

Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525

Board Meeting Agenda for Wednesday,
July 20, 2022 at 6:30pm

<https://us02web.zoom.us/j/81213730282?pwd=cmU5S1p3RkxxR3pSRy8yOXBTR2VGQT09>

Passcode: AAK

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance:
Kornfeld () Shapland () Simmons () Bowers ()
- C. Approval of Agenda
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Bowers ()

II. REPORTS

- A. Secretary Report
-Approval of minutes for June and July Board minutes
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Bowers ()
- B. Treasurer Report
-Draft 6.30.2022 Financials
- C. Executive Summary

III. BUSINESS

- A. Administrator Evaluation
-Approval of Administrator Evaluation
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Bowers ()
- B. Staff Handbook
-Approval of Staff Handbook
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Bowers ()
- C. Parent and Student Handbook
-Approval of Parent and Student Handbook
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Bowers ()
- D. Facility Discussion

IV. CLOSING SECTION

A. Next Meeting Date: 2022 Sept _____ at ____pm

B. Adjourned at

Board Meeting Minutes for Wednesday 15 June 2022 18:30 pm

**Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525
Meeting ID: 835 5074 3608 Passcode: AAK**

I. OPENING SECTION

- A. Call to Order at: 18:33
- B. Board Members in attendance:
Bowers (At 18:38) Kornfeld (X) Shapland (X) Simmons (X)
- C. Motion to approve the agenda: Approved
Motion by: Simmons Seconded by: Shapland
Bowers (Absent) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)

II. REPORTS

- A. Secretary Report
Motion to approve April 2022 meeting minutes: Approved
Motion by: Shapland Seconded by: Simmons
Bowers (Absent) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)
- B. Treasurer Report
700K Fund balanced predicted after 97K use.
- C. Executive Summary
 - 1. Hazel will be our new Site Coordinator
 - 2. Cherry Pie Festival scheduled for July 16
 - 3. Audit scheduled for August

III. Discussion

- A. Facility Discussion
 - 1. Security Policy Needed For Locked Doors
 - 2. Square Footage needed per students
 - 3. Grants possible

IV. CLOSING SECTION

- A. Next Meeting Date: 18:30 Wednesday 20 July 2022
- B. Adjourned at 19:33

Board Meeting Minutes for Wednesday 20 July 2022 18:30 pm

Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525
Meeting ID: 897 0786 7451 Passcode: AAK

I. OPENING SECTION

- A. Call to Order at: 18:33
- B. Board Members in attendance:
Bowers (X) Kornfeld (X) Shapland (X) Simmons (X)
- C. Motion to approve the agenda: Approved
Motion by: Bowers Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)

II. REPORTS

- A. Secretary Report
Motion to approve June 2022 meeting minutes: Tabled
- B. Treasurer Report
Audit by Sept. Projecting a 85K deficiency
- C. Executive Summary
 - 1. Cherry Pie festival was held in Loveland Saturday 16 July 2022
 - 2. FoCo TableTop Networking was at school this morning.
Followed by a tour of the school, next at Budweiser Beer-garden
 - 3. Back to School BBQ set for Wednesday 03 August 2022
 - 4. Corn festival parade also possible Saturday 27 August 2022
 - 5. New kindergarten and Social Emotional Learning Staff
 - 6. UIP Draft begun
 - 7. Current Enrollment at 178, goal is 200-210.
- D. CLC Update
 - 1. Hazel has taken over as new Site Coordinator
 - 2. Trips to Council Tree Library, Discovery Center, Dairy Farm
 - 3. Dragon store open, items earned via good behavior and task completion
 - 4. Open 7:00-5:30 with themed weeks

III. Discussion

- A. Facility Discussion
 - 1. Movement of playground, not fiscally feasible, unless outside funds
 - 2. Confusion due to drastic nature of HOA proposed correction
Recently raised issue on our end, no prior complaints
 - 3. Acknowledge that there may be some interference during day but
No noise over weekends or evenings
- B. Student Handbook: Special Session shall be held for possible phone vote

Board Meeting Minutes for Wednesday 20 July 2022 18:30 pm

IV. Action Items

- A. Motion for Approval of First Wheaten Lease Amendment: Approved
Motion by: Shapland Seconded by: Bowers
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)
- B. Motion to Approve Remote Learning Policy for 2022-23 year: Approved
Motion by: Simmons Seconded by: Bowers
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)
- C. Motion to Approve School Safety Emergency Plan (with amendments): Approved
Motion by: Shapland Seconded by: Bowers
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye)

IV. CLOSING SECTION

- A. Next Meeting Date: Wednesday 24 August 2022 At 18:30
- B. Adjourned at 19:24

Management Report

Academy of Arts & Knowledge

For the period ended June 30, 2022



Prepared by

JP Consulting, LLC.

Prepared on

August 19, 2022

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Executive Summary

Academy of Arts & Knowledge (AAK) Monthly Financials as of June 30, 2022

Balance Sheet

Total Assets are \$949,207 with outstanding accounts receivable of \$278,408 relates to reimbursement grant funds which AAK has been awarded and food service reimbursements still owed to AKK.

Total Liabilities are \$1151,634. Accrued contracts payable is for monthly utilities and accrued salary and benefit are July 2022.

Total Fund Balance is \$797,574. Fund balance is made up of TABOR reserves of \$48,500 and Unassigned/Unrestricted amounts of \$749,074. The estimated net loss for the current fiscal year is (\$57,031) as of June 30, 2022.

Profit & Loss - Supplemental Budget vs Actuals

Revenues

For the period ending June 30, 2022, the AAK actual revenues total \$2,073,509 higher than the supplemental budget amount of \$2,052,886.

Per Pupil funding is \$8,527.58 for 151.5 SFTE (student full time equivalent); October count for the year has been finalized.

ESSER II & III, Higher Needs Grant and Community Learning Center are reimbursable grants and revenues have been accrued for the fiscal year.

Expenditures

For the period ending June 30, 2022, total expenditure are \$2,130,539, higher than the supplemental budget amount of \$2,111,601.

- Salary and Benefits account for \$1,226,456 or 57.56% of total actual expenditures

AR Aging Detail – this report shows amounts due to AAK as of June 30, 2022

AP Aging Detail – this report shows the payable amounts to vendors as of June 30, 2022; all invoices have either been paid or are in the process of being paid as of the date of the report

FY22 Profit & Loss to date with prior year comparison – Year to Date comparative data from prior year

FY22 Profit and Loss by Fund/Grant - Profit & Loss showing by the funding sources used by AAK over the fiscal year and what expenditures relate to those revenues

FY22 Salary and Benefits by Month – Monthly salaries for current year; July Accrual is in the last month presented

Instructional vs Support Services vs Food Service

Instructional expenditures for the period ending June 30, 2022, totaled \$743,432 or 34.89% of total actual expenditures

Support services (excluding food services) totaled \$1,285,225 or 60.32% of total actual expenditures

Food service expenditures total \$103,055 and is 4.84% of actual expenditures

FY22 Balance Sheet

As of June 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1072 Bill.com Money Out Clearing	0
8101000 US Bank Operating 4045	284,130
8101001 US Bank Reserve 4011	350,204
8101003 PayPal Bank	6,692
8101074 US Bank Student Activity 4060	6,333
8103000 Debit Card	4,499
8109074 US Bank Gift Card Funds 2094	2,563
Total Bank Accounts	654,421
Accounts Receivable	
8153000 Accounts Receivable (A/R)	0
8131001 Default QBO AR	14,458
8142000 Grant Accounts Receivable (A/R)	278,408
Total 8153000 Accounts Receivable (A/R)	292,867
Total Accounts Receivable	292,867
Other Current Assets	
8181000 Prepaid Expenses	1,920
Total Other Current Assets	1,920
Total Current Assets	949,207
TOTAL ASSETS	\$949,207
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7421000 Accounts Payable (A/P)	39,759
Total Accounts Payable	39,759
Credit Cards	
7421001 American Express	5,483
Total Credit Cards	5,483
Other Current Liabilities	
7431000 Contracts Payable	0
7461000 Accrued Salary & Benefit	106,392
Total Other Current Liabilities	106,392
Total Current Liabilities	151,634
Total Liabilities	151,634
Equity	
6721000 Fund Balance TABOR	48,500
6770000 Fund Balance Unassigned	729,615
6770074 Fund Balance Unassigned F74	5,751

	Total
6790000 Unrestricted Net Assets	70,738
Net Revenue	-57,031
Total Equity	797,574
TOTAL LIABILITIES AND EQUITY	\$949,207

FY22 Supplement Budget vs Actuals

July 2021 - June 2022

			Total
	Actual	Budget	% of Budget
REVENUE			
1000 Revenue Local Sources			
1510000 Interest on Investments	48.44	100.00	48.44 %
1740000 Technology Fees	2,625.00	8,175.00	32.11 %
1740074 Field Trips	2,350.75		
1750000 Fundraising	14,454.07	7,915.00	182.62 %
1900004 Activity / Student fees	5,715.00		
1910000 Facility Rental Income	52.50	35.00	150.00 %
1920001 Donations	3,839.81	5,641.00	68.07 %
1990000 Miscellaneous	3,971.79	1,000.00	397.18 %
Total 1000 Revenue Local Sources	33,057.36	22,866.00	144.57 %
3000 Revenue State Sources			
3954001 ST Capital Construction 3113	55,079.94	55,080.00	100.00 %
3954002 ST Mill Levy Equalization 3241	68,988.64	68,989.00	100.00 %
3954003 ST READ Act 3259	21,373.41	21,373.00	100.00 %
3954004 ST ECEA SPED 3130	17,559.80	17,560.00	100.00 %
3954005 ST ELP 3140	1,829.40	1,829.00	100.02 %
3954007 ST ECEA GT 3150	1,506.10	1,506.00	100.01 %
3954008 ST At Risk 3235	972.82	14,490.00	6.71 %
3954010 ST GT Screening Grant 3228	324.00	324.00	100.00 %
3954014 ST Air Quality Improve. 3278	10,500.00	10,500.00	100.00 %
3954015 ST At Risk, Mitigation 3281	14,489.74		
3954017 ST High Impact Tutoring Grant 3276	6,000.00	6,000.00	100.00 %
3954019 ST High Needs Grant 3130	12,000.00	12,000.00	100.00 %
Total 3000 Revenue State Sources	210,623.85	209,651.00	100.46 %
4000 Revenue Federal Sources			
4010000 FED Emergency Connectivity	33,448.50	33,449.00	100.00 %
4954000 FED Title I 4010	30,271.44	30,271.00	100.00 %
4954001 FED IDEA Part B 4027	22,050.00	22,050.00	100.00 %

			Total
	Actual	Budget	% of Budget
4954002 FED Title III 4367	1,661.92	1,662.00	100.00 %
4954004 FED Title III 4365	696.67	697.00	99.95 %
4954007 FED US Commodities Grant 4550	3,316.84	3,317.00	100.00 %
4954010 FED Title IA Homeless 9202	1,500.00	1,500.00	100.00 %
4954012 FED Title IA Parent 9211	398.00	398.00	100.00 %
4954013 FED ESSER II 4420	63,667.26	63,677.00	99.98 %
4954014 FED ESSER III 4414	96,250.22	123,471.00	77.95 %
4954015 FED ESSER III LL Grant 9414	27,220.75		
4954016 FED FS Lunch 5555	57,460.88	7,731.00	743.25 %
4954017 FED ESSER I (309)	15,405.33	15,405.00	100.00 %
4954018 FED CLLC 4413	145,747.00	145,747.00	100.00 %
4956000 FED FS Emergency Meals 4559	5,978.51	5,979.00	99.99 %
4956001 FED FS School Lunch Reimb 4555	8,185.03	37,586.00	21.78 %
4956002 FED FS Breakfast Reimb Grant 4553		35,501.00	
4956015 FED FS Breakfast 5553	24,640.58		
Total 4000 Revenue Federal Sources	537,898.93	528,441.00	101.79 %
5000 Revenue Other Sources			
5710000 State Share Per Pupil Revenue	1,291,928.37	1,291,928.00	100.00 %
Total 5000 Revenue Other Sources	1,291,928.37	1,291,928.00	100.00 %
Total Revenue	2,073,508.51	2,052,886.00	101.00 %
GROSS PROFIT	2,073,508.51	2,052,886.00	101.00 %
EXPENDITURES			
0100 Salaries			
0110103 Salaries BAA Extended Care	51,332.31	89,688.00	57.23 %
0110105 Salary Admin/Principal	89,050.08	87,550.00	101.71 %
0110201 Salary Teacher	501,401.35	501,211.00	100.04 %
0110202 Salary Teacher SPED	48,064.98	44,375.00	108.32 %
0110233 Salary Nurse	1,900.02	2,791.00	68.08 %
0110234 Salary OT	27,929.69	28,332.00	98.58 %
0110236 Salary Psychologist	23,220.27	23,822.00	97.47 %
0110238 Salary SLP	16,872.22	17,184.00	98.19 %

			Total
	Actual	Budget	% of Budget
0110382 Salary IT Tech	4,285.13	5,315.00	80.62 %
0110409 Salary Health Aide	20,043.74	25,000.00	80.17 %
0110415 Salary Paraprofessional	131,301.11	96,975.00	135.40 %
0110500 Salary Admin/Business Support	54,945.58		
0110506 Salary General Office		55,004.00	
0110607 Salary Food Services	3,431.53		
0110608 Salary Custodian	56,546.93	58,108.00	97.31 %
0120207 Salary Substitutes	14,771.60	15,005.00	98.44 %
0150103 Stipends CLC Lead	8,370.00	8,370.00	100.00 %
0150105 Stipends Admin	1,525.00		
0150201 Stipends Teacher	14,703.06	11,258.00	130.60 %
0150233 Stipends Nurse	125.00	125.00	100.00 %
0150234 Stipends OT	250.00	250.00	100.00 %
0150236 Stipends Psychologist	250.00	250.00	100.00 %
0150238 Stipends SLP	250.00	250.00	100.00 %
0150415 Stipends Paraprofessional	500.00	500.00	100.00 %
0150500 Stipends Admin/Business Office Support	1,000.00	1,000.00	100.00 %
0150608 Stipends Custodian	1,631.00	825.00	197.70 %
Total 0100 Salaries	1,073,700.60	1,073,188.00	100.05 %
0200 Employee Benefits			
0210 Life, ELI, ELPI			
0211103 Life EAP ELPI BAA Extend Care	120.91	112.00	107.96 %
0211105 Life EAP ELPI Admin	109.68	104.00	105.46 %
0211201 Life EAP ELPI Teacher	779.28	766.00	101.73 %
0211202 Life EAP ELPI Teacher SPED	87.75	89.00	98.60 %
0211207 Life EAP ELPI Substitutes	268.22	206.00	130.20 %
0211233 Life EAP ELI Nurse	52.56	50.00	105.12 %
0211234 Life EAP ELI OT/PT	32.40	31.00	104.52 %
0211236 Life EAP ELPI Psychology	52.56	50.00	105.12 %
0211238 Life EAP ELI SLP	52.56	50.00	105.12 %
0211382 Life EAP ELPI I IT Tech	59.38	60.00	98.97 %

			Total
	Actual	Budget	% of Budget
0211409 Life EAP ELPI Health Aide	41.54	41.00	101.32 %
0211415 Life EAP ELPI Paraprofessional	219.46	169.00	129.86 %
0211500 Life EAP ELPI Admin/Business Support	146.57	20.00	732.85 %
0211506 Life EAP ELPI Business / General Office (deleted)		134.00	
0211608 Life EAP ELPI Custodial	150.91	154.00	97.99 %
Total 0210 Life, ELI, ELPI	2,173.78	2,036.00	106.77 %
0221 Medicare			
0220103 Med/FICA BAA Extended Care	4,567.29	6,861.00	66.57 %
0220105 Med/FICA Admin	6,814.11	6,698.00	101.73 %
0220201 Med/FICA Teacher	39,233.10	38,343.00	102.32 %
0220202 Med/FICA SPED	3,764.33	3,395.00	110.88 %
0220207 Med/FICA Subs	1,419.38	1,148.00	123.64 %
0220233 Med/FICA Nurse	154.92	214.00	72.39 %
0220234 Med/FICA Occupational Therapist	2,155.75	2,167.00	99.48 %
0220236 Med/FICA Psychologist	1,795.45	1,822.00	98.54 %
0220238 Med/FICA SLP	1,309.86	1,315.00	99.61 %
0220382 Med/FICA IT Tech	327.82	407.00	80.55 %
0220409 Med/FICA Health Aide	1,533.34	1,913.00	80.15 %
0220415 Med/FICA Paraprofessional	9,764.15	7,419.00	131.61 %
0220500 Med/FICA Admin Support	4,419.94		
0220506 Med/FICA General Office		4,208.00	
0220608 Med/FICA Custodian	4,388.94	4,445.00	98.74 %
Total 0221 Medicare	81,648.38	80,355.00	101.61 %
0250 Health, Dental, Vision			
0250105 Health Dental Vision Admin	6,543.45	5,848.00	111.89 %
0250201 Health Dental Vision Teachers	46,126.55	56,008.00	82.36 %
0250202 Health Dental Vision SPED	6,744.37	5,848.00	115.33 %
0250415 Health Dental Vision Paraprofessional	4,805.44		
0250500 Health Dental Vision Admin/Business Support	5,382.14		
0250506 Health Dental Vision General Office (deleted)		5,848.00	
0250608 Health Dental Vision Custodian	6,110.78	5,848.00	104.49 %

			Total
	Actual	Budget	% of Budget
Total 0250 Health, Dental, Vision	75,712.73	79,400.00	95.36 %
0290 Other Benefits			
0290105 401K Match Admin	1,212.07	758.00	159.90 %
0290201 401K Match Teachers	3,925.69	5,184.00	75.73 %
0290500 401K Match Admin/Business Support	733.37	458.00	160.12 %
Total 0290 Other Benefits	5,871.13	6,400.00	91.74 %
Total 0200 Employee Benefits	165,406.02	168,191.00	98.34 %
0300 Purchased Prof & Tech Services		6,000.00	
0300001 PPTS Other	6,060.76		
0313000 PPTS Bank Fees	690.17	800.00	86.27 %
0315000 PPTS PayPal Fees	158.06	264.00	59.87 %
0320000 PPTS Professional Development	10,091.00	10,000.00	100.91 %
0320001 PPTS Professional Development Admin	1,920.00	1,000.00	192.00 %
0320003 PPTS Consulted Education Services	165,775.08	172,000.00	96.38 %
0328000 PPTS Assessments	14,039.80	9,158.00	153.31 %
0331000 PPTS Legal Services	3,415.00	6,000.00	56.92 %
0332000 PPTS Audit Services	8,800.00	8,800.00	100.00 %
0339000 PPTS SPED Services ECEA 3130	81.45	81.00	100.56 %
0339002 PPTS Background Checks	630.00	500.00	126.00 %
0339003 PPTS Consultant	500.00	500.00	100.00 %
0340000 PPTS Technical Services	34,101.36	30,000.00	113.67 %
0350000 PPTS Employee Training and Development	1,230.70	1,500.00	82.05 %
0390000 PPTS Temp Staff Support	14,533.77	12,237.00	118.77 %
0399000 PPTS CDE PPR Admin Fee	1,374.50	4,570.00	30.08 %
Total 0300 Purchased Prof & Tech Services	263,401.65	263,410.00	100.00 %
0400 Purchased Property Services			
0411000 PPS Water & Sewer	0.00	6,510.00	0.00 %
0421000 PPS Disposal Services		924.00	
0422000 PPS Snow Removal	11,822.15		
0423000 PPS Custodial Services	7,808.45	4,580.00	170.49 %
0424000 PPS Landscaping	4,490.74	6,131.00	73.25 %

			Total
	Actual	Budget	% of Budget
0430000 PPS Repair & Maintenance	22,774.48	23,337.00	97.59 %
0441000 PPS Rent or Lease, Buildings	167,384.04	153,104.00	109.33 %
0441001 PPS Rent Management Fees	13,575.12	12,300.00	110.37 %
0441002 PPS Rent or Lease, Storage Unit	1,634.85	1,980.00	82.57 %
0442000 PPS Equipment Rental		116.00	
0622000 Supplies Electricity	41,071.72	37,754.00	108.79 %
Total 0400 Purchased Property Services	270,561.55	246,736.00	109.66 %
0500 Other Purchased Services			
0513000 OPS Contracted Field Trips		1,950.00	
0522000 OPS Property Insurance	12,052.25	9,437.00	127.71 %
0525000 OPS Unemployment Insurance	18,537.48	21,419.00	86.55 %
0526000 OPS Workers Compensation	9,303.15	11,470.00	81.11 %
0527000 OPS Multiple-Coverage Insurance	17,343.00	17,905.00	96.86 %
0530000 OPS Communications	4,212.47	3,417.00	123.28 %
0531000 OPS Community Relations	1,830.93	2,000.00	91.55 %
0533000 OPS Postage	92.57	200.00	46.29 %
0534000 OPS Internet	2,831.76	3,500.00	80.91 %
0540000 OPS Advertising & Recruitment	2,860.39	6,500.00	44.01 %
0572000 OPS FS Food Management	83,249.92	74,117.00	112.32 %
0581000 OPS Travel In-State	706.34	706.00	100.05 %
0594001 OPS Platte Valley Detention Center	354.87	1,300.00	27.30 %
0595000 OPS CDE 1% Overhead Fee	26,321.43	38,758.00	67.91 %
0596000 OPS FS Lunch admin fee 5555	2,323.62	1,491.00	155.84 %
0596001 OPS FS Fee Snack Admin Fee 4555	403.95	2,961.00	13.64 %
0596002 OPS FS Breakfast admin Fee 5553	968.70		
0596003 OPS FS Emergency Food Admin Fee	251.16		
0633000 OPS FS Commodities Expense 4550	3,316.84	3,317.00	100.00 %
Total 0500 Other Purchased Services	186,960.83	200,448.00	93.27 %
0600 Supplies			
0610000 Supplies Elementary	6,273.33	8,039.00	78.04 %
0610001 Supplies Music	1,000.39	1,250.00	80.03 %

			Total
	Actual	Budget	% of Budget
0610002 Supplies Office	2,740.83	3,160.00	86.74 %
0610003 Supplies Custodial	9,741.31	11,621.00	83.83 %
0610004 Supplies SPED 3130	693.90	750.00	92.52 %
0610007 Supplies Library	352.40	352.00	100.11 %
0610008 Supplies Integrated	194.00	150.00	129.33 %
0610011 Supplies Health	581.86	732.00	79.49 %
0610013 Supplies Miscellaneous	18.74	2,500.00	0.75 %
0610074 Supplies Activities F74	2,100.00	150.00	1,400.00 %
0614074 Supplies Fundraiser F74	19.60		
0621000 Supplies Natural Gas	5,882.53	4,003.00	146.95 %
0630001 Supplies FS Food Services	428.60	199.00	215.38 %
0630002 Supplies FS Food Services CLLC	693.32	821.00	84.45 %
0631000 Supplies FS Milk	7,987.73	8,571.00	93.19 %
0640000 Supplies Textbooks	9,711.23	9,711.00	100.00 %
0650000 Supplies Electronic Media Materials	6,236.88	6,093.00	102.36 %
0650001 Supplies Powerschool	8,220.69	4,288.00	191.71 %
0690000 Supplies Programs for Staff, Student, Volunteers	5,805.73	1,000.00	580.57 %
0691000 Supplies Security		500.00	
Total 0600 Supplies	68,683.07	63,890.00	107.50 %
0700 Property			
0734000 Prop. Technology Equipment	54,442.24	54,442.00	100.00 %
0735000 Prop. Non-Capital Equipment	25,332.28	25,332.00	100.00 %
0770000 Prop. Copier Rental (lease GASB 87)	17,215.65	11,464.00	150.17 %
Total 0700 Property	96,990.17	91,238.00	106.30 %
0800 Other Objects			
0810000 Other Dues & Fees	4,835.46	4,500.00	107.45 %
Total 0800 Other Objects	4,835.46	4,500.00	107.45 %
Total Expenditures	2,130,539.35	2,111,601.00	100.90 %
NET OPERATING REVENUE	-57,030.84	-58,715.00	97.13 %
NET REVENUE	\$ -57,030.84	\$ -58,715.00	97.13 %

A/R Aging Detail

As of June 30, 2022

Date	Transaction Type	Num	Client	Business	Due Date	Amount	Open Balance
91 or more days past due							
01/31/2022	Pledge	1203	CSI	4010 Title IA	01/31/2022	12,201.57	12,201.57
Total for 91 or more days past due						\$12,201.57	\$12,201.57
61 - 90 days past due							
04/01/2022	Pledge	1243	CSI	4414 ESSER III	04/01/2022	22,345.75	22,345.75
04/01/2022	Pledge	1242	CSI	4413 CLC	04/01/2022	28,984.87	28,984.87
04/30/2022	Pledge	1268	CSI	21 Food Svs Fund	04/30/2022	871.15	871.15
Total for 61 - 90 days past due						\$52,201.77	\$52,201.77
1 - 30 days past due							
05/31/2022	Pledge	1250	CSI	4010 Title IA	05/31/2022	15,766.97	15,766.97
05/31/2022	Pledge	1247	CSI	4413 CLC	05/31/2022	24,706.63	24,706.63
05/31/2022	Pledge	1248	CSI	4420 ESSER II	05/31/2022	34,125.29	34,125.29
05/31/2022	Pledge	1249	CSI	4414 ESSER III	05/31/2022	92,787.42	92,787.42
06/01/2022	Pledge	1246	CSI	3113 Capital Construction	06/16/2022	4,554.43	4,554.43
Total for 1 - 30 days past due						\$171,940.74	\$171,940.74
Current							
06/30/2022	Pledge	1267	CSI	21 Food Svs Fund	06/30/2022	503.50	503.50
06/30/2022	Pledge	1259	CSI	4420 ESSER II	06/30/2022	1,287.41	1,287.41
06/30/2022	Pledge	1260	CSI	4010 Title IA	06/30/2022	2,302.90	2,302.90
06/30/2022	Pledge	1261	CSI	3130 High Needs	06/30/2022	6,142.90	6,142.90
06/30/2022	Pledge	1262	CSI	4414 ESSER III	06/30/2022	8,337.80	8,337.80

Date	Transaction Type	Num	Client	Business	Due Date	Amount	Open Balance
06/30/2022	Pledge	1258	CSI	4413 CLC	06/30/2022	8,977.11	8,977.11
06/30/2022	Journal Entry	JE00141	CSI	11 General Fund	06/30/2022	14,458.35	14,458.35
06/01/2022	Pledge	1253	CDE	21 Food Svs Fund	07/01/2022	684.00	684.00
06/01/2022	Pledge	1252	CDE	21 Food Svs Fund	07/01/2022	7,365.07	7,365.07
06/30/2022	Pledge	1266	CDE	21 Food Svs Fund	07/30/2022	6,463.41	6,463.41
Total for Current						\$56,522.45	\$56,522.45
TOTAL						\$292,866.53	\$292,866.53

A/P Aging Detail

As of June 30, 2022

Date	Transaction Type	Num	Vendor	Business	Due Date	Past Due	Amount	Open Balance
Current								
06/30/2022	Bill		Colorado Early Colleges Fort Collins	11 General Fund	06/30/2022	50	32,909.88	32,909.88
06/13/2022	Bill	INV307709	Power School Group LLC	11 General Fund	07/01/2022	49	3,933.13	3,933.13
06/17/2022	Bill	72858	Michaels of Denver Catering, Inc	21 Food Svs Fund	07/07/2022	43	2,143.42	2,143.42
05/20/2022	Bill	981638- JGZFSW	Lowe's	11 General Fund	07/19/2022	31	772.52	772.52
Total for Current							\$39,758.95	\$39,758.95
TOTAL							\$39,758.95	\$39,758.95

FY22 Profit and Loss Comparative

July 2021 - June 2022

		Total
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
REVENUE		
1000 Revenue Local Sources		
1510000 Interest on Investments	48	92
1740000 Technology Fees	2,625	
1740074 Field Trips	2,351	
1750000 Fundraising	14,454	18,625
1900004 Activity / Student fees	5,715	485
1910000 Facility Rental Income	53	10
1920001 Donations	3,840	10,575
1956001 Food Sales, paid by parents		1,342
1990000 Miscellaneous	3,972	796
Total 1000 Revenue Local Sources	33,057	31,924
3000 Revenue State Sources		
3954001 ST Capital Construction 3113	55,080	55,974
3954002 ST Mill Levy Equalization 3241	68,989	54,721
3954003 ST READ Act 3259	21,373	13,460
3954004 ST ECEA SPED 3130	17,560	27,121
3954005 ST ELP 3140	1,829	1,568
3954006 ST ELPA 3139	0	1,756
3954007 ST ECEA GT 3150	1,506	697
3954008 ST At Risk 3235	973	964
3954010 ST GT Screening Grant 3228	324	305
3954011 ST GEER State #6425		6,835
3954014 ST Air Quality Improve. 3278	10,500	
3954015 ST At Risk, Mitigation 3281	14,490	
3954017 ST High Impact Tutoring Grant 3276	6,000	
3954019 ST High Needs Grant 3130	12,000	
3956000 ST Lunch K-2 Reimb 3169		3
3956001 ST Start Smart Grant 3164		2
Total 3000 Revenue State Sources	210,624	163,405
4000 Revenue Federal Sources		
4010000 FED Emergency Connectivity	33,449	
4954000 FED Title I 4010	30,271	30,924
4954001 FED IDEA Part B 4027	22,050	28,933
4954002 FED Title III 4367	1,662	1,967
4954004 FED Title III 4365	697	786
4954005 FED CARES 4012		92,295
4954007 FED US Commodities Grant 4550	3,317	2,939
4954010 FED Title IA Homeless 9202	1,500	
4954011 FED SSRG 6012		18,000
4954012 FED Title IA Parent 9211	398	427

		Total
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
4954013 FED ESSER II 4420	63,667	
4954014 FED ESSER III 4414	96,250	
4954015 FED ESSER III LL Grant 9414	27,221	
4954016 FED FS Lunch 5555	57,461	
4954017 FED ESSER I (309)	15,405	
4954018 FED CLLC 4413	145,747	
4956000 FED FS Emergency Meals 4559	5,979	51,436
4956001 FED FS School Lunch Reimb 4555	8,185	3,375
4956002 FED FS Breakfast Reimb Grant 4553		138
4956015 FED FS Breakfast 5553	24,641	
Total 4000 Revenue Federal Sources	537,899	231,218
5000 Revenue Other Sources		
5710000 State Share Per Pupil Revenue	1,291,928	1,427,775
Total 5000 Revenue Other Sources	1,291,928	1,427,775
Total Revenue	2,073,509	1,854,322
GROSS PROFIT	2,073,509	1,854,322
EXPENDITURES		
0100 Salaries		
0110103 Salaries BAA Extended Care	51,332	
0110105 Salary Admin/Principal	89,050	83,629
0110106 Salary Admin VP (deleted)		32,453
0110201 Salary Teacher	501,401	442,426
0110202 Salary Teacher SPED	48,065	25,842
0110233 Salary Nurse	1,900	2,637
0110234 Salary OT	27,930	17,549
0110236 Salary Psychologist	23,220	22,685
0110238 Salary SLP	16,872	18,600
0110382 Salary IT Tech	4,285	3,469
0110409 Salary Health Aide	20,044	19,813
0110415 Salary Paraprofessional	131,301	68,246
0110500 Salary Admin/Business Support	54,946	2,540
0110506 Salary General Office		16,590
0110607 Salary Food Services	3,432	0
0110608 Salary Custodian	56,547	37,535
0120207 Salary Substitutes	14,772	21,196
0150103 Stipends CLC Lead	8,370	
0150105 Stipends Admin	1,525	
0150201 Stipends Teacher	14,703	2,394
0150233 Stipends Nurse	125	
0150234 Stipends OT	250	
0150236 Stipends Psychologist	250	
0150238 Stipends SLP	250	
0150415 Stipends Paraprofessional	500	

		Total
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
0150500 Stipends Admin/Business Office Support	1,000	
0150608 Stipends Custodian	1,631	
Total 0100 Salaries	1,073,701	817,603
0200 Employee Benefits		
0210 Life, ELI, ELPI		
0211103 Life EAP ELPI BAA Extend Care	121	
0211105 Life EAP ELPI Admin	110	106
0211106 Life EAP ELPI Admin AP		61
0211201 Life EAP ELPI Teacher	779	1,490
0211202 Life EAP ELPI Teacher SPED	88	138
0211207 Life EAP ELPI Substitutes	268	104
0211233 Life EAP ELI Nurse	53	40
0211234 Life EAP ELI OT/PT	32	24
0211236 Life EAP ELPI Psychology	53	44
0211238 Life EAP ELI SLP	53	40
0211382 Life EAP ELPI I IT Tech	59	46
0211409 Life EAP ELPI Health Aide	42	55
0211415 Life EAP ELPI Paraprofessional	219	110
0211500 Life EAP ELPI Admin/Business Support	147	81
0211506 Life EAP ELPI Business / General Office (deleted)		57
0211608 Life EAP ELPI Custodial	151	108
Total 0210 Life, ELI, ELPI	2,174	2,507
0221 Medicare		
0220103 Med/FICA BAA Extended Care	4,567	
0220105 Med/FICA Admin	6,814	6,432
0220106 Med/FICA VP		2,616
0220201 Med/FICA Teacher	39,233	34,855
0220202 Med/FICA SPED	3,764	2,233
0220207 Med/FICA Subs	1,419	1,663
0220233 Med/FICA Nurse	155	203
0220234 Med/FICA Occupational Therapist	2,156	1,351
0220236 Med/FICA Psychologist	1,795	1,742
0220238 Med/FICA SLP	1,310	1,427
0220382 Med/FICA IT Tech	328	266
0220409 Med/FICA Health Aide	1,533	1,277
0220415 Med/FICA Paraprofessional	9,764	4,810
0220500 Med/FICA Admin Support	4,420	196
0220506 Med/FICA General Office		1,504
0220608 Med/FICA Custodian	4,389	2,883
Total 0221 Medicare	81,648	63,458
0250 Health, Dental, Vision		
0250105 Health Dental Vision Admin	6,543	6,365
0250201 Health Dental Vision Teachers	46,127	65,269

		Total
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
0250202 Health Dental Vision SPED	6,744	3,063
0250415 Health Dental Vision Paraprofessional	4,805	
0250500 Health Dental Vision Admin/Business Support	5,382	
0250608 Health Dental Vision Custodian	6,111	489
Total 0250 Health, Dental, Vision	75,713	75,185
0250106 Health Dental Vision Admin AP (deleted)		3,278
0290 Other Benefits		
0290105 401K Match Admin	1,212	
0290201 401K Match Teachers	3,926	655
0290500 401K Match Admin/Business Support	733	
Total 0290 Other Benefits	5,871	655
Total 0200 Employee Benefits	165,406	145,083
0300 Purchased Prof & Tech Services		
0300001 PPTS Other	6,061	
0313000 PPTS Bank Fees	690	3,584
0315000 PPTS PayPal Fees	158	76
0320000 PPTS Professional Development	10,091	2,537
0320001 PPTS Professional Development Admin	1,920	1,281
0320002 PPTS Payroll Services PEO		10,931
0320003 PPTS Consulted Education Services	165,775	189,001
0328000 PPTS Assessments	14,040	2,607
0330000 PPTS Accounting Services		4,989
0331000 PPTS Legal Services	3,415	5,841
0332000 PPTS Audit Services	8,800	8,550
0339000 PPTS SPED Services ECEA 3130	81	
0339002 PPTS Background Checks	630	977
0339003 PPTS Consultant	500	
0340000 PPTS Technical Services	34,101	6,024
0350000 PPTS Employee Training and Development	1,231	3,104
0390000 PPTS Temp Staff Support	14,534	
0399000 PPTS CDE PPR Admin Fee	1,375	1,711
Total 0300 Purchased Prof & Tech Services	263,402	241,213
0400 Purchased Property Services		
0410000 PPS Utilities	0	28,095
0411000 PPS Water & Sewer	0	4,585
0421000 PPS Disposal Services		144
0422000 PPS Snow Removal	11,822	7,550
0423000 PPS Custodial Services	7,808	4,304
0424000 PPS Landscaping	4,491	1,948
0430000 PPS Repair & Maintenance	22,774	10,726
0441000 PPS Rent or Lease, Buildings	167,384	167,384
0441001 PPS Rent Management Fees	13,575	12,066
0441002 PPS Rent or Lease, Storage Unit	1,635	

		Total
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
0442000 PPS Equipment Rental		17,460
0622000 Supplies Electricity	41,072	25,252
Total 0400 Purchased Property Services	270,562	279,515
0500 Other Purchased Services		
0522000 OPS Property Insurance	12,052	7,245
0525000 OPS Unemployment Insurance	18,537	17,077
0526000 OPS Workers Compensation	9,303	7,766
0527000 OPS Multiple-Coverage Insurance	17,343	16,114
0530000 OPS Communications	4,212	3,738
0531000 OPS Community Relations	1,831	
0533000 OPS Postage	93	33
0534000 OPS Internet	2,832	2,603
0540000 OPS Advertising & Recruitment	2,860	2,946
0572000 OPS FS Food Management	83,250	48,611
0581000 OPS Travel In-State	706	224
0594001 OPS Platte Valley Detention Center	355	1,262
0595000 OPS CDE 1% Overhead Fee	26,321	27,459
0596000 OPS FS Lunch admin fee 5555	2,324	589
0596001 OPS FS Fee Snack Admin Fee 4555	404	1,432
0596002 OPS FS Breakfast admin Fee 5553	969	
0596003 OPS FS Emergency Food Admin Fee	251	
0633000 OPS FS Commodities Expense 4550	3,317	2,939
Total 0500 Other Purchased Services	186,961	140,038
0600 Supplies		
0610000 Supplies Elementary	6,273	10,411
0610001 Supplies Music	1,000	740
0610002 Supplies Office	2,741	2,670
0610003 Supplies Custodial	9,741	17,385
0610004 Supplies SPED 3130	694	216
0610007 Supplies Library	352	364
0610008 Supplies Integrated	194	
0610011 Supplies Health	582	5,362
0610012 Supplies Homeless		99
0610013 Supplies Miscellaneous	19	366
0610074 Supplies Activities F74	2,100	1,858
0614074 Supplies Fundraiser F74	20	6,734
0621000 Supplies Natural Gas	5,883	3,749
0630001 Supplies FS Food Services	429	953
0630002 Supplies FS Food Services CLLC	693	
0631000 Supplies FS Milk	7,988	4,498
0640000 Supplies Textbooks	9,711	10,904
0650000 Supplies Electronic Media Materials	6,237	3,940
0650001 Supplies Powerschool	8,221	3,954

	Total	
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PP)
0690000 Supplies Programs for Staff, Student, Volunteers	5,806	
0691000 Supplies Security		477
Total 0600 Supplies	68,683	74,681
0700 Property		
0730000 Prop. Equipment for Capital Assets		6,853
0734000 Prop. Technology Equipment	54,442	15,531
0735000 Prop. Non-Capital Equipment	25,332	
0770000 Prop. Copier Rental (lease GASB 87)	17,216	
Total 0700 Property	96,990	22,384
0800 Other Objects		
0810000 Other Dues & Fees	4,835	1,503
0890000 Other Miscellaneous Scholarships BAAC		750
Total 0800 Other Objects	4,835	2,253
Total Expenditures	2,130,539	1,722,768
NET OPERATING REVENUE	-57,031	131,554
NET REVENUE	\$ -57,031	\$131,554

July 2021 - June 2022

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	3130 High Needs	3130 SPED	3140 ELPA	3150 QT	3228 GT Unit Screen	3259 READ	3278 High Impact Tutoring	3278 Air Quality Improve.	4010 Title IA	4027 IDEA Part B	4365 Title IIIA	4367 Title IA	4413 CLC	4414 ESSER III	4420 ESSER II	4425 ESSER I	5022 Title I Homeless	9211 Title IA Parent	9414 ESSER III LL	Emergency Connectivity	Total
0220234 Med/FICA Occupational Therapist					2,155.75																			2,155.75
0220236 Med/FICA Psychologist					166.76														1,828.69					1,705.45
0220238 Med/FICA SLP					1,309.86																			1,309.86
0220382 Med/FICA IT Tech	327.82																							327.82
0220409 Med/FICA Health Aide																385.24	1,148.10							1,533.34
0220415 Med/FICA Paraprofessional	0.00			0.00								3,184.34				1,447.12		5,132.69						9,764.15
0220500 Med/FICA Admin Support	1,183.57																3,236.37							4,419.94
0220608 Med/FICA Custodian	2,533.22																1,855.72							4,388.94
Total 0021 Medicare	50,246.74			0.00	6,123.66							3,184.34	1,273.04			7,819.03	6,240.19	6,781.38						81,648.38
0250 Health, Dental, Vision																								0.00
0250105 Health Dental Vision Admin	6,543.45																							6,543.45
0250201 Health Dental Vision Teachers	46,126.55																							46,126.55
0250202 Health Dental Vision SPED					4,284.62								2,459.75											6,744.37
0250415 Health Dental Vision Paraprofessional																4,805.44								4,805.44
0250500 Health Dental Vision Admin/Business Support	2,474.69																2,907.45							5,382.14
0250608 Health Dental Vision Custodian	1,375.23																4,735.55							6,110.78
Total 0050 Health, Dental, Vision	56,519.92				4,284.62								2,459.75			4,805.44	7,643.00							75,712.73
0290 Other Benefits																								0.00
0290105 401K Match Admin																1,212.07								1,212.07
0290201 401K Match Teachers	3,925.69																							3,925.69
0290500 401K Match Admin/Business Support	733.37																							733.37
Total 0090 Other Benefits	4,659.06															1,212.07								5,871.13
Total 0000 Employee Benefits	112,617.02			0.00	10,539.48							3,184.34	3,778.68			14,254.25	14,045.31	6,986.94						165,406.02
0300 Purchased Prof & Tech Services																								0.00
0300001 PPTS Other	1,860.76									4,200.00														6,060.76
0313000 PPTS Bank Fees	690.17																							690.17
0315000 PPTS PayPal Fees	158.06																							158.06
0320000 PPTS Professional Development	6,336.00																3,755.00							10,091.00
0320001 PPTS Professional Development Admin	1,920.00																							1,920.00
0320003 PPTS Consulted Education Services	165,775.08																							165,775.08
0328000 PPTS Assessments	13,712.60				3.20			324.00																14,039.80
0331000 PPTS Legal Services	3,415.00																							3,415.00
0332000 PPTS Audit Services	8,800.00																							8,800.00
0339000 PPTS SPED Services ECEA 3130					81.45																			81.45
0339002 PPTS Background Checks	630.00																							630.00
0339003 PPTS Consultant	500.00																							500.00
0340000 PPTS Technical Services	34,101.36																							34,101.36
0350000 PPTS Employee Training and Development	930.70																300.00							1,230.70
0390000 PPTS Temp Staff Support	14,533.77																							14,533.77
0399000 PPTS CDE PPR Admin Fee	1,374.50																							1,374.50
Total 0000 Purchased Prof & Tech Services	254,736.00				84.65			324.00		4,200.00							4,055.00							263,401.65
0400 Purchased Property Services																								0.00
0422000 PPS Snow Removal	11,822.15																							11,822.15
0423000 PPS Custodial Services	3,047.21																	4,761.24						7,808.45
0424000 PPS Landscaping	4,490.74																							4,490.74
0430000 PPS Repair & Maintenance	20,646.63																	2,127.85						22,774.48
0441000 PPS Rent or Lease, Buildings	112,304.10		55,079.94																					167,384.04
0441001 PPS Rent Management Fees	13,575.12																							13,575.12
0441002 PPS Rent or Lease, Storage Unit	1,634.85																							1,634.85
0622000 Supplies Electricity	41,071.72																							41,071.72
Total 0400 Purchased Property Services	208,592.52		55,079.94															6,889.09						270,561.55
0500 Other Purchased Services																								0.00
0522000 OPS Property Insurance	12,052.25																							12,052.25
0525000 OPS Unemployment Insurance	13,065.43															1,200.61	2,363.42	1,908.02						18,537.48
0526000 OPS Workers Compensation	6,762.76															2,540.39								9,303.15
0527000 OPS Multiple-Coverage Insurance	17,343.00																							17,343.00
0530000 OPS Communications	4,212.47																							4,212.47
0531000 OPS Community Relations	1,830.93																							1,830.93
0533000 OPS Postage	92.57																							92.57
0534000 OPS Internet	2,831.76																							2,831.76
0540000 OPS Advertising & Recruitment	2,860.39																							2,860.39
0572000 OPS FS Food Management		83,249.92																						83,249.92
0581000 OPS Travel In-State	706.34																							706.34
0594001 OPS Platte Valley Detention Center	354.87																							354.87
0595000 OPS CDE 1% Overhead Fee	26,321.43																							26,321.43
0596000 OPS FS Lunch admin fee 5555	0.00	2,323.62																						2,323.62
0596001 OPS FS Fee Snack Admin Fee 4555	0.00	403.95																						403.95
0596002 OPS FS Breakfast admin Fee 5553	0.00	968.70																						968.70
0596003 OPS FS Emergency Food Admin Fee		251.16																						251.16
0633000 OPS FS Commodities Expense 4550		3,316.84																						3,316.84
Total 0500 Other Purchased Services	86,434.20	90,514.19														3,741.00	2,363.42	1,908.02						186,960.83
0600 Supplies																								0.00
0610000 Supplies Elementary	5,828.62				344.71																			6,273.33
0610001 Supplies Music	1,000.39																							1,000.39
0610002 Supplies Office	2,740.83																							2,740.83
0610003 Supplies Custodial	9,741.31																							9,741.31
0610004 Supplies SPED 3130					693.90																			693.90
0610007 Supplies Library	352.40																							352.40
0610008 Supplies Integrated	194.00																							194.00
0610011 Supplies Health	581.86																							581.86
0610013 Supplies Miscellaneous	18.74																							18.74
0610074 Supplies Activities F74	2,100.00																							2,100.00
0614074 Supplies Fundraiser F74	19.60																							19.60
0621000 Supplies Natural Gas	5,882.53																							5,882.53
0630001 Supplies FS Food Services		428.60																						428.60
0630002 Supplies FS Food Services CLLC		693.32																						693.32
0631000 Supplies FS Milk		7,987.73																						7,987.73
0640000 Supplies Textbooks	5,612.70																							

FY22 Expenditures Salary & Benefits

July 2021 - June 2022

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
REVENUE													
Total Revenue													0
GROSS PROFIT	0	0	0	0	0	0	0	0	0	0	0	0	0
EXPENDITURES													
0100 Salaries													0
0110103 Salaries BAA Extended Care		4,417	4,417	4,417	7,217	4,417	4,417	4,417	4,417	4,417	4,417	4,366	51,332
0110105 Salary Admin/Principal	10,346	5,771	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,271	89,050
0110201 Salary Teacher	9,723	42,320	43,180	42,268	41,867	42,566	40,156	41,515	40,060	40,060	37,811	79,874	501,401
0110202 Salary Teacher SPED		3,698	3,698	3,698	3,698	3,698	3,698	4,454	5,044	4,266	3,970	8,145	48,065
0110233 Salary Nurse	0	1,152	-576	221	883	-441	0	1,324	-662	0	0	0	1,900
0110234 Salary OT		4,413	2,644	611	4,045	2,669	403	3,420	2,693	3,090	1,013	2,927	27,930
0110236 Salary Psychologist		2,744	3,336	629	3,457	2,974	-582	2,899	2,149	2,428	1,006	2,180	23,220
0110238 Salary SLP		2,244	2,673	182	2,795	1,947	127	1,229	2,877	1,262	-24	1,559	16,872
0110382 Salary IT Tech	409	1,352	-264	313	301	661	276	403	319	-42	168	391	4,285
0110409 Salary Health Aide	3,267	867	1,667	1,667	1,667	1,667	154	2,423	1,667	1,667	1,667	1,667	20,044
0110415 Salary Paraprofessional	201	7,703	14,032	9,586	14,169	15,354	8,326	10,086	10,262	13,653	7,877	20,050	131,301
0110500 Salary Admin/Business Support	3,267	4,200	5,000	5,000	5,067	3,589	3,528	3,695	5,000	5,000	5,000	6,600	54,946
0110607 Salary Food Services						1,411	-41	2,061					3,432
0110608 Salary Custodian	6,182	3,703	4,757	5,382	4,624	4,539	4,381	4,631	5,559	3,573	4,391	4,826	56,547
0120207 Salary Substitutes			1,599	1,922	974	-129	3,659	-1,401	4,112	2,488	1,547	0	14,772
0150201 Stipends Teacher		3,910		1,619	1,200	0	4,373	156				3,445	14,703
0150234 Stipends OT		250											250
0150236 Stipends Psychologist		250											250
0150238 Stipends SLP		250											250
0150415 Stipends Paraprofessional		500											500
Total 0100 Salaries	33,394	89,743	93,459	84,810	99,258	92,217	80,173	88,607	90,791	89,156	76,140	143,301	1,061,050
0200 Employee Benefits													0
0210 Life, ELI, ELPI													0
0211103 Life EAP ELPI BAA Extend Care		19	4	9	13	10	12	11	11	11	11	11	121
0211105 Life EAP ELPI Admin	9	9	9	9	9	9	9	9	9	9	9	9	110
0211201 Life EAP ELPI Teacher	6	86	85	79	83	88	44	64	62	58	62	61	779
0211202 Life EAP ELPI Teacher SPED		14	9	9	9	9	5	6	6	6	6	6	88
0211207 Life EAP ELPI Substitutes	12	15	15	15	15	28	16	27	36	29	29	29	268
0211233 Life EAP ELI Nurse	4	4	4	4	4	4	4	4	4	4	4	4	53
0211234 Life EAP ELI OT/PT	3	3	3	3	3	3	3	3	3	3	3	3	32
0211236 Life EAP ELPI Psychology	4	4	4	4	4	4	4	4	4	4	4	4	53
0211238 Life EAP ELI SLP	4	4	4	4	4	4	4	4	4	4	4	4	53
0211382 Life EAP ELPI I IT Tech	4	4	4	4	4	12	5	3	4	4	4	4	59
0211409 Life EAP ELPI Health Aide		5	5	5	5	5	3	3	3	3	3	3	42
0211415 Life EAP ELPI Paraprofessional	14	11	15	18	16	19	18	9	18	31	24	29	219
0211500 Life EAP ELPI Admin/Business Support	14	18	18	18	18	4	7	11	10	10	10	10	147
0211608 Life EAP ELPI Custodial	18	11	17	14	14	14	9	11	11	11	11	11	151
Total 0210 Life, ELI, ELPI	93	208	198	196	203	212	144	170	186	190	185	189	2,174
0221 Medicare													0
0220103 Med/FICA BAA Extended Care		338	338	338	552	338	978	338	338	338	338	334	4,567
0220105 Med/FICA Admin	791	441	558	558	558	558	558	558	558	558	558	558	6,814
0220201 Med/FICA Teacher	759	3,836	3,004	3,481	3,217	3,210	3,406	3,188	3,065	3,065	2,893	6,110	39,233
0220202 Med/FICA SPED		283	283	283	283	283	283	341	386	326	304	710	3,764
0220207 Med/FICA Subs			122	147	75	-10	280	-107	315	190	118	289	1,419
0220233 Med/FICA Nurse	0	107	-54	17	68	-34	0	101	-51	0	0	0	155
0220234 Med/FICA Occupational Therapist		376	183	47	309	204	31	262	206	236	78	224	2,156
0220236 Med/FICA Psychologist		248	236	48	264	227	-45	222	164	186	77	167	1,795
0220238 Med/FICA SLP		210	185	14	214	149	10	94	220	97	-2	119	1,310
0220382 Med/FICA IT Tech	31	103	-20	24	23	51	21	31	24	-3	13	30	328
0220409 Med/FICA Health Aide	250	66	128	128	128	128	12	185	128	128	128	128	1,533
0220415 Med/FICA Paraprofessional	15	665	1,036	733	1,084	1,175	637	772	785	1,044	603	1,216	9,764
0220500 Med/FICA Admin Support	250	321	383	459	349	383	305	440	383	383	383	383	4,420
0220608 Med/FICA Custodian	473	283	364	412	354	347	398	354	425	273	336	369	4,389
Total 0221 Medicare	2,570	7,278	6,746	6,688	7,477	7,009	6,875	6,778	6,945	6,820	5,825	10,637	81,648
0250 Health, Dental, Vision													0
0250105 Health Dental Vision Admin	519	519	519	519	477	504	495	1,464	-565	844	686	563	6,543
0250201 Health Dental Vision Teachers	-2,930	5,436	3,954	3,516	3,828	5,346	4,348	4,507	4,539	4,527	4,527	4,527	46,127
0250202 Health Dental Vision SPED		1,393	477	511	477	-146	1,553	910	85	495	495	495	6,744
0250415 Health Dental Vision Paraprofessional									534	2,136	1,068	1,068	4,805
0250500 Health Dental Vision Admin/Business Support		477	477	477	477	504	495	495	495	495	495	495	5,382
0250608 Health Dental Vision Custodian	977	227	473	477	477	515	489	495	495	495	495	495	6,111
Total 0250 Health, Dental, Vision	-1,434	8,052	5,901	5,500	5,737	6,722	7,381	7,871	5,583	8,992	7,766	7,643	75,713
0290 Other Benefits													0

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
0290105 401K Match Admin								331	221	221	221	218	1,212
0290201 401K Match Teachers	-66	323	86	301	690	612	612	81	258	258	258	515	3,926
0290500 401K Match Admin/Business Support								200	133	133	133	133	733
Total 0290 Other Benefits	-66	323	86	301	690	612	612	612	612	612	612	867	5,871
Total 0200 Employee Benefits	1,163	15,861	12,931	12,685	14,107	14,554	15,012	15,431	13,326	16,614	14,387	19,336	165,406
Total Expenditures	34,556	105,604	106,390	97,495	113,365	106,772	95,184	104,038	104,117	105,770	90,527	162,636	1,226,456
NET OPERATING REVENUE	-34,556	-105,604	-106,390	-97,495	-113,365	-106,772	-95,184	-104,038	-104,117	-105,770	-90,527	-162,636	-1,226,456
NET REVENUE	\$ -34,556	\$ -105,604	\$ -106,390	\$ -97,495	\$ -113,365	\$ -106,772	\$ -95,184	\$ -104,038	\$ -104,117	\$ -105,770	\$ -90,527	\$ -162,636	\$ -1,226,456

FY22 Expenditures Instructional

July 2021 - June 2022

	Instructional Support	0010 Elementary Ed	0060 Integrated Ed	0090 Other Ed	1700 SPED	Total Instructional Support	TOTAL
REVENUE							
Total Revenue						0	0
GROSS PROFIT	0	0	0	0	0	0	0
EXPENDITURES							
0100 Salaries							0
0110201 Salary Teacher		355,302	146,099			501,401	501,401
0110202 Salary Teacher SPED					48,065	48,065	48,065
0110415 Salary Paraprofessional		29,027				29,027	29,027
0120207 Salary Substitutes		4,772				4,772	4,772
0150201 Stipends Teacher		8,591	1,768			10,359	10,359
0150415 Stipends Paraprofessional		500				500	500
Total 0100 Salaries		398,192	147,867		48,065	594,124	594,124
0200 Employee Benefits							0
0210 Life, ELI, ELPI							0
0211201 Life EAP ELPI Teacher		554	225			779	779
0211202 Life EAP ELPI Teacher SPED					88	88	88
0211207 Life EAP ELPI Substitutes		268				268	268
0211415 Life EAP ELPI Paraprofessional		70				70	70
Total 0210 Life, ELI, ELPI		892	225		88	1,205	1,205
0221 Medicare							0
0220201 Med/FICA Teacher		27,589	11,644			39,233	39,233
0220202 Med/FICA SPED					3,764	3,764	3,764
0220207 Med/FICA Subs		1,419				1,419	1,419
0220415 Med/FICA Paraprofessional		8				8	8
Total 0221 Medicare		29,016	11,644		3,764	44,425	44,425
0250 Health, Dental, Vision							0
0250201 Health Dental Vision Teachers		29,795	16,331			46,127	46,127
0250202 Health Dental Vision SPED					6,744	6,744	6,744

	Instructional Support	0010 Elementary Ed	0060 Integrated Ed	0090 Other Ed	1700 SPED	Total Instructional Support	TOTAL
0250608 Health Dental Vision Custodian			727			727	727
Total 0250 Health, Dental, Vision		29,795	17,058		6,744	53,598	53,598
0290 Other Benefits							0
0290201 401K Match Teachers		3,926				3,926	3,926
Total 0290 Other Benefits		3,926				3,926	3,926
Total 0200 Employee Benefits		63,629	28,928		10,596	103,153	103,153
0300 Purchased Prof & Tech Services							0
0300001 PPTS Other		4,200				4,200	4,200
0328000 PPTS Assessments		13,713		324	3	14,040	14,040
0339000 PPTS SPED Services ECEA 3130					81	81	81
0390000 PPTS Temp Staff Support		1,331	783			2,114	2,114
Total 0300 Purchased Prof & Tech Services		19,244	783	324	85	20,435	20,435
0500 Other Purchased Services							0
0594001 OPS Platte Valley Detention Center				355		355	355
Total 0500 Other Purchased Services				355		355	355
0600 Supplies							0
0610000 Supplies Elementary		4,993	17			5,011	5,011
0610001 Supplies Music			486			486	486
0610004 Supplies SPED 3130					694	694	694
0610008 Supplies Integrated			194			194	194
0610074 Supplies Activities F74		2,100				2,100	2,100
0640000 Supplies Textbooks		9,711				9,711	9,711
0650000 Supplies Electronic Media Materials		6,237				6,237	6,237
0690000 Supplies Programs for Staff, Student, Volunteers		932				932	932
Total 0600 Supplies		23,973	697		694	25,364	25,364
Total Expenditures	0	505,038	178,275	679	59,440	743,432	743,432
NET OPERATING REVENUE	0	-505,038	-178,275	-679	-59,440	-743,432	-

	Instructional Support	0010 Elementary Ed	0060 Integrated Ed	0090 Other Ed	1700 SPED	Total Instructional Support	TOTAL
							743,432
					\$ -		\$ -
NET REVENUE	\$0	\$ -505,038	\$ -178,275	\$ -679	59,440	\$ -743,432	743,432

FY22 Expenditures Support Services

July 2022 - June 2023

	Support Services	2130 SS Health Svcs	2140 SS Psych	2150 SS SLP	2160 SS OT PT	2213 SS Instruct Staff Trn	2240 Technology	2300 SS Gen Admin	2315 SS Legal Svcs	2317 SS Audit Svcs	2410 SS School Admin	2510 SS Business Svcs	2620 SS Op Bldg Svcs	2820 SS Comm Svcs	2823 Public Comm Svcs	2830 SS Staff Svcs	2845 Telecom. Svcs	2850 SS Risk Mgmt Svcs	2900 Before & After Care	3000 BAA Extend Care	Total Support Services	TOTAL															
REVENUE																																					
Total Revenue																						0	0														
GROSS PROFIT																						0	0														
EXPENDITURES																																					
0100 Salaries																							0														
0110103 Salaries BAA Extended Care																							1,667	1,667	1,667												
0110105 Salary Admin/Principal																							3,677	3,677	3,677												
0110382 Salary IT Tech																						222		222	222												
0110415 Salary Paraprofessional																								5,404	5,404	5,404											
0110500 Salary Admin/Business Support																							1,775	0	1,775	1,775											
0110608 Salary Custodian																								2,227	2,227	2,227											
0150105 Stipends Admin																							-1,525		-1,525	-1,525											
0150608 Stipends Custodian																								-806	-806	-806											
Total 0100 Salaries																						222		3,927	0	1,421		7,071	12,642	12,642							
0200 Employee Benefits																								0													
0210 Life, ELI, ELPI																								0													
0211103 Life EAP ELPI BAA Extend Care																								7	7	7											
0211105 Life EAP ELPI Admin																								5	5	5											
0211233 Life EAP ELI Nurse																							2		2	2	2										
0211234 Life EAP ELI OT/PT																									1	1	1										
0211236 Life EAP ELPI Psychology																								2		2	2										
0211238 Life EAP ELI SLP																								2		2	2										
0211382 Life EAP ELPI I IT Tech																								2		2	2										
0211415 Life EAP ELPI Paraprofessional																									17	17	17										
0211500 Life EAP ELPI Admin/Business Support																								6	0	6	6										
0211608 Life EAP ELPI Custodial																									5	5	5										
Total 0210 Life, ELI, ELPI																							2	2	2	1		2		11	0	5		24	51	51	
0221 Medicare																								0													
0220103 Med/FICA BAA Extended Care																									128	128	128										
0220105 Med/FICA Admin																									281	281	281										
0220382 Med/FICA IT Tech																								17		17	17										
0220415 Med/FICA Paraprofessional																									413	413	413										
0220500 Med/FICA Admin Support																									258	0	258	258									
0220608 Med/FICA Custodian																										170	170	170									
Total 0221 Medicare																								17		539	0	170		541	1,268	1,268					
0250 Health, Dental, Vision																								0													
0250105 Health Dental Vision Admin																									281	281	281										
0250415 Health Dental Vision Paraprofessional																										781	781	781									
0250500 Health Dental Vision Admin/Business Support																									247		247	247									
0250608 Health Dental Vision Custodian																										247	247	247									
Total 0250 Health, Dental, Vision																								529		247		781	1,558	1,558							
0290 Other Benefits																								0													
0290500 401K Match Admin/Business Support																								68		68	68										
Total 0290 Other Benefits																								68		68	68										
Total 0200 Employee Benefits																							2	2	2	1		19		1,147	0	423		1,346	2,944	2,944	
0300 Purchased Prof & Tech Services																								0													
0300002 PPTS Elem Teachers																														263	263	263					
0313000 PPTS Bank Fees																											1	138	2		141	141					
0320000 PPTS Professional Development																									220						220	220					
0320003 PPTS Consulted Education Services																												12,500			12,500	12,500					
0331000 PPTS Legal Services																												140			140	140					
0332000 PPTS Audit Services																													5,775		5,775	5,775					
0339002 PPTS Background Checks																														30	30	30					
0340000 PPTS Technical Services																														1,323	1,323	1,323					
0350000 PPTS Employee Training and Development																									4,000						4,000	4,000					
0399000 PPTS CDE PPR Admin Fee																										1,507					1,507	1,507					
Total 0300 Purchased Prof & Tech Services																								4,220		1,507	140	5,775	1	12,638	2		1,323	30	263	25,898	25,898
0400 Purchased Property Services																								0													
0441000 PPS Rent or Lease, Buildings																															43,839	43,839	43,839				
0441002 PPS Rent or Lease, Storage Unit																															320	320					
0442000 PPS Equipment Rental																															203	203					
Total 0400 Purchased Property Services																															44,159	203			44,362	44,362	
0500 Other Purchased Services																								0													
0513000 OPS Contracted Field Trips																																296	296	296			
0525000 OPS Unemployment Insurance																															252	252					
0526000 OPS Workers Compensation																															-415	-415					

	Support Services	2130 SS Health Svs	2140 SS Psych	2150 SS SLP	2160 SS OT PT	2213 SS Instruct Staff Trn	2240 Technology	2300 SS Gen Admin	2315 SS Legal Svs	2317 SS Audit Svs	2410 SS School Admin	2510 SS Business Svs	2620 SS Op Bldg Svs	2820 SS Comm Svs	2823 Public Comm Svs	2830 SS Staff Svs	2845 Telecom. Svs	2850 SS Risk Mgmt Svs	2900 Before & After Care	3000 BAA Extend Care	Total Support Services	TOTAL
0530000 OPS Communications													236				339				576	576
0531000 OPS Community Relations															395						395	395
0534000 OPS Internet													236				236				472	472
0540000 OPS Advertising & Recruitment																61					61	61
0595000 OPS CDE 1% Overhead Fee								6,830													6,830	6,830
Total 0500 Other Purchased Services								6,830					472		395	61	575	-163	296		8,467	8,467
0600 Supplies																						0
0610000 Supplies Elementary											112								26		138	138
0610002 Supplies Office							31				181										213	213
0610003 Supplies Custodial													1,916							6	1,922	1,922
0650000 Supplies Electronic Media Materials												187		79							266	266
0650001 Supplies Powerschool											473										473	473
0690000 Supplies Programs for Staff, Student, Volunteers															595						595	595
Total 0600 Supplies							31				766	187	1,916	79	595				26	6	3,606	3,606
0700 Property																						0
0770000 Prop. Copier Rental (lease GASB 87)												858	1,244								2,102	2,102
Total 0700 Property												858	1,244								2,102	2,102
0800 Other Objects																						0
0810000 Other Dues & Fees											1,453										1,453	1,453
Total 0800 Other Objects											1,453										1,453	1,453
Total Expenditures	0	2	2	2	1	4,220	273	8,337	140	5,775	7,294	13,683	49,638	79	2,517	61	575	-133	8,739	269	101,475	101,475
NET OPERATING REVENUE	0	-2	-2	-2	-1	-4,220	-273	-8,337	-140	-5,775	-7,294	-13,683	-49,638	-79	-2,517	-61	-575	133	-8,739	-269	-101,475	101,475
NET REVENUE	\$0	\$-2	\$-2	\$-2	\$-1	\$-4,220	\$-273	\$-8,337	\$-140	\$-5,775	\$-7,294	\$-13,683	\$-49,638	\$-79	\$-2,517	\$-61	\$-575	\$133	\$-8,739	\$-269	\$-101,475	101,475

FY22 Expenditures Food Services

July 2021 - June 2022

	Food Services	3100 Food Svs	3120 Food Svs Prep/Serve	Total Food Services	TOTAL
REVENUE					
4000 Revenue Federal Sources					0
4954007 FED US Commodities					
Grant 4550			3,317	3,317	3,317
4954016 FED FS Lunch 5555			57,461	57,461	57,461
4956000 FED FS Emergency					
Meals 4559			5,979	5,979	5,979
4956001 FED FS School Lunch					
Reimb 4555			8,185	8,185	8,185
4956015 FED FS Breakfast 5553			24,641	24,641	24,641
Total 4000 Revenue Federal Sources			99,582	99,582	99,582
Total Revenue	0	0	99,582	99,582	99,582
GROSS PROFIT	0	0	99,582	99,582	99,582
EXPENDITURES					
0100 Salaries					0
0110607 Salary Food Services			3,432	3,432	3,432
Total 0100 Salaries			3,432	3,432	3,432
0500 Other Purchased Services					0
0572000 OPS FS Food					
Management			83,250	83,250	83,250
0596000 OPS FS Lunch admin					
fee 5555			2,324	2,324	2,324
0596001 OPS FS Fee Snack					
Admin Fee 4555			404	404	404
0596002 OPS FS Breakfast admin					
Fee 5553			969	969	969
0596003 OPS FS Emergency					
Food Admin Fee			251	251	251
0633000 OPS FS Commodities					
Expense 4550		0	3,317	3,317	3,317
Total 0500 Other Purchased Services		0	90,514	90,514	90,514
0600 Supplies					0
0630001 Supplies FS Food					
Services		42	387	429	429
0630002 Supplies FS Food					
Services CLLC		693		693	693
0631000 Supplies FS Milk		7,988		7,988	7,988
Total 0600 Supplies		8,723	387	9,110	9,110
Total Expenditures	0	8,723	94,333	103,055	103,055
NET OPERATING REVENUE	0	-8,723	5,249	-3,474	-3,474
NET REVENUE	\$0	\$ -8,723	\$5,249	\$ -3,474	\$ -

Food Services	3100 Food Svs	3120 Food Svs Prep/Serve	Total Food Services	TOTAL
				3,474

-
- These financials are for internal use only
 - These financials have not been audited. No assurance is made pertaining to to their accuracy
 - These financials should not be relied upon by any third-party entity
 - No work was performed to identify embezzlement, fraud or other irregularities

08.24.22 Executive Summary

Reporting:

- Amanda Woods, Registrar - AAK
- Hazel Velez, Site Coordinator, Community Learning Center - AAK
- Shannon Gossard, Director of Business & Operations - MEG

ACADEMIC

Accountability

- SAC/PTU meeting is August 30th, 2022
 - Start a new PTU
 - UIP Rough Draft
- BOY Assessments are underway!

Curriculum/Arts-Integration

- Benchmark Workshop is being implemented.
- Showcase is scheduled for September 29th 5:30-6:30
- Reading Corps will be implemented for the 2022-2023 school year.

CULTURE

PBIS/Restorative Practice

- Will continue for the 2022-2023 school year.
- Discussing quarterly assemblies instead of monthly.

Community Engagement

- Corn Roast Parade this Saturday!

COMMUNITY LEARNING CENTER (CLC)

- Summer CLC Overview
 - Summer was a success!
- Fall CLC Overview
 - This semester we will be offering Band, Drama, Dance, Musical Theater Choir, Coding, Violin, Guitar and Percussion Ensemble
 - CLC will be participating in Showcases this year!

- We have about 140 kids enrolled in the program and counting
- We would like to do a Dessert Theater in December to help raise money for programming!
- We have divided after school programming into 4 groups that have mixed ages. In these groups they rotate between Structured play, Recess and Classroom time to fit in homework time

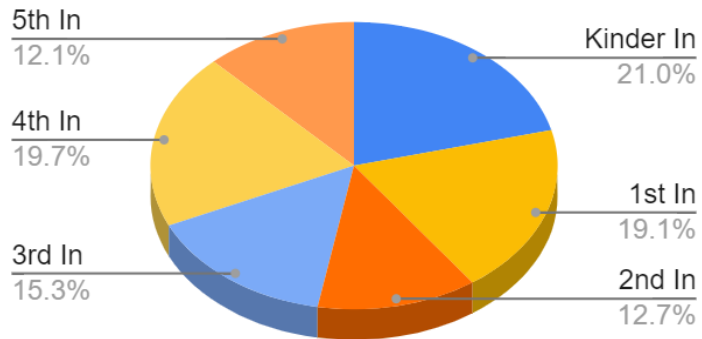
STAFFING

ENROLLMENT

We are still getting 8-10 calls a week asking about enrollment. Nichole is still giving tours almost daily.

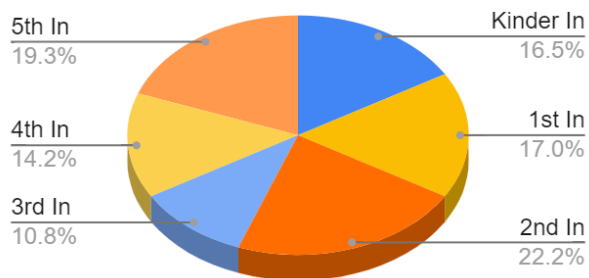
	Eligible Students	Re-Enrolled	Not Re-Enrolling	UNSURE	New Applicants	Completed Apps	Declined Enrollment	Potential Final Enrollment	Actual Final Enrollment	21-22 Actual	Max Per Grade	Potential Openings Remaining	Actual Openings Remaining	
1/2 K								0	0	0	0	0	0	1/2 K
Full K					54	34	10	44	34	32	50	6	16	Full K
1st	35	26	8	0	19	4	5	41	30	28	50	9	20	1st
2nd	31	31	2	0	15	7	3	41	38	21	50	9	12	2nd
3rd	21	15	5	0	12	5	1	27	20	22	25	-2	5	3rd
4th	21	19	3	0	9	4	0	27	23	31	25	-2	2	4th
5th	34	30	3	0	8	3	2	37	33	17	30	-7	-3	5th
HS								0	5	1	0	0	0	HS
Headcount	142	121	21	0	117	57	21	217	178	152	230	13	52	Headcount
FTE	142	121	21	0	117	57	21	217	176	151.5	230	13	52	FTE

Enrollment 21/22	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Kinder In	33	3	1			2	1			
Kinder Out	-1	-1	-1		-2					
1st In	30	2	1	2		1	1			
1st Out	-5		-1							
2nd In	20			1		1	1			
2nd Out	-1		-1		-1					
3rd In	24	2	1			1			1	
3rd Out	-4		-1				-1	-1		
4th In	31	2	2				1			
4th Out	-2						-1			
5th In	19			1		1				
5th Out	-2				-1					
Monthly Enrollment	142	150	151	155	151	157	159	158	159	
Total In	186									
Total out	-27									



22/23 Enrollment Tracking

Enrollment 22/23	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Kinder In	29									
Kinder Out										
1st In	30									
1st Out										
2nd In	39									
2nd Out										
3rd In	19									
3rd Out										
4th In	25									
4th Out										
5th In	34									
5th Out										
Monthly Enrollment	176	176	176	176	176	176	176	176	176	
Total In	176									
Total out	0									



FINANCE/OPERATIONS

Audit

Draft financials show a improved picture from last report of \$85,000 deficit. Total Fund Balance is \$797,574. Fund balance is made up of TABOR reserves of \$48,500 and Unassigned/Unrestricted amounts of \$749,074. The estimated net loss for the current fiscal year is (\$57,031) as of June 30, 2022. Our supplemental budget projected a \$58,715 deficit, so we are right in line with projections. Once we have finalized numbers (likely by next board meeting), the board will pass another resolution authorizing the use of beginning fund balance.

Budget Revisions

The onsite team and MEG are already working on a revised budget to present for the October board meeting for approval at the November board meeting to reflect any necessary changes due to enrollment.

ACADEMY of ARTS and KNOWLEDGE ADMINISTRATOR EVALUATION

Section: Personnel - Administration

Policy Number:

Policy Name: Administrator Evaluation

Approval Authority: Board of Directors

Responsible Executive: Board Designee - Minga Education Group, Executive Director

Responsible Office: Human Resources

Originally Issued: August 24, 2022

Revisions:

1. Policy Statement

This policy directs the organization to ensure the lead administrator (principal) is evaluated on an annual basis and provides a principal effectiveness rating aligned to criteria set forth by the Colorado principal standards.

2. Reason for Policy

To ensure the organization is providing a comprehensive evaluation to its school leader that identifies the strength of the leader and the opportunities for improvement. This policy identifies the process by which the school leader will be evaluated and the timeline in which the evaluation will take place.

3. Who Should Read This Policy

The Board, the board designee, the principal, and human resources department must read and understand this policy in order to ensure the whole organization follows the policy.

4. Related Documents

[Evaluation Toolkit](#)

[AAK Principal Evaluation Tool](#)

[Staff Handbook](#)

5. The Policy

A. STATEMENT OF EVALUATION OBJECTIVE

It is the Academy of Arts and Knowledge's objective to establish and maintain an evaluation system that will:

1. Create a timeline and tasks that identify the level(s) at which the principal is performing in alignment with the principal performance standards of the Colorado principal standards and the priority objectives of the Board.
2. Reflect on the strengths and opportunities of growth for the school leader and provide appropriate and timely feedback.
3. Identify opportunities for compensation increases based on performance.
4. Make AAK a great place to work where leadership is valued and recognized.
5. Comply with applicable laws and authorizer expectations.

B. STATEMENT OF EVALUATION POLICY

1. Train the principal on the evaluation system (August), set professional and student learning goals to be measured by the end of the school year (August/September), monitor and provide feedback to the principal (Sept. - May), collect data tied to performance metrics (May/June), review performance and provide feedback to the principal (June), provide performance evaluation for board confirmation and compensation consideration (June).
2. Evaluate the principal on personal and student learning goals that align to the Colorado principal standards and strategic objectives of the board.
3. AAK and Minga Education Group are committed to providing equal employment opportunities. AAK and MEG will not discriminate against applicants for employment or employees on the basis of race, color, religion or religious creed, gender or pregnancy, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, ancestry, veteran status or any other characteristic protected by law. AAK and MEG do not tolerate illegal discrimination in the workplace and abides by all applicable federal laws and state laws.

Employee Handbook

Welcome to The Academy of Arts & Knowledge!



This employee handbook is comprised of two parts. The first will explain in detail The Academy of Art & Knowledge's standard operating procedures and expectations. The second will outline Minga Education Group expectations as the management company for The Academy of Arts and Knowledge and your official employer.

1

Part One – The Academy of Arts and Knowledge

Vision Statement: Provide an environment that allows every student to reach their full potential.

Mission Statement: Within a supportive school community, AAK offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

We will accomplish our mission by:

- Providing a safe and engaged school community that allows students to take risks in their learning, and treats each student as unique individuals and gives them opportunities to let their creativity flourish.
- Offering a world-class education through a standards-based core curriculum that integrates the fine arts and exposes students to diverse cultures, with a balance of technology, character development and enrichment opportunities.

Belief Statement

We believe a great AAK staff member looks like a confident professional who is approachable, colorful, and loving. Staff members also promote a safe, inclusive, and engaged learning environment.

A great AAK staff member sounds compassionate and enthusiastic while keeping students at the center of all professional and academic decisions.

By being trusted, empowered, and loved, an AAK staff member feels supported and enthusiastic.

Our Operating Norms

- We do what is best for our students
- We focus on the positive and correct the negative
- We communicate proactively with teachers, students, parents and the community
- We are committed to using data to drive our instructional decisions and practices
- We continue to research and apply best instructional practices

School Safety

It is the obligation of all school staff members to ensure the safety of our students at all times. Staff members are required to have a heightened sense of awareness pertaining to their surroundings while on the AAK campus. Staff members are to report any suspicious persons, materials, or circumstances to the Administration. In addition, staff members are to know all safety procedures. This includes the crisis plan, evacuation drills and safety protocol.

All doors are to remain locked and secure at all times. No doors shall be propped open. An adult will be the last one into the building to ensure the door shuts and locks securely.

Classroom Instruction

Effective classroom instruction is the most vital component to student success. The following list

includes the core foundation efforts to classroom instruction that must be met to ensure the growth of our learners.

- Follow our standards-based curriculum:
 - Literacy - K-3 Foundations and Benchmark Workshop
 - Math - Primary Mathematics (Singapore Math)
 - Science - Bring Science Alive! (TCI)
 - Social Studies -AAK Integrated Units
 - Social Emotional Learning -Restorative Practices and Peace Circles
- Integration of fine arts where appropriate and applicable
- Implementation of workshop model on a daily basis
- Frequent administration of formative assessments
- Use of data to drive instruction
- Use of MTSS strategies as prescribed in collaboration with the MTSS coordinator
- Differentiation for diverse learners
- Follow accommodations as described on IEP, 504, and GT plans
- Recognition of students' social and emotional growth

Active Teaching Classroom Expectations

All teachers must have student-friendly learning targets clearly posted and regularly updated. Additionally, teachers must use PBIS and Restorative language. Class norms/expectations should also be clearly posted.

Weekly Lesson Plans

Instructional staff will be prepared for students at least three days in advance. Identified in prepared lessons will be:

- Colorado Academic Standards
- Student-friendly learning targets aligned to the standards
 - Critical thinking questioning will be used to increase student understanding
- Assessment strategies
- Differentiation and accommodations for diverse learners
- Inclusive strategies
- SEL component when applicable

All teachers can expect regular walk-throughs from the administration team. Intentional, standards based lessons will be evaluated during walk-throughs.

Instructional Reviews

Observation meetings and two formal evaluation meetings will be conducted between the individual teacher and the Principal. Items to be included in the meetings are as follows:

- Copies of Interim Assessments – with results.
- One example of a graded formative assessment
- Upcoming formative assessment
- Data Analysis Tool with responses for Interim Assessments (MAP and DIBELS)

- An example of student work that has been graded using a rubric, with rubric attached
- Individual goal(s) related to school-wide goals

The Effective Teacher Evaluation Tool will be used frequently throughout the school year for observation and feedback purposes. Classroom visits may or may not be announced. When an administrator comes to visit, please feel free to continue teaching. Upon completion of the classroom visit, the administrator will send feedback electronically. Your observation report is a living document. The information should be used to create goals and work toward improving as an instructor. You are always welcome to discuss feedback and ask for more input.

At least two formal observations will be scheduled in the fall and spring and used for evaluation purposes as well. Pre-observation and post-observation meetings will be a part of this.

Informal observations will be conducted in the classroom on a regular basis. “Walk-Through” observations will be done by either the Principal or the Assistant Principal.

All non-instructional staff members will receive a minimum of one formal performance review during the course of the school year. This review process will be conducted by the Principal and will be based on the written job description of the employee.

Induction

Teachers needing their professional license will participate in AAK’s Induction Program with the Principal and mentor teachers, in conjunction with CSI. The program consists of online tracking and reflection of professional development, mentorship, and goal setting.

Staff Meetings

In-person staff meetings will be held in person every other week. It is expected that all staff members attend staff meetings with the exception of hourly employees. Prior arrangements will need to be made with the Principal if someone is unable to attend a scheduled meeting. In the event that a meeting is not necessary, the Principal will notify the staff of the cancellation in a timely manner.

Electronic staff meetings will be sent out via Google the alternating weeks of the month. Staff members are expected to read through the agendas and post questions and comments on agendas as needed.

Standards Based Data Meetings

Teachers will meet with their data team twice a month. The focus will be on intentional planning, focus standards, and data dialogues. The Principal will also support teachers on implementation of formative assessments and using the information to drive instruction.

Committee Meetings

Each staff member will participate in at least 1 committee each year. Meeting times will be determined by the committee. Each Committee will report out at least monthly at staff meetings. Meeting minutes will be posted on Google Drive by the Friday of that week. Each committee will have a “Leader” to facilitate the committee in reaching their goals.

Board of Directors Meetings

The Board of Directors (BOD) meets each month on a set schedule (2nd Tuesday of the month). Board meetings are open to the community. The BOD is responsible for approving policy recommendations, the

budget, evaluating the leadership team, and many other items that directly affect how the school operates. In the spirit of collaborative leadership, it is important that teachers have a presence at these meetings. Audience members are not expected to speak, but would have the opportunity to do so if they wish. Agendas for board meetings will be posted at least 24 hours in advance of the meeting and staff are welcome to attend any meeting beyond the one meeting they are required to attend.

School Accountability Committee Meetings

Each school is responsible for establishing a School Accountability Committee (SAC), which should consist of at least the following seven members: The school leader; at least one teacher who provides instruction in the school; at least three parents of students enrolled in the school; at least one adult member of an organization of parents, teachers, and students recognized by the school; and at least one person from the community. SAC will meet quarterly. Each SAC is responsible for the following:

- Making Recommendations to the Principal on the school priorities for spending school moneys, including federal funds, where applicable;
- Making recommendations to the Principal of the school and the superintendent concerning preparation of a school Performance or Improvement plan, if either type of plan is required;
- Making recommendations to the local school board concerning preparation of a school Priority Improvement or Turnaround plan, if either type of plan is required;
- Meeting at least quarterly to discuss whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is applicable, and other progress pertinent to the school's accreditation contract. Members of the School Accountability Committee will be appointed by the Principal.

Classroom Management/Discipline/Student Referrals

Providing a safe and conducive learning environment is the primary objective for all classrooms. All students have the right to learn. As the instructional leader in the classroom, teachers will take an active approach to establishing an appropriate atmosphere for learning. This starts with having a positive attitude with students, parents, and other staff members. Teachers will engage students in a positive manner in the attempt to build strong, meaningful, and appropriate relationships. While it is inappropriate to be a friend to the students, it is always appropriate to be friendly.

Good classroom management is a key component to providing students with a safe and quality learning environment. Teachers need to have a clear understanding of when the administration should be involved and when the teacher should handle behaviors in the classroom. The following procedures are steps in classroom intervention that will help teachers, students, and parents better understand the school's response to unacceptable classroom behavior.

Student Action Staff Action Actions handled by teacher, in the classroom

- Distracting behaviors (noises, movement, etc.)
- Unprepared for class
- Refusal to do work
- Disrespect
- Chewing gum
- Inappropriate language
- Unfriendly actions/teasing

ALL STUDENTS ARE SAFE IN THESE SITUATIONS!

Actions Handled by Admin Actions

- Fighting/physical aggression
- Spitting
- Disrespect towards staff members
- Inappropriate language
- Bullying/harassment
- Weapons
- Threats
- Stealing
- Lying/cheating
- Inappropriate use of technology
- Damage to property

REPORT ANY UNSAFE SITUATIONS TO ADMIN IMMEDIATELY!

Teacher will walkie Admin (following walkie protocol), and complete an incident report during plan or lunch. Admin will take one of the following actions:

- Conference/reflection with student
- Parent call with student
- Loss of privileges
- Alternative placement
- Parent meeting
- Lunch seating w/admin
- In School suspension
- Out of school suspension
- Behavior contract and/or plan

Behavior Definitions and Consequences

RTI, Trauma Informed, Restorative Practices:

Student Behavior Intervention Plan

1. Behavior correction is private and not on display. Remember that discipline is to teach, not punish.
2. Visual daily schedule provided, changes are gone over in the morning.
3. Calm down area in each classroom, teacher provides procedures for using the area.
4. Morning meeting every morning, follow school-wide schedule.
5. All teachers follow the same expectations and consequences set by the behavior team.

Behavior Matrix

	<p>Expected Behavior</p> <p>Acting in a cooperative manner respectful of school and classroom expectations; responding appropriately when addressed.</p>	<p>Warning/Reteach</p> <p>Teacher handled, no documentation required. Teacher may reteach, remind, use zone of proximity, or move students away from a situation that could become a more serious issue.</p>	<p>Minor</p> <p>Teacher handled, teacher assigns building consequence. If a student continues and fills out a reflection sheet, teacher will make contact with the parent. *See flowchart below</p>	<p>Major</p> <p><i>Referral form completed. Administrator assigns consequence.</i></p> <p><i>Administrator communicates to teacher *See flowchart below</i></p>
<p>Inappropriate Language</p>	<p>Language that is socially appropriate and respectful. Question: Is this the language teachers will be using with kids?</p> <p>What is the appropriate language in school? Is this the response you want them to parrot back? In our school, we use kind words that help myself and others learn and be their personal best.</p>	<p>Offensive remarks or gestures in a casual manner inappropriate sexual connotations; put down to a particular subgroup.</p>	<p>Repeated pattern of any inappropriate language.</p>	<p>Swearing used to harass, intimidate, show defiance, create an unsafe climate.</p>

<p>Fighting/ Physical Aggression/ Inappropriate touch</p>	<ul style="list-style-type: none"> • Respect for others' personal space. • Walking away from and reporting possible conflicts. <p>Rough play Pre-fight aggressive posturing, wrestling, bumping into others, pushing in line.</p> <p>Excessive hugging or touching when a boundary is required/set</p>	<p>Hitting or kicking; encouraging another to fight; retaliating</p> <p>Touching in a way that is inappropriate</p>
<p>Defiance/ Disrespect/ Noncompliance</p>	<ul style="list-style-type: none"> • Acting in a cooperative manner respectful of school and classroom expectations. • Responding appropriately when addressed <p>Passive refusal to participate, extremely slow in response to request, testing the limit</p> <p>Ignoring reasonable request to stop low-level disruption; overt refusal to participate.</p>	<p>Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.</p>

<p>Disruption</p>	<ul style="list-style-type: none"> • Cooperative behavior • Turn taking • Contributing appropriately to class <p>Noise making; outside-talk; attention getting behaviors (silly answers, class</p> <p>Repeated pattern of any disruptive behaviors; misuse of cell phone/electronic devices to be</p>	<p>Behavior that stops learning in class; defiant repetition of behavior following correction.</p>
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	<p>discussions and</p> <p>activities • Cell</p> <p>phones off and away</p>	<p>clowning, etc.);</p> <p>bugging others</p> <p>to office)</p>	<p>confiscated and taken</p>	
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Harassment/ Teasing/ Taunting	<ul style="list-style-type: none"> • Language that honors and validates other and their values and beliefs. <p>Annoying on purpose; altering names. “Put downs”; threatening and/or disrespectful body language/posturing; targeted insults</p>	<p>Threat/extortion; racist/social-economic status/sexual/religious/diasablility/ethnicity/s ecu al orientation/cultural remarks; continued pattern of Minor offenses; continues proximity after separation</p>
Property Damage	<ul style="list-style-type: none"> • Respect <p>Not returning items to appropriate places.</p> <p>personal and school property.</p> <ul style="list-style-type: none"> • Using equipment in an appropriate manner. • Return items to appropriate places <p>Thoughtlessly or “accidentally” damaging property.</p>	<p>Theft, purposefully damaging or defacing property</p>
Lying/Cheating/ Theft	<ul style="list-style-type: none"> • Produce authentic work • Be honest in words and actions. <p>Borrowing without asking</p> <p>Taking another's property (minor value), refusing to return a borrowed item, substituting someone else's work for your own</p>	<p>Taking another's property (significant sentimental or monetary value), not telling the truth when it involves someone's personal safety or property damage</p>

**Possession
of a Controlled
/Illegal Item**

- Show an informed point of

view in regards to
drugs and
alcohol.

Inappropriate
drug/alcohol references
Repeated
inappropriate
drug/alcohol
references, talking
about use,

clothing or obvious
look-alike
weapons.
Under the influence,
possession,
distribution,

paraphernalia of
drugs
or possession actual
or look-alike gun,
knife, or other
weapons.

**Note that this matrix should not be shared with students or parents, as every incident is handled on an individual basis.*

Flow Chart

Classroom Minor Behavior Consequences: Students start with a fresh slate each day:

1. After the first incident, the student will receive a private warning, this must occur before the student can move to further consequences. Correction should be private between the teacher and the student, not in front of other students.
2. After 2 minors, student will have a conference with the teacher to try to reach a solution. At 2 minors, teacher begins keeping documentation on student behaviors.
3. After 3 minors, student will fill out a reflection sheet and privately meet with the teacher to discuss choices. Teacher may contact admin to have a private conversation with the student.
4. After 4 minors, student will meet with SEL specialist or admin team for reteaching of behavior skill.
5. After 5 minors in one day, the student will receive an incident report and visit with the Principal.

PBIS-Positive Behavior Interventions and Support

PBIS is a proactive approach to preventing poor behavior to escalate into disciplinary measures, the focus is on teaching and promoting positive behaviors. By building on these positive behaviors, escalations into discipline are reduced. This year, the AAK PBIS team will participate in a grant funded program to develop a plan that works best with our students. Rollout will begin this winter.

Why PBIS?

Many students are not coming to school with the social and emotional skills they need to be successful in the classroom. Punitive measures and zero-tolerance policies are not effective in the long-term. But in an environment in which positive behaviors are taught and recognized, students can develop into solid citizens, both at school and in the community.

PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. It encourages the development of positive teacher-student relationships. In addition, it provides students with the foundational skills they will need for success in life.

Implementing a PBIS framework can have a significant effect on overall school climate. Students are more productive, teachers are happier, and the larger community benefits. Perhaps most importantly, **PBIS allows educators to do more of what they love – teach!**

Dragon Tickets

Dragon Tickets can be given out by any teacher or staff member for behavior that is above and beyond for each individual student, at their individual level. Tickets are tracked by the teacher in the shared file and the PBIS team will give them prizes to hand out. Below are the rewards for reaching Dragon Ticket milestones.

- 10 - Prize from office
- 25 - Prize from office
- 50 - Prize from office
- 75 - Prize from office
- 100 - Lunch with principal

Bullying Prevention Policy

AAK believes that all students have a right to a safe and healthy school environment. AAK has an obligation to promote mutual respect, tolerance, and acceptance.

AAK will not tolerate behavior that infringes on the safety of any student. As used in this policy, “bullying” is any unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

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If staff witness any bullying incidents on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity, they should:

- Take immediate steps to intervene when safe to do so.
- Report incidents of bullying in a timely manner to the Principal or designee through a Bullying Incident Report.
- Principal and/or designee will follow up with the student and all parties involved, as well as make parent contact.

All incidents of bullying will be investigated by the administration. Teachers and staff should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

AAK will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during the lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Principal or designee. ●

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact Principal. AAK prohibits retaliatory behavior against any complainant or any participant in the complaint process.

AAK Dress Code

AAK's Dress Code has been established to create parity among the students while allowing some artistic expression.

Bottoms

Pants:

Straight legged or slight flair
Twill or thin-wale corduroy
Denim
Off the ground but to ankle in length
Leggings may be worn as pants

Shorts:

Fingertip length
Must be solid color

Skirts:

May be skirt, skort or jumper
Fingertip length
Shorts may be worn under skirts, but may not be visible

Tops

Colors:

Any solid color, or multi color pattern.

Shirts:

Any shirt with sleeves

NO:

Tank tops, spaghetti straps, or sleeveless items
No logos, decals, or recognizable images

Dresses:

Any color or multi color, must have sleeves or a shirt underneath

Outerwear/Overwear

Sweaters/Vests:

Cardigan, V-neck or vest of flat-knit weave.
Solid colors – no emblems.

Jackets/Sweatshirts:

Sweatshirts – including hoodies – may be worn over dress code shirts (no logos or decals)
AAK sweatshirts or solid colors (no patterns or emblems)
Jackets/coats (winter coats, etc.) may be worn to school, but must be removed when inside.

Sock/Shoes/Accessories

Socks/Tights/Leggings:

May be any color or colored pattern – creativity encouraged!
Must be solid weave
Socks or tights must be worn for health reasons

Shoes:

Tennis, athletic, dress, boots, or Mary Jane's acceptable – shoe must be on firmly and be appropriate for daily activities including outdoor recess (see below for winter conditions)
Shoes/laces may be any color or pattern
Must be close toed and close heeled – 1" heel maximum
Winter boots can be worn to and from school and during recess but should be removed when in the building.
Dress code shoes must be worn indoors when winter boots are removed.
Physical Education – appropriate athletic shoes should be worn on gym days

NO: Flip-flops, sandals, open toes, open heels, platform, lights, wheels or sounds.

Personal Grooming

Hair:

Cleaned and neatly groomed
Can be any color or cut

Nails:

Students may wear nail polish of any color
Should not be distracting

Make-up:

To be used at parent's discretion and not brought to school.

Scout/Athletic Uniforms:

Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days.
Athletic team/Spirit uniforms may be worn on game/performance days.

Not Acceptable

Clothing that exposes midsection
Visible undergarments
Clothing/Accessories/Personal Belongings that feature alcohol, drug or gang references
Hats of any kind are not worn in the classroom or during instructional times.

Principal or delegated authority has final discretion regarding the appropriateness of appearance.

Student/Staff Attendance

High academic achievement is achieved through the combination of regular student attendance and regular instruction provided by the qualified teacher. It is in the best interest of the student and the teacher to be at school as much as possible. Teachers will monitor the daily attendance of students and record absences in PowerSchool no later than 8:25 AM each morning.

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Student Attendance: The school board has adopted student compulsory attendance policies from CSI. Administration, with the help of the instructional staff, will carry out the policy of the board. As indicated in the policy, students with excessive unexcused absences (4 absences in a month or 10 in a year), will be referred for truancy and considered for retention. Students who will be out of school for an extended period of time must complete a pre-arranged absence form for approval prior to leaving school (when the absences are foreseen). Failure to receive prior approval could result in a failing or incomplete mark for the quarter.

Excused Absences: The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
4. Absences by students who are in the custody of court /law enforcement authorities
5. Absences determined by the school administration to be excusable, such as doctor's appointments or juvenile court appearances

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Unexcused Absences: An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by AAK of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents may petition the administration of AAK for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy.

Tardiness is defined as the appearance of a student without proper excuse after 8:15am. Upon entering the building after 8:10am the guardian must sign in the student at the front desk. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to

uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

Teachers must put in attendance by 8:35am so the front office can begin making calls to unexcused students. Students marked as absent by teachers who are actually tardy will be changed in the system by the front office.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

Staff Attendance

Staff members are required to arrive no later than 7:40am and depart no earlier than 3:40pm on a normal school day. Attendance at meetings is detailed on previous pages. All staff members must report ready to work, as described in the Employment Manual. In the event that a staff member cannot come to work, the staff member must alert the Principal as soon as possible. After notifying the Principal, the staff member must try to find their own substitute. If unable to find a substitute, additional communication to the Principal will be necessary. Failure to properly report an absence will be considered a “no-show.” As indicated in the Employment Manual, one “no-show” is considered to be a voluntary resignation.

For planned absences, sub plans are required. Both digital and hard-copy plans are recommended and should be clearly labeled. Emergency sub plans for unplanned absences are required and should be clearly labeled in your classroom.

Staff members who must leave campus during the business day, need to sign out in the Front Office. Leaving campus during work hours should be limited to emergency situations or have approval from the Principal. Approval is not needed during lunch breaks, but staff members still must sign out.

Staff Dress Code

Professionalism should always be the first consideration for staff attire. Staff members must be role models for the students.. Clean, pressed, professional attire will be worn by male and female staff members whenever students are on campus. AAK branded attire is acceptable to wear on any day. Appropriate casual attire will be acceptable for non-student contact days, or days deemed appropriate by the Principal. Colored denim without holes or frays is acceptable. T-shirts or sweatshirts are allowed only if they are school or education related. Undergarments should remain covered. Sleeveless is ok, tank tops are not. Clothing that is of political nature or offensive is not school appropriate. If students have a classroom incentive to dress out, the teacher may match.

Appropriate Staff/Student Interactions

Positive relationships are an essential component to a strong working and learning environment. These relationships are built upon trust, communication, and shared vision. It is important that interactions amongst staff members, and staff members and students, remain appropriate at all times. This would include, but not limited to, being appropriate with personal space, language, and physical contact. Professionalism should always be the first consideration for personal interactions.

Procedures for Staff Conflict

In the event that staff conflict arises, it is imperative to remember our Staff Norms. Additionally, all parties should come together to deal with the issue face-to-face. Hearsay and gossip should be

avoided

at all times. The Principal can be called to mediate conflict when necessary.

Reporting of Suspected Child Abuse

Child Abuse is a very serious matter and all AAK employees are encouraged to take appropriate action to promptly report any suspected child abuse or neglect. Initially, employees should report any suspicions to the Principal of the school. In appropriate circumstances, suspected child abuse or neglect

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should also be reported to a law enforcement agency, Child Protective Services or other appropriate state agency. In addition, employees should fully cooperate with child abuse and neglect investigators. All staff must complete the required Mandatory Reporting Training.

Parent Communication

Parent communication should not be left to the occasional report of bad behavior or missing assignments. Positive and routine communication with parents will increase awareness of things going on in the classroom as well as fostering meaningful working relationships with families. In an effort to build support in the homes of our students, teachers will be required to make contact with parents via email, phone calls, letters home, and face-to-face conferencing. The front office will approve all mass-parent communications prior to dissemination.

- **Weekly Newsletters:** Teachers are required to send out a weekly newsletter, either via email, hard copy, or both. Content that should be included in the newsletter include what the students are learning in their academics, reminders about special events in the classroom, upcoming dates and events, and tips for helping students be successful while at school. Please BCC admin@aakelementary.org on all classroom communications.
- **Friday Folders:** All students will have a folder that will go home on Fridays. It is the classroom teacher's responsibility to make sure that folders are ready by Friday afternoon. Oftentimes, a parent volunteer can be helpful in preparing folders. Items to include in the folder include graded work from the previous week, flyers from the front office, and reminders about classroom and school- wide events. The front office or any other staff will provide necessary communication/flyers for the folders by Thursday at 3:00pm. If there is something you need front office assistance on to get ready for folders, it must be to the front office by Wednesday at 3:00pm.
- **Dragon Mail:** Dragon Mail is the school's weekly newsletter. Dragon Mail is sent out every Thursday to all families currently in the school. It includes upcoming school wide events, administrative reminders, highlights from various classrooms and various other information that pertains to the entire school community. If you have something you would like to have included in Dragon Mail, it must be sent to Amanda by the end of the day Wednesday for distribution the following Thursday afternoon.
- **E-Mail:** email is utilized as the main communication for important information. Responses to emails, both to families and staff, should be done within 24 hours during the school week. E-mails sent Friday afternoon-Sunday should be returned by the end of the day Monday. If there is an email communication from someone that you are unsure of how to respond, please consult with the Principal for guidance on composing

an appropriate and professional response. When sending mass emails, BCC must be used. Parent emails should not be visible to other parents.

Purchase Orders

All purchases need to be approved by the Director of Operations prior to making orders. **Requests for reimbursement will not be honored for purchases without prior approval.** The Purchase Order form should be filled out by the staff member making the request, and a reimbursement form with receipt also filled out. Upon receiving materials, the packaging slip must be returned with a copy of the P.O. to the Business Office.

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Field Trips

All field trips must be pre-approved by the Principal. Field trips are required to be educational in nature and cost-sensitive. Transportation for field trips will be coordinated by the classroom teachers utilizing parent volunteers when appropriate. All parent driver paperwork will be collected by the teachers and delivered to the Office Manager who will ensure all necessary forms are up to date and on file. The Office Manager will keep forms on file for the duration of the school year for parent drivers. For trips that are farther away, requests for transportation can be made to the Office Manager and the cost incorporated into the cost of the field trip. Although final arrangements may not be made until a later date, field trip proposals need to be submitted for approval as soon as possible. Proposals submitted close to the date of the actual requested date may not be approved based on schedule conflicts. Proposals that are submitted with less than one month advance notice may not be approved. Field trip requests must be submitted through the Field Trip Request Form.

Handling of Funds

All monies collected by classroom teachers, sponsors, or coaches are to be deposited with the Office Manager on a daily basis. Cash and/or checks are not to be held in classrooms or offices.

Staff Members' Children

Children are allowed to be with their parents, or another staff member, before or after school hours. Children are not allowed to be at work with their parents on non-student contact days if the child interferes with the normal work process of the employee. The staff workroom is for adults only.

The Academy of Arts and Knowledge Contact Information

Address: 4800 Wheaton Drive. Fort Collins, CO 80525

Main Line: 970-226-2800

Principal

Nichole Schlagel; nschlagel@aakelementary.org; cell: 970-420-2980

Minga Education Group Contact Information

Address: 12425 Black Hills Dr., Peyton, CO 80831

Executive Director

Andy Franko; afranko@mingaeducation.com; Cell: 719-313-7825

Director of Operations

Shannon Gossard; sgossard@mingaeducation.com; Cell: 970-412-0706



Part 2: Minga Education Group

Welcome to Minga Education Group (hereinafter “Minga Education” or “the Company”).

We hope your new job will live up to your expectations and your stay with us will be a rewarding one. By asking you to join our team, we are demonstrating that we believe you have the ability to contribute in a unique way to the success of the Company. We hope you will find Minga Education a great place to work and fulfill your professional expectations.

Minga Education has made the strategic decision to partner with InTANDEM HR for assistance with core human resource functions. The purpose of our partnership is to provide a comprehensive solution for Human Resources, Benefits, Risk Management, and Payroll under one umbrella. This means:

- InTANDEM HR is the employer of record for the purpose of reporting employee and employer payroll taxes. You will indicate InTANDEM HR /Minga Education as your employer of record.
- Minga Education will remain your worksite employer.
- Your specific school site will still be responsible for directing, hiring, supervising, training and controlling your work.

Who should you contact for your HR Needs?

School/Site Leadership:

- Work schedule
 - Time off/scheduling approvals
 - Reporting workers compensation accidents
 - Interpersonal disputes, harassment and other work place related situations OR InTANDEM HR ●
- Paycheck questions regarding earnings (hours paid, salary/hourly, etc
- Direct Deposit
 - Address Changes

Minga Education Group/ InTANDEM HR

- Income Tax Withholdings
- General Health Care Questions (contact carrier directly)
- Replacement Health Care Cards (contact carrier directly)
- Paycheck Questions Regarding Deductions (premiums, taxes, garnishments)

InTANDEM HR can be reached at 303.931.9352 or info@intandemhr.com

General employment policies

This Employee Handbook is not an employment contract. It serves as a guideline only. Unless you have a written contract providing otherwise, your relationship with Minga Education is “at-will” and may be terminated at any time

by either you or Minga Education with or without prior notice or warning, and with or without cause or reason. Nothing in this manual will limit your right or the Company's discretionary right to terminate your employment relationship; no manager, supervisor, or employee of Minga Education has any authority to enter into any oral agreement providing otherwise. The Employee Handbook is not a legal document or an employment contract. We expect each employee to read and follow the policies set forth in this Employee Handbook. Please contact your Director of Operations, if you have any questions or concerns.

This Employee Handbook supersedes all other previously issued manuals or handbooks, whether created by Minga Education or one of its predecessors or subsidiaries. If a workplace policy, or local, state, or federal law conflicts with the provisions contained in this manual, contact your supervisor, InTANDEM HR's HR Director, or your InTANDEM HR Account Manager. The provisions of this manual are not intended to restrict or supersede local, state, or federal law. This Employee Handbook cannot anticipate every situation regarding your employment. In order to have the necessary flexibility in the administration of policies and procedures, Minga Education reserves the right to withdraw or modify this Employee Handbook without prior notice to the employee.

Nature of Employment You became an employee at Minga Education voluntarily and your employment is "at will." "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Minga Education may terminate your employment at will at any time, with or without cause or advance notice, as long as the Company does not violate federal or state laws. Only Andy Franko, Executive Director of Minga Education is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be signed and in writing by the employee and Minga Education's President.

Carefully read this Employee Handbook in its entirety, and if you are uncertain about any policy or procedure, please check with your Director of Operations.

Equal Employment Opportunity

Minga Education believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of such individual's race, color, religion, sex (including gender and gender identification), sexual orientation, national origin, ancestry, age, marital status, disability, veteran status, genetic information, or any other basis prohibited by federal, state or local law. Equal employment opportunity will be extended to all persons in all aspects of the Minga Education-employee relationship, including recruitment, employment, training, promotion, transfer, corrective action, working conditions, compensation, employee benefits, layoff, and termination.

Pregnancy Accommodations

In compliance with Colorado law, the Company will not discriminate against an applicant or employee because of pregnancy, childbirth or related conditions. If an applicant or employee requests a reasonable accommodation due to health conditions related to pregnancy or the physical recovery from childbirth, the Company will endeavor to provide a reasonable accommodation to enable applicants and employees to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the business. The Company will engage in a timely, good faith, and interactive process with the employee to determine effective, reasonable accommodations for the employee for conditions related to pregnancy, physical recovery from childbirth or a related condition. Reasonable accommodations may include, but are not limited to: more frequent or longer break periods;

more frequent restroom, food and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or modified work schedules. The Company will not require an applicant or employee affected by pregnancy, physical recovery from childbirth or a related condition to accept an accommodation that she chooses not to accept if she did not request an accommodation or if the accommodation is not necessary for the applicant or employee to perform the essential functions of the job,

nor will the Company require a pregnant employee to take leave if another reasonable accommodation is available which will permit her to continue working. The Company reserves the right to require an applicant or employee to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation. The Company will not take adverse action against a pregnant employee who requests or uses a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition. The Company will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation related to the applicant's or employee's pregnancy, physical recovery from childbirth or a related condition. If employees have any questions about this policy or would like to request a reasonable accommodation, they should contact the Employee's Supervisor.

Accommodating Individuals with Disabilities

Except where it would cause this employer "undue hardship," as defined by federal or state law, Minga Education will provide qualified employees with disabilities reasonable accommodation where such accommodation will permit the disabled employees to perform the essential functions of their jobs. Employees needing accommodation for their disabilities are encouraged to make their needs known to their supervisors or InTANDEM HR's HR Consultant or the HR Service Center.

Open Door Policy

Minga Education recognizes that employees will have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or concerns.

While Minga Education provides you with this opportunity to communicate your views, please understand that not all concerns can be resolved to everyone's satisfaction. Even so, Minga Education believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Work Schedules

Work schedules for employees vary throughout our Company. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation may be conducted at mid-year or annually.

A review is no guarantee of an increase in salary. Increases are based on a number of factors including but not limited to the quality and quantity of work performance, performance in relations to others, new and added responsibilities assumed or to be assumed, salaries in the local area for similar positions and the economic position of Minga Education. At the time of your performance evaluation you will be asked to review and sign the evaluation form. Your signature does not necessarily indicate agreement with the contents of that form but merely indicates that you have seen and understand the contents of the evaluation.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Minga 19

Education. All employees will be judged by the same performance standards and will be subject to Minga Education's scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Minga Education for materials produced or services rendered while

performing their jobs with Minga Education

Access to Personnel Files

Minga Education maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases.

Employees who wish to review their own file should contact their supervisor or Human Resources. With reasonable notice, and upon proper request, you and/or your designated representative may inspect your personnel records and well as receive a copy of your file while currently employed and up to one year post your last day worked.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work for non-exempt employees will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

Timekeeping & payroll

Fair Labor Standards Act The Fair Labor Standards Act (FLSA) governs whether and when employees receive overtime. Minga Education complies with all provisions of the FLSA. Pursuant to the FLSA and applicable state laws, employees are categorized as "exempt" or "non-exempt."

Exempt

The FLSA provides an exemption from both minimum wage and overtime pay for certain employees employed as bona fide executive, administrative, professional and outside sales and certain computer employees. Exempt employees are paid on a salary basis, subject to those deductions allowed by law. Employees who feel their salary has been deducted improperly may discuss the issue with their supervisor. Minga Education will reimburse employees for any deductions it determines are improper under FLSA regulations.

Non-Exempt

Employees not eligible for the exemption are entitled to overtime pay for all hours worked in excess of 40 hours per week and in excess of 12 hours in any workday. Employees should consult their state supplement as to the application of any state or local laws, rules or regulations regarding overtime pay.

Paydays

Employees are paid semi-monthly on the 15th and last day of the month. The workweek begins at 12:00 am on Sunday of each calendar week and ends 168 hours later at 12:00 on the following Sunday. Pay is delivered via direct deposit or pay card, and pay stubs are available on the InTANDEM HR ESS (employee self-service) portal. All employees must register for the ESS. Should a payday fall on a holiday, paychecks are directly deposited on the workday preceding the holiday.

Compensation

Minga Education pays employees on an annual basis. Your salary will be distributed evenly over the course of the year.

To receive your full annual salary, staff must fulfill all required service days. If for any reason employment is terminated, you will only be paid for the number of weeks you have worked. Once all required service days are 20 completed, your salary continues to pay out until the end of the 12 month cycle (1 full year after pre-service). If you decide not to return to Minga Education, but have completed all of the required service days, you will still receive your full annual salary and will be paid through the summer.

Employment

Categories Full-Time

A “full-time employee” is one who is regularly scheduled to work 30 or more hours per week not including lunch breaks.

Part-Time

A “part-time employee” is one who is regularly scheduled to work less than 30 hours per week. Unless otherwise stated in an employee benefit plan, regular part-time employees are not eligible for employer-sponsored benefits coverage.

Timekeeping Procedures

Federal law requires Minga Education to keep timely and accurate time records on all non-exempt employees. In order for this to be accomplished, time must be recorded accurately each day in the Timeco system. You will automatically have 30 minutes deducted for lunch each day you work longer than 5 hours so there is no need to clock in and out for lunch. Employees are REQUIRED to take a 30 minute lunch each day of work that is longer than 5 hours. Under no circumstances are you to record another employee’s time or permit them to record yours. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

Employees are expected to clock in and out accurately each day. Violation of this regulation will result in immediate disciplinary action, up to and including termination.

Overtime

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour laws and is based on actual hours worked in excess of 40 hours per week or excess of 12 hours in any work day. Any non-exempt employee who works overtime will be compensated at the rate of one and a half times (1.5) their normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law. Time off for sick or personal leave, vacation leave, holiday or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime may be voluntary or mandatory; however, all overtime must be authorized by Minga Education before the work is performed. If a non-exempt employee works overtime, whether or not approved, it must be recorded as time worked.

Payroll Deductions

Federal income tax and, where applicable, state income tax, as well as Social Security and Medicare taxes will be deducted from all paychecks as required by law. The amount of this deduction will be determined on the basis of earnings and number of dependents, according to the schedule prescribed by the Internal Revenue Service. A statement of total annual earnings and tax withheld will be provided to each employee on the ESS no later than January 31 of the year following the earning period.

Administrative Pay Corrections

Minga Education takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll administrator so that corrections can be made as quickly as possible. In the event that a paycheck is lost or stolen, the employee should notify a manager or the HR Coordinator immediately. Employees are strongly encouraged to take advantage of direct deposit in order to prevent potential paycheck losses.

Employee benefit programs

Employee Benefits

Eligible employees of Minga Education are provided a wide range of benefits. Certain benefits regulated by state and federal law, such as workers' compensation, state unemployment and state disability, will be provided to all employees in the manner prescribed by law.

Many of the benefits offered by Minga Education are described in insurance summaries or other plan documents. The applicable summaries or plan documents govern your rights and obligations. This manual merely summarizes certain benefits. If you have any questions as to the benefits for which you are eligible, please contact your supervisor or InTANDEM HR Account Manager.

Like other policies contained in this manual, benefit programs are subject to modification or discontinuance at the discretion of Minga Education without prior notice, except as may be required by law.

Medical Care Benefits

Minga Education provides health insurance for eligible regular full-time employees. These benefits are subject to change or cancellation at the discretion of Minga Education at any time. For additional information or answers to questions about benefits, employees should review their Summary of Benefits & Coverage (SBC) provided to them free of charge, or contact your supervisor or InTANDEM HR Account Manager.

Retirement Planning

Minga Education provides a 401(k) plan for all employees eligible to participate in the plan. Minga Education matches 50% of the employee contribution up to 10% of the employee's salary. The vesting period is 3 years. Eligible employees will receive a summary plan description outlining their entitlement to benefits under the 401(k) plan, free of charge. Full plan documents are also available for review by employees from InTANDEM HR.

TIME OFF

Holidays

MEG Staff will have the same holidays as the District. Usually these holidays are observed on the actual date of the holiday. However, when one of the above holidays falls on a Saturday, the holiday will generally be observed on the preceding Friday; if the holiday falls on a Sunday, it will generally be observed on the following Monday.

Unless previously approved by the Principal, nonexempt Staff must work their entire shift on their regularly scheduled workdays preceding and following the holiday to be eligible to receive pay for the holiday.

Staff are not automatically provided with vacation or holidays when School is closed to students. Staff will be allowed certain holidays to be taken on days established by the adopted School calendar. When holidays fall or are celebrated on a regular work day, (1) Eligible Staff will receive one day's pay at their regular straight-time rate. (2) Eligible non-exempt Staff who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day, or the eligible employee will receive an additional day off for working on the holiday, at the option of the School. Holiday pay will not be counted as hours worked for the purposes of determining overtime pay.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

Paid Time Off (PTO) Leave

The paid time off an employee at Minga Education receives is dependent upon how many days they are required to be onsite. PTO accrues from date of hire. Only full-time employees are eligible for paid time off. There are five categories of employees at our schools:

Full Time Salaried Employees (Contract Days < 260)

Full-time employees are employees who only work a certain number of contract days per year (less than 260) specified by the school site. These employees have built in vacation time (fall, winter, spring, and summer breaks) and thus are not eligible for additional paid vacation time off when school is in session. Instead, school year employees have access to sick time (accrued by pay period) for all months worked. Employees can accrue up to 100 hours of sick time. Sick time accrual will not reset every year but rather caps at 100 hours and is not paid out upon separation of employment.

Employees are granted 16 hours of personal time at the start of the school year if they start work on or before the first day of preservice. Staff that are hired before December 30 of the school year, will receive 8 hours of PTO. Hires made after December 30 will not receive any personal time for the current school year. PTO is capped at 16 hours for Full-Time employees. Unused PTO is paid out upon separation of employment.

Sick Hours Earned Per Pay Period Worked	4
Total Personal Hours Per School Year	16

Part time Salaried Employees (Contract Days < 260; <30 hours/week)

Part-time employees are employees who only work a certain number of contract days per year (less than 260) specified by the school site and less than 30 hours per week. These employees have built in vacation time (fall, winter, spring, and summer breaks) and thus are not eligible for additional paid vacation time off when school is in session. Instead, school year employees have access to sick time (accrued by pay period) for all months worked. Employees can accrue up to 100 hours of sick time. Sick time accrual will not reset every year but rather caps at 100 hours and is not paid out upon separation of employment.

Employees are granted 8 hours of personal time at the start of the school year if they start work on or before the first day of preservice. Staff that are hired before December 30 of the school year, will receive 4 hours of PTO. Hires made after December 30 will not receive any personal time for the current school year. PTO is capped at 8 hours for Part-Time employees. Unused PTO is paid out upon separation of employment.

Sick Hours Earned Per Pay Period Worked	2
Total Personal Hours Per School Year	8

Full Time Hourly Employees (+30 hours/week)

Full Time Hourly employees will accrue 2 hours of sick time for every 30 hours worked from their date of hire. No PTO will be accrued for part time employees. Sick hours will be capped at 100 hours and is not paid out upon separation. No PTO will be accrued for hourly employees.

Part Time Hourly Employees

Part Time Hourly employees will accrue 1 hour of sick time for every 30 hours worked which caps at 100 hours and is not paid out upon separation. No PTO will be accrued for part time employees.

Full Time Year-Round Employees (Contract Days = 260)

Year-round employees are employees who work 12 months of the year regardless of school schedules. These employees accrue paid time off (PTO) every pay period which can be used for any reason during the year.

Accrual Schedule:

Months Worked	0 - 36 Months	37 - 60 months	61 - 84 months	85 months +
Hours Earned Per Pay Period	6 hours	6.67 hours	7.33 hours	8 hours
Annual Accrual Equivalent	18 days	20 days	22 days	24 days

PTO is capped at 100 hours.

Upon termination, all accrued and unused PTO hours will be paid out with final pay check. Advanced PTO is rarely approved, but in the instance it is, any negative balance will be recouped from final pay.

Employees are allowed to use accrued sick leave when the employee or employee's family member:

- Has a mental or physical illness, injury, or health condition that prevents the employee from working
- Seeks a doctor's care or diagnosis
- Needs to obtain preventative medical care
- Seeks medical attention, victim services, mental health services, or legal services as a result of domestic abuse, sexual harassment, or harassment.
- If a public official has ordered school or business closures due to a public health emergency

Documentation may be required if leave is four or more consecutive work days. Sick time requests may be made in whatever manner is reasonable for the employee. Employees may use sick leave in hourly increments.

Sick leave will not be advanced. An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider prior to returning to work, for purposes of ensuring it is safe for the employee.

Requesting Vacation

So that Minga Education may appropriately schedule work and plan for business requirements, we require that employees give a minimum of 2 weeks' notice, with exception of vacation used in the case of illness or emergency.

To schedule vacation, employees should submit a request through the Time & Labor Management System. The employee's supervisor will approve or deny the request for vacation, and will notify the employee of the Company's decision regarding the request within a reasonable period of time. Employees must provide as much notice as possible to their supervisor of anticipated vacation use. PTO must be used in increments of 4 or 8 hours. Sick time can be requested in increments of 1 hour.

Notice and Documentation

Staff are required to make a reasonable effort to schedule the use of earned PTO leave in a manner that does not unduly disrupt school operations. Requests to use earned non-illness related PTO leave will need to be submitted in writing to the Office Manager, for such time and the expected duration to the Principal in advance. Upon approval, this is added to STEAD's internal calendar for all to access.

When the use of earned PTO leave is not foreseeable, the Staff member is asked to provide notice including the expected duration of the absence to the Office Manager and Principal soon as possible under the circumstances.

Special Leave Requests

Except for highly unique and rare situations, illnesses or emergencies, staff leave days shall not be used during the following critical days:

- The first five or last five student contact days of the school year.
- State standardized testing (applies in individual buildings during scheduled testing times).
- The first or last days of a vacation, i.e., leave days cannot be used to extend a vacation.
- Immediately before or following a paid holiday or school break.
- Parent-teacher conferences (applies in individual buildings during scheduled conference times).

- Professional learning days.
- More than three consecutive school days.

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least 10 working days prior to the leave. The employee will state the highly unique and rare situation for the leave request. A panel consisting of a Principal or immediate supervisor, human resource representative and the superintendent will review the request. If approved as a highly unique and rare situation, the leave will be granted at a rate of one day for every leave day used. If not approved as a highly unique and rare situation, and the employee takes the leave, those days will be deducted from the subsequent paycheck.

Enforcement & Retaliation

Retaliation against an employee who requests or uses earned PTO is prohibited. An employee has the right to file a complaint if earned PTO is denied by an employer or if he/she is subjected to retaliation for requesting or taking earned PTO. The Principal can deny requested non-illness related PTO time off based upon the business demands of the School.

Bereavement Leave

Employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately.

In the event of a death in an employee's immediate family (as defined below), employees will be granted up to 3 working days of bereavement pay.

Minga Education defines "immediate family" as spouses, children, sons-in-law, daughters-in-law, mothers, fathers, mothers-in-law, fathers-in-law, siblings, brothers-in-law, sisters-in-law, grandmothers, grandfathers, grandchildren, great-grandparents, step-parents, step-children, and, where required by state law, domestic partners (i.e., persons living in spousal relationships with the employee).

Jury Duty Leave

All employees summoned for jury duty will be excused from work. Employees on jury duty will be paid for their jury duty service in accordance with Colorado state law.

You must notify your direct supervisor within 48 hours of receipt of the jury summons.

Upon court dismissal, you are expected to contact your supervisor for further instructions related to your return to work. Employees must keep supervisors informed of the time they will be required to be absent for jury duty.

Employees will be excused from work without reprisal to respond to legal proceedings. Employees will be allowed to use vacation or unpaid leave to attend to such legal proceedings.

Time Off to Vote

Minga Education encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Minga Education will grant up to 2 hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two (2) working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees should check the state supplement for any specific details or requirements related to time off to vote. **Military Leave**

As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Minga Education's applicants and employees who apply for or perform military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention in employment, promotion or

any benefit of employment on the basis of the performance of military service.

Eligible military service includes performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National

Guard duty, and a period of time for which the employee is absent to determine fitness for duty or to perform funeral honors duty.

Any employee who enters the uniformed services of the United States will be granted a military leave of absence. Employees will be provided unpaid leave without any loss of benefits for the duration of their military service.

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To qualify for reemployment upon the conclusion of military service, an employees must have:

- Given Minga Education written or verbal notice in advance of service, unless advance notice is precluded by military necessity (as determined by the Secretary of Defense) or is otherwise not within your control;
- A cumulative length of absence, including any previous qualifying military absence while employed by the Minga Education, which does not exceed five (5) years;
- Applied for reemployment with Minga Education according to these guidelines:

Length of Period of Service	Less than 31 days	More than 31 days, but less than 181 days	More than 180 days
Reapply No Letter Than	Next regular work day after completion of service and time to travel from place of service to residence, plus eight (8) hours	14 days after completion of service	90 days after completion of service

Upon reemployment, employees will be placed in the position they would have attained were it not for the break in employment, unless they are not qualified to perform that job and cannot be trained through reasonable efforts of Minga Education. If not so qualified, employees will be placed in the position held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during or aggravated by military service prevents employees from performing the job they would have held were it not for the break in service, despite Minga Education's efforts at reasonable accommodation of the disability, employees will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, employees will be placed in a job that is the nearest approximation of like seniority, status and pay.

Non-FMLA Medical and Personal Leaves

Please note: At this time Minga Education does not meet the 50 employees within a 75-mile radius eligibility requirement to provide employees with leave under the Family and Medical Leave Act (FMLA).

It is the Company's policy to consider an employee's request for a medical or personal leave of absence (where the leave does not qualify for protection under the Family Medical Leave Act (FMLA)) in accordance with the guidelines set forth below. An eligible employee who wishes to take leave under this policy must give submit a written leave of absence request for approval 30 days prior to the commencement of the requested leave. The amount of leave is subject to supervisory approval.

Regular full-time employees may request an unpaid leave of absence after the expiration of 90 days from their date of hire.

An eligible employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most

circumstances, a “reasonable, advance notice” means 30 days.

The granting or denying of such request will be within Minga Education’s sole discretion.

If granted a Leave of Absence for Medical or Personal reasons, Minga will continue to cover the employer portion of benefit premiums during your leave. Employees are still responsible for covering the employee cost. Unless otherwise specified by your supervisor, employee benefit cost for the duration of the leave are due in full prior to the leave of absence. Please make payments payable to your school site. Failure to pay according to the owed benefit cost may result in termination of benefits.

The Company will require a health care provider’s certification whenever an employee requests a leave of absence for medical reasons.

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Safety

Workplace Safety & Health

Minga Education provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Every employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of your HR Coordinator. Reports and concerns about workplace safety issues may be made anonymously. All reports can be made without fear of reprisal.

Work-Related Accidents and Injuries

Safety is a vital concern to Minga Education. The ultimate responsibility for safety, of course, lies with you. You have the greatest opportunity to develop safe work habits and prevent work-related injury or illness. We need your help in promoting safety and the prevention of accidents.

The following is a brief list of standard safety practices. For a more complete listing of health and safety rules including site-specific guidelines, see your supervisor.

- Report any unsafe condition to your worksite supervisor immediately.
- If you are not sure how to do a job, stop and check with your supervisor.
- Report malfunctioning equipment to your supervisor immediately.
- Any employee who is furnished safety equipment will be required to use such equipment. ●
Seat belts must be worn at all times when operating vehicles on company time.
- Obey all safety and warning signs at all times.

All work-related injuries, accidents and/or illnesses are to be reported immediately to your supervisor or next level of management. In the event of a work related injury, employees MUST receive care at one of the pre-approved health facilities posted in the break room. Injuries treated at facilities outside of the pre-approved list may not be covered by workers compensation unless there is a life or limb threatening emergency.

Weapons & Firearms

Except to the extent permitted by state and/or local law, the possession of weapons and firearms on Minga Education's premises, whether during normal work hours or otherwise, is strictly prohibited. Any employee found to be carrying or holding a weapon or firearm on Company premises will be subject to corrective action up to and including termination from employment. For the purpose of this policy the term "premises" is defined as a building or portion of a building. Employees should consult their state supplement as to the application of any state or local laws, rules or regulations regarding weapons and firearms.

OSHA Compliance

Certain Company facilities must maintain safety procedures and must train employees about safety in the workplace. Where Minga Education has established workplace rules, safety meetings and training aimed at promoting safety in the workplace, employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, employees must wear the clothing and use the apparatus. Failure to follow this policy will result in discipline, up to and including termination.

Employee conduct & corrective action

Employee Conduct

To ensure orderly operations and provide the best possible work environment, all employees are expected to behave in a professional manner that will protect and enhance the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are a few examples of conduct that may result in corrective action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs including marijuana
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs including marijuana in the workplace, while on duty or while operating Company-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property owned by the Company
- Failure to follow workplace rules or supervisor's instructions
- Violation of safety or health rules
- Known violations of federal, state or local law
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized disclosure of business secrets or confidential information
- Unsatisfactory performance or conduct
- Additional behaviors as indicated in our Workplace Violence and Unlawful Harassment policies

Corrective Action Procedures

It is the policy of Minga Education to attempt to treat all employees equitably, and to administer all policies, procedures, rules and regulations consistently. When an employee's performance is unsatisfactory, or when an employee violates the rules and regulations of the Company, appropriate corrective action may have to be taken.

The carrying out of this policy and procedure should not be construed as preventing, limiting, or delaying Minga Education from taking appropriate corrective action against an employee at any point in the procedure, including termination without prior warning, when Minga Education in its sole discretion, finds such action appropriate.

Progressive Corrective Action

The purpose of this policy is to state Minga Education's position on administering equitable and consistent corrective action for unsatisfactory conduct and performance in the workplace.

Minga Education's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare the employees for satisfactory service in the future.

Although employment with Minga Education is based on mutual consent and both employees and Minga Education have the right to terminate employment at will, with or without cause or advance notice, Minga Education may use progressive corrective action at its discretion.

Corrective action may call for any of four steps – verbal warning, written warning, suspension with or without pay or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive corrective action means that, with respect to most corrective action problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension and still another offense may then lead to termination of employment.

Minga Education recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive action steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive corrective action.

By using progressive corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both employees and Minga Education.

Employee Counseling or Oral Reprimand

Supervisors should counsel employees about performance or conduct following a minor offense, eliminating possible misunderstandings, improving job performance, or explaining what is proper conduct. Supervisors will also follow up with the proper documentation.

Written Reprimand

Employees receive a written notice of corrective action following continued poor job performance, repeated minor offenses or where the supervisor or manager believes that an offense in the first instance is serious enough to warrant issuing a formal written notice.

The purpose of a written reprimand is to make certain employees are fully aware of the level of misconduct committed, or of those areas of performance that must be improved. The written warning should also inform employees of what is expected, and what may happen if performance does not improve, thereby enabling the employee to correct performance problems or avoid a recurrence of the incident.

Final Written Reprimand

Employees receive final written notice if sufficient progress in job performance has not occurred after counseling, written reprimands, following repeated minor offenses or certain levels of misconduct.

Suspension

Suspension without pay occurs when an employee fails to correct performance after repeated warnings, as the result of an accumulation of minor offenses or as the result of a serious offense of misconduct.

Termination

Termination should normally take place under the following circumstances:

- Minga Education has tried to have an employee correct performance or conduct, but the employee has not responded
- The employee's misconduct is of such a serious consequence that Minga Education believes it has no practical alternative.

Anti-harassment & non-discriminatory policy

Minga Education expressly prohibits harassment of and discrimination against employees on the basis of race, color, sex (including gender and gender identity), sexual orientation, religion, national origin, disability, veteran status, genetic information or any status protected under local, state or federal law by managers, employees or outsiders. We do so because we want to provide all of our employees with a pleasant working environment and because harassment is prohibited by law. Minga Education will not tolerate harassment, including sexual harassment, discrimination or retaliation. All employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from harassment of any kind. This policy includes any off-duty or social functions as well as social media conduct.

Harassment Under this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, sex (including gender and gender identity), sexual orientation, religion, national origin, disability, veteran status, genetic information or any status protected under local, state or federal law, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment

Sexual harassment can be subtle or direct. It can involve different genders, or may be committed by someone of the same gender. Sexually harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendos, sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of a sexual nature.

Sexual harassment may occur through various methods including personal contact, in writing, over the telephone, through e-mail and on the Intranet or Internet. The means by which sexually harassing behavior is conducted do not change its inappropriateness.

Who Is Covered? In short, anyone employees encounter on the job at Minga Education is covered by this policy. This includes all applicants and employees regardless of position, title, grade, seniority or function, as well as clients, temporaries, visitors, independent contractors and vendors. No one is immune from this policy.

How to Report Harassment

Allegations of harassment should be reported promptly; in any manner that effectively communicates the message.

This includes reporting in writing, orally, by e-mail, letter, memo or note or any other reasonable means. Minga Education encourages all reports to be made in writing in order to have a clear and complete account of an employee's perception of the situation. The most beneficial written reports will include at least:

1. The dates and times of all incidents of harassment
2. The names of all harassers and victims
3. A detailed factual description of the harassment
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If you do not feel that such a step is appropriate, however, you should report the problem to management.

Obligations of All Employees

It is an essential responsibility for every employee to report any incidents of actual or perceived harassment. This includes harassment directly involving the employee, or where the employee is only a witness. Every employee must consider the obligation to report harassment as an essential function of the job.

Professional Environment

Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits and even anger are inevitable. Please understand that those types of reactions do not generally amount to sexual harassment. Minga Education encourages our workplace to be both interactive and professional. Tolerance of others is encouraged.

Where to Report

Reports of harassment should be made first to your supervisor or manager as well as InTANDEM HR. If you feel uncomfortable reporting to your supervisor or manager, you should contact InTANDEM HR's HR Director. You may also contact anyone further up the chain of command until the allegations are handled properly.

When to Report

Report incidents immediately. The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades.

Investigations

In most cases, a prompt investigation will immediately follow the reporting of behavior believed to constitute discrimination or sexual harassment. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical, but in keeping with Minga Education's desire to conduct a thorough review of all facts and events. Retaliation by any employee against anyone participating in the investigation will not be tolerated.

Determinations

In instances where sufficient information is available, Minga Education will promptly make factual and disciplinary determinations about the challenged conduct. However, an employee should keep in mind that some inappropriate behavior may not be reflected in documents or witnessed by other people. In those situations, individual credibility determinations will have to be made, and Minga Education will strive to do its best at making those determinations correctly. These credibility issues should not discourage employees from reporting harassment, but should illustrate the importance of having documents, witnesses and other information available to assist Minga Education in reaching its determination. All determinations will be based upon a totality of the circumstances then known to this Company.

Discipline

Any employee engaging in sexual harassment will be subject to discipline, up to and including termination. This 30 includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

Complaining parties will be apprised in general of the progress of the investigation of their complaint. However, because of privacy concerns, only information of a general nature concerning the final outcome and any possible disciplinary action will be disclosed.

Retaliation

Any act of retaliation against an employee who reports, participates in an investigation of sexual harassment or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have retaliated against another person would be subject to the same discipline as an employee who is found to have sexually harassed another person, up to and including termination.

False Claims

Sexual harassment and discrimination are very serious matters for all parties involved. Accordingly, while all legitimate claims of sexual harassment and discrimination must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of sexual harassment or discrimination, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including termination.

Additional Training

It is important to Minga Education to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough or simply need another copy of the Company's Anti-Harassment Policy, please contact INTANDEM HR.

Drug testing & substance abuse policy

Purpose & Goal

Minga Education is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

All employees are prohibited from reporting to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

Covered Workers - Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy.

Prohibited

Conduct Alcohol

This policy prohibits any employee from being impaired by alcohol while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not. This policy also prohibits any employee from bringing alcohol onto Company premises or property or using, consuming, transferring, selling or attempting to sell or transfer alcohol while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on Company property or not, except as specifically authorized by Minga Education

Illegal Drugs

This policy prohibits any employee from bringing onto Company premises or property, having possession of, being under the influence of or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not.

For purposes of this policy, an "illegal drug" is any drug (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained by the employee (c) which is illegal under federal law, even if it is legal under state or local law such as marijuana and hallucinogenic mushrooms or (d) which is being used in a manner or for a purpose other than as prescribed for the employee.

Prescription and Over-the-Counter Drugs

This policy prohibits any employee from abusing prescription medications or over-the-counter drugs while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not.

For purposes of this policy, "prescription or over-the-counter drug abuse" means taking medications that were prescribed for someone else, using prescription drugs or over-the-counter drugs for a purpose other than for which they were prescribed or manufactured, or other than in accordance with the doctor's instructions or recommended dosages.

Employees are expected to consult with their physicians regarding the effect of medications prescribed for them and to consult any package warnings for over-the-counter drugs. When you are taking a prescription or over-the-counter drug that can or will have an effect on your normal mental and/or physical state or interfere with work such as operating vehicles, machinery, equipment, etc., you should inform your immediate supervisor so that an accommodation may be made to allow you to continue job performance without endangering your health and safety or the health and safety of others.

Notification of Convictions

In accordance with the federal Drug Free Workplace Act, any employee who works for a covered employer and is convicted of a violation of a criminal drug statute involving an on-the-job incident must notify the Company within five (5) days of his or her conviction.

In accordance with the federal Drug Free Workplace Act, any employee who is convicted of a violation of a criminal drug statute involving an on-the-job incident must notify the Company within five (5) days of his or her conviction.

Drug & Alcohol Testing

In the event of a workplace injury, drug and alcohol testing may be performed if reasonable suspicion exists that impairment may have caused the injury. To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration guidelines where applicable and will include a screening test; a confirmation test, the opportunity for a split sample, review by a Medical Review Officer, (including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result); and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records. The substances that may be tested for are:

- Amphetamines (amphetamines, methamphetamines, speed)
- Cannabinoids (*marijuana, hash)
- Cocaine (cocaine, crack, benzoylecognine)
- Opiates (heroin, opium, codeine, morphine)
- Phencyclidine (PCP)
- Barbiturates (Phenobarbital, Secobarbital, Butalbital)
- Benzodiazepines (Valium, Xanax, Librium, Serax, Rohypnol)
- Methaqualone (Quaaludes)
- Methadone
- Propoxyphene (Darvon compounds)
- Alcohol

*Testing for marijuana is subject to local and state laws and regulations.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. If necessary, the employee may also be asked to provide a blood sample test.

Subject to any state or local laws or regulations dictating otherwise, any employee who tests positive will be terminated immediately.

Employees will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterate or dilute the specimen, substitute the specimen with that from another person or sends an imposter, will not sign the required forms or refuse to cooperate in the testing process in such a way that prevents completion of the test.

Consequences of Failure to Comply with this Policy

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

Any employee who violates any provision of this policy will be deemed guilty of misconduct and subject to discipline, up to and including termination from employment, even for the first offense. This will include any use, possession or sale of illegal drugs as prohibited by this policy, any use or abuse of alcohol as prohibited by this policy, and any prescription or over-the-counter drug abuse as prohibited by this policy.

Confidentiality All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Employee Assistance Program

Minga Education provides drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment and rehabilitation as part of an employee assistance program. Employees are encouraged to seek assistance through this program and an employee's decision to seek assistance from the employee assistance program will not be used as the basis for disciplinary action prior to a positive alcohol or drug test result or other violation of this policy. On the other hand, using the employee assistance program will not be considered a defense to imposition of disciplinary action when Minga Education becomes aware of a positive drug test or other violation of this policy outside of the employee assistance program. Depending on the circumstances, Minga Education may suspend the imposition of disciplinary action subject to an employee's successful participation and completion in an alcohol or drug dependency treatment or rehabilitation program, but such suspension of disciplinary action will be in the sole discretion of Minga Education. Employees will not be able to avoid disciplinary action for violation of this policy if they do not meet the standards of job performance established for their position even if the lack of

performance is due to alcoholism or drug dependency. The direct number to the Employee Assistance Program is 888-650-5748.

Other personnel policies

Attendance & Punctuality

To maintain a safe and productive work environment, Minga Education expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Minga Education. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Every time you are absent or late, or leave early, you must provide your manager with an explanation. You must also inform your manager of the expected duration of any absence. Minga Education does not tolerate excessive absenteeism. Excessive means more than 3 occurrences in a 90 day period, except for approved paid time off, or excused absence due to illness. Excused absences due to illness require a doctor's note, if the employee has missed 3 days of work. Failure to produce a doctor's note may lead to disciplinary action. Continuing patterns of absences, early departures, or tardiness may warrant disciplinary action including verbal and written warnings, up to and including termination of employment.

Consistent with federal, state and local law requirements, employees who are absent for three (3) or more consecutive days due to illness may be required to provide a doctor's note with release back to work.

Employees who are absent without notice for three (3) days in a row will be considered as having abandoned their job, and Minga Education will process the work separation as a voluntary resignation.

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image Minga Education presents to customers and visitors.

During business hours or when representing Minga Education, you are expected to present a clean, neat, professional and tasteful appearance. It is never appropriate to wear stained, wrinkled, frayed or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, non-exempt employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

Breaks

Two paid ten minute breaks per four hours worked are mandated by state law

Break Time for Lactation Purposes

Nursing mothers can take reasonable break periods during the workday to express breast milk for their children. These employees can take breaks each time they need to express milk beginning from the date of the nursing child's birth and for up to two (2) years.

Nursing mothers can use their meal and paid break times for lactation purposes. Break times that are used for

lactation purposes beyond Minga Education provided break times are unpaid for non-exempt staff. Nursing mothers should discuss their need for extra break periods to express breast milk with their supervisors.

Workplace Etiquette

Minga Education strives to maintain a work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Minga Education encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone. The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences but more conscientious and considerate of co-workers and the work environment.

Please contact your supervisor if

you have comments, concerns or suggestions regarding these workplace etiquette guidelines.

- Avoid horseplay and practical jokes in the workplace
- Housekeeping and cleanup is a daily requirement and will be considered part of everyone's job description
- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing)
- Avoid discussions of your personal life or issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voicemail or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

Workplace Violence

Minga Education does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging Company property or property of another employee

- Possession of a weapon while on Company property or while on Company business (subject to state and local laws where applicable)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a supervisor. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Minga Education will actively intervene at any indication of a possibly hostile or violent situation.

Confidentiality & Non-Disclosure

The protection of confidential business information and trade secrets, within and outside Minga Education, is vital to the operation the Company. Such confidential information includes, but is not limited to, the following examples:

- Billing information
- Computer programs/data
- Computer security codes
- Financial information
- Sales and Marketing strategies
- New materials and product research
- Customer lists
- Customer preferences
- Pending projects and proposals
- Plans
- Referral sources or information
- Office security keys/codes
- Research and development strategies
- Management strategies
- Personal information regarding other members
- School Records

No employee may copy or disclose such information for personal benefit or the benefit of another without express written consent of Minga Education Group. Any employee who improperly uses or discloses trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information. In addition, individuals who are exposed to confidential information may be required to sign a non-disclosure agreement by Minga Education Group.

Company Property

For the purpose of this policy property will be defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Minga Education Group. All employees are expected to adhere to the following conditions regarding your use of Company property:

- To take good care when using Company property and to ensure that it is properly and responsibly maintained and serviced as directed
- To go about doing your work in a competent manner when using the property and equipment of the Company
- If involved in the production of the Company's goods and services, to apply yourself with due diligence in relation to the property or output produced.

Should you have knowledge of any misuse, you must notify your direct supervisor. Any employee who is found guilty

of the theft of Company property or equipment will be subjected to summary dismissal and prosecution. Any employee found to neglect or misuse Company property may be subject to discipline up to and including termination. If the neglect is determined to be gross, Minga Education Group will expect reimbursement for part or all of the replacement cost.

Use of Phone & Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Systems Employees should practice discretion when making local personal calls and may be required to reimburse Minga Education Group for any charges resulting from their personal use of the telephone. The use of Minga Education GroupMinga-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Electronic Communications

The Company owns the computers, software, telephones, and networks and any Communications other equipment collectively referred to as Company equipment that you may use. Therefore, all messages sent, received, composed, stored or accessed on any Company equipment are the property of the Company.

System users should not and do not have an expectation of privacy in their workplace electronic communications, their use of the Internet, or of any Company equipment. The Company reserves the right to inspect the contents of e-mail/voice mail or any other messages or material sent, received, composed, accessed, or stored on any Company equipment. Also, the Company may disclose any information obtained from any Company equipment within or outside the Company.

E-mails/voice mails are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Any such transmissions or communications containing sexually explicit images, message or cartoons, ethnic slurs, racial comments, or anything that may be perceived as harassment or offensive to others based on color, religion, sex, sexual orientation, gender identity, age, race, citizenship, national origin, disability, or veteran status is strictly prohibited.

While not all-inclusive, below are examples of violations of the policy:

- Sending or forwarding without authorization, confidential or proprietary Company information, business or trade secrets of the Company, or confidential information about the Company's employees or affiliates.
- Using electronic communications for any illegal purposes.
- Accessing, sending, forwarding, downloading, printing or deliberate receipt of pornographic, obscene, indecent or other sexually explicit materials.

System users who violate this policy will be subject to disciplinary measures up to and including discharge.

Smoking

Minga Education Group strives to provide a healthful, safe and comfortable working environment for all employees and customers. Smoking by employees is therefore prohibited throughout its properties.

Personal Information Changes

Minga Education Group needs to maintain accurate records of employees' personal information in order to fulfill its administrative obligations. It is your responsibility to promptly update your ESS of any changes in personal information. Your home mailing address, telephone numbers, number and names of dependents, emergency contacts, and other such information should be accurate and current at all times.

Travel Expenses

Per Diem: Employees who travel for Minga Education Group will be provided a per diem of \$50 to cover the cost of food and minor travel expenses (Ubers, train tickets, gas etc...). If travel requires major transportation (plane tickets) and lodging, employees will work with supervisor to select appropriate flights and lodging. Flights and lodging cost will be provided by the company directly.

Mileage Reimbursement: Employees who are required to drive personal vehicles for Minga will be reimbursed \$.20 for each mile driven.

Social Media

At Minga Education Group, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Minga Education Group.

Managers and supervisors should speak with Human Resources for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site or chat room, whether or not associated or affiliated with Minga Education Group, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Minga Education Group or Minga Education Group's legitimate business interests may result in disciplinary action up to and including termination.

1. Know and follow the rules

Carefully read these guidelines, the Anti-Harassment & Non-Discriminatory Policy and Electronic Communications Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Note that nothing in this policy is intended to "chill" NLRA protected speech regarding actual working conditions.

2. Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Minga Education Group. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our open door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, gender identity, disability, religion or any other status protected by law or Company policy.

3. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost

everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Minga Education Group, fellow associates, members, customers, suppliers, and people working on behalf of Minga Education Group or competitors.

4. Post only appropriate and respectful content

- Maintain the confidentiality of Minga Education Group trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a tip on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website or other social networking site to a Minga Education Group website without identifying yourself as a Minga Education Group employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Minga Education Group or the Academy of Arts & Knowledge. If Minga Education Group is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Minga Education Group, fellow employees, members, customers, suppliers or people working on behalf of Minga Education Group. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Minga Education Group"

Using Social Media at Work

Refrain from using social media while on work time, unless it is work-related as authorized by your manager or consistent with the Company Property and/or Electronic Communications Policy. Do not use Minga Education Group email addresses to register on social networks, blogs or other online tools utilized for personal use. **Retaliation is Prohibited**

Minga Education Group prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates should not speak to the media on Minga Education Group's behalf without contacting management. All media inquiries should be directed to the MEG Executive Director or Director of Business and Operations. .

For More Information

If you have any questions or need further guidance, please contact Human Resources.

Conflicts of Interest

Employees are prohibited from using Company facilities or information for their personal advantage. Any employee found to be using or disclosing Company trade secret information, Company equipment, or Company facilities in a manner that competes with this Company, or would cause this Company to suffer economic harm will be disciplined, up to and including termination. Employees are discouraged from taking gifts (other than small tokens of nominal value) from Company vendors.

Reference Checks and Employment Verifications

From time to time, outside organizations or individuals file information requests with Minga Education Group, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy

rights, and maintain the security and confidentiality of all employment and personal information in its record systems, Minga Education Group adheres to the following standards and procedures in dealing with all external requests for employment information. Minga Education Group employees are permitted to provide answers to reference checks, however employment verifications should be directed to the HR Coordinator at Minga Education Group or to InTANDEM HR.

SEPARATION POLICY

Employment with the Company is on an at-will basis and may be terminated by either the employee or the Company at any time, with or without cause or notice. No commitment or other term of employment will be implied or otherwise assumed from any source at all, written or oral. Employment for any specified duration will not be valid or binding on the employee or Company unless it is expressly set forth in a written document and signed by the employee and by the manager. Employment at-will is a term and condition of employment and continued employment for all persons employed by the Company.

Discharges

Minga Education Group may discharge an employee at any time with or without cause. However, some of the situations that may result in discharge include the following:

- Misconduct such as insubordination, dishonesty, intoxication, substance abuse, carrying of firearms, 40 unauthorized disclosure of confidential or payroll information, frequent non-excused absences, habitual tardiness, leaving your work station before quitting time without your supervisor's permission, etc.
- Performance related reasons such as inefficiency, high rate of error, poor quality or quantity of work, lack of cooperation, excessive sick leave, etc.

Without waiving its right to terminate an employee at will, Minga Education Group may follow a practice of progressive corrective action, (see Progressive Corrective Action) when it believes circumstances warrant this approach. Through progressive corrective action, Minga Education Group attempts to provide employees with notice of deficiencies and an opportunity to improve. However, Minga Education Group always retains the right to administer corrective action, including immediate dismissal, in any matter it deems appropriate and in its sole discretion.

Voluntary Resignation

Employees are asked to give Minga Education Group a written two (2)- week notice before the effective date of resignation. The Company may allow you to continue employment during the two (2)-weeks' notice period, or accept the resignation effective immediately. You may only be paid up to and including the last day of performed work.

If an employee terminates before earning full vacation for that year, the number of unearned days taken, if any, may be deducted from the employee's final paycheck.

Performance Based Release

A performance-based release is a separation initiated by Minga Education Release Group for unacceptable performance or behavior. However, if an employee terminates before earning full vacation for that year, the number of unearned days taken, if any, may be deducted from the employee's final paycheck.

Return of Property

Employees are responsible for items issued to them by the school site. Employees must return all Company property immediately upon request or upon termination of employment. Minga Education Group may withhold from final paychecks the cost of any items not returned when required. Minga Education Group may also take all action deemed appropriate to recover or protect its property.

Payment of Final Wages

Depending on the state in which you are employed, wages may include salary, earned vacation, sick leave, bonuses, commissions and other forms of compensation. Additionally, the state in which you are employed will dictate when final payment of wages must be made upon discharge or resignation.

COBRA

Please contact InTANDEM HR Benefits Department for information on COBRA.

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group plan would otherwise terminate. Employees are responsible for paying for the cost of any such continuation coverage, plus a small administration fee.

Under COBRA, employees may elect continuation of coverage for up to 18 months after termination of employment, unless they are terminated due to gross misconduct, or hours are reduced to such an extent they no longer qualify for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event.

Employees must notify InTANDEM HR within 30 days of the occurrence of legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees at the time of hire (or when they become eligible for participation in the group health plan) and again when a qualifying event occurs. For more complete information or if you have any questions concerning COBRA and your health plan, contact InTANDEM HR.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received my copy of the Employee Handbook for Minga Education Group (hereinafter "Minga Education Group"), and understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Handbook. I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the Handbook.

I understand that violations of the policies contained in the Handbook could result in disciplinary action, up to and including termination.

I further understand that the Handbook is not an employment contract, but serves as a guideline. I understand that unless I have a written employment contract providing otherwise, my employment relationship is at-will and may be terminated at any time with or without cause or notice. I understand that nothing in the Handbook will limit my right or the right of Minga Education Group to terminate employment.

I understand that Minga Education Group has the right to add to, modify or delete provisions of the Handbook and the policies and procedures on which they may be based, at any time without advance notice. I understand that no oral statements or oral representations can in any way change or alter the provisions of the Employee Handbook.

I understand that this handbook supersedes all other preceding employee manuals or handbooks, whether created by Minga Education Group or one of its predecessors. If I believe a prior manual, workplace policy or local, state or federal law conflicts with the provisions contained in the manual, I agree to contact the HR representative or InTANDEM HR.

Employee Signature Date

Printed Name

Academy of Arts and Knowledge

Student and Family Handbook

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WELCOME TO AAK Elementary

Welcome to Academy of Arts and Knowledge (AAK Elementary)! We are delighted that you have chosen to join our community.

Our Handbook is designed to help make your experience here successful, safe, and productive by communicating an understanding of our guidelines, policies, and procedures. It cannot cover every situation or question, but should direct you through the most common situations. Our expectation is that everyone is responsible for knowing and adhering to its contents.

NOTE: This handbook supersedes all prior handbooks and other written material on the same subjects. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. For purposes of this Handbook, “parents” shall be understood to include “legal guardians” and “legal custodians”.

EQUAL EDUCATION OPPORTUNITY AAK Elementary’s policy is to provide an equal education opportunity for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background.

CONTACT INFORMATION

Academy of Arts and Knowledge (AAK Elementary)
4800 Wheaton Drive, Fort Collins CO 80525
Phone: 970-226-2800

Website: www.aakelementary.org

Principal - Nichole Schlagel nschlagel@aakelementary.org

Director of Business & Operations - Shannon Gossard sgossard@aakelementary.org

Front Office - Amanda Woods awoods@aakelementary.org

Front Office - Jada Kankel jkankel@aakelementary.org

AAK Elementary Board board@aakelementary.org

Michael's of Denver Catering 303-866-3299 www.mykidslunch.com

Charter School Institute 303-866-3299 csi_info@csi.state.co.us

GOVERNANCE

AAK Elementary Board of Directors

AAK Elementary is governed by a local board of directors. The Board includes elected and appointed members and meets at least monthly on the third Wednesday at 6:30pm at the school or via Zoom. The Board is responsible for the governance, strategic planning, financial oversight, policies and procedures, and oversight. Parents are encouraged to attend the public board meetings and be involved by either serving on Board committees or seeking a position on the Board. More information about the Board can be found [here](#). Notice of board meetings will be posted 24 hours in advance at the window of Room 101A in the front entrance of 4800 Wheaton Drive, Fort Collins, CO 80525.

Colorado Charter School Institute

The Colorado Charter School Institute (CSI) is Colorado's only non-district charter school authorizer. It performs all the regulatory and oversight functions of a school district for those charter schools, such as AAK Elementary, that are not authorized through their local school district such as Poudre.

Colorado Charter School Institute 1580 Logan St, Suite 210 303-866-3299 www.csi.state.co.us

GENERAL EXPECTATIONS

General Safety Expectations:

As a community of learners, it is the duty of each individual to do her/his part in keeping our school safe. The school staff requires all visitors coming to the building report directly to the front desk to present identification, sign in, and receive a visitor badge.

Entry to the school should be through the north east doors from 7:00am-7:30am for the before school program and breakfast program. Beginning at 7:50am to 8:10am, students will enter the front doors located on the southwest side of the building. All students are in their classrooms by 8:10am.

Parents arriving with children at or after 8:10 AM are expected to escort children into the building and sign them in. A student will be documented as tardy from 8:15 AM onward.

Traffic laws and postings are expected to be observed by all drivers. All walkers are expected to obey crossing laws by using the crosswalks. Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or AAK Elementary pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments.

Students are not to be left unsupervised at the school under any circumstances. School personnel will supervise students between 7:50 AM and 3:30 PM daily unless the student is signed up for the before or after school program. Community Learning Center students will be supervised by school personnel. Students not participating in a school sponsored activity are the responsibility of the parent and must not be left at the school. Students will be released only to parents or authorized representative 18 years or older.

Appropriate attire must be worn by students to the school during cold weather days. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks. Students are expected to remain in appropriate attire throughout the school day.

Communication:

At AAK Elementary, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with communication:
 - Check the school website (www.aakelmentary.org) regularly for updated information—including school calendar, events calendar, emergencies, school

- closings, etc.
- Read AAK Elementary Dragon Mail updates
- Read class weekly newsletters and teacher emails
- Review Friday folders
- Treat our Board, faculty and staff with respect. This includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community. Enrolling your student at AAK Elementary indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

AAK Elementary maintains an open door policy concerning communication with parents, students, staff and our community. At the same time, however, all concerns should follow the proper line of contact to address an issue.

1. Teacher, activity director or personnel responsible
2. AAK Principal
3. AAK Elementary School Board
4. Colorado Charter School Institute
5. Colorado Department of Education

Communication Between Parents and Students

AAK Elementary will not disseminate parent phone numbers or email addresses to non-school staff. Parents may exchange contact information with other parents to form a school contact list. However, use of email or texting with any school contact list must be limited to school or student related matters. Parents may not send bulk messages or solicit other parents with email or text with any school contact list. If a parent wishes to address parents from their child's class, grade, or other large group, such messages must be submitted to the child's teacher or the Principal for review and submission.

Parents will not send communication to any AAK student emails besides that of their own child. No other communications are permitted from parents to AAK students other than their own child.

Volunteer Hours/Family Engagement

AAK Elementary encourages parents to volunteer in the school as much as desired. Volunteers are very important to our educational program. Inquire at the front for ways you can be involved in your child's education.

When parents volunteer in the school, they should be a positive role model for our students and follow all school rules. Volunteers are asked to sign in and out at the school office and obtain a visitor's pass each time they are volunteering in the building. Parents who volunteer on a regular basis, work one-on-one or alone with students, or drive for field trips must be background checked through CBI. Inquire with the front office for the appropriate forms.

GENERAL OFFICE POLICIES

Telephone: Telephones in the offices are for business purposes. Except for emergencies, students may not use the office phones.

Messages: A message system will take messages before and after school or during times of high volume use in the school office. Messages are important to the AAK Elementary staff and calls will be returned as soon as possible.

Copy machines: Use of all copy machines is restricted to faculty, staff, and trained volunteers.

School Property: The AAK Elementary community is expected to show pride in AAK Elementary by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

Security Camera Use: AAK Elementary utilizes video cameras in hallways and other areas within our school for the safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, AAK Elementary reserves the exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

Use of School Name: At no time may any member of the AAK Elementary community use the school name, emblem, mascot or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the board of directors.

WEATHER AND EMERGENCY INFORMATION

Cancellations, Delays, and Unplanned Early Releases: Because of our broad geographical student base, AAK Elementary school delays, cancellations, or unplanned early releases due to bad weather or emergencies will be determined by the administration. Notification will be made via AAK Elementary Website, Facebook page, an emergency Dragon Mail (email) and notification via Swift. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. In cases of delays due to bad weather, all student tardiness and absences will be excused. If school is not delayed or closed, the administration will determine whether student tardiness or absence will be excused. Any determination by the administration which negatively affects a student may be appealed to the AAK Elementary Board.

Emergency Drills: Students must learn all emergency procedures and instructions given by the AAK Elementary staff. AAK Elementary will conduct needed drills as mandated by Colorado State codes to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH THEIR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW.

Safety Procedures: All doors entering the school building will be locked while students are in the building. All visitors must enter through the front door and ring the bell. School personnel will allow entry. Exterior doors will not be propped open and will be checked regularly by administration and the Facility Manager. The property is walked multiple times a day to ensure safety. Faculty are trained to be aware of any suspicious activity. Monthly drills and training are held to ensure a consistent and planned response to multiple emergencies.

AAK is currently connected with the Fort Collins Police Department and Fire Department. Agencies have building maps and access to the building as needed. AAK is connected to the School Resource Officer located at Preston Middle School. Current contact information has been provided to both the officer and the Fort Collins Police Department.

STUDENT LIFE

Friday Folders Folders with class/school assignments and school communication are sent home every Friday. Parents and students are expected to review information sent home in a timely manner and return the folder on Monday.

Class Weekly Newsletters Class teachers will be sending home weekly newsletters, hard copy and/or via email. They will include reminders/updates of assignments and responsibilities, updates on what is going on in the classrooms, and reminders of what events may be happening in the school at large. Parents and students are expected to keep up-to-date on the information provided.

Dragon Mail (school email) The front office sends out a weekly email burst on Fridays. It contains messages from the administration and the Board, as well as updates on events and other information about all AAK Elementary “goings on”. It is your best source of the most up-to-date information available. There will also be occasional “special” bursts for items of particular import.

Backpacks Students are allowed to use backpacks and bookbags at school. They are to be stored on hooks in the hallway – not in the classrooms – during the school day.

Conduct in the Classroom Individual teachers handle all matters of classroom discipline. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the office. Student office referrals can result in an in-school suspension, out of school suspension, or expulsion.

Conduct in the Cafeteria All students are expected to eat lunch on site. Lunch is to be eaten with a minimum of noise and activity. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the cafeteria and other areas of the campus remain free from litter. Glass containers are not allowed.

Lunches Hot Lunches are available. Hot lunch is charged at per-student rate for each day used. Hot lunches must be ordered and paid in advance of lunch service. Free and Reduced price lunches are available to those who qualify. Qualification forms, which are confidential, are available at the front desk.

Breakfast Breakfast will be offered from 7:30 AM to 8:00 AM daily in the cafeteria and is charged at per-student rate for each day used. Breakfasts must be ordered and paid in advance of breakfast service. Free and Reduced price breakfasts are available to those who qualify. Qualification forms, which are confidential, are available at the front desk.

Food and Water As a general rule food and drinks are not allowed in the hallways or classrooms. Approved snacks and water may be allowed in designated areas for nutrition break. Plastic water bottles are allowed in school. Our school is a nut-free school. Please provide snacks for your child that are free of nuts.

Food Allergies Parents are responsible to inform the office and their student's teachers of any food allergies their child might have. Please refer to the Medical and Severe Allergy sections of the handbook.

Gum Gum is not allowed.

Conduct at Assemblies Assemblies will be scheduled and posted on the monthly calendar. Assemblies are part of student life at AAK Elementary, so it is important that attendees are attentive, quiet and respectful at all times.

Conduct at AAK Elementary Social Events

The following apply to other AAK Elementary-sponsored social events:

- Chaperones are required to be present at school events. All parent chaperones must be approved by the school prior to the event.
- The parent/guardian and Law Enforcement will be called immediately if there is any evidence of inappropriate behavior, possession or use of drugs, alcohol or tobacco at any AAK Elementary event.

Electronics Cell phones, cameras, MP3 players, and video games in any form are not allowed at school or at school related events unless specifically authorized by staff for the particular event.

Toys Toys, game cards, or collectable cards are not allowed at school without specific teacher permission.

Personal Valuables School is not responsible for personal items – especially valuable ones. Students are strongly encouraged to leave valuable items, including cash, at home.

Literature Although personal reading material is allowed to be brought in for prescribed reading time (in class or at after school care) the administration reserves the right to confiscate at any time any material it deems inappropriate in any way.

Lost and Found The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A “Lost and Found” is located by the playground doors. It is the location for all misplaced items in the school with the exception of eyeglasses. Those are turned into the School Nurse and held until the end of the school year at which time they are donated to the Lions Club. Unclaimed items will be turned over to benevolent organizations at the end of each trimester.

Signs and Posters All AAK Elementary event signs and posters must be approved by the administration and should be removed by the end of the school day following the event or activity.

Solicitation Students are not allowed to sell any items at school. Fundraisers are conducted by PTU, Teachers, Administration, and approved organized events.

Field Trips A form provided by the classroom teacher is to be completed by the parent granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students are expected to have a AAK Elementary spirit shirt and wear it on field trip days. A chaperone’s role is to supervise students – therefore siblings are not allowed without specific permission from the teacher. CBI background checks for adult chaperones will be conducted for all overnight field trips attendees as well as parent drivers. All parent drivers will be required to have a Colorado Driver's License and will agree to a Colorado Department of Revenue Drivers Record Check.

Clubs Student clubs may be permitted by the AAK Elementary community after a written proposal is submitted to and approved by the administration.

School Photos Students will have the opportunity to have their pictures taken individually and by class. Notice will be given prior to picture day. Students may be out of dress code on picture day.

Leaving Campus During the Day

- Students may not leave campus during school hours unless a parent or designee 18 years or older signs them out at the office and accompanies them.
- A student who leaves campus for special school activities will be given a permission slip to be signed by the parent.
- Students who become ill during the day must report to the office so that a parent may be contacted.

DRESS CODE

AAK Elementary's dress code policy has been established to create parity among the students while allowing some artistic expression. Students are encouraged to express themselves. We ask that logos are not worn or larger than your fist.

Bottoms

Pants:

Straight legged or slight flair
Jeans are allowed
Twill or thin-wale corduroy
Leggings may be worn as pants

Shorts:

Fingertip length

Skirts:

May be skirt, skort or jumper
Fingertip length
Shorts may be worn under skirts, but may not be visible

NO: Short-shorts, hip huggers

Tops

Shirts:

Any shirt with sleeves

NO:

Tank tops, spaghetti straps, or sleeveless items
No logos, decals

Dresses:

Any color or multi color, must have sleeves or a shirt underneath

Outerwear/Overwear

Sweaters/Vests:

Cardigan, V-neck or vest of flat-knit weave.

Jackets/Sweatshirts:

Sweatshirts – including hoodies – may be worn over dress code shirts (no logos or decals)

AAK sweatshirts or solid colors (no patterns or emblems)

Jackets/coats (winter coats, etc.) may be worn to school, but must be removed when inside.

Sock/Shoes/Accessories

Socks/Tights/Leggings:

May be any color or colored pattern – creativity encouraged!

Must be solid weave

Socks or tights must be worn for health reasons

Shoes:

Tennis, athletic, dress, boots, or Mary Jane's acceptable – shoe must be on firmly and be appropriate for daily activities including outdoor recess (see below for winter conditions)

Shoes/laces may be any color or pattern

Must be close toed and close heeled – 1" heel maximum

Winter boots can be worn to and from school and during recess but should be removed when in the building. Dress code shoes must be worn indoors when winter boots are removed.

Physical Education – appropriate athletic shoes should be worn on gym days

NO: Flip-flops, sandals, open toes, open heels, platform, lights, wheels or sounds.

Personal Grooming

Hair:

Cleaned and neatly groomed

Can be any color or cut

Nails:

Students may wear nail polish of any color

Make-up:

To be used at parent's discretion and not brought to school.

Scout/Athletic Uniforms:

Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days.

Athletic team/Spirit uniforms may be worn on game/performance days.

Not Acceptable

Clothing that exposes midsection

Visible undergarments

Clothing/Accessories/Personal Belongings that feature alcohol, drug or gang references

Hats of any kind are not worn in the classroom or during instructional times.

The Principal or delegated authority has final discretion regarding appropriateness of appearance.

Any family having difficulty finding/affording appropriate attire may contact the front office for assistance. AAK has a wide variety of clothing available for parents. Please check the front entrance for a fully stocked community closet.

Enforcement Compliance with the dress code is mandatory. Violations of the dress code will result in disciplinary actions against the student in the following manner:

- Students with a dress code violation may be asked to change their clothes.
- Parents may be called to bring the proper clothing to school.
- Consistent dress code violations will require a conference with the parents to discuss a solution.

STUDENT DROP OFF AND PICK UP

Students may be dropped off/ picked up from a car (EXPRESS LANE) at a designated location along the **WESTERN (Front)** side of the building at the concrete drop-off pad (see map).

STUDENT DROP OFF

1. DROP-OFF THROUGH EXPRESS LANE 7:50-8:10 am

- a. Cars enter from Wheaton and take the immediate right to enter the drop off lane and follow the lane until the last possible lane (Lane 4 on map). An AAK Elementary staff member will be directing traffic at this point.
- b. Drop off takes place **ONLY** along the front side of the building – staff will be present at the designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child from your vehicle to the sidewalk where they will walk alongside the side of the building until they enter the front doors.
- d. Pull all the way forward and wait for a teacher to help lead your student from your

- vehicle. Students **MUST** be ready to exit the car when their car arrives at drop off site - backpacks ready to go, coats on, breakfast finished, hugs and kisses completed - **PARENTS ARE NOT TO EXIT THE CAR.**
- e. After your student has exited the car, turn left at Lane
 - f. A staff member at the end of Lane 2 will assist in directing traffic to exit the parking lot.
 - g. Drop off for AAK Elementary begins at 7:50 am and concludes at 8:10 am
 - h. If no teacher is visible at drop off, **DO NOT** drop off your child! Park in the AAK Elementary parking and escort them to the Front Door and sign them in at the front desk.

2. **DROP-OFF – PARENTAL ESCORT**

- a. If **NOT** using the Express Drop off lanes, park on the north side of Lane 1(marked Parental Escort Parking) and walk your child to the front door using the walking path between 8:00 and 8:10am.
- b. Do not cross over the parking lot until you reach the crosswalk behind the cones that block traffic.
- c. Students arriving any time after 8:10 a.m. will need to be signed in personally by their parents at the front desk. Students not in their seats by 8:15am will be marked tardy.
- d. **DO NOT** park on the south side of Lane 1. This is staff parking only.
- e. When exiting, drive back to the exit using Lane 1 and pay attention to the AAK Elementary faculty member directing traffic to exit onto Wheaton.

STUDENT PICK-UP 3:20-3:40 pm.

1. **PICK-UP THROUGH EXPRESS LANE**

- a. Cars enter from Wheaton and take the immediate right to enter the drop off lane and then turn left, heading west until the last possible lane (Lane 4 on map). An AAK Elementary staff member will be directing traffic at this point.
- b. Pick up takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at the front entrance.
- c. A teacher will be present to escort your child to your vehicle from the sidewalk.
- d. Pull all the way forward and wait for a teacher to help lead your student to your vehicle– **REMAIN IN CAR**
- e. If the child is not ready, you may be asked to pull forward and re-enter at the back of the line so we can keep the right lane moving.

- f. If major buckling is needed, please exit the Express Lane and pull to the side of Wheaton so we can keep traffic moving.
- g. Students will not be released until 3:20
- h. Any child not picked up by 3:40 will join CLC. Please pick your child up at the CLC entrance next to the playground.
- i. If your child is not ready for pick up and your car is at the front of the line, you will be asked to park, a staff member will bring your child to the car.

2. INSIDE PICK-UP

- a. Notification will go out via our Swift Notification system.
- b. Students will remain in the classroom and be called out once you have arrived at the front of the pick-up line.

3. TARDY PICK-UP – students not registered with After School Program

- a. Students are released at 3:20pm.
- b. If not picked up by 3:40pm parents/emergency pickup contacts will be called.
- c. At 3:45pm the student will join CLC.

ACADEMICS

Vision Statement: Provide an environment that allows every student to reach their full potential.

Mission Statement: Within a supportive school community, AAK Elementary offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

We will accomplish our mission by:

- Providing a safe and engaged school community that allows students to take risks in their learning, and treats each student as unique individuals and gives them opportunities to let their creativity flourish.
- Offering a world-class education through a standards-based core curriculum that integrates the fine arts and exposes students to diverse cultures, with a balance of technology, character development and enrichment opportunities.

Belief Statement

We believe a great AAK Elementary teacher and staff member is proudly devoted to welcoming and accepting all students through creative collaborations. A great AAK Elementary teacher is passionate and sounds kind, respectful, creative, and knowledgeable. The community of AAK

Elementary teachers and staff members promotes safety, happiness, and creativity.

Literacy at AAK Elementary

Reading and writing are taught to our students through the Benchmark Curriculum and Foundations!. Reading and writing are also integrated throughout the day in all subject areas, and teachers give students time to dive into books to cultivate a true love for literacy.

Math at AAK Elementary

Singapore Math instruction is delivered through the Primary Mathematics curriculum. With this curriculum, our students learn and master fewer mathematical concepts at greater detail with a three-step learning process: concrete, pictorial, and abstract. Through this, they're becoming creative thinkers who are preparing to be real-world problem solvers.

Social Studies at AAK Elementary

AAK Elementary students learn about character, ethics, empathy, and self-esteem through the *Social Studies Alive!* Benchmark Workshop offers a fully integrated social studies curriculum. Lessons and activities surround an essential question, and students participate in hands-on projects and world culture integration that is aligned to the Colorado Academic Standards, while they continue to grasp how our country and the world were shaped over centuries at a time.

Science at AAK Elementary

With the *Bring Science Alive!* curriculum, students engage in hands on activities and experiments based on the scientific method. Unit-level phenomena encourage students to make connections with the world around them. Investigations that align to the Colorado Academic Standards and Next Generation Science Standards keep our students engaged and challenged, and the lab kits, student textbooks, and interactive notebooks will help them develop a curiosity for the sciences. Intermediate students are able to present their understanding and critical thinking in the spring at the Science Fair. Benchmark Workshop will integrate science standards throughout the literacy curriculum to provide an integrated approach to science.

Art at AAK Elementary

All students benefit from the arts, especially students needing more concrete, visual, and kinesthetic experiences for successful learning. At AAK Elementary, the integrated fine arts and visual arts program strengthens learning transfer. The arts at AAK Elementary are not only about producing tangible artifacts, but also skill development and problem solving. AAK Elementary adheres to the proposition that arts integration produces better readers, better writers, and better speakers.

Music at AAK Elementary

Music, like literacy, allows students to experiment with rhythm, words, tempo, and melody. Musical notation and reading the meaning in the music dovetails strongly into moving from text to meaning in literacy. It is the conviction at AAK Elementary that music produces – besides the gifts of music itself – strong readers, writers, and presenters.

Expressions at AAK Elementary

Movement is so much more at AAK! Every student will participate in our Expression class with a focus on drama, dance, and physical well-being. This class integrates the lessons being taught in class and will bring them alive through movement, dance, and drama! Students will focus on the fundamentals of movement and community building while being encouraged to be their authentic selves and take risks.

Special Education Program at AAK Elementary

With a focus on inclusion, our Special Education program continues to follow AAK Elementary's vision of each student as a unique individual. The program takes into consideration the academic support needed for every child to meet their specialized goals across all core academic subjects and works to foster enthusiastic and self-confident learners. The Special Education program at AAK Elementary also concentrates heavily on the social and emotional needs of special education students and ensures that every student feels comfortable in, and out of, their classroom environment.

English Learners at AAK Elementary

Students who come from homes in which English is not the primary language, dual-language homes, or students who have recently immigrated to the United States are assessed within the first 30 days at school to determine their English Language proficiency level. This assessment then provides teachers and parents with information about what English Language skills the student may need more instruction in. AAK Elementary then provides specialized, small-group instruction to these English Language Learners. The instruction is aimed at helping the student to access content knowledge, while also working to increase their English language skills. AAK Elementary's English Language program follows the World-Class Instruction Design and Assessment (WIDA) standards that the Colorado Board of Education has adopted as the Colorado English Language Proficiency (CELP) standards.

Gifted/Talented Program at AAK Elementary

All students in second grade are screened each year for the Gifted/Talented Program through the

use of a non-verbal test. Students new to AAK Elementary in grades 3-5 are also screened. A score that approaches the 90th percentile will result in a referral for further testing. Parents, teachers, and students may also make referrals for testing.

Our teachers are also trained in recognizing traits of gifted children, as well as accommodating the needs of these children. GT services may be delivered in the classroom by the homeroom teacher or as a pull-out with a small group of GT students, whichever best meets their needs. Through an advanced learning plan (ALP), teachers and staff can assess gifted student growth and social-emotional development. ALPs are reviewed yearly and may be revised at any time.

Homeschool Program at AAK Elementary

AAK Elementary recognizes the importance of homeschooling and the role that families have in their children's education. Our school can provide additional resources and support for your homeschooled child. By working together with families, we help provide an environment for each child to thrive in and prepare for the world. We invite your homeschooled child to participate in our eight-hour per week on-site schedule including art, music, dance/drama or various core subjects. We offer flexible times to supplement the needs of individual homeschool programs as long as students attend at least eight hours a week.

Make-Up Work: Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the Principal. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon his/her return to school. All missed exams will be taken within two days upon returning from an absence. Any exceptions for these guidelines would need to come from the Principal prior to the excused absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

Late Homework: AAK Elementary students are expected to turn in all classwork and homework. It is expected that class work and homework will be turned in at the time designated by the teacher.

Grading System: The academic year is divided into four quarters. Grades are standard based. Class work, homework, class participation, quizzes and tests will be taken into consideration. A student's attendance in school and/or tardiness will impact their ability to demonstrate mastery of

standards therefore resulting in insufficient evidence of knowledge of standards.

A standards based report card is given:

4 = Exceeds grade level standard 3 = Demonstrates proficiency 2 = Needs additional support to meet standard 1 = Insufficient progress with standard IE = Insufficient Evidence

Report Cards/Progress Reports:

- Report cards will be printed and distributed at the end of each quarter
- Progress reports may be issued at the mid-point of each quarter. Parent/Teacher conferences may serve as the progress report for designated quarters.

Academic Tutoring: If it is determined that a AAK Elementary student is a grade level or more behind in either language and/or reading skills or math skills, tutoring will be made available through the school tutoring program or RTI (Response to Intervention).

Promotion/Probation/Retention: AAK Elementary has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement and communicating student progress to parents in a continuous and systematic manner. Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to best meet the student's academic needs.

Promotion and Retention Policy Statement: A student may be considered for retention if the following criteria are not met:

1. Mastery in all major content areas as evidenced by grade level report cards.
2. Student's scaled score on AAK Elementary's standards-based assessment must fall above the 25th percentile in mathematics and reading.
3. Other areas like stamina or social development are not grade level appropriate.

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutoring
- Supplemental Coursework
- Individualized Assistance through the Intervention Assistance Team
- Attendance Counseling

Responsibility and Timeline: Decisions regarding a student's placement, promotion or retention

will be determined on a student-by-student basis based on academic results and other factors mentioned above. The Principal, along with the input of the student's teacher(so) and MTSS Team, shall have the final responsibility of determining grade level placement and promotion or retention of each student.

Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

STUDENT ATTENDANCE

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. A 95% attendance rate is a worthy goal.

Parents will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

Excused Absences: The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
4. Absences by students who are in the custody of court /law enforcement authorities
5. Absences determined by school administration to be excusable, such as doctor's appointments or juvenile court appearances

Extended absences require advance approval from the administration and filling out a form with the front office ahead of time.

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Unexcused Absences: An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by AAK Elementary of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents may petition the administration of AAK Elementary for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after 8:15am. Upon entering the building after 8:10am the guardian must sign in the student at the front desk. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, tardy students should walk to class independently, and penalties shall be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

Truancy: If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has 4 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the Power School online program. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent. Such a meeting shall be held no later than 10 school days after the student's fourth unexcused absence.

Penalties: A student shall be given notification of his/her first truancy offense. Parents will be notified of the need to meet with the school Principal. A plan will be created to support active participation in school. If a student remains truant the school administration reserves the right to deny enrollment to AAK.

Withdrawal from School:

If a student decides to withdraw from school for any reason, the student must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student's departure.

STUDENT HEALTH

Health Room Personnel:

Jada Kankel- Health Assistant jkankel@aakelementary.org

Keri Dennison- School Nurse kdennison@aakelementary.org

Registered Nurse: The Registered Nurse will train and provide supervision to the Health Assistant as well as additional consultation as needed. RN's may only be in the building to provide specific health services mandated by the State of Colorado such as immunizations, special education

assessments, IEP meetings, and in health education programs if appropriate. They coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan.

Health Assistant: A Health Assistant will be in the building 8 hours each day and in the health office as needed. Health Assistants are not nurses. They have received training in: Basic First Aid, CPR, and Medication administration only. Trained school staff provide first aid and care to sick and injured students when the Health Assistant is not in the building.

General Health Room Procedures:

- A student entering the health room will be allowed to remain there for a maximum of 15 minutes or discretion of AAK Elementary nursing assistant
- After 15 minutes, a decision will be made to send the student back to class or to send the student home
- If the student is being sent home a telephone call will be placed and a resolution/decision shall be made within 30 minutes as to how the student will be picked up by a parent or emergency contact person
- Once the resolution/decision is made, it shall be adhered to unless the situation escalates requiring immediate medical attention
- The parent or emergency contact must keep AAK Elementary's administration or their designee updated with their status as to their arrival at AAK Elementary
- Please be sure to provide the school with necessary emergency contact telephone numbers and update information if it changes during the school year

Illness:

Follow these guidelines when determining if a student should come to school.

Do **NOT** send student to school if they have:

- A Temperature over 100 degrees F within last 24 hours
- Experienced vomiting or diarrhea in the past 24 hours
- Cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (unless allergy related)
- A sore throat lasting longer than 3 days (a student diagnosed with Strep Throat must stay home at least 24 hours AFTER antibiotic treatment has been started)
- Weeping cold sores or other lesions (such as impetigo) until under treatment
- Rashes that have not been diagnosed.

Health Requirements & Immunizations:

Colorado's immunization law for school-aged children requires the following:

- Diphtheria-Tetanus - Pertussis (DTaP) - 5 doses (K-5 or 5 to 10 yrs. of age)
- Polio (OPV)– 4 doses
- Measles-Mumps-Rubella (MMR) – 2 doses
- Chickenpox (Varicella) – 2 doses
- Hepatitis B series (Hep B) – 3 doses
- Tetanus-Diphtheria-Pertussis- (TdaP) shot (1 dose required; beginning 6th grade students or age 11-18 yrs.)

Contact the Larimer County Health Department for any questions with immunizations. State law requires parents to show evidence of immunization prior to or on the first day of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied admittance in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive Colorado Revised Statute 25-4-902, parents must sign a card and submit a statement to the school office prior to the beginning of the school year. This is required under Colorado Law (CRS 35-4-903).

Communicable Diseases/Extended Illness/Pests:

Because a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk.

Casual-Contact Communicable Diseases and Pests

The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash, or has been exposed to a communicable disease, as well as regulate in school contact/procedures in accordance with Colorado State Law.

- Specific diseases/conditions include: diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella, impetigo, and other conditions indicated by state and local health departments
- If a child contracts a communicable disease, the office should be notified as to the nature of the illness
- Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and Larimer

County Health Department

- In such cases as chicken pox, measles, mumps, students will not be allowed to return until the school receives health care provider's notification that there is no further risk of infection
- Parents of children in a classroom which has a communicable disease/condition reported will be notified, at the discretion of the administration, by way of a "Health Alert."

Medications Policy:

Please be aware that Colorado State Law mandates our Medication Policy.

- All medications must be kept in a locked cabinet in the health room during school hours
- Students are **NOT** permitted to keep medication of **ANY KIND** on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined below
- AAK Elementary medication policy applies to ALL medications, including over the counter medications (Tylenol, cough drops, cough syrup, decongestants, etc.) and inhalers

If medication must be taken during school hours, the following information/procedures must be provided/followed before it can be administered to student:

- Written health care provider's order (including drug name, dose, time to be given, route, duration of time to be given, and a doctor's signature)
 - The health provider may email this order to the school
 - PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a health care provider's order
- Written permission from a parent or legal guardian
- An acceptable form that contains all of the above can be obtained at the front desk
- Medication and signed Authorization Form **MUST** be brought to school by the parent
- Medication must be in the original pharmacy container, complete with pharmacy label – medication cannot be given if it comes in a plastic bag, envelope, unmarked bottle etc.

AAK Elementary Employee Administration

- Only AAK Elementary employees who have completed "Medication Administration Training" with the RN may administer medication
- Student is responsible to report to the office at the proper time for medication
- Parents may come to school and administer medication to their child

Student Administration

- Student **MUST** have written health care provider's authorization to self-administer that

includes:

- Instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief
- Instructions to report to health care provider any severe adverse reactions that may occur due to the child using the inhaler
- Any other special instructions
- At least one emergency telephone number for contacting
- Health Care Provider/Parent Form can be obtained at the front desk – self administration instructions can be added to it
 - School nurse must meet with student to determine:
 - Student is self-directed and knowledgeable about their medication
 - Student demonstrates ability to self-administer medication properly
 - Student is responsible and mature enough to carry medication
 - Right to self-medicate may be revoked if student shows unsafe or irresponsible behavior
- AAK Elementary retains the discretion to reject requests for administration of medicine

If you have any questions regarding these policies or immunization requirements for Colorado Students, please call the health office at AAK Elementary (970) 226-2800.

Severe Allergy Safe School Policy

Although AAK Elementary cannot guarantee an allergen free environment, reasonable precautions are taken to minimize the risk of developing severe reactions to allergens occurring in the school environment for both student and staff. Some individuals have or are in a high risk group for developing sensitivity to certain allergens. Sensitivity reactions can range from mild skin irritation to an emergency and anaphylaxis. School procedures address practices to minimize exposure to individual allergens, recognizing the allergic reactions and responding to the allergic reactions. A safe environment for students and staff recognizes individual differences and an adoption of realistic practices will be promoted.

Parents Right to Know

As a parent of a student at AAK Elementary, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact Shannon Gossard at sgossard@aakelementary.org if you would like to receive any of this information.

SELF-DISCIPLINE GUIDE

A major component of the educational program at AAK Elementary is to safely prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The purpose for developing guidelines for student self-discipline is to encourage everyone in the AAK Elementary community toward those goals.

Self-Discipline Goal Guidelines

Overview: AAK Elementary teachers and staff are dedicated professionals and life-long learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are to help students learn how to maintain self-discipline in all types of situations. We use Restorative Practices and encourage students to learn to make appropriate decisions from the “inside out”. Just as we value the variety and uniqueness found in the individuals that make up the AAK Elementary learning community, we value the ability to deal with situations based on the student, parent and staff need when possible, rather than a “one punishment fits all” systemic type of approach.

Therefore, AAK Elementary does not employ a “discipline system”. Instead, we follow the components of **Positive Behavioral Intervention Support** or PBIS. PBIS is a school-wide program which emphasizes a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Throughout the year, children will be receiving Dragon Tickets when they demonstrate positive behavior in any area of the school. Teachers are looking for students who display our basic code of conduct:

- Respect for yourself
- Respect for others
- Respect for property/objects.

Expected Behaviors In line with these goals, AAK Elementary has developed the following list of expected behaviors. Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, in family, and in school
- Follow school-wide norms and expectations.

The vast majority of classroom and school management issues fall under the oversight of individual classroom teachers. Caring, highly trained and passionately prepared teachers engage students in such a way that most behavior problems are easily resolved under their supervision. In a growing learning community, teacher and staff expectations are made clear to students and they are given precise clear instruction concerning school procedures and routines. We encourage each student to make appropriate, informed choices for their own good and the good of the AAK Elementary community. The vast majority of students are able to make wise choices most of the time. For those students, however, who unwisely choose to regularly resist direction and guidance or interrupt the flow of learning in the classroom, or those very few who choose to engage in dangerous, illicit or illegal activities within the AAK Elementary learning community, there are procedures put in place to help correct their behavior or protect others from future acts.

Guidelines for Reaching These Goals

Goal Guideline #1:

We want parents to be actively involved in teaching self-discipline to their children. This may require immediate interaction with the classroom teacher first, then school administration or the proper authorities in response to choices a child might make. Parents should feel free to discuss classroom issues with teachers and school administration.

Goal Guideline #2:

We want classroom teachers to maintain the learning environment in their individual classrooms and establish the “learning” climate for the school. Our teachers are highly motivated and caring individuals looking for ways to challenge each student to learn and to encourage them to be self-motivated and self-disciplined young people. The staff trusts one another to pursue the best course of action in addressing student needs and working through situations that arise within the school environment.

Goal Guideline #3:

We want students to develop the ability to think, make informed decisions and act with wisdom in difficult situations. We want them to own their own problems and, with guidance, solve them in appropriate ways. We want them to look at problems as opportunities for growth.

Goal Guideline #4:

We want students to face logical consequences for their actions and attitudes instead of “punishments” whenever possible. We want them to see adults as helpers and guides rather than arbitrary judges who hand out punishment.

Goal Guideline #5:

We want students to love learning and to appreciate their relationships with those who guide them toward becoming life-long learners.

Student Discipline (File: JK)

The objective of disciplining any student is to help the student develop and maintain self-control, respect for others and socially acceptable behavior. All policies and procedures regarding student discipline shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner that allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

Restorative justice shall be considered in appropriate circumstances and may be utilized to address the consequences of student misconduct, as determined by the School. As defined by Colorado law, “restorative justice” involves practices that emphasize repairing the harm to victims and/or the school community caused by a student’s misconduct.

The School shall enforce the code so that students demonstrating unacceptable behavior and their parents, guardians, or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code. To the extent practicable within budgetary constraints, the School shall develop and implement plans for the appropriate use of prevention, intervention, restorative justice, peer mediation, counseling and/or other approaches to help students avoid unacceptable behavior and to minimize their exposure to the criminal and juvenile justice system.

EXPULSION PREVENTION

Except in cases of the most serious misconduct, expulsion should normally be the last step taken after other attempts to deal with students who have discipline problems. The School shall provide students who are identified as at risk of suspension or expulsion with the necessary support services to help them avoid expulsion. In doing so, School personnel shall work with the student's parent or guardian. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations, and institutions of higher education.

The School’s failure to identify a student for participation in an expulsion prevention program, to provide support services or to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures and shall not be grounds for the student or his/her family to challenge any disciplinary action that may be taken against the student.

DISCIPLINARY INFORMATION

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent or guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student

and/or the student's parent or guardian may challenge the accuracy of disciplinary information.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities under the Individuals with Disabilities Education Act (special education students) and students with disabilities under Section 504 of the Rehabilitation Act of 1973 (§ 504 students) are neither immune from the School's disciplinary rules nor entitled to participate in programs when their conduct impairs the education of other students or disrupts the education process. Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities. Regardless of whether their conduct is a manifestation of their disability, § 504 students currently engaging in the use of illegal drugs or in the use of alcohol may be disciplined for the use or possession of illegal drugs or alcohol to the same extent as non-disabled students. The principal or designee shall immediately remove a student with a disability from a situation in which the student poses a threat of physical harm to himself or herself, or to other persons, by placing the student in an appropriate alternative setting or by suspending the student, as set forth below.

A special education or § 504 student may be temporarily removed to an alternative educational setting or temporarily suspended from school if exclusion is warranted because the student has violated the District code of conduct and/or because the student's behavior or presence at school creates a threat of physical harm to the student, other students, school personnel or school property. Such temporary removals or suspensions may not exceed 10 consecutive school days, unless the student's conduct is not a manifestation of his or her disability. A series of such temporary removals or suspensions, each shorter than 10 consecutive school days, may not aggregate to more than 10 school days during a school year or during a single placement within the school year if the removals/suspensions collectively constitute a change of placement, unless the student's conduct is not a manifestation of his or her disability.

In accordance with governing law, the IEP or § 504 team may change a disabled student's placement to an appropriate interim alternative educational setting for not more than 45 school days if the student has carried or possessed a weapon at school or at a school function; if the student knowingly possessed, used, sold or solicited the sale of a controlled substance while at school or at a school function; if the student has inflicted serious bodily injury upon another person while at school or at a school function; or if a hearing officer so orders. Such placement in an interim alternative educational setting is permissible even if the disabled student's conduct was a manifestation of his or her disability. During such placement, special education and § 504 students (except § 504 students whose conduct is not a manifestation of their disability) must continue to receive educational services as determined by the IEP or § 504 team.

Students with disabilities may not be expelled, suspended or otherwise removed to another setting in excess of 10 consecutive school days, or subjected to a series of shorter suspensions or removals during the school year (or during a single placement within the school year) that taken collectively constitute a change of placement, unless a determination has been made by a duly convened IEP or § 504 team that the misconduct constituting grounds for expulsion, suspension or removal longer than these specified periods was not a manifestation of the student's disability (this provision does not apply to placement in an appropriate interim alternative educational setting, as provided in the immediately preceding paragraph). If the IEP or § 504 team determines that the student's conduct was a manifestation of the student's disability, the expulsion, suspension or removal may not exceed the periods specified in the first sentence of this paragraph and the appropriateness of the student's IEP or § 504 plan shall be reviewed and necessary revisions shall be made, in accordance with governing law. If the IEP or § 504 team determines that the student's conduct was not a manifestation of the student's disability, the student may be expelled, suspended or removed for longer than the periods specified in the first sentence of this paragraph. During such periods of expulsion, suspension or removal special education students, but not § 504 students, must continue to receive educational services as determined by the IEP team.

Within 10 days of an expulsion, suspension or removal in excess of the periods specified in the first sentence of the immediately preceding paragraph, the IEP team shall either develop a functional behavioral assessment of the special education student, develop a behavioral intervention plan for the special education student, or review and modify the special education student's existing behavioral intervention plan, as appropriate. District special education or § 504 personnel, and/or legal counsel, shall be consulted prior to a special education or § 504 student's expulsion, or suspension or other removal in excess of 10 school days, for misbehavior that has been determined not to be a manifestation of the student's disability.

Expulsion

The Principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to

steal school property of value.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third-degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of AAK Elementary policy or building regulations.
6. Violation of the policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the school as soon as possible upon discovering it, in accordance with state law.
7. Violation of AAK Elementary's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of AAK Elementary's violent and aggressive behavior policy.
9. Violation of AAK Elementary's tobacco-free schools policy.
10. Violation of AAK Elementary's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Making a false accusation of criminal activity against a Minga Education Group or school

employee to law enforcement or to the school.

Bullying Prevention and Education JICDE

Bullying Prevention Policy

The Board recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all school property, at school-sanctioned activities or events, when students are being transported in vehicles dispatched by the school, and off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event.

As used in this policy, “bullying” means any written or oral expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student. This includes but is not limited to such expression, act or gesture directed toward a student on the basis of that student’s race, color, religion, national origin, ancestry, sex, sexual orientation, disability or academic performance. As used in this policy and as defined by Colorado statute, “sexual orientation” means an individual’s orientation toward heterosexuality, homosexuality, bisexuality or transgender status, or another individual’s perception thereof.

All school employees, authorized volunteers and students share the responsibility to ensure that bullying does not occur at school, on any school property, at any school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All administrators, counselors, teachers and other employees/authorized volunteers who have any incident of bullying reported to them or otherwise have reason to believe it is occurring shall promptly forward the report(s) and/or other information to the principal or principal’s designee for appropriate action.
- All school employees and authorized volunteers who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the school principal, and shall promptly report the bullying to the principal or principal’s designee for appropriate action.
- Each principal or principal’s designee shall ensure that all reports and other information involving student bullying in any such circumstance are promptly and thoroughly

investigated, and that appropriate action is taken. If the victim of bullying is a student with a disability who has an Individualized Education Program under the Individuals with Disabilities Education Act (an "IEP") or a Plan under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Plan"), the investigation shall include a determination of whether the student's receipt of a free appropriate public education ("FAPE") under the IEP or Section 504 Plan may have been affected by the bullying.

- The director shall promote a positive climate and culture in their school that includes educating students and staff about bullying prevention and appropriate responses to bullying.

In many cases, bullying involves misconduct that is also addressed in other board policies and regulations. In dealing with students who engage in bullying, the principal or principal's designee shall consider other policies and regulations that specify various options for responding to student misconduct and that address the type of misconduct that may be involved in the bullying.

If it is determined that a student's receipt of FAPE under an IEP or Section 504 Plan may have been affected by bullying, the District shall promptly convene the student's IEP team or Section 504 team to determine whether and to what extent: (a) the student's educational needs have changed; (b) the bullying impacted the student's receipt of FAPE; and (c) different or additional services are needed to ensure the student's ongoing receipt of FAPE. If different or additional services are needed, the student's IEP or Section 504 Plan shall be promptly revised and implemented.

Discipline for student bullying and for retaliation against students who report bullying may include suspension, expulsion and/or disciplinary classroom removal. In addition, the principal shall consider other actions that may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Holding conferences with the parents of students who continue to engage in bullying after intervention by school personnel, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after intervention by school personnel 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 intervention by school personnel,

until they can conform their behavior to acceptable standards.

- Holding training and inservices to assist school staff in being alert to student bullying, taking appropriate action when bullying occurs and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

STUDENT DISCIPLINE POLICY AND PROCEDURE

DISPLAYS OF AFFECTION

Student displays of affection to one another are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Teachers will work with their individual classes regarding personal space and appropriate contact behavior.

SECRET SOCIETIES/GANG ACTIVITY

The school administration and the AAK Elementary School Board desires to keep the school and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The Principal or designee shall maintain continual, visual supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

AAK Elementary shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort AAK Elementary administration shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Gang Symbols

AAK Elementary School Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessories, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or any disruptive behavior. This policy shall be applied at the Principal's discretion after consultation with the School Board as the need for it arises.

TOBACCO-FREE SCHOOLS

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used by school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas
 - c. All vehicles used by school for transporting students, staff, visitors, or other person
 2. "Tobacco" includes:
 - a. Cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both
 - b. Cloves or any other product packaged for smoking
- 3 "Use" means lighting, chewing, inhaling, or smoking any tobacco product

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and school policy. This policy will be published in the student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco

use.

DRUG AND ALCOHOL USE BY STUDENTS JICH

AAK Elementary shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances. In order to accomplish this goal, school personnel shall cooperate with law enforcement, social services and other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of unauthorized use of drugs and alcohol by students.

As used in this policy, "drugs" are all substances defined under state or federal law as "drugs" or "controlled substances," as well as analogues, counterfeit drugs and substances falsely represented as being drugs. As used in this policy, an "analogue" is a substance that has a stimulant, depressant, hallucinogenic or other effect on a person similar to that of a drug or controlled substance.

As used in this policy, "unauthorized drugs" are all drugs not defined herein as authorized drugs.

As used in this policy, marijuana is considered an unauthorized drug not sold over the counter.

As used in this policy, the words "purchasing," "selling" and "sale" refer to a student's involvement in the exchange of drugs or alcohol for anything of value, including but not limited to money, commodities or services. There need be no use or intent to use the drugs or alcohol involved in the sale.

As used in this policy, "drug paraphernalia" includes but is not limited to vape pens and other devices used to inhale a vaporized liquid.

As used in this policy, "parent" also includes a student's guardian or legal custodian.

Student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or unauthorized drugs is prohibited on all school property, on all school vehicles, at all school sponsored activities or events, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity event. Compliance with the standards of conduct set forth in this policy is mandatory for all students.

Disciplinary action, independent of court action, shall be taken in cases involving student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being

under the influence of alcohol or unauthorized drugs on any school property, on any school vehicle, and at any school-sponsored activity or event. Disciplinary action, independent of court action, shall also be taken in cases involving student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or unauthorized drugs off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event.

As required by Colorado law, primary caregivers are permitted to administer medical marijuana in a non-smoking form to students on school property and at school-sponsored activities and events in accordance with the terms and conditions specified in our Medication Administration Policy. Notwithstanding any provision of this Policy JICH to the contrary, students shall not be considered in violation of this Policy JICH and shall not be subject to discipline for acting in compliance with the Medication Administration Policy.

The principal will provide full cooperation of the administration and faculty in appropriate police investigations relative to student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange or sale of alcohol or unauthorized drugs.

CONSEQUENCES FOR VIOLATION OF THIS POLICY BY POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL OR UNAUTHORIZED DRUGS SOLD OVER THE COUNTER AND FOR POSSESSION OF DRUG PARAPHERNALIA:

(Note that possession, use and/or being under the influence of unauthorized drugs not sold over the counter, and purchasing or selling over-the-counter drugs or alcohol, may count toward the first, second or third offense under this section.)

FIRST OFFENSE

1. The student shall be suspended from school for five days upon the first offense within any three-year period. This period of suspension may be deferred in whole or in part if suitable arrangements are made for the student's participation in an appropriate drug and/or alcohol program, and if the student participates in good faith and completes the program, all as determined by the principal.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. The principal may request or recommend a different consequence, depending upon the

circumstances of the offense.

SECOND OFFENSE

1. The student shall be suspended from school for ten days upon the second offense within any three-year period.
2. Information concerning available and appropriate drug or alcohol counseling, treatment and rehabilitation programs may be given to student and parent.
3. Evidence of the student's participation in appropriate drug or alcohol counseling will be requested at the time the student is readmitted to school.
4. The principal may request or recommend a different consequence, depending upon the circumstances of the offense.

THIRD OFFENSE

1. The student shall be expelled upon the third offense and all subsequent offenses within any three-year period.

CONSEQUENCES FOR VIOLATION OF THIS POLICY BY POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF UNAUTHORIZED DRUGS NOT SOLD OVER THE COUNTER, AND FOR PURCHASING OR SELLING OVER-THE-COUNTER DRUGS OR ALCOHOL:

FIRST OFFENSE

1. The student shall be suspended from school for ten days upon the first offense within any three-year period. This period of suspension may be deferred in whole or in part if suitable arrangements are made for the student's participation in an appropriate drug and/or alcohol program, and if the student participates in good faith and completes the program, all as determined by the principal.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. The principal may request or recommend a different consequence, depending on the circumstances of the offense.

SECOND OFFENSE

1. The student shall be expelled upon the second offense and all subsequent offenses within any three-year period.

CONSEQUENCE FOR VIOLATION OF THIS POLICY BY PURCHASING OR SELLING ALL DRUGS EXCEPT FOR THOSE SOLD OVER THE COUNTER:

1. The student shall be considered for expulsion for the first offense.
2. The student shall be expelled for the second and all subsequent offenses within any

three-year period.

VANDALISM

In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school shall either contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost. Payments shall be made to AAK Elementary. A receipt shall be issued at the time payment is received in the central office. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

VIOLENT AND AGGRESSIVE BEHAVIOR

AAK Elementary recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action taken by the schools administration. Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate. Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously. Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents is also essential. Law enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.
2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or

threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.

4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Gang activity: as described in this handbooks section on secret societies/gang activity.
8. Sexual harassment: as described in the handbooks section on sexual harassment policy.
9. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance: A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

POUDRE SCHOOL DISTRICT POLICIES

In cases not covered in this manual, please refer to Poudre School District's Conduct and Discipline Code. Although not part of Poudre School District, AAK Elementary adheres to their policies and procedures where it is appropriate to do so. A policy booklet may be viewed by accessing the school district website at www.psdschools.org. For purposes of this policy, "parents" shall be understood to include "legal guardians" and "legal custodians".

WEAPONS IN SCHOOL (JICI)

The Board of Education has determined that student possession, use and/or threatened use, without

the authorization of the school, of a dangerous weapon or of a knife regardless of blade length on school property, on a school vehicle, at a school-sponsored activity or event, or off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event, is detrimental to the welfare and safety of students and school personnel.

Student possession, use and/or threatened use, without the authorization of the school, of a dangerous weapon or of a knife regardless of blade length is prohibited on all school property, on all school vehicles, at all school sponsored activities or events, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event.

Student possession, use and/or threatened use of a dangerous weapon or of a knife regardless of blade length in violation of this policy is grounds for suspension or expulsion. In accordance with federal law, expulsion for no less than one full calendar year shall be mandatory for a student who is determined to have brought a firearm to school or to have possessed a firearm at school. The principal may modify the length of this federally required expulsion in writing on a case-by-case basis.

As used in this policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded.
2. A firearm facsimile that could reasonably be mistaken for an actual firearm.
3. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
4. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocket knife with a blade that measures longer than three and one-half inches in length. The length of all knife blades under this policy shall be measured from the tip of the blade to the "hilt" or handle of the knife.
5. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to a slingshot, bludgeon, brass or spiked knuckles or artificial knuckles of any kind, and nunchucks.

As used in this policy in accordance with federal law, "firearm" means: (1) any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. As used in this policy in accordance with federal law, "destructive device" means: (1) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to those in the preceding list); (2)

any type of weapon that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one half inch in diameter; or (3) any combination of parts either designed or intended for use in converting any device into a "destructive device" (as previously defined) and from which a "destructive device" (as previously defined) may be readily assembled.

School administrators, officials and employees may confiscate any weapons or other articles detrimental to the health, safety or welfare of students and/or staff, and may submit the weapon or article to the appropriate law enforcement agency.

In accordance with applicable law, school personnel shall refer any student to law enforcement who brings a firearm or other weapon onto school property without authorization of the school.

SEARCHES (File: JIH)

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, student lockers, desks or storage areas, or automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous or detrimental to the health, safety or welfare of students or school personnel; disruptive of any lawful function, mission or process of the school; or any item described as unauthorized in then-current school rules or District policies.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, except that under exigent circumstances a search may be conducted by a same sex school official alone, without a witness present.

If the administrator has reasonable cause to believe that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat, jacket or shoes shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the contents and security of their lockers. General inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

EVIDENCE SEIZED IN A SEARCH

Any item found in the course of a search conducted in accordance with District policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or principal's designee. If such evidence is determined to concern a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

USE OF PHYSICAL INTERVENTION (See Restraint and Seclusion Policy) In dealing with disruptive students, any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
 2. To quell a disturbance threatening physical injury to others.
 3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
 4. For the purpose of self-defense.
 5. For the protection of persons or property.
 6. To maintain discipline.
- Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone in the school.

DISCIPLINARY REMOVAL FROM CLASSROOM (File: JKBA) It is the policy of AAK Elementary to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by AAK Elementary and any other appropriate classroom rules of behavior established by the school Assistant Principal, the building Principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by AAK Elementary.
2. Is dangerous, unruly, or disruptive.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the administration from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The Assistant Principal is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the school. Parents shall be notified of the student's removal from class in accordance with established procedures.

SUSPENSION/EXPULSION OF STUDENTS AAK Elementary shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the Principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent attends class with the student for a period of time specified by the Principal or designee. If the parent does not agree or fails to attend class with the student, the student shall be suspended in accordance with the

accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the Principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment.

Expulsion for Unlawful Sexual Behavior or Crime of Violence When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The Principal or designee will review the information and formulate a recommendation for disciplinary action to AAK Elementary. The information shall be used by the school to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. AAK Elementary shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the Student Code of Conduct and related policies. The school may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the school to provide an alternative educational program for the student as specified in state law.

Information to Parents Upon expelling a student, school personnel shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, AAK Elementary personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent.

If a student is expelled for the remainder of the school year and is not receiving educational services through AAK Elementary, the school shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services.

Procedure for Suspension The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

1. Notice. The Principal, or designee or the school at the time of contemplated action will give the student and the parent notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent.
2. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness. This information need not be set out formally but should sufficiently inform the student and parent of the basis for the contemplated action.
3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The Principal may allow the student to call witnesses or may personally call the accuser or other witnesses. The Principal may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended, the Principal will immediately notify the parent that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent to meet with the Principal to review the suspension.
7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent and Principal have determined the best way to transfer custody of the student to the parent.
8. Re-admittance. No student will be readmitted to school until the meeting with the parent has taken place or until, in the opinion of the Principal, the parent has substantially agreed to review the suspension with the Principal. However, if the Principal cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, the Principal may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive

50% credit for makeup work which is completed satisfactorily.

Procedure for Expulsion In the event that AAK Elementary contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than 10 days prior to the date of the contemplated action, the Principal or an appropriate administrative officer of AAK Elementary will cause written notice of such proposed action to be delivered to the student and the student's parent. Such delivery may be by United States mail to the last known address of the student or the student's parent.
2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent have actual notice of the hearing prior to the time it is held.
3. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial or expulsion period of such suspension. The notification will include the time and place for the parent to meet with the administrator to review the suspension.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent within 3 days after the date of the notice.
 - c. A statement of the date, time, and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent. Such hearing will be conducted by a Hearing Officer designated by the school. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and AAK Elementary may consider and give appropriate weight to such information or evidence it deems appropriate. The student or representative may question individuals presenting information. A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.
5. Parental responsibility. Upon expelling a student, school administration will provide information to the student's parent concerning the educational alternatives available to the

student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, AAK Elementary personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent. If a student is expelled for the remainder of the school year, the school administration will contact the expelled student's parent at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. AAK Elementary personnel need not contact the parent after the student is enrolled in another school or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

6. Re-admittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
 - a. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
 - b. There is an identifiable victim of the expelled student's offense.
 - c. The offense for which the student was expelled does not constitute a crime against property.

If AAK Elementary has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the Principal or designee and the parent has taken place except that if the Principal cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, the Principal may readmit the student.

GROUND FORS SUSPENSION/EXPULSION (File: JKD-E/JKE-E)

According to the Colorado Revised Statutes 22-23-106(1)(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For the purposes of this paragraph, "habitually disruptive student" means a child

- who has been suspended pursuant to paragraph 1, 2, 3, or 5 of this exhibit, three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
- b. The student and the parent shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive, and the student and parent shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of “habitually disruptive student” and the mandatory expulsion of such students.
5. Serious violations in the school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
- a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
 - b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2.
 - c. The carrying, bringing, using, or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school and, as soon as possible, delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in this paragraph, "dangerous weapon" means:
 - i. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
 - ii. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 - iii. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
 - iv. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
8. Making a false accusation of criminal activity against a Minga Education Group, or school

employee to law enforcement or to the school.

9. Misuse of an electronic device such as a cell phone, pager, and/or personal digital assistant (PDA) on school grounds or on school vehicles, at school sponsored activities, and/or on field trips in a manner which constitutes an interference with school purposes or an educational function or that is profane, indecent, or obscene or constitutes an invasion of privacy.

According to C.R.S. 22-22-106(2), subject to the school's responsibilities under the Exceptional Children's Education Act (see policy JK-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease that is causing the attendance of the child suffering to be detrimental to the welfare of other students.

SUSPENSION/EXPULSION OF DISABLED STUDENTS (File: JKD-2/JKE-2 and JKD-2-R/JKE-2-R)

Special education students are neither immune from a school disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions which present a physical danger to him, other students, school personnel, or school property. A special education student whose behavior is determined to be a manifestation of his or her disability may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement. A special education student whose behavior creates a threat of physical harm to him or other students may not

be expelled if the actions creating the threat are a manifestation of his or her disability. However, the student shall be removed from the classroom to an appropriate alternative setting for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of the IEP to amend the plan as necessary to ensure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students. The special services director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his or her handicapping condition.

Procedure Suspensions from the child's current placement must be for a definite period of time, not longer than 10 consecutive school days for any violations of school rules. Removals do not constitute a change of placement. After the child with a disability has been removed from his or her current placement for more than 10 days in the same school year, the building special education team must meet to determine the level of services the student may need; and a functional behavioral assessment and a behavior intervention plan must be established for that child by the IEP team. Occasionally, the misconduct of a student with disabilities necessitates a brief change of placement to an interim alternative education setting (IAES). The IEP team determines if an IAES is appropriate for the student. The IAES must:

1. Allow the student to progress in the general curriculum.
2. Provide the student the necessary services and modifications to meet the goals set out in the IEP.
3. Include services and modifications to address the presence of and prevent the recurrence of the misconduct behavior.

A student with a disability may be placed in an IAES for a period of time consistent with their nondisabled peers but not more than a maximum of 45 days.

In the case where the student with a disability carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, the student would be suspended from school and considered for expulsion.

Immediately upon the decision that expulsion is to be pursued, the parent of the child must be notified and provided procedural safeguards. Within 10 days of the decision, a manifestation staffing review must be conducted. The IEP team and other qualified personnel are responsible for conducting the manifestation determination review.

If the IEP team determines that the misconduct is not a manifestation of the student's disability, the school can proceed with the expulsion; but the IEP team must tailor a free and appropriate public educational (FAPE) program during the suspension or expulsion.

If the misconduct is a manifestation of the disability, the discipline proceeding must stop; and the IEP team must review the IEP and adjust the programming according to the least restrictive environment (LRE) options.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES – ALLOCATION OF PARENTAL RESPONSIBILITIES (File: KBBA and KBBA-R)

AAK Elementary presumes that the person who enrolls a student in school is the student's custodial parent. Unless the school has a copy of a court order that specifies otherwise, said custodial parent shall be the one whom the school holds responsible for the education and welfare of that child.

Parents shall have the right to receive information contained in school records pertaining to their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

The School, unless informed otherwise, assumes that there are no restrictions regarding either parent's right to be kept informed of the student's school progress and activities.

If restrictions are made relative to the rights of either parent, the custodial parent or the parent to whom parental responsibility for school matters has been allocated shall be requested to submit a certified copy of the court order which curtails specific rights of the other parent.

Unless there are specific court-imposed restrictions, either parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.

Procedure The following procedures have been developed for situations involving the allocation of parental responsibilities (custody), visitation, and release of records of a child enrolled at AAK Elementary:

1. The school registrar will maintain records easily accessible to school administration indicating those students whose parents are divorced or legally separated and have special custody arrangements. Upon receiving the appropriate information, the school will

- make every attempt to comply with special custody terms.
2. Students will not be released to unauthorized individuals.

Children of Divorced/Separated Parents

1. Both natural parents have the right to view the child's school records and receive school progress reports unless otherwise documented through a court order.
2. AAK Elementary will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the school with a court order indicating otherwise.
3. A copy of the court order governing a divorce, separation, or delineation of parental rights will be provided by the custodial parent or the parent to whom parental responsibility for school matters has been allocated and kept in the student's cumulative record as a temporary record if situation warrants.
4. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the school, the Directors will be advised; and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The school will provide full access to both parents in this case.
5. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation, or delineation of parental rights unless student residency is at issue.
6. In some instances, two opposing court orders may be presented to the school. In such an event, the most current order will govern.
7. Joint allocation of parental responsibility or joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
8. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.
9. If a school official becomes aware of emergency circumstances, the appropriate law enforcement agency will be contacted. If a school official is in doubt about the validity of a request or documentation presented, the school official will contact appropriate officials.

The school official should request positive identification of any individual making a request for release or visitation of a student.

10. If a parent making an unauthorized request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
11. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

STUDENT USE OF THE INTERNET JS

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. AAK Elementary believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

AAK Elementary believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students.

AAK Elementary acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors.

Internet Blocking or Filtering Services/products that block or filter material and information that is or contains offensive language, sex/pornography, racism, drugs, or violence, as defined by AAK Elementary, shall be installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is or contains offensive

language, sex/ pornography, racism, drugs, or violence, or is otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy AAK Elementary computers and computer systems are owned by AAK Elementary and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of AAK Elementary computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of AAK Elementary.

Unauthorized and Unacceptable Uses Students shall use AAK Elementary computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of AAK Elementary computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to AAK Elementary education objectives
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap
- For personal profit, financial gain, advertising, commercial transaction, or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information

protected by confidentiality laws

- Using another individual's Internet or electronic communications account without written permission from that individual
- That impersonates another or transmits through an anonymous emailer.
- That accesses fee services without specific permission from the system administrator

Security Security on AAK Elementary computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computer systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

Safety Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or AAK Elementary-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use AAK Elementary will make every effort

to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.

Community Learning Center (CLC)

Registration Process

All children who attend the program must be students currently enrolled at the Academy of Arts & Knowledge, kindergarten through fifth grade. Four-year-old children may attend the program if their fifth (5th) birthday occurs on or before October 15th.

All enrollment paperwork must be completed and on file with the school including:

- Immunization Records
- Medical Statement signed by a physician
- Health Care Plan, if applicable
- Custody papers from the court, when appropriate
- Completed enrollment packet including emergency authorizations
- Signed acknowledgment of receipt of handbook.

Authorized Release of Child

Children will only be released to persons named on the authorized release list for the child. If a staff member is not familiar with the person picking up the child, a valid photo ID must be presented. Parents will be immediately notified of any problems or concerns during pick up.

Children will be released only to persons listed on their enrollment form.

If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID.

If someone attempts to pick up your child and they are not authorized, 911 will be called. A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. Copies of court orders must be on file.

If any person arrives to pick up a child and appears to be under the influence of drugs or alcohol you will be encouraged to call someone to come get you. If you leave with your child, 911 will be called and a police report will be filed.

Identifying Location of Children

The program coordinator and staff will be aware of the location of all children, at all times. Children will be assigned to an activity and room each day. Children will be checked in and checked out of each activity/room for all transitions.

Fees

CLC is free of charge to all students (currently enrolled at AAK) during the program's normal hours of operation.

Late Pick-Up

2 late pick ups: Verbal reminder of the CLC hours.

3 late pick ups: Loss of CLC use privileges for 1 full week.

4 late pick ups: Loss of CLC use privileges for 1 month.

More than 5 late pick ups: Loss of CLC use privileges for 1 calendar year. Reinstatement of privileges requires administrator approval.

Staff will call Social Services and/or law enforcement at 6:00 PM to notify child protective services about children remaining in our care.

Hours of Operation (normal school day)

Before School: 7:00am – 7:30am

After School: 3:20pm – 5:30pm

School Day and Year

The before/after school program operates Monday – Friday when school is in session and follows the AAK school calendar.

CLC will be open from 7:00am-5:30pm for all extended breaks. Please refer to the school calendar for CLC closures.

Parent – Teacher Communications

Parents/guardians may schedule meetings with the school administration or program director at any time to discuss their child's behavior, progress, and social and physical needs. Administration or program director will communicate with parents/guardians on a regular basis regarding their child.

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--your child has been exposed to a contagious disease—your child verbalizes feelings about the program, or if your child's behavior or mood is different than usual.

We will tell you . . .

About your child's play--if your child was out of sorts—if your child has unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

Visitors

Visitors, particularly parents, are welcome at the school. For the safety of the students and staff, all visitors must sign in the visitor log book. All visitors must wear a visitor's badge. If a person wishes to confer with a staff member, he/she must schedule an appointment prior to coming to the school in order to prevent any inconvenience.

Field Trips & Transportation

CLC will participate in walking field trips and trips in our community. Permission slips must be completed by a parent/legal guardian for each trip. AAK will utilize public transportation or parent

drivers for each outing. All field trips and outings will be free of charge.

Media Use

We watch G rated movies or videos that are of an educational nature only or related to the topics we are studying. There may be rare occasions where a movie is shown during indoor recess. Permission slips must be signed and prior notice given to parents for G and PG movies. We do not watch TV or play video games. Computers may be used to assist with homework/school work and will adhere to the school's computer/internet policies.

Americans with Disabilities Act – Section 504

The Americans with Disabilities Act (A.D. A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the students but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the director.

Toilet Training

It is ideal for your child to be potty trained prior to starting. It is recommended that a change of clothes be left at the center or brought in a bag each day as accidents may happen. Regular potty breaks will be given and children are free to use the restroom at any time. If an accident does happen, the student is responsible for changing their clothes. Staff members can verbally guide changing procedures; however, they are not allowed to physically assist with cleaning and changing clothes. The program does not provide any toilet training or diapering services.

Outside Play Time

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside. We will follow the Child Care Weather Watch Guidelines.

Sunscreen

Written authorization for the application is needed. Parents must provide sunscreen for their child.

Parent Notifications

All parents are required to supply Address, Telephone Number and Health Information for emergency procedures when a child is ill. Parents are required to contact the school when any of the information on the emergency contact list changes.

In the event that your child becomes ill and needs to leave the program, you will be asked to come pick up your child. If your child is injured and requires medical attention you will be notified immediately.

If medical attention is required, the director will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used. In the event of a severe or life-threatening event, professional emergency care will be used. **Any and all expenses incurred will be borne by the child's family or guardian.

Immunization

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law, and may include parent or guardian objection to an immunization for good cause. Immunization records are due on the 1st day of enrollment. If a student does not have the necessary immunization or waiver, the director may remove the child from the school.

Medications

Delegation of medication administration is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act".

1. Administration of medicine - A license holder who chooses to administer medicine must ensure that the procedures in items A-E are followed.
 - a. The license holder must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.
 - b. The license holder must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.
 - c. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after the expiration date on the label; any

unused portion must be returned to the child's parent or destroyed.

- d. Sunscreen and insect repellents supplied by the license holder may be used on more than one child.
 - e. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so they are inaccessible to children."
2. Medication will be administered by the coordinator, nurse, or designee trained to administer medication. It is required that the medication and the signed permission forms be brought to the school by the parent/guardian.

Adverse Weather

If the program must be closed or the opening was delayed because of inclement weather, an email will be sent out and information will be posted on the school website. Parents are responsible for accessing media to learn about emergency closings and delays. There may be some emergency instances, which will require the school to be closed early. Parents will be contacted by phone, text, and/or email to come pick up their child.

Emergency Drills & Closures

The school has a Multi-Hazard Plan in place and practices all necessary drills, such as, fire and tornado in compliance with State regulations and laws. The center complies with all fire and safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the home. In a situation where students need to evacuate the building, a designated point will be communicated to parents for students to be picked up and taken home.

- a. Safety -- In the morning, a staff member will make a visual inspection of the room, and correct any potential hazards. We will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.
- b. Fire Prevention and Procedures:
 - 1. Fire drills will be conducted; a log is kept for licensing
 - 2. Exit plans are located in each room of the building
 - 3. 911 will be called if needed.
 - 4. Smoke alarms are maintained regularly. Children are taught to understand what the sound is and what they need to do when they hear it.

- c. Tornado/Natural Disaster -- In the event of a tornado or other natural disaster, all children and teachers will go to the designated area. Children will be instructed to use their arms and hands to cover their heads. A tornado drill is conducted as required, and a log is kept.
- d. Lockdown -- In the event of a lockdown, children will be instructed to sit quietly in an assigned area that is appropriate to the situation.
- e. Shelter-in-place -- for emergencies that require we take shelter in the school building. There is food, water, and activities for the children.
- f. Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the school will not release the child to that person. If the person attempts to use force, 911 will be called.
- g. Missing Child -- If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.
- h. Missing Parent -- If the parent of a child does not appear to pick up their child, the teacher will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the teacher will stay no longer than 2 pm. After that time, the teacher will turn the child over to the Child Protection Unit.

Reporting Child Abuse

Any caregiver or staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

Larimer County Department of Human Services

970-498-6990

SIGNATURES REQUIRED

AAK Elementary requires students and parents to acknowledge that they have read and discussed this document. AAK Elementary students and parents are required to sign and turn in to the office the attached AAK Elementary Handbook and Self-Discipline Guide Parent and Student Acknowledgement and Agreement form.

Family Educational Rights and Privacy Act FERPA Model Notice for Directory Information

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Please feel free to ask any questions you may have concerning this guide. The space at the bottom of the Parent and Student Acknowledgement form is provided for that purpose. Please include an email address or phone number so we may contact you.

Copies of this handbook shall be made available to any member of the public upon request.

Student and Family Handbook Acknowledgement and Agreement

Yes, we have read and discussed the AAK Elementary handbook. We agree to uphold these policies and do our best to follow the guidance they provide. Please print name and relationship to student(s):

Name _____ Relationship _____

Name _____ Relationship _____

(Please note that additional adults may sign and date on the back if needed)

Parent(s)/Guardian(s) Signature:

_____ Date ____/____/____

_____ Date ____/____/____

Please print student(s) name:

Name _____

Name _____

Name _____

(Please note that additional students may sign and date on the back if needed)

Student(s) Signature:

_____ Date ____/____/____

_____ Date ____/____/____

_____ Date ____/____/____

Questions(optional) _____
