) are not allowed.

Hats: No hats may be worn in the building.

Nails: Any color of nail polish may be worn on Dress of Choice days. Nails must be the student's natural nail with no artificial extensions and kept short.

4.11.5 DRESS CODE VIOLATIONS

We greatly appreciate your effort to ensure your children dress appropriately, as this system can only work with complete support by parents/guardians and consistent enforcement by ACS Faculty, Staff and Administration. We will hold students/parents accountable to the dress code guidelines for ACS by:

Grace Period

First Day of School - Labor Day

Proactive effort to educate parents and students to ensure future compliance

Email notification of non-compliance *dress code item sent to parents but no formal dress code violations will be issued or recorded.*

1st Violation: Email notification of dress code violation will be sent to parents. Student may be required to change their clothing with an item from the ACS clothing closet or an item delivered to the school by a parent.

2nd Violation: Email notification of dress code violation will be sent to parents. Student may be required to change their clothing with an item from the ACS clothing closet or an item delivered to the school by the parent.

3rd Violation: Email notification of dress code violation will be sent to parents. Student may be required to change their clothing with an item from the ACS clothing closet or an item delivered to the school by a parent. The student will lose all Dress of Choice privileges for the remainder of the school year. This includes remaining free and paid Dress of Choice Days, field trips, and special events.

4th Violation/Subsequent Violation(s): Email notification of dress code violation will be sent to parents. Student may be required to change their clothing with an item from the ACS clothing closet or an item delivered to the school by a parent. The student will receive an in-school suspension. Pursuant to school policy, during the in-school suspension, the student will receive zero credit for school work the day of the suspension. Further consequences may be issued at the discretion of the School Leaders.

TRANSPORTATION

5.1 CARPOOL

ACS, as a courtesy to parents, operates a morning and afternoon carpool.

5.1.1 DROP-OFF AND PICK-UP GUIDELINES

Please use the utmost caution when participating in drop off/pick up. Pay attention and follow these rules:

1. ABSOLUTELY NO cell phones, tablets, or electronic devices of any kind, including bluetooth or other hands-free devices, may be used by drivers in the student loading and unloading zone(s).
2. To ensure the safety of all, a vehicle may not exceed 10 mph on school property at any time for any reason.
3. Each family will be issued a carpool tag with their family carpool number.
4. Do not block crosswalks, driveways, cross streets or fire lanes at any time.
5. No parking is allowed in staging areas 30 minutes before pick-up time.
6. Line up single-file in student loading zones.
7. Respectfully follow directions of staff members or volunteers assisting with drop-off/pick-up.
8. Pull your car as far forward as possible. Do not stop in front of the main entrance if there is more room in front of your car.
9. Do not attempt to pass the car in front of you at any time during drop-off/pick-up. Follow the car in front of you at all times.
10. Prepare your student for exiting the vehicle. When you stop in the drop-off zone, students should be able to immediately exit the vehicle.
11. Students should only exit/enter your vehicle on the right side. Never allow them to exit on the left. Never allow them to walk between vehicles.
12. Do not get out of your vehicle to assist students. ACS expects students to exit vehicles unassisted, unless there are extenuating circumstances (a student on crutches, for example). Attendants will be available to help students who need assistance.
13. Release your student after you have safely stopped wherever you are in the drop-off zone. Do not wait to be in front of the main entrance.
14. Please be patient and respectful.

5.1.2 MORNING DROP-OFF

Middle School drop-off will begin at 7:30 a.m.. There will be no supervision prior to 7:30 a.m. Elementary drop-off will run from 7:45 a.m. to 8:00 a.m..

5.1.3 AFTERNOON PICK-UP

Afternoon pick-up will run from 3:15 p.m. to 3:35 p.m. Students not picked up by 3:35 p.m. will be escorted and signed into Homework Club and parents will be required to park and come in to sign the student out. The associated fees will be charged to the student's account.

5.1.4 STUDENT EARLY PICK-UP

Early pick-up of students should be completed before 3:00 pm to avoid the congestion that occurs during afternoon pick-up. Parents must sign out their student in the office. The student will be contacted to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their student.

5.1.5 PARKING

For ACS, parking is defined as leaving a vehicle without a driver in the driver's seat that has the ability to move the vehicle. There should be no parking in either the fire lane or the loading zone at any time. The fire and police departments will ticket vehicles parking in these areas. There shall be no parking except in designated parking areas. There shall be no parking in any non-paved areas.

5.1.6 MORNING CARPOOL CLOSURE

A royal blue and white flag will be visible on our flagpole. This indicates there will be no supervision by ACS staff during carpool.

5.1.7 AFTERNOON CARPOOL CLOSURE

A royal blue and white flag will be visible on our flagpole.

5.1.8 LOSS OF CARPOOL PRIVILEGE

If you are in violation of these procedures, your carpool privileges may be revoked, at the discretion of the School Leaders. This means your carpool number will not be called during carpool and you will be required to park your car in the parking lot and TBD.

BEHAVIOR, DISCIPLINE AND CONFLICT RESOLUTION

6.1 BEHAVIOR EXPECTATIONS AND CODE OF CONDUCT

Academy Charter School expects students to treat others with respect and encourages positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth, and students will learn that there are consequences for their inappropriate behavior and for making poor decisions. We help students to reflect on errors in judgment and support them in learning to make better decisions. We encourage students to make independent decisions and act responsibly toward others and property. When this occurs, we believe that a positive learning environment will result.

These expectations were developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior while attending school. Proper adherence to these expectations ensures a safe and orderly learning environment conducive to optimum learning. It is the full intent of Academy Charter School that expectations will be implemented in a fair and consistent manner and that open communication and cooperation will exist among parents, students, and staff members.

Students are expected to conduct themselves at all times in a manner which is compatible with the school's function as an education facility and in accordance with District policies and regulations concerning student conduct and discipline including, but not limited to, the grounds for suspension, expulsion, and classroom removal. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property will not be tolerated and will result in disciplinary action.

Students, staff and parents are expected to

- Develop and use productive work habits
- Behave in a manner which fosters a positive school environment.
- Dress appropriately for the school environment.
- Promote, create, and maintain an environment free from physical and emotional harm.
- Be thoughtful caretakers of the school and district property and the property of others.
- Be thoughtful caretakers of the school and district property and the property of others.
- Accept personal responsibility and accountability for their actions or inactions.
 - Respect the unique attributes and qualities of every individual.
 - Communicate effectively to build a more positive school environment.

All employees of the Academy Charter School shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

School Leaders have ultimate authority and responsibility to fulfill the in loco parentis role. State law authorizes the School Leaders to administer disciplinary consequences, such as suspension, without obligation to show due process leading to a consequence.

6.2 BULLYING PREVENTION POLICY

6.2.1 BULLYING PREVENTION POLICY PURPOSE

The purpose of this policy is to define and describe bullying and the consequential disciplinary action.

6.2.2 BULLYING DEFINITION

Academy Charter School defines bullying as intentional harm by an individual or group, repeated over time, which involves an imbalance of power. This can be in the form of any written, verbal expression, physical, electronic, act, gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, and that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school

6.2.3 PROHIBITION OF BULLYING

Bullying is prohibited against any student for any reason. This prohibition includes, but is not limited to, behavior that is directed toward a student because of an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental or physical disability or impairment, academic performance, or any other distinguishing characteristic. The behavior described in Section 1 is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

6.2.4 CONSEQUENCES

Consequences for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences are at the School Leaders sole discretion and will vary in method and severity according to:

- The age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature, intent, and severity of behavior(s)
- Incidences of past or continuing patterns of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

If the harassment is based on race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental or physical disability or impairment and is sufficiently serious that it creates a hostile environment, Academy Charter School will address the problem using the guidelines set forth by the U.S. Department of Education's Office of Civil Rights' enforcements of the following statutes: Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Title II of the Americans with Disabilities Act of 1990 (Title II). Section 504 and Title II prohibit discrimination on the basis of disability. Simply stated, when harassment meets the above description, Academy Charter School will address the issue not only on a case-by-case basis, but also by taking concrete steps to rectify the problem on a larger scale. Such steps may include, but are not limited to, the following: publicly reaffirming its anti-bullying policy, re-publicizing procedures on how to report bullying, addressing the issue with students in the classroom or at an assembly, offering counseling to victims and/or bullies, staff training, and parent outreach.

6.2.5 REPORTING BULLYING

All members of the ACS community (i.e. students, staff, and parents) are obligated to report acts of bullying.

6.2.5.1 STUDENTS

Students are highly encouraged to report incidences of bullying to school staff. Any person who takes any retaliatory action against a student who reports in good faith an incident of bullying will face consequences at the School Leader's discretion. Consequences may range from positive behavioral interventions up to and including suspension or expulsion. Students will also have the opportunity to anonymously report through Safe2Tell.org.

6.2.5.2 STAFF

Staff should be on the lookout for bullying at all times and should purposefully place themselves in bully-prone areas whenever possible. All Academy Charter School staff members are responsible for trying to prevent bullying and for addressing it if it occurs in their presence. When a staff member becomes aware of bullying, either by student report or by witnessing the incident, the staff person should follow these steps:

1. Speak to the students involved, separately, as soon as possible.
2. When you feel you have a clear idea of what happened, determine appropriate consequences for the bully(s) and take steps to protect the victim(s).
3. Use your judgment, depending on the severity of the incident, to decide whether or not to call the parents of the bully(s) and victim(s). Make any phone calls within 24 hours of the incident.
4. Make sure that other staff members who interact with the involved students (specials teachers, assistants, office staff, etc.) are aware of the situation.

5. Notify the counselor and the School Leaders of the situation so that they may log it and follow up as needed. If the bullying incident relates to an ongoing issue, or if the incident is severe, send the involved students directly to the School Leader.
6. In order to pursue prompt resolution to bullying situations, School Leaders may become involved earlier in the process than indicated above.

6.2.5.3 PARENTS

When a parent becomes aware of a bullying incident, the parent should follow these steps for reporting:

1. Report the incident to the classroom teacher.
2. If more support is needed, report to the counselor or school leader(s).
3. Do not intervene directly with students' issues or concerns, let school staff handle these situations.

6.2.6 PROFESSIONAL DEVELOPMENT

At least once every two years, Academy Charter School will train its staff on how to recognize and prevent bullying, and on how to address it immediately, consistently, equitably, and appropriately when it occurs.

6.2.7 CHARACTER BUILDING, TRAINING AND PREVENTIVE EDUCATION

Training and in-services will be given to teachers and staff to assist Academy Charter School personnel in being alert to student bullying, taking appropriate action when bullying occurs, and engendering an atmosphere where bullying is not tolerated at school or school-related activities.

Assemblies will be held and programs implemented to educate students about bullying, warn that bullying is prohibited, advise students of the consequences for engaging in bullying activity, encourage all students to immediately report incidences of student bullying, and engender an atmosphere where bullying is not tolerated at school or school related activities.

6.2.8 ADDITIONAL RESOURCES

Below are additional websites DCSD cites as potential resources:

- StopBullying.gov
- Safe2Tell Tip Line
- Colorado School Safety Resource Center (C.S.S.R.C.)
- Youth Education and Safety in Schools (Y.E.S.S.)
- Douglas County Youth & Family Resource Guide
- Arapahoe/Douglas Mental Health Network
- Promoting Alternatives to Violence through Education (Project PAVE)
- Centers for Disease Control and Prevention - Parent Information re: "The Choking Game"

6.3 DISCIPLINE POLICY

Academy Charter School will attempt to address the needs of students through a quality education program. To be effective and to fulfill this goal, we believe that students need a positive, safe, and orderly environment in which learning can take place without disruption. The Academy Charter School Governing Board has empowered School Leaders of Academy Charter School to make student disciplinary decisions.

It is our belief that students who do not obey the rules of good conduct are interfering with the learning process and safety of others, as well as minimizing their own opportunities to learn. Both minor and major acts of student misconduct will initiate school disciplinary procedures.

6.3.1 GENERAL DISCIPLINARY PROCESS

Listed below are the steps that will be followed by the teacher, staff and/or School Leaders when student misbehavior occurs:

Step 1 - The teacher or other staff member addresses the inappropriate behavior. If the act of misconduct is considered minor, the form of disciplinary action used (if any) is recorded by the teacher.

Step 2 - If the same or similar act of misconduct continues or a more serious act occurs, the teacher informs the parent by phone or email. The misconduct may result in the loss of a privilege (recess, field trip, performance, etc.).

Step 3 - If the inappropriate behavior continues or if a more serious act of misconduct occurs (not covered in Steps 1 and 2), an Office Referral will be issued and a conference with parent, teacher and student will be held in order to discuss the incident, appropriate disciplinary action and a Behavior Plan. The plan is written, distributed to all persons included in the meeting, and also placed in the student file. Every Behavior Plan will have an end date as determined by School Leaders.

Step 4 - If the Behavior Plan does not result in correction of the behavior, or a major act of misconduct occurs (e.g., blatant defiance of authority, fighting, sexual harassment, etc.), School Leaders may suspend the student from school, not to exceed five (5) days. Prior to readmission after suspension, School Leaders will convene a meeting with the student, parent and any others who School Leaders deem necessary in order to review the student record of misconduct and to plan a future course of action. School Leaders will document and communicate disciplinary consequences according to school procedures.

Step 5 - If all the actions taken in steps 1-4 have not corrected the inappropriate behavior or if it threatens the safety of others (e.g., bringing a weapon to school or physically assaulting others*), School Leaders may suspend the student from school, for the second time for up to 10 days. For any period of suspension longer than five days or expulsion, a meeting with all involved persons shall be convened by School Leaders to determine the next course of action.

Such action may consist of School Leaders recommendation that the student be expelled for a period of up to one year.

*Examples of other major acts of misconduct including, but not limited to those below, that do not require procession through steps 1-3 but rather call for discipline to be administered immediately at the 4th or 5th step are the following:

- Continued willful disobedience.
- Open and persistent defiance of proper authority.
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or school personnel.
- Threats of physical harm.
- Declaration as a habitually disruptive student.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Name calling, teasing, lying, and/or swearing that has continued after discipline was administered at previous steps.
- Racial, religious, and/or sexual harassment.
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson, theft, vandalism, and other behaviors of a criminal nature.
- Carrying, bringing, using, or possessing a dangerous weapon.
- The sale of a drug or controlled substance.
- Commission of an act which if committed by an adult would be robbery or assault.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile.

In all matters where expulsion is indicated, the matter will be referred to the District's designee. With respect to any suspension of a student with a disability, such suspension shall comply with federal law. In the event there is a conflict between the foregoing and state or federal law, state or federal law shall control.

6.3.3 REPEATED OFFICE REFERRALS

Students who accumulate multiple office referrals and other minor incidents will be considered for suspension by School Leaders. A second office referral in a trimester may lead to suspension, and a third office referral in a trimester will result in a suspension unless there are highly unusual circumstances.

6.3.4 DISCIPLINE OF BULLYING

All bullying shall be subject to discipline in accordance with the General Disciplinary Process above and may include suspension, expulsion, detention, and/or classroom removal. In addition, School Leaders may consider other actions which may be appropriate in response to student bullying, including but not limited to:

- Holding conferences with the parents of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies to correct the student's behavior.

- Separating students who continue to engage in bullying after administrator/teacher intervention from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after administrator/teacher intervention, until they can conform their behavior to acceptable standards.

Academy Charter School may also refer to District discipline policies at times when further clarification is required. In the event Academy Charter School and District policies conflict, Academy Charter School policies shall prevail.

6.4 CONFLICT RESOLUTION POLICY

It is the full desire of the Academy Charter School staff to resolve conflicts at the lowest level possible. We value our students and parents and will work hard to create positive, professional relationships. In a community that values and models high character, the need for the higher levels of this policy, as addressed below, will be few.

Any parties in a conflict must provide clear, concise, and objective written documentation through any level of the process above Level One (6.4.1). The written communication shall state the concern, date of meeting(s), persons in the meeting, points of agreement, points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes resolution means just agreeing to disagree in an agreeable way. It is also the goal of this process that all adults will model high levels of character and conflict resolution skills for our students.

6.4.1 GENERAL CONFLICT RESOLUTION PROCESS

If your student is experiencing a problem in the classroom, contact the teacher. If meeting with the teacher does not resolve the problem, please work within the following conflict resolution guidelines to resolve it:

Level 1 - Any concern will first be discussed in a pre-scheduled, private meeting between the parent(s) and school employee with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event. Brief hallway conversations and/or email are not considered a Level 1 meeting.

Level 2 - If Level 1 does not bring resolution, the parent(s) must submit in writing the nature of the conflict within one (1) work week following the discussion at Level 1 to the employee's Supervisor and the employee. The Supervisor will then request a joint meeting with the persons in conflict. For any unresolved issues, the Supervisor shall make his/her decision in writing within one (1) work week following the meeting and communicate the decision to the parent and employee. Additional Level 2 meetings may be necessary if additional supervisors are in place between the original Supervisor and the School Leader. A supervisory level will not be passed over in this process.

Level 3 - If Level 2 does not bring resolution, the parent(s) must submit the nature of the conflict within one (1) work week following the decision at Level 2 in writing to the School Leader. The School Leader will then request a joint meeting with the persons in dispute and the Supervisor(s) who were involved in the Level 2 meeting. Clear written notes from the Level 2 meeting will be submitted along with the Level 3 meeting request. For any unresolved issues, the School Leader shall make his/her decision in writing within one (1) work week following the Level 3 meeting.

Level 4 - If resolution is still not achieved at Level 3 and the parent(s) or employee is not satisfied with the decision of the School Leader, the conflict may be presented in writing to the Governing Board at least ten (10) work days prior to the next Board meeting. The Governing Board will examine all written documents and supporting evidence submitted, by way of Working Session, which may include an Executive Session, and decide whether to let the decisions stand, or to meet with the parties involved in the conflict. The President of the Academy Charter School Governing Board will communicate the direction of the Board within one week of the Level 4 meeting request. If the Board decides to meet and discuss, the Governing Board will hear the issue at the next regularly scheduled Board meeting in an effort to resolve the conflict, provided the request is submitted at least ten (10) work days before the Governing Board meeting. All parties involved in previous levels will be invited participants to this Level 4 meeting. Decisions rendered at Level 4 will be in writing, setting forth the decision. Once approved by a quorum of the Governing Board, the decision will be transmitted promptly to all parties involved. Decisions made at this level are final.

GOVERNING BOARD

7.0 GOVERNING BOARD

The primary responsibility of the Governing Board is to oversee and establish the operating policies and procedures of ACS. Implementation of the policies and procedures, and daily operations are the responsibility of the ACS administrative staff. The Governing Board will meet at least once a month to discuss the school's operations/finances and hear reports from Board Members and Committees. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and informative items from parents, students, and teachers are offered for public discussion at this time. All Governing Board members must be parents of children currently enrolled at ACS.

7.1 GOVERNING BOARD MEETINGS

Board meetings are held 10 times per year at a place and time to be determined by the Board. It is here that the business of the school is discussed and action taken to define the policies and some formal operational procedures for the school. All meetings are open to the public, agendas will be posted on the school's website, and your participation is welcomed.

7.1.1 EXECUTIVE SESSIONS

Matters discussed in executive session of any Board committee shall not be disclosed outside of executive session; however, they may be disclosed to any Board member, members of the committee, and to the Board at the Board's request. Academy Charter School Governing Board members will follow the "Open Meeting Laws" when conducting Executive Sessions.

Executive Session topics are limited by law to the following:

- Real or personal property purchase, lease or sale, CRS 24-6-402(4)(a)
- Conferences with attorneys for the purpose of receiving legal advice, CRS 24-6-402(4)(b)
- Confidential matters under state or federal law, such as student academic records, CRS 24-6-402(4)(c)
- Details of security arrangements, including defense against terrorism, CRS 24-6-402(4)(d)
- Negotiation strategy and instructing negotiators, i.e., contract negotiations, CRS 24-6-402(4)(e);
- Personnel matters (individual employees or groups of employees but not Board members; this provision also does not apply to discussions of personnel policies not personal to particular employees), CRS 24-6-402(4)(f)(I & II);
- Consideration of documents protected from disclosure under the Open Records Act, CRS 24-6-402(4)(g);
- Discussion of individual students where the discussion would adversely affect the person or persons involved, CRS 24-6-402(4)(h).

7.1.2 PUBLIC COMMENT AT GOVERNING BOARD MEETINGS

Under the Bylaws, Article IV, Sections 5 and 6 and Article V, Section 4, the President shall, or at the request of any Governing Board member, include in the agenda of every regular or special meeting of the Governing Board a time for public comment. If no such time is included in the agenda, the Governing Board may invite public comment at its discretion. With respect to any proposed action, public comment must be permitted if any Governing Board member has commented.

The following rules will govern public comment at Governing Board meetings:

- During public comment periods included in the meetings' agenda, comment will be permitted from the floor, and from Governing Board members, in the order requested by the raising of hands and/or a sign-up sheet to be passed around at the start of the meeting.
- When a motion is pending: (a) any Governing Board member desiring to speak at any time shall be given priority over members of the public, (b) public comment will be ruled out of order and terminated immediately unless it relates directly to the proposed action and is reasonably calculated to influence the Board's vote on the pending motion. At the discretion of the President, one warning may be given before termination of the right to speak.
- When public comment is invited by the Governing Board other than during public comment periods included in a meeting's agenda, unless the Board directs otherwise, the President shall set the rules under which public comment will be received.
- Any member of the public desiring greater opportunity for comment than is permitted at a Governing Board meeting shall be invited to (a) submit comments to the Board in writing, and (b) request that a member of the Board place the item on the agenda of a regular meeting. No Board member shall be required to comply with any such request.

The President will apply these rules at all meetings unless the Governing Board prescribes otherwise.

7.1.3 MOTIONS

When possible, a motion should be in writing and circulated to Board members not less than two days prior to the meeting at which it is introduced. If a motion has not been so circulated, any Board member may raise that fact as a point of order, in which case passage of the motion shall require a two-thirds vote of the quorum present. No such point of order may be raised solely because a circulated motion has been amended after its introduction unless the amendment substantially changes the nature of the proposed action.

Upon conclusion of the discussion, the President shall ask if the Board is ready to vote. Absent any negative response, the President shall put the matter to a vote. At the request of any member, the Secretary in the form to be voted on shall read the motion. Following the vote, the President shall announce the result. This rule will supersede any inconsistent rule. Rules and procedures not inconsistent with this rule shall not be affected by this rule.

7.1.4 VOTING PROCEDURE

In public voting on any action, the President will ask those members in favor to say “aye” and those opposed to say “no”, after which the President will announce the result. If the result is in doubt, the President may require a roll call vote. At the request of any Board member, a roll call vote shall be taken.

7.1.5 MINUTES OF BOARD AND COMMITTEE MEETINGS

Minutes will be kept of (a) any meeting of the Board, or (b) any meeting of an executive committee of the Board. For purposes of this requirement, an executive committee is any committee, which is authorized by the Board to act for the school. Such actions include but are not limited to entering into contracts, hiring and discharging employees, communicating on the school's behalf with any outside party, or making any decision affecting the school's programs, operations, students, employees, or facilities.

Minutes need not be kept of any meeting of a committee, which is not an executive committee unless three or more members of the Board, or a quorum of an executive committee of the Board, are present at the meeting.

Minutes need not be kept of any meeting of the school's administrative staff or employees unless three or more members of the Board, or a quorum of an executive committee of the Board, are present at the meeting.

The minutes of a meeting will record the names of all members in attendance and absent, and the exact text of any action taken at the meeting. Any document distributed or mentioned at a meeting will be attached to the minutes of the meeting.

The person keeping the minutes of a meeting will sign them and state the title or capacity under which the person kept the minutes. Minutes will be distributed for approval at or shortly preceding the meeting at which the approval occurs. Minutes, as approved, will be posted on the School's website.

7.2 GOVERNING BOARD COMMITTEES

7.2.1 FORMATION AND MEMBERSHIP

Committees shall be convened, and their members appointed, at regular meetings of the Governing Board, except that emergency committees may be convened at special meetings of the Board. Unless confirmed, an emergency committee is dissolved upon adjournment of the next regular meeting of the Board. Note: If more than 2 members of the Board are involved in Committee Meetings, these meetings are subject to the Sunshine Law and must be open meetings.

Every committee appointment shall be noted in the minutes of the Board meeting at which the appointment occurs. No person may serve on a committee until appointed by the Committee Chair. No committee of the Board may be formed unless a Board member is willing to serve as its chairperson.

7.2.2 STANDING COMMITTEES

At the July meeting, the Board will assign members to chair one or more standing committees to advise the Board on matters of continuing concern. Standing committees include School Advisory Council (SAC) and Finance. One Board Member will be appointed as a liaison to the School Advisory Council (SAC) and will be a **non-voting member of SAC. The Treasurer will be the chair of the Finance Committee.** Note: If more than 2 members of the Board are involved in Standing Committee Meetings, these meetings are subject to the Sunshine Law and must be open meetings.

Each such committee shall be formed no later than at the following regular September meeting, and shall be dissolved without further action at the next regular July meeting.

A standing committee shall report, through its chairperson or another member designated by the chairperson, at the direction of the Board or whenever the chairperson requests inclusion on the Board's agenda.

7.2.3 ADVISORY COMMITTEES

The Governing Board may from time to time adopt a resolution convening an advisory committee to assist the Board in the discharge of its duties.

Various committees are in operation and schedule meetings on an as needed basis. All meetings are open and welcome your participation. Meeting times and agendas will be shared with parents at least 24 hours prior to meetings. Note: If more than 2 members of the Board are involved in Advisory Committee Meetings, these meetings are subject to the Sunshine Law and must be open meetings.

7.3 PERSONNEL MATTERS

Article VIII of the Bylaws provides that "The School Leader shall have the authority both to offer and terminate employment.

- The School Leader communicates employment decisions in open meetings.
- Public and Board comments regarding individual employees based solely upon publicly available information (i.e. not gained in the member's capacity as a school official) shall be heard in open meeting.
- Information concerning an individual employee gained by the School Leader in his/her capacity as supervisor or non-public information gained by Board members in their capacity as school officials, may be disclosed or discussed in executive session as permitted by law.
- Discussion regarding the School Leader's retention or removal shall be held in open meeting, except that non-public information gained by a Board member in his/her capacity as a school official may be disclosed and discussed in executive session as permitted by law.

- It is the general policy of the school that the non-public information described in the preceding two paragraphs not be disclosed or discussed except in executive session, unless the affected employee requests an open meeting.

7.3.1 SCHOOL LEADER REVIEW AND RETENTION

The School Leader will be an at-will employee of Academy Charter School. The Governing Board will review the School Leader on a mid-year basis and set performance goals for the School Leader. At the regular meeting of the Governing Board in February of each year, the vote on retention of the School Leader will be held.

- The School Leader will receive a written performance evaluation administered by the ACS Board in February.
- The School Leader will receive a mid-year performance discussion administered by the ACS Board in August.
- The School Leader will receive and set Goals and Objectives with the Board.

[7.3.2 SCHOOL LEADER EVALUATION GUIDELINES](#)

[7.3.3 SCHOOL LEADER EVALUATION MATRIX](#)

[7.3.4 SCHOOL LEADERSHIP SUCCESSION PLAN](#)

7.4 BOARD COMMUNICATION

In addition to holding all meetings open to the public as required by law, the Governing Board will communicate directly with the ACS community as follows:

- The Board shall adopt a statement of goals and objectives for the school for the succeeding school year.
- Governing Board reports to the ACS community will be periodically provided in the ACS newsletter.
- Written surveys of parents and staff will be taken periodically throughout the year. The ACS Governing Board, prior to its distribution, must approve all forms of surveys to be administered to any part of the ACS community, except surveys of the Staff by the administration.

7.5 ACADEMIC INVOLVEMENT

The Governing Board shall seek to foster relationships with parents. By collaborating, parents and ACS can work together toward achieving common educational goals for students. This relationship is fostered when ACS:

- Consults with and encourages parents to share in school planning through written suggestions or proposals, serve on advisory committees such as the School Advisory Committee (SAC), respond to surveys, and comment at meetings to the Governing Board.
- Helps parents understand the educational process and their role in promoting it.

- Provides opportunities for parents to be informed about their student's development and the criteria for its measurement.

As a parent, you should expect to be regularly involved in your student's education. As a parent/guardian, it is expected that you:

- Provide educational support by ensuring your student attends school daily, is on time and prepared to learn by having the necessary materials.
- Attend conferences.
- Support school rules and work cooperatively with the school.
- Be familiar with and follow school procedures.
- Review ACS's Behavior Expectations with your student.
- Require your students to complete all of their assignments on time.
- Support your student with a regular time, a quiet place, and encouragement to complete assignments
- Monitor their assignments, work, and habits.
- Foster independence by helping with but not doing their homework for them.
- Contact your student's teacher if you have concerns about homework.

7.6 COMMUNITY INVOLVEMENT IN DECISION MAKING

The Governing Board solicits the advice and counsel of the school's parents and community members in planning and operating the school. Parents are encouraged to express their ideas, concerns, and judgments about the school through such means as: written suggestions or proposals, comments at meetings of the Governing Board, responses to surveys and service on advisory committees.

The Governing Board may invite interested parents and/or community members to study specific topics and concerns and make recommendations for Governing Board action. The Governing Board shall carefully weigh their advice, especially the advice of those individuals and committees which the Governing Board has invited or created to advise regarding special problems. However, in evaluating such advice, the Governing Board's first concern shall be for the educational program as it affects students. The Governing Board's final decision may depart from the advice given, if in the judgment of the Governing Board, such advice is not consistent with the goals adopted by the Governing Board, good educational practice, or within financial limits set by the Governing Board's budget.

7.7 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT CURRICULUM

The Governing Board recognizes that, at times, the curriculum and materials as adopted by the Academy Charter School may conflict with the privately held beliefs of some families, or may cause concern as to the appropriateness of the instruction. Therefore, to enable parents to raise these concerns in a way that is respectful to all parties, and to ensure the integrity of the curriculum, the Governing Board had adopted the following procedure:

- Parents should first make every attempt to familiarize themselves with the outline of the Core Knowledge curriculum and any other curriculum materials used by the school. The Academy Charter School curriculum information is available at the school.
- If there are any areas of potential conflict, parents should approach the student's teachers to privately discuss their concerns. Often, a comfortable accommodation can be reached at this step.

- If parents believe that the issue cannot be adequately resolved at the teacher level, they can follow the grievance policy procedures as stated in the Parent Conflict Resolution Policy.

7.8 VOLUNTEERING COMMITMENT

ACS believes that the success of each student will be a shared responsibility of students, teachers, parents, staff, and community leaders. Volunteers enhance the school and its culture and character through their involvement. Accordingly, a strong family involvement program will be implemented.

ACS requests 20 volunteer hours per family per school year. The volunteer school year shall coincide with ACS's fiscal year, and hours shall accrue from July 1 through June 30. If your family has special circumstances that make it difficult for you to meet the requested volunteer hours, please contact the Volunteer Coordinator.

For more information regarding volunteering at ACS, please see the Visitor and Volunteer Policy.

7.8.1 PARENT PARTICIPATION AGREEMENT

By enrolling your student at Academy Charter School, you have chosen to participate in a unique educational experience that actively involves both you and your student. Our school was established on the belief that parents are an important element in a student's education and that parent involvement is necessary for the success of Academy Charter School. A copy of the Governing Board and Parent Agreement can be found [here](#). *It should be noted that volunteer hours related to the 8th grade trip are not considered ACS volunteer hours and cannot count towards the 20 hour requirement.*

7.8.2 VOLUNTEERS

Need for Volunteers – Volunteering can be completed through a variety of means whether it is directly assisting the teacher in the classroom, working on a school committee, assisting with special classroom and/or school projects, driving for a field trip, and assisting with building projects. Every parent has a talent to contribute and time to contribute his/her talent for the benefit of their students and others. Please contact the Volunteer Coordinator or classroom teacher for opportunities. If you should need help in finding a spot that best fits your talents and time. ACS exists and continues to flourish because of parental involvement.

“Families need to be involved in improving learning in the home and in every school across the nation if our children are to become more competent scholars and more successful and productive citizens.” U.S. Department of Education

You do not need a teaching certificate, you only need:

- a genuine interest in your student and other students
- a commitment to your volunteer activity
- regular attendance
- a cooperative attitude
- flexibility

7.8.3 LOGGING VOLUNTEER HOURS

Volunteer hours can be logged on the ACS website under Volunteer Log. These hours are used by the school and the district to develop volunteer history, to document achievements and to aid in procuring grants for our school. Please assist your Volunteer Coordinator by regularly signing in and logging your hours on the Volunteer Log link to the ACS website.

7.10 COMMUNICATING WITH BOARD MEMBERS AND BRINGING CONCERNS TO THE BOARD

7.10.1 CONTACT BETWEEN ACS COMMUNITY MEMBERS AND THE BOARD

All members of the ACS community are free to contact any Board member at any time on any matter. Board members should make themselves reasonably available to discuss ACS business with concerned community members. All matters discussed with any Board member will be shared with the entire Board to keep them informed of the process.

Subject to the special considerations affecting contacts between Board members and paid staff, and to the following rules of conduct, Board members are free to contact any member of the ACS community including parents, students, staff, and other community members at any time on any matter.

The following rules of conduct for Board members apply to matters that are or may become the subject of discussion between individual Board members and community members. They apply to all discussions occurring outside of a regular or special meeting of the Board.

- Matters discussed in executive session of the Board may not be disclosed outside of executive session to anyone except Board members and those invited into executive session that were critical to the discussion.
- Matters discussed by or before the Board in open session may be disclosed and discussed with anyone at any time.
- Matters brought to the attention of a Board member should be brought before the Board by the community member, and should not be brought before the Board by the Board member unless:
 - The community member specifically so requests,
 - The name of the community member is disclosed to the Board, and
 - If factual matter is included, the Board member is prepared to vouch for its accuracy.

These rules are not intended to inhibit discussion among Board members, or between Board and community members, but to facilitate the conduct of the Board's business and assure that the Board's decisions are based on the best available information.

7.10.2 CONTACT BETWEEN STAFF MEMBERS AND THE BOARD

Staff members, like other ACS community members, have the right to contact any Board member at any time on any matter. All matters discussed with any Board member will be shared with the entire Board to keep them informed of the process.

Board members should refrain from contacting staff except:

- In matters relating to their own children; such contacts would normally be with the child's teachers or the administration,
- When the contact is requested by the Board, or is reasonably related to a specific Board action or a proposed action after it has been the subject of discussion by or before the Board.

Without regard to how contact was initiated (except for the above), Board members should not:

- Make significant requests of staff,
- Offer advice or suggestions to staff, or
- Engage in informal polling of staff.

Although non-Board member parents may freely engage in these activities, their position on the Board makes it inappropriate for Board members to do so. These rules apply to individual Board members or groups of Board members. They do not apply to the Board itself.

7.11 FUNDS ALLOCATION

Identify – All motions where funds are allocated must identify the source of the allocation.

Reallocation – Budget reallocations of \$250 or more require Board approval.

\$10,000 Cap – All purchases of \$10,000 or more require Board approval.

7.12 TAX EXEMPT STATUS

The Business Administrator has a current copy of ACS's Tax-Exempt certificate on file.

[7.13 BOARD MEMBER APPLICATION PROCESS](#)

7.14 PUBLIC SPEAKING REQUIREMENTS

Any Governing Board member or employee of ACS who is to give an opinion before a public body should issue a disclaimer concerning testimony stating that they are giving a personal opinion, unless the Governing Board has approved the testimony.

7.15 HISTORICAL PERSPECTIVE OF GOVERNANCE

The original Charter of Academy Charter School is a historical document that laid the framework for our school. It represented the best thinking at the time. Since its original intent, we have evolved into a school that has included many changes. It is the Bylaws, the current Contract with Douglas County School District and the Governing Board policies that govern the operation of the school.

7.16 OTHER BOARD RULES AND PROCEDURES

7.16.1 BOARD CALENDAR AND AGENDAS

At its regular July meeting, the Board shall adopt a Board calendar for the succeeding ten regular meetings. The calendar will constitute a partial list of agenda items for those meetings, which may not be modified except by vote of the Board. The time to be allotted to calendar

items and all other matters involving agendas shall be determined in accordance with Article IV, Section 5 of the Bylaws.

7.16.2 BOARD TRAINING

Newly elected or appointed Board members shall be trained in a manner to be determined by the Board. Such training shall include, at a minimum, provision of a copy of the Policies and Procedures Manual, a copy of the current Bylaws, an introduction to the school's records, including the minute books, and an explanation of the obligation of Board membership.

7.16.3 ATTENDANCE AT BOARD MEETINGS

It is critical to good governance of the school that every member be present to vote and express opinions at every meeting of the Board. A member's failure to attend any three successive Board meetings, or more than two meetings in any calendar quarter, without prior approval, whether regular or special, shall be good cause for removal from the Board under Article II, Section 7 of the Bylaws. Removal shall be based on Board vote. The Secretary shall communicate notice of removal in writing to the removed member. Within two weeks after receipt of such notice, the member may request reconsideration by the Board. At its next meeting following receipt of such a request, the Board, without any additional motion, shall reconsider the removal and upon the affirmative vote of the Board, the member shall be reinstated.

7.16.4 FILLING BOARD VACANCIES

Except upon a unanimous vote of the remaining members, Board vacancies shall be filled within 60 days of the date on which the vacancy occurs, excluding school vacations. If the Board has not filled the vacancy by its last regular meeting before the expiration of such 60-day period, a committee shall be appointed at such meeting to hold a special election in accordance with Article II, Section 4 of the Bylaws and such election shall be held within 30 days.

7.16.5 ELECTION PROCEDURES

7.16.6 ASSESSMENT OF BOARD PERFORMANCE

Through survey, parents and staff will be asked to comment in writing on the performance of the Governing Board. The survey will be in a form to be prescribed by the Board. The Board will also perform a self-assessment in accordance with best practices and current laws.

7.16.7 FINANCIAL OBLIGATIONS OF BOARD MEMBERS

It is critical to good governance of the school that Board members and their families meet their financial obligations to Academy Charter School, including payment of book fees, lunch fees, full-time kindergarten fees, and other fees or charges properly assessed by the school, fully and promptly. Failure to do so could create a conflict of interest, and would create an appearance that the non-paying member might not meet his or her fiduciary duty to act in the school's best interest in other matters. Also, the Board believes that its members must act as models for the ACS community. Whenever a Board member fails to pay any such obligations when due, the Dean shall deliver written notice of non-payment as soon thereafter as is reasonably possible. A Board member's failure to pay any such obligation within 15 days after receiving such notice, without prior approval, shall be good cause for removal from the Board under Article II, Section 7 of the Bylaws. Removal shall be based on Board vote. The Secretary shall communicate

notice of removal in writing to the removed member. Within two weeks after receipt of such notice, the member may request reconsideration by the Board. At its next meeting following receipt of such a request, the Board, without additional motion, shall reconsider the removal and upon affirmative vote of the Board, the member shall be reinstated.

7.16.8 ANNUAL REVIEW OF ALL BOARD DOCUMENTS AND POLICIES

All Board documents and policies should be reviewed at least annually to reflect any updates or revisions. These documents include, but are not limited to:

1. Board Bylaws
2. Strategic Plan
3. Board Policy and Procedure Manual
4. Dress Code Policy
5. School Leader Succession Plan
6. School Leader Evaluation Guidelines and Matrix
7. Volunteer Contract
8. Parent and Student Handbook

7.17 POLICY AND PROCEDURE MANUAL

ACS policies and procedures, as adopted by the Governing Board from time to time, shall be recorded and maintained by the Policy Chair, with the assistance of office staff, and posted on the School's website. The book shall be known as the "Academy Charter School Policy and Procedure Manual" (P&P Manual).

The P&P Manual shall have a current table of contents listing, in a logical order designed by the Board to make the contents accessible, every policy and procedure contained therein.

A current copy of the P&P Manual shall be maintained in the school office and/or online and shall be a public document subject to inspection during regular school hours. Each Board member will be supplied with a current copy, and with updated material as adopted, and it shall thereafter be the member's responsibility to maintain a current copy.

A motion to adopt or amend a policy or procedure shall be made in writing in a form prescribed by the Board. Every action of the Board that will result in any change to the P&P Manual shall be identified as such prior to the Board's vote thereon. If an action already taken by the Board is thereafter proposed for inclusion in the P&P Manual, a separate vote shall be taken for that purpose.

7.17.1 POLICY AND PROCEDURE MANUAL REVISIONS

The following outlines the changes made to the policy and procedures manual:

- 3/3/08 – Homework Policy revised and Wait List Policy amended.
- 6/26/08 – Student Conduct Guidelines revised and Dress Code Guidelines reformatted.
- 8/27/08 – Grammatical and typographical errors corrected.
- 1/31/09 – Wait List Policy amended, ACS Athletic Uniform section amended, and inclusion of Young Marines Uniform section with approved dates were added to the Dress Code Guidelines.

- 2/23/09 – Dress Code Guidelines updated and Dress Code Violations section amended.
- 4/29/09 – Dress Code Guidelines for Girls K-8 revised.
- 7/20/09 – Update of current curriculum, school closure procedures, lunch prices, homework expectations, attendance guidelines, volunteer responsibilities, and removal of teacher policies to the ACS Teacher Handbook.
- 1/25/10 – Update dress code for Spirit wear.
- 5/9/11 – Update to Dress Code Guidelines updated and amended.
- 8/8/11 – Added New “Name Use” Section under Communication.
- 9/23/12 – Added Social Media Policy, Anti-bullying policy, and adjusted start/end times.
- 6/23/13 – Update to Dress Code Guidelines socks and shoes.
- 7/26/13 – Update number of students in History of Academy Charter School, Academy Charter School Today; Update to conform with procedures already in place: Educational Program and Academic Expectations, Program Evaluation, Student Conduct, ACS Expectations, Dress Code Guidelines, Attendance, Volunteer Requirement Parent, Contract Between Parent and Academy Charter School, Communications, Daily Schedule, Lunch, School Closure Procedures, Arrival and Dismissal Procedures, and Carpool Information.
- 6/23/14 – Update air policy, grading policy, added new cell phone policy.
- 11/14/16 – Update policies to align with the newly approved Governing Board bylaws, and to reflect the new terminology for the Deans/School Leaders. Updated the shoe, sock, sweatshirt, and legging dress code policy.
- 1/17/16 - Update to Governing Board Section, added new technology section.
- 1/2019 - Updated nail polish color for girls K-8, added athlete dress code section, added back in the dress code violation section (was previously erroneously omitted), updated the hoodie/sweatshirt section, updated school hours and carpool times/procedures, added school leader succession plan, added executive session rules, revised the homework and grading policy.
- 1/13/21 - Rewording of Legging policy, correction of colors under Hoodies and Sweatshirts, qualifying language added to casual dress shoe height, added section 7.16.7, updated athlete dress code section, added new student acceleration policy, added school leader evaluation timeline and matrix, added student data privacy policy (approved 11/17).
- 3/10/21 - Added the updated election procedures.
- 8/27/21 - Updated Dress Code Section under shoes and shirts; clarified slip-on athletic shoes and decorations on shirts.
- 9/15/21 - Dress Code Violation Policy updated.
- 4/20/22 - Updated Dress Code Policy to reflect changes and/or clarifications to: polo shirt collars, shirts under jumpers, uniform leggings, hoods on jackets/hoodies/pullovers, DOC dress/shirt types, DOC ripped jeans, DOC outerwear and loungewear, athletic wear on game days, hair accessories, sock length, shoe sole height, body art and nails-colors, length and type.
- 7/1/22 - Removed references to Academy Kids and added Homework Club.

- 5/16/23 - Updated parent volunteer language from required to requested.
- 7/14/23 - clarified language for pockets from “Four pockets or less at the waistline, no flaps” to “Four interior pockets or less at the waistline, no exterior pockets or flaps”.
approved 4/21/23