



TWIN PEAKS CHARTER ACADEMY

Policy Manual 2019 Edition Adopted June 1, 2019

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1. FOUNDATIONS AND BASIC COMMITMENTS

1.1 Our Mission

Twin Peaks Charter Academy provides students with a rigorous education and the foundations of virtue and character, building cultural literacy through a content-rich curriculum in an encouraging environment. Our Legacy: Academic Excellence.

1.2 About Us

Twin Peaks Charter Academy is a public, school of choice in the St. Vrain Valley School District, conveniently located in Longmont Colorado. We are governed by engaged and passionate parents and are the longest operating charter school in the SVVSD. We are the only **Classical** school in the district, offering a unique alternative and choice for families. A **Classical** education is based on the timeless values of acquiring foundational skills and knowledge in a teacher-led classroom that systemically lay the foundation for advanced study. The heart of a **Classical** school is a comprehensive Latin mastery program, beginning in kindergarten through middle school. A **Classical** school explicitly teaches **Character** and values through the study of great works of literature. **Core Knowledge** provides our elementary and middle school's foundational curriculum that supports our ideals. We are the only K-12 school in the district, including a preschool for 3 through 5 year-old students creating a special sense of **Community**.

Our **Vision** is every student whom earns a degree from Twin Peaks Charter Academy is a good and productive citizen, matriculated and prepared to graduate from a 4-year University.

1.3 Guiding Principals

Date of adoption/Last Revision: July 11, 2019

Twin Peaks Charter Academy started when a group of parents were drawn together by the vision of a traditional academically rigorous school. In carrying out its mission, Twin Peaks Charter Academy has relied on, and will continue to rely on certain guiding principles and founding philosophies. These principles and philosophies originated in the earliest meetings of over 100 founding families and the original Board of Directors. As parents and board worked together, they determined the vision and philosophical direction of the school. Through committees and open meetings, the board drafted the specifics desired for Twin Peaks Charter Academy's commitment to the community and students is reflected in these principles and philosophies, and they will be used to guide the academy's actions in educating its students. All proposals and decisions on policies, curriculum, etc. have been and continue to be measured against the mission statement, these guiding principles, and the original founding philosophies.

Continuity of these philosophies depends on the board, administration, staff, and parents remaining faithful to and communicating the following:

Parents are the child's first teacher and Twin Peaks Charter Academy is a parent-run school.

- Parents must assist their child in order for them to be successful in this rigorous academic environment.
- Parent participation in committees and other volunteer activities is critical to student and school success. Volunteers in the classroom serve at the direction of the teacher.
- The school is governed by an elected parent board and this board is accountable to the parents.
- The parent contract is used to reinforce this principle.

Academics are the focus of Twin Peaks Charter Academy.

- We are dedicated to a content rich curriculum that builds cultural literacy.
- Core Knowledge is the basis of our K–8 educational philosophy.
- Classical Education is the basis of our high school and builds on Core Knowledge through the addition of rhetoric and college preparatory coursework.
- Reading is the foundation for all learning. We employ research based reading strategies, including a focus on the skills of phonemic awareness, systematic phonics, fluency, vocabulary, and comprehension.
- Math is fundamental to understanding our world and the universe. We employ rote memorization of math facts/basic skills, the development of number sense and problem-solving skills, and develop critical thinking and logic skills necessary for college and life.
- Analyzing and critically discussing classic literature and original historic documents at all levels of education are critical and necessary building blocks for developing articulate, contributing citizens.
- Extracurricular activities and electives support academic growth. While these activities do not replace academic fundamentals, we believe that they enhance the educational experience.

Twin Peaks Charter Academy practices the traditional concept of teacher-led classes.

- Core Knowledge K–8 and Classical Education aligned with state standards dictate the curriculum, but not the teaching methodology.
- Teachers are expected to use a wide range of teaching methodologies to meet the needs of different learning styles.
- Classes will not be student directed or include self-paced learning.
- Cross grade grouping in math and reading is utilized as needed.
- The primary role of the teacher is to teach and not just to facilitate.
- Technology should be used as a tool to augment the curriculum but not replace it. The use of such technology is not a substitute for textbook learning directed by the teacher.

Character education is essential in developing productive citizens in an ever-changing world.

- The principles of good character are integrated into daily instruction. Children understand this instruction best if done within the context of areas they are already studying, rather than a stand-alone program.
- Teachers will develop lessons to incorporate the Six Pillars of Character [*Responsibility, Respect, Citizenship, Fairness, Trustworthiness & Caring*] into K-8 instruction, and a program such as Character First into high school instruction.

Appropriate student discipline is necessary to ensure a learning environment that is free from disruptions.

- Teachers and students should be free to focus on classroom instruction and learning, not on a disruptive student.
- In keeping with the focus on academics and character education, the academy has instituted a strict three-strike discipline policy, which both protects the classroom learning environment and sanctions students for inappropriate behavior.

Twin Peaks Charter Academy establishes high expectations for academics and behavior within an encouraging environment.

- We believe that children will rise to the level of expectation that is placed upon them.
- Real, concrete personal accomplishments enhance good self-esteem. Therefore, we strive to offer students opportunities for true academic success through hard work and mastery of a broad and relevant curriculum. A strict grading scale and required homework reinforce these high expectations.

Twin Peaks Charter Academy has instituted a student uniform dress code.

- The purpose of a student dress code is to reduce distractions and negative peer pressure.
- A K–8 uniform dress code and high school dress code help to create an environment which is conducive to learning and reinforces our strong discipline code.

Twin Peaks Charter Academy relies on these guiding principles which are reviewed and updated periodically to steer and direct all decision making.

1.4 Legal Status

The legal name of the Academy registered with the Colorado Secretary of State is TWIN PEAKS CHARTER ACADEMY. Twin Peaks Charter Academy is a Nonprofit Corporation in good standing with the Colorado Secretary of State as of July 2, 2018. Twin Peaks Charter Academy is a public charter school authorized by contract with St. Vrain Valley RE 1J pursuant to the Charter Schools Act (C.R.S. 22-30.5-101 *et seq.*) and is recognized by the Colorado Department of Education. Title for real and/or personal property may also be held by the TPCA Building Corporation for the benefit of Twin Peaks Charter Academy.

1.5 Articles of Incorporation

Twin Peaks Charter Academy is a Nonprofit Corporation formed on June 13, 1996 in the State of Colorado Pursuant to the Colorado Revised Nonprofit Corporation Act (C.R.S. 7-121-101 *et seq.*).

1.6 Charter Contract

The Charter Contract with St. Vrain Valley RE 1J reinforces the Guiding Principles & Founding Philosophies of the Academy.

1.7 Automatic Waivers

Pursuant to the Charter Schools Act (C.R.S. 22-30.5-103), automatic waivers are now defined as those being granted automatically to all charter schools upon the establishment of a charter contract, renewal or extension, for the term of the contract. A charter school is no longer required to submit a Rationale and Replacement Plan (RRP) or any other documentation to the state outlining the manner in which the

charter school intends to comply with the intent of the automatically waived state statute or state board rule.

1.8 State Waivers

Colorado law allows districts to request waivers from certain areas of state statute and rule. These waivers can apply to the full district or individual schools within their district, if the waivers will enhance educational opportunity and quality (C.R.S. 22-2 -117(1)(a)).

Charter schools may receive waivers from specified areas of statute once a charter contract has been established. This flexibility is intended to provide charters with the autonomy to fully implement the educational plan outlined in the school's contract with the authorizing district. Charter school waiver requests must meet the requirements set in the Charter School Act (C.R.S. 22-30.5-101). There are two types of waivers that apply to charter schools, automatic and non-automatic.

Automatic waivers are those that are automatically granted to all charter schools upon the establishment of a charter contract, renewal or extension, for the term of the contract. Charter schools no longer have to formally request these types of waivers or provide any documentation to the state as they are automatic once a charter contract is in place.

All other waivers from state statute and rule are considered non-automatic waiver requests and must be reviewed and approved by the State Board of Education. Local school boards may approve waivers to district policy for a charter within their district; these kinds of waivers do not need to be approved by the State Board of Education.

1.9 District Waivers

The waivers granted by St. Vrain Valley RE 1J reinforce the Guiding Principles & Founding Philosophies of the Academy.

1.10 Definitions

For purposes of clarity and readability the following definitions are used in Twin Peaks Charter Academy Policy. Other words should be given their plain and ordinary meaning unless defined otherwise.

Academy identifies Twin Peaks Charter Academy.

Administration identifies the Leadership team at Twin Peaks Charter Academy.

Board identifies the Board of Directors of Twin Peaks Charter Academy.

Board Member identifies the seven members of the Twin Peaks Charter Academy Board of Directors.

CDE identifies the Colorado Department of Education.

Director identifies the Chief Administrator of Twin Peaks Charter Academy.

NEPN identifies the NEPN Policy Coding System

Principal identifies the K-5 Principal and/or the 6-12 Principal at Twin Peaks Charter Academy.

SVVSD identifies St. Vrain Valley RE 1J School District.

2. BOARD GOVERNANCE AND OPERATIONS

2.1 Twin Peaks Charter Academy Board of Directors Bylaws

Date of Adoption/Last Revision: March 2, 2017

The Board of Directors has the authority to adopt bylaws for managing and regulating the affairs of the Academy Pursuant to the Colorado Revised Nonprofit Corporation Act (C.R.S. 7-121-101 *et seq.*).

ARTICLE I: NAME

The name of this committee shall be the Twin Peaks Charter Academy Board of Directors herein referred to as the “Academy Board” or “Board.”

ARTICLE II: MISSION, PURPOSE, OBJECTIVES

Section 1: Mission Statement

Twin Peaks Charter Academy provides students with a rigorous education and the foundations of virtue and character, building cultural literacy through a content-rich curriculum in an encouraging environment. Our Legacy: Academic Excellence.

Section 2: Purpose

The Academy Board shall uphold the goals and objectives of the Twin Peaks Charter Academy as reflected in the Mission Statement, the Guiding Principles and Founding Philosophies and the operating charter granted by the St. Vrain Valley School District RE-1J.

Section 3: Objectives

The objectives of the Academy Board are as follows:

- A. To model, protect, and ensure that the Mission Statement and the Guiding Principles and Founding Philosophies are adhered to in all activities and decisions of the Board and the daily activities of the staff, students, parents and school advisory committees as it relates to the Academy’s operations.
- B. To serve as final authority in matters affecting executive staffing, budget, curriculum, calendar decisions, marketing, ideological focus, school concerns, and to ensure that these are consistent with and promote the educational goals of the Mission Statement and official Academy policy.
- C. To encourage staff, parents and students to be responsive to the needs and concerns of the school as a whole, and of the unique learning styles, challenges and talents of individual students.
- D. To act as the official voice of the Twin Peaks Charter Academy with regards to public information, media contacts and public relations.

ARTICLE III: MEMBERSHIP

Section 1: Voting Board Members

The Academy Board shall consist of seven voting members who shall be elected by parents of children enrolled at Twin Peaks Charter Academy and who are themselves parents of children enrolled at the

Academy, except that one member may be from the community at large, provided he or she resides within the St. Vrain Valley School District RE-1J. All voting Board Members must sign a Board member and a code of conduct agreement prior to serving. Only one Academy family member may serve on the Board at any given time. No voting member may receive remuneration for Board service.

Section 2: Non-voting members

The Director and Principal(s) shall attend all Board meetings [*ex officio*] in an advisory or consultative role but shall have no vote.

Section 3: Elections

- A. Elections shall be held annually. Elections shall be held during the week prior to the school's Spring Break. Voting shall take place during business hours on Wednesday and Thursday of that week, and the polls shall stay open until 7pm on one of those days.
- B. The Academy Board shall advertise for Board candidates at least one month prior to the scheduled election. Candidates shall declare themselves to the Board at least two weeks prior to the scheduled election. The Board shall publish a list of candidates not less than ten days prior to the scheduled election.
- C. Each Academy family will be accorded one vote per available position. Proxy voting is prohibited.
- D. Those candidates receiving the most votes will fill the available seats in the Academy Board. In the event of a tie vote for a position, a result will be obtained by the Director flipping a coin.
- E. Terms are for two years and are staggered. Four members will be elected one year and three will be elected the following year. If a member resigns, or is removed from office, he or she must wait one full election cycle before being eligible for election again.
- F. The term of office for Board members shall begin and end with the opening of the last regular meeting in June following the election. Between the election and taking office, the Board member elect shall be required to attend all regular meetings of the Board, as well as a training session designed to acquaint the member with the duties of office. Board members-elect shall be bound by all responsibilities of membership but have no vote on the Board. Board members-elect may participate in Board discussions.
- G. The Academy Board shall select its own leadership at the first meeting of the new board. At its own discretion, it may reorganize following the filling of a vacancy.
- H. In the event of dismissal, resignation, or other vacancy of the Academy Board other than any vacancy which occurs six months, or more before a regularly scheduled election, the Board will conduct a special election to fill the remaining portion of the vacant member's term. For a vacancy which occurs six months or less before a regularly scheduled election (three months in the event that such vacancy was the result of a successful recall vote), the remaining Board members will appoint a replacement from candidates who submit their names to serve. The Board at its own choosing can determine whether or not to reorganize its Board offices following the filling of a vacancy. In the event that a vacancy occurs on the Academy Board that is to be filled at the next regularly scheduled election, the procedure for such an election will be as follows: All candidates will be placed on the ballot by random lot. The available 2-year

terms on the Board shall go to those receiving the highest number of votes and the partial term(s) shall go to the candidate(s) receiving the next highest vote total. In the event that the vacancy occurs during the summer, the board shall hold the special election 4 weeks after the start of school.

I. In the event of a special election, the Board shall advertise the vacancy and request candidate nominations within one week of the confirmation of the vacancy. Interested candidates will have applied and submitted necessary paperwork within two weeks of the advertising of the vacancy. An election to fill the vacancy will occur within four weeks of the advertising of the vacancy. The special election shall run for one day during normal school hours and extend until 7:00 p.m. Electronic voting may be used in accordance with C.R.S. § 24-71.3-102(7).

ARTICLE IV: RESPONSIBILITIES

Section 1: Board Responsibilities

The following set forth the general duties and responsibilities of the Academy Board as a whole and its individual members.

A. The Academy Board shall set and enforce policy and assure that the Academy is run in a manner consistent with the Mission Statement and in compliance with all applicable laws, the Charter, and SVVSD Contract.

B. The Academy Board shall develop and approve an annual budget and audit and operate within that budget.

C. The Academy Board shall appoint members to standing and ad hoc committees. Those elected to the Board will be expected to serve on a minimum of one standing committee.

D. The Academy Board shall be responsible for the maintenance of any records required by law or provided for by the Charter Contract.

E. The Academy Board shall negotiate and approve any changes to or renewals of the Facilities lease, its use and maintenance, and shall establish policy for facilities use.

F. The Academy Board shall convene at least one regular monthly meeting while the school is open for business, subject to the Open Meetings Law, and will provide an opportunity for public input. In addition, the Board may convene work sessions as it deems appropriate.

G. The Academy Board shall adopt and administer a grievance policy and procedure.

H. The Academy Board shall approve an admissions policy and ensure compliance with all aspects of such policy.

I. One employee of the school, the Director, shall report to the Academy Board. The Board shall be responsible for the hiring, review, supervision and termination of this position.

J. The Academy Board shall enforce all contract issues, including employment, leases, and charter agreements with the District or State of Colorado.

K. The Academy Board shall be responsible for monitoring codes of conduct and discipline policies for students and staff, consistent with applicable law and the Charter Contract.

L. The Academy Board shall perform such other duties as appropriate and necessary to the safe and effective operation of the Academy and which promote the Academy's commitment to educational excellence.

ARTICLE V: OFFICERS

Section 1: Board Officers

The Officers of the Academy Board shall be the President, Vice President, Secretary and Treasurer. They shall be chosen by and from among the voting members of the Board.

Section 2: President

The President shall preside over all regular and other official Academy Board meetings, have general charge of the business of the Board, and carry out its policies under the direction of the Board. The President shall have authority to delegate duties and responsibilities to other Board members. The President shall form committees as required and appoint committee chairs and other committee members, subject to concurrence of the Board. The President shall identify and train a Board Member in all areas for succession planning. By default, this will be the Vice President if there are no other candidates.

Section 3: Vice President

The Vice President shall have all the powers and perform the duties of President in the absence or disability of the President. The Vice President shall perform such other duties as from time-to-time may be assigned by the President. The Vice President shall take full responsibility for organizing and overseeing elections to the Academy Board, except in those instances where the Vice President's involvement in the elections could constitute a conflict of interest, in which case the President shall appoint another Board member to oversee the elections. The Vice President shall track and monitor the long term strategic plan of the Academy and actively keep the documents relevant and schedule regular reviews.

Section 4: Secretary

The Secretary shall keep or cause to be kept full minutes of all meetings of the Academy Board, including a record of each member's attendance and all acts and votes of the Board. The minutes shall be kept in one or more bound books and shall be available in the school office for inspection by members of the public. The Secretary shall see that all notices of upcoming meetings are duly posted in accordance with the provisions of these Bylaws or as required by law and shall perform such other duties as from time-to-time may be assigned by the President.

Section 5: Treasurer

The Treasurer shall have general supervision of the financial affairs of the Academy, subject to Board concurrence, and shall have power to disburse funds, sign checks, drafts or other payments of money, and shall be required to facilitate monthly presentations of financial statements to the Board. The Treasurer shall also perform such other duties as may from time-to-time be assigned by the President. The Treasurer will serve as the Board Representative to the Finance Committee.

Section 6: Officer Resignations and Removal

Any Officer may resign at any time by providing written notice to the President or Secretary of the Academy Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. Any Board officer may be removed from office (but not from membership on the Board) at any time, provided just cause exists and is established by a majority of the Board members, and whenever, in their judgment, the best interests of the Academy are served by the removal.

ARTICLE VI: COMMITTEES

Section 1: Standing Committees

The following will be standing committees of the Academy Board and will operate on an advisory basis: Academic Excellence/Accountability Committee, Finance Committee, Governance Committee, and Community Development Committee. Committee membership shall include parents, staff and a minimum of one board member. The Accountability Committee must also contain a community member who is a resident of the St. Vrain School District. The Board will promote committee membership from among Academy parents and staff. The Board may establish additional committees as deemed necessary.

Section 2: Academic Excellence/Accountability Committee

The Accountability Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Director to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

It is important to note that the work of this committee is a governance function, not a management function, and it is anticipated that the Director/Academic Dean will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that Accountability is communicated clearly, measured and reported in a way that the board approves. This committee should also ensure that annual goals to attain academic excellence are tracked and monitored.

Section 3: Finance Committee

The finance committee is commissioned by and responsible to the Board of Directors. It has responsibility for the fiscal year budgets; presenting the budgets to the Board; recommending budget revisions; monitoring actual results against the budgets; and recommending to the Board appropriate policies for the management of the organization's assets.

Section 4: Governance Committee

The governance committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Directors.

Section 5: Community Development Committee

The development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to support the organization's mission.

Section 6: Other Committees

The Board may constitute such other committees as it may, from time-to-time, deem necessary to promote the goals and objectives of the Academy.

ARTICLE VII: TERMINATION OF MEMBERSHIP ON BOARD OF DIRECTORS

Section 1: Removal of Director

Membership on the Academy Board may be terminated by the voting members only at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the director. A minimum of one week notice of the vote must be given in a properly published and posted agenda.

Section 2: Mandatory Meetings

Attendance at the Board meetings is mandatory. For any member receiving two consecutive unexcused, four consecutive excused or six total absences per school year from regularly scheduled meetings, the board will vote to petition the membership/families requesting removal. The Board President or designee shall determine whether absences are excused or unexcused.

Section 4: Removal by Petition

If a petition to remove one or more members is presented to the Academy Board, such petition shall compel the Board to add the petition as an item on the agenda for the next regular Board meeting. Such a petition must contain the names of 20% of total Academy families. A petition to remove one or more Board members must be provided to either the Board President or Secretary no less than fifteen days prior to the Board meeting date, and no less than four months prior to the expiration of the term of office for any Board member who is the subject of such a petition. Such a petition must state the reason(s) for the removal of the member(s) and the name of the person(s) responsible for submission of the petition to the Academy. Should the petition not be withdrawn by the responsible person(s) named on the petitions, one month later the Board will submit the matter to the parents for a vote to remove or retain the member or members. Any vacancy will be filled as provided for in these Bylaws under Special Election. So as to prevent interference with students, petitions shall not be solicited on school grounds at any time from one hour before until one hour after normal school hours, or school sponsored events.

ARTICLE VIII: AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to the Board President. Copies shall be provided to all Board members at least one week prior to a regularly scheduled Board meeting. Consideration of amendments shall include an opportunity for the public to comment. An affirmative vote of five members shall be necessary to adopt any proposed amendment.

ARTICLE IX: DEFINITIONS

Section 1: Parent

A “Parent” shall mean the adult or adults having legal custody of a student. Where more than one adult has legal custody of a student, whether or not those adults reside in the same household, notification of any of those adults shall constitute notification of a parent as used in these Bylaws.

Section 2: Staff

“Staff” shall mean any person, including teachers, the Director, Principals, support personnel, etc., serving under an employment contract with the Academy.

Section 3: Director

The “Director” shall mean the staff person having primary responsibility for the day- to-day operations of the Academy including interaction and liaison with the District.

Section 4: Principal

“Principal” shall mean a staff person having primary responsibility for academic progress and student discipline.

ARTICLE X: OPEN MEETINGS LAW, PUBLIC RECORDS ACT, FAMILY EDUCATIONAL PRIVACY RIGHTS

The Academy acknowledges and agrees that it is subject to the provisions of the Colorado Open Meetings Law, Colorado Revised Statutes Section 24-6-401 *et seq.*, and that it will fully comply with the provisions of such law in connection with all its activities.

The Academy acknowledges and agrees that it is subject to the provisions of the Colorado Public Records Act, Colorado Revised Statutes Section 24-72-201 *et seq.*, and that it will fully comply with the provisions of such law in connection with all its activities.

The Academy acknowledges and agrees that it is subject to the provisions of Family Educational Privacy Rights, Buckley Amendment, 20 United States Code, Section 1232(g), and that it will fully comply with the provisions of such law in connection with all its activities.

2.2 Board Membership – Elections/Appointment

Date of Adoption/Last Revision: July 11, 2019

C.R.S. § 7-127-109(1) provides that any action that may be taken at any annual, regular, or special meeting of members of a Nonprofit Corporation may be taken by written ballot without a meeting. C.R.S. § 7-90-102(66) provides that “writing” or “written includes an “electronic record” as that term is defined in the “Uniform Electronic Transactions Act,” which provides that an “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For purposes of any action taken by members by written ballot, members may vote by paper ballot or by electronic ballot. A written ballot shall state each proposed action and provide an opportunity to vote for or against each proposed action. Approval of an action by the members by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. Once cast, a written ballot may not be revoked. An action of the members by written ballot has the same effect as action taken at a meeting of members and may be described as such in any document. Procedures for voting for Board Members must be adopted by the Governance committee in accordance with state law including the Colorado Revised Nonprofit Corporation Act (C.R.S. 7-121-101 *et seq.*).

2.3 Board Member Conduct

Date of Adoption/Last Revision: July 11, 2019

Each member of the Board must review and sign a board agreement that outlines Board Member expectations when they are first elected to the board and on an annual basis. This agreement should be created by the Governance Committee, submitted for adoption by the Board and reviewed annually.

2.4 Board Member Conflict of Interest

Date of Adoption/Last Revision: July 11, 2019

To set an example for the student body, Board members are required to conduct themselves in a professional manner whenever their conduct might reflect upon the school. One of the primary goals of the Academy as spelled out in both the Mission Statement and Guiding Principles is the character development of its students. The Board further recognizes that the mere appearance of impropriety can have a detrimental effect upon the Academy and therefore puts forth the following policy concerning dealings between and among Board members, Staff, and any paid professionals who might engage in business with the Academy. A conflict of interest occurs where there is a divergence between an individual's private interests and his or her professional obligations to the School such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial, personal/family interest, or otherwise. A conflict of interest depends on the situations, and not on the character or actions of the individual.

Board Members:

Limitations on Board Members with Employee Family Members: No member of the Board may have a family member who is employed by the Academy, nor may they themselves be employed by the Academy. If a family member is considered for employment the affected board member may not be involved in any aspect of the hiring process. Before accepting employment, the affected board member must resign. The Board will declare the seat vacant and initiate the normal process for filling vacancies.

Elections of Board Members:

Any parent may run for the Board of Directors. Before initiating a service position on the Board, the family member employee must voluntarily resign employment. If the family member employee does not resign, then the Board member may not serve and will not be seated. The Board will declare the seat vacant and initiate the normal process for filling vacancies. Former employees will be ineligible for Board of Directors service for the school year following their discontinued employment.

Purchased Goods or Services:

Any proposed purchase of Goods or Services by the Academy from any Employee, Board member or family member which is in excess of \$300 in any budget year must be approved in advance by unanimous approval of all Board Members without an interest in the transaction.

Definitions:

A family member includes but is not limited to:

- Current/former spouse, domestic partner
- Parent/Stepparent
- Children (includes natural, adopted, foster, or other legally placed children)
- Siblings (includes natural, step or half)
- Grandparent
- Grandchild
- In-laws
- Corresponding immediate family members of any employee's spouse or domestic partner
- People with whom a board member has a romantic relationship

Prohibition Against Fees, Gifts:

Board members may not accept a fee or other personal benefit that is connected directly or indirectly with the performance of his or her duties of office. In connection with his or her duties, in no instance may a Board member receive a personal gift or in kind, which exceeds \$25.00 in value.

Disclosure:

A Board Member who has reasonable grounds to believe that he or she has a conflict of interest in a matter that is before the Board, or a committee, must disclose the general nature of the conflict of interest, and either:

- a) voluntarily withdraw from the meeting;
- b) upon a vote of the majority of the remaining board members, refrain from voting or influencing the discussion of the matter at hand.

Any Board member may challenge another board member(s) on grounds of conflict of interest. Upon such a challenge, the Board must immediately hear the reasons for such a challenge and shall decide by recorded vote whether these conflict of interest provisions apply. Should the Board approve the challenge, then the Board member(s) in question shall comply with a) or b) above.

2.5 Advisory Committees

Date of Adoption/Last Revision: July 11, 2019

Committees are formed to study issues and make recommendations to the Board on an advisory basis. The Board will review the recommendations of the committee and may make changes before voting on the recommendations. The following procedures are designed to direct members of the committee:

- At the beginning of the school year each Committee must prepare a Committee Charge Letter that defines the main objectives of the Committee and sets forth any timelines that may assist with completing the stated objectives.
- Committee members are instructed to follow the charge letter set for the Committee.
- Committees must set meeting times.
- All meetings must be posted at least 24 hours in advance.
- All committees are required to record minutes of the meetings and make minutes available to the public in a timely manner.
- Committees must elect a Committee Chair, and Secretary, from among the committee members.
- The Committee Chair must read, understand and follow the Open Meetings Law.

- Monthly progress reports to the Board are required.
- Committees operate on a majority-based decision.
- Sub-committees may be formed.

2.6 Board Meetings

Date of Adoption/Last Revision: July 11, 2019

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law. No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board. A Regular business meeting of the Board must be held not less than once per month.

2.7 Special meetings

Date of Adoption/Last Revision July 11, 2019

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon documented request of a majority of the members. The secretary of the Board shall be responsible for giving a notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to the member or sent via email. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting. Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver. No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business. Additional action may be taken if necessary due to the timeliness of the matter if it arose after the agenda was posted or is related to an item on the agenda.

2.8 Board Work Sessions and Retreats

Date of Adoption/Last Revision: July 11, 2019

The Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, must be provided.

2.9 Executive Session/Open Meetings

Date of Adoption/Last Revision: July 11, 2019

A recording shall be made of regular and special meetings as required by law. Recordings shall be kept for a minimum of 90 days.

2.10 Public Participation at Board Meetings

Date of Adoption/Last Revision: July 11, 2019

Public participation and comment is encouraged at all meetings of the Board. A “Public Sign-in Form” created for this purpose should be used. Board Members are encouraged to refrain from responding directly to public comment.

2.11 Board Policy Process

Date of Adoption/Last Revision: July 11, 2019

The Academy’s contract with SVVSD, policies developed or modified by the Board must be submitted to SVVSD with the waiver/update form created for that purpose. The Director has the responsibility for carrying out and implementing the policies established by the Board in the spirit intended. The Director is responsible for reviewing, adopting, amending, or repealing operational policies, procedures or regulations. All such operational material shall be in accordance with governing policies and must reference the related governing policy.

2.12 Policy Adoption

Date of Adoption/Last Revision: July 11, 2019

The Board must be solely responsible for adopting, repealing or amending governing policies for the Academy. The Director must adopt operational policies for the Academy that are faithful to the governing policies.

The procedure for governing policy adoption by the Board is as follows:

The president will “read it across the desk” during first reading, assign a number to it, and assign the measure to either a standing committee, ad hoc committee, or Board of Directors for review during a work session. On rare occasion, the individual proposing the measure may seek permission from the President and, provided there is consent from a minimum of five Board members, will be permitted to forego any committee review and make a motion for immediate consideration and action of the Board. Within the agreed upon time frame by the board, the relevant committee evaluates the measure, suggests changes, and rewrites the proposal, either with or without the participation of the author of the measure. The measure is referred back to the Board, complete with changes, and the committee’s recommendation, which may take any one of three forms: recommendation for adoption, against adoption, or no position.

The Board considers the measure during “second reading”, where substantive debate, amendment and other Board action occurs. The measure is adopted or rejected, recommitted to the same or a different committee, or tabled until the next regular Board meeting when it would again be considered on “second reading”.

“Third and final reading” where Board members may make last minute, perfunctory remarks for or against the proposal. Debate is severely limited and is discouraged. A final vote or other Board action

must be taken to dispose of the measure. All yearly budget adoptions must be in accord with this policy. Any measure not adopted upon third reading prior to the installation of the new Board automatically expires.

If there is no Academy policy present, then the SVVSD policy will be in effect. If there is a conflict between the SVVSD policy and the Academy policy, the Academy policy must prevail.

2.13 Policy Revision and Review

Date of Adoption/Last Revision: July 11, 2019

The procedure for governing policy revision and review by the Board is as follows:

The president will “read it across the desk” during first reading, assign a number to it, and assign the measure to either a standing committee, ad hoc committee, or Board for review during a work session. Within the agreed upon time frame by the board, the relevant committee evaluates the measure, suggests changes, and rewrites the proposal, either with or without the participation of the author of the measure. The measure is referred back to the Board, complete with changes, and the committee’s recommendation, which may take any one of three forms: recommendation for adoption, against adoption, or no position.

The Board considers the measure during “second reading”, where substantive debate, amendment and other Board action occurs. The measure is adopted or rejected, recommitted to the same or a different committee, or tabled until the next regular Board meeting when it would again be considered on “second reading”.

“Third and final reading” where Board members may make last minute, perfunctory remarks for or against the proposal. Debate is severely limited and is discouraged. A final vote or other Board action must be taken to dispose of the measure. All policy development and revision must be in accord with this policy.

On rare occasion, the individual proposing the measure may seek permission from the President and, provided there is consent from a minimum of five Board members, will be permitted to forego any committee review and make a motion for immediate consideration and action of the Board. Policy revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.

Policy reviews often only require minor policy revisions (*ie.* job title changes or the inclusion of additional citations). Such revisions do not change the basic meaning of the policy and are not considered a material change. The procedure described above is cumbersome and unnecessary. In an effort to streamline the adoption of a revised policy that does not make a material change to the policy, these steps will apply:

First, proposed revisions must be reviewed by a minimum of two board members to ensure they are not material. Second, if deemed not material, it must be recommended that the proposed policy revisions be adopted as a consent agenda item.

2.14 Adoption of Policy Manual

Date of Adoption/Last Revision: July 11, 2019

The Board should adopt a Policy Manual that contains all adopted Academy policies each July so that stakeholders can easily access any policy. The Policy Manual identified as “POLICY MANUAL July 2019 Edition” was adopted by the Board of Directors on July __, 2018 after a complete and thorough review of each policy by the Board. All previous policies are hereby repealed and replaced with the policies adopted within that document.

Revised policies will be inserted into the Policy Manual as soon as they are approved by the Board during the year. Newly adopted policies will be placed in an exhibit to the Policy Manual as they are approved by the Board during the year and inserted into the Policy Manual where appropriate annually with due care to maintain the NEPN Policy Coding System as much as practicable. Nothing in this policy is intended to alter or limit the powers of the Board.

3. GENERAL ADMINISTRATION

3.1 Director Goals/Priority Objectives

Date of Adoption/Last Revision: July 11, 2019

The Director must implement and advocate the Core Knowledge and Classical Education curriculum and other policies of Twin Peaks Charter Academy as promulgated by the Board in the spirit intended. The Board must rely on the Director to run the day to day business of the school, and keep the Board informed of ongoing programs and issues.

3.2 Qualifications of Director

Date of Adoption/Last Revision: July 11, 2019

A job description including qualifications should be developed by the Board that will ensure that operations of the Academy carried out by the Director conform with the mission and vision of the Academy.

3.3 Evaluation of Director

Date of Adoption/Last Revision: July 11, 2019

The Board of Directors must institute and maintain a process for the evaluation of the job performance of the Director. Prior to commencement of the school year the Board should establish with the Director a list of measurable goals and objectives. Informal reviews may be conducted quarterly in executive session with the Board and the Director. A formal, written evaluation should be undertaken by the Board no less than once per school year. This formal evaluation should include such items as salary, performance reviews, parent input, evaluation skills, areas for improvement, and goals for the following year.

If either party does not agree with the outcome of the Director evaluation, either party may request a third-party facilitator.

Nothing in this policy shall be deemed or construed to assure, create, or imply in any manner any right to employment, renewal of employment contracts, alteration of “at will” employment status, or modification or extension of any of the terms of any contract entered into between the Director and the Academy. This policy must not be deemed or construed to grant or establish any rights not specifically contained in a written contract between the Director and the Academy, including, without limitation, any condition, prerequisite, procedure, or similar factors relative to non-renewal of contracts, transfer, assignment, dismissal, allocation of responsibilities and duties, or any other matter. All employment decisions regarding the Director shall remain within the sole and continuing discretion of the Board, subject only to applicable Colorado and Federal law.

3.4 Retirement/Resignation of Director

Date of Adoption/Last Revision: July 11, 2019

The Board President is authorized to immediately accept the resignation of the Director. The resignation will be effective upon its receipt.

3.5 Administrative Organization

Date of Adoption/Last Revision: July 11, 2019

The Director must maintain an organizational structure to support the goals and priority objectives of the Academy.

3.6 Organizational Chart

Date of Adoption/Last Revision: July 11, 2019

The Director should submit an organizational chart to the Board on an annual basis for adoption.

3.7 Evaluation of Principals

Date of Adoption/Last Revision: July 11, 2019

The Director is responsible for administering the evaluation of the administrative staff, including each principal. These evaluations should occur on an annual basis.

4. FISCAL MANAGEMENT

4.1 Annual Budget

Date of Adoption/Last Revision: July 11, 2019

Public school budgeting is regulated and controlled by statutes and requirements of the CDE that prescribe the form of school budgets in order to ensure uniformity throughout the state. The annual budget is the financial plan for the operation of the Academy. It provides the framework for both expenditures and revenues for the fiscal year and is based upon the educational programs and priorities of the Board. The Director has primary responsibility and authority for establishing the budget and a final budget must be formally adopted by the Board. The Academy shall avoid reliance on inconsistent funding sources, such as one-time grants and donations, to fund ongoing expenditures, such as salary, mortgage building leasing, and utility costs.

Budgeting for and maintaining a fiscal year-end fund balance as an operating reserve in the general fund is a beneficial and sound financial management practice. The Board requires that the annual non-appropriated operating reserves be in excess of 70 days operating reserves. Operating reserves shall be defined as 70 days of PPR revenue as adopted in the annual budget. Such reserve position shall include TABOR and unrestricted operating reserves. The calculation shall be:

$$365 * (\text{non-appropriated operating reserves} + \text{TABOR reserves}) / \text{annual PPR.}$$

It is the intent of the Board that the reserve budget should maintain an additional non-appropriated balance in excess of \$500,000.00 to be used for expenses as forecasted in the Five-Year Plan as well as emergencies or other extraordinary or unforeseen expenses that may be incurred from time to time.

4.2 Budget Adoption Process

Date of Adoption/Last Revision: July 11, 2019

The Board shall approve a budget, established by the Director, Financial Administrator and Finance Committee. Such budget shall conform to the funding parameters found in the Charter Contract. The budget adopted by the Board must be sufficient to implement the programs and policies that the T CPA Board has approved. Multiple budgets are required each fiscal year which typically includes a Proposed Budget, Adopted Budget and Amended Budget. The deadlines are stipulated in the Charter Contract. The budget shall be prepared in both a detailed format in conformance with the CDE chart of account codes and a summary format which is understandable by any lay person reviewing the summary budget and shall include budget assumptions. The budget shall include a uniform summary sheet for each fund administered by the school that details the beginning fund balance and anticipated ending fund balance for the budget year; the anticipated fund revenues for the budget year; the anticipated transfers and allocations that will occur to and from the fund during the budget year; the anticipated expenditures that will be made from the fund during the budget year; and the amount of reserves in the fund. The budget shall disclose planned compliance with spending limitations outlined in Article X, Section 20, of the Colorado Constitution, including holding TABOR reserve funds in an unrestricted general fund or in cash funds. Following Board approval and within SVVSD deadlines, the budget will be provided to SVVSD in the required format.

The Director, through the Financial Administrator and Finance Committee, must develop a Five-year Plan that projects the future financial viability of the school and achievement of the school's priorities. This budget will take into account specific operating assumptions related to future revenue and increases in operating expenses. The five-year budget plan is subject to annual approval by the Board.

4.3 Banking Services

Date of Adoption/Last Revision: July 11, 2019

Two original signatures are required on all checks over \$5,000.00. A signature stamp may be employed for checks up to \$5,000.00. In addition to paper check payments, electronic payments are permitted for recurring vendor payments (e.g. utilities, insurance). Electronic disbursements include EFT (electronic funds transfer) and ACH (automated clearing house) transactions. Electronic payments must be in accordance with the SVVSD Expense Authorization Policy (DKC) and must be pre-authorized by the Financial Administrator for payments up to \$5,000.00 and by both the Financial Administrator and the Director or Principal for payments over \$5,000.00. Payments must be made using remittance account instructions provided on the invoice or in the original vendor contract. Electronic payment accounts that are changed by the vendor must be verified by the Financial Administrator prior to payment. Documentation of the electronic payment must be included with the invoice in the Accounts Payable files and the accounting software must indicate that the payment was electronic.

4.4 Authorized Signatures

Date of Adoption/Last Revision: July 11, 2019

The following shall have authority to sign checks for the Academy:

- Financial Administrator
- Director
- Principal(s)
- Board President
- Board Treasurer

4.5 Financial Reports and Statements

Date of Adoption/Last Revision: July 11, 2019

The Director and Financial Administrator must provide the Board with financial reports including but not limited to a Balance Sheet and a Statement of Revenues, Expenditures and Change in Funds Balance and shall inform the Board of any anticipated modifications to budgeted revenues and expenditures which may be required. Financial reports must be presented to the Board at a minimum frequency as stipulated by the CDE.

4.6 Funding Proposals, Grants and Special Projects

Date of Adoption/Last Revision: July 11, 2019

The Board encourages and is receptive to financial support in the form of grants from federal, state and local governmental agencies as well as private organizations and foundations to aid in delivery, maintenance, and improvement of school educational, support or operational programs.

The term “grant” encompasses all federal, state, and local governmental, corporate or foundation financial awards that have specific performance requirements or conditions attached and that are applied for and accepted by the Academy.

The Academy is the legal recipient of all grants applied for and received on behalf of the school, programs and departments. Contracts awarded to the school consequent to the receipt of a grant by another agency or institution are considered sub-award grants and are subject to all of the same requirements as awards received directly by the Academy. Grants received by school personnel for professional development purposes shall be subject to Board policies and regulations when they involve students, use of school property or require the participation of other personnel.

All grant proposals for supplemental funds must be consistent with Board policies, goals, missions and objectives and funding agency requirements. Supplemental funds typically are designated for, or restricted to, a specific purpose or student population; received based upon a grant proposal for a specific project limited in scope and length, or; directed to certain uses as the result of a specific purpose donation.

All grant proposals and awards must be administered in accordance with the Office of Management and Budget’s (OMB’s) Uniform Grant Guidance (2 C.F.R. Part 200) and the Education Department General Administrative Requirements (EDGAR - 34 C.F.R. Parts 75, 76).

To ensure the participation of the appropriate parties in the preparation and approval of proposals, the director has designated the following roles and responsibilities for grant administration:

- The Director is responsible for managing the grant program and must establish procedures for grant administration. The procedures shall govern review and approval of all grant applications. The Director shall provide an annual report to the Board of all grants awarded to the school.
- The Financial Administrator must be authorized by the Director to be the grants representative. All federal and state grant applications must be signed by the Financial Administrator and Director. Grants over \$50,000.00 require the approval of the Board.
- The Director should designate a grants project manager who is in charge of reporting requirements, budget revisions, compliance with grants’ fiscal policy, annual reports and program evaluations for designated purpose grants. The grants project manager may be the principal of the school, the supervisor of federal programs, curriculum supervisors or other designated staff members.

4.7 Petty Cash

Date of Adoption/Last Revision: July 11, 2019

The Administration must establish and oversee a petty cash fund under the following guidelines:

- Petty cash may be used for providing change at the front offices, and during school activity and athletic events.
- Total petty cash will not exceed \$300.00 at any time, with \$50.00 held at each front office and two cash boxes at \$100.00 each held in the safe.
- The school secretaries are responsible for the safekeeping and reconciliation of the front office petty cash. The Financial Administrator and Executive Assistant are responsible for checking in and out the cash boxes from the safe.
- Only TPCA employees are allowed to check out the safe cash boxes and they are responsible for the safe keeping and reconciliation of the cash.

4.8 Bidding Procedures

Date of Adoption/Last Revision: July 11, 2018

The Academy must follow SVVSD policy (DJE) regarding Bidding Procedures.

4.9 Vendor Relations

Date of Adoption/Last Revision: July 11, 2018

The Board recognizes the importance of maintaining the sound fiscal management of the Academy as well as insuring the safety of our students during the school day. In order to help meet these goals, the administration shall require all contractors doing business with the Academy to abide by the following guidelines.

- The Administration must have all contractors sign an “Agreement for Professional Services” before commencing work.
- The Administration must have all contractors fill out a Federal form W-9 Request for Taxpayer Identification Number and Certification as needed.
- The Administration must have all contractors provide proof of adequate liability insurance.
- Whenever possible work performed must be paid for only upon its satisfactory completion. At no time will the Academy disburse payment before the onset of work that is to be performed. Under no circumstance will the Academy disburse payment in excess of the terms expressed in the Agreement for Professional Services Contract without prior written consent. Should the need arise, the Academy will pay for materials in advance providing the materials are shipped directly to the Academy. For projects that may require it, partial payment may be made for completion of individual stages of work provided that the payment schedule is agreed upon in advance. In addition, escrow accounts may be used to provide payment on an ongoing basis for any project of a scope large enough to merit such. All contracts shall specify a maximum dollar amount for which the Academy must be liable under such contract.

- The Board recognizes and fully supports the authority of the Administration to oversee the work of all contractors and authorizes the Administration to enforce any reasonable request it deems necessary concerning the logistics of working during school hours. These requests may include but not be limited to proper use of building entrances and exits, display of proper identification while on school grounds, signing in and out while in the building, and providing reasonable documentation for hourly work performed.

The Administration must publicly advertise all solicitations for purchases greater than \$10,000.00 through a public posting service. Information regarding registering for the public posting service site shall be listed on the Academy's website.

4.10 Expense Authorization/Reimbursement

Date of Adoption/Last Revision: July 11, 2019

All expenditures require an approved Funds Request with supporting documentation with the exception of salary, benefits, utilities and insurance. Academy staff, except budget managers, must obtain pre-approval for Funds Requests prior to purchases. Budget managers must monitor and stay within their authorized department expense budgets.

Funds Requests for purchases between \$5,000.00 and \$25,000.00 require two quotations. Requests over \$25,000.00 require three or more quotations in accordance with SVVSD Policy (DJCA & DJE) and must be pre-approved prior to purchase or contractual commitment. All vendor contracts must be reviewed and approved by the Director and Financial Administrator prior to authorization. Annual contracted expenses that have periodic payments (e.g. landscape maintenance, copier leases) should be submitted for annual approval.

Reimbursements:

School employees who incur expenses in carrying out their authorized duties may only be reimbursed upon submission of a properly completed and approved funds request with accompanying receipt(s). Authorized travel cost must be reimbursed at the SVVSD mileage reimbursement rate at the round-trip distance from the school address. The school will not reimburse expenses for alcohol, entertainment not related to school business, personal expenses, gas for personal use or private vehicles, costs of fines for parking or traffic violations nor political expenses.

Approvals:

Required approvals for Funds Requests are as follows (in order of approval):

1. The Administration member responsible for the associated expense budget;
2. The Financial Administrator;
3. The Board President or Treasurer for Funds Requests greater than \$10,000.00.

The Funds Request form will be administered and maintained by the Financial Administrator, will be compliant with this policy and subject to review.

5. PERSONNEL

5.1 Staff Positions

Date of Adoption/Last Revision: July 11, 2019

All employees are under the direction of the Director and/or designee except for the Director, who shall report to the Board. All positions at the Academy should be defined by the Organizational Chart. The Director and Human Resource Officer should review job descriptions on an annual basis. All positions at the Academy shall be established initially by the Director. All significant changes in the titles and/or responsibilities of instructional, administrative and supervisory positions must be approved by the Director. In each case, the Director must approve the broad purpose and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the Principal and Human Resource Officer.

All employment relationships between all regular and full-time employees and the Academy must be governed by an “at will” contract between the individual employee and the Academy. The Director may establish the terms of such contracts at the Director’s discretion, including setting compensation, establishing the rights and responsibilities of the parties and other appropriate contractual terms. All employee contracts shall be terminable at will, with or without cause, by either party, on no more than two weeks’ notice. The Director should have final authority and absolute discretion relating to all matters relating to any employee which are not specifically governed by that employee’s contract or applicable Colorado or Federal laws subject to review by the Board. Such authority and discretion shall extend to but shall not be limited to, employee discipline, suspension, dismissal, contract renewal, hiring, recruiting, and bonus compensation (if any).

Nothing in any policy adopted or promulgated by the Academy (including SVVSD Policies which have been adopted by the Academy) may be deemed or construed to assure, create, or imply in any manner any right to employment, renewal of employment contracts, alteration of “at will” employment status, or modification or extension of any of the terms of any contract entered into between any staff member and the Academy. Nothing in this or any other such policy shall be deemed or construed to grant or establish any rights not specifically contained in a written contract between the staff member and the Academy, including, without limitation, any condition, prerequisite, procedure, process, or similar factors relative to non-renewal of contracts, transfer, assignment, dismissal, allocation of responsibilities and duties, or any other matter. All employment decisions remain within the continuing discretion of the Director, subject only to applicable Colorado and Federal law and review by the Board.

5.2 Staff Agreements and Compensation

Date of Adoption/Last Revision: July 11, 2019

All staff contracts will be considered ‘At Will’ contracts. Contracts may be terminated by either party at any time for any reason. Notwithstanding the specification of or specific reference to any law referred to in contracts, contracts shall be subject to and include all laws of the federal, state and local government unless waived by SVVSD or Colorado Board of Education. All teachers and administrators are required

to meet the requirements for professional growth as outlined in policy. All staff is hired at the recommendation of the Principal(s) with the exception of the Director who is hired by the Board of Directors. The Board should review the compensation policy annually. Once adopted by the Board, these plans of compensation must be available in the Administrative Office.

5.3 Staff Supplementary Pay Plans/Overtime

Date of Adoption/Last Revision: July 11, 2019

With the recommendation of a Principal, staff may be compensated for additional projects, events, etc. The Director will have final approval of any compensation recommended.

5.4 Staff Leaves and Absences

Date of Adoption/Last Revision: July 11, 2019

The Academy recognizes that individuals experience periodic family emergencies or events. In response to these eventualities, the Board authorizes the following policy:

Paid Time Off (“PTO”)

The amount of PTO allocated will depend on the number of contract days as defined in the employment contract.

Agreement days	Paid Time Off annual accrual
176 or fewer	9 PTO days
177 to 185	10 PTO days
186 to 215	11 PTO days
216 to 248	12 PTO days

A day will be defined as the average number of hours the employee is regularly scheduled to work. PTO will be earned based on the average hours worked for employees regularly working 30 hours or more per week. Employees may borrow against unearned leave after the first week of the school year not to exceed three days. PTO may be used for any purpose, provided that employees obtain Administration approval and coordinate substitute and classroom planning. Any unused PTO hours will be transferred into an employee's Leave Bank account on August 1. Leave Bank accounts may not exceed 15 days. Accrued PTO which has been transferred into the Leave Bank may be utilized for absences due to any of the following reasons: Childbirth and Adoption (applies to both mothers or fathers), sickness; death of a family member (brother, sister, mother, father, spouse, child, or grandparent, including mother/father in-laws); sickness of an immediate family member (husband, wife, child, or a dependent parent); or reservists who are recalled to active duty in the United States armed forces; Under most conditions proof of extended circumstances (i.e. doctor’s note, etc.) will be required for absences extending beyond three days. Administration retains the right to request substantiation of any claim (including those of less than three days) for use of the Leave Bank. Days accrued in excess of 15, are forfeited. In the event of separation from TPCA, any accrued PTO or Leave Bank hours have no cash value and will not be redeemed for cash under any circumstance.

Classroom teachers who request PTO on days immediately before or after a three-day weekend or extended school closure, i.e. Labor Day, Thanksgiving, Winter Break, etc., will be charged at a rate of 1.5 times the actual amount of leave for that absence or, if Employee does not have enough leave accrued, they will be docked unpaid leave for the actual amount of the absence.

Employees must electronically submit all leave requests by the 16th of every month or the first school day following the 16th. If this does not occur, they will be charged 1.5 times the actual amount of leave. If Employee does not have enough leave accrued, they will be docked for unpaid leave for the actual amount of the absence.

Employees summoned for jury duty, subpoenaed to be present in court or to give testimony, or required to appear in court or at hearings in connection with performance of their duties as employees of the Academy, will be granted civic duty leave with pay for such time as is required by the court. The employee will return any money they receive from the court system in return. Leave will not be granted to employees required to appear in court for matters not related to their employment by the Academy. Bereavement leave with pay, not to exceed five days per school year, will be granted to each employee. Leave may be used for death of brother, sister, mother, father, spouse, child, or grandparent, including mother/father in-laws.

5.5 Staff Vacations and Holidays

Date of Adoption/Last Revision: July 11, 2019

Full time employees working in excess of 230 contract days per contract year are entitled to accrued vacation time. Full time employees are defined as employees working an average of thirty (30) hours per week or more. Eligible employees will be entitled to receive 6.666 hours per month for a total of eighty (80) hours per contract year. This accrual is based on an eight (8) hour work day or a forty (40) hour standard work week. Accrual will be pro-rated accordingly for employees working less than forty (40) hours per week.

Accrual will begin on the first of the month following the date of hire. The maximum number of hours accrued is eighty (80) hours per contract year. All hours must be used within that contract year or forfeiture of hours will occur. Unused vacation hours will be paid out in the event of employee separation.

5.6 Staff Recruiting

Date of Adoption/Last Revision: July 11, 2019

The Academy desires to maintain a recruitment program designed to attract and retain the best possible personnel while upholding our mission statement and values. Prior to hiring any person, background checks and reference checks must be conducted. Records submitted to TPCA by applicants shall remain confidential except as required by applicable law.

5.7 Staff Hiring

Date of Adoption/Last Revision: July 11, 2019

The Academy shall not discriminate on the basis of age, disability, sex, race, religion, color, sexual orientation (including perceived sexual orientation), or national origin in hiring, promoting, firing, setting wages, testing, training, apprenticeship, and all other terms and conditions of employment. The Academy shall abide by all Federal and Colorado State laws in the hiring process. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the Academy. All faculty and staff hiring decisions shall be made by the Director, Principals, Deans, or other hiring managers. Hiring of the Director must be made by the Board.

5.8 Staff Certification and Credentialing Requirements

Date of Adoption/Last Revision: July 11, 2019

The Academy may employ qualified non-certified personnel. All teachers must have at least a four-year degree in any discipline and a strong desire to work with an innovative educational program. They may have certification from another state or may be hired without certification at the discretion of the Administration.

5.9 Staff Development

Date of Adoption/Last Revision: July 11, 2019

The Academy views high quality staff development programs as essential to creating a school in which all students and staff members are learners who continually improve their performance. High quality professional development opportunities that are clearly linked to improved student achievement, and that reflect the Academy's mission statement and founding philosophies and principles are encouraged. The Academy recognizes that professional development takes many forms beyond in-service education. All teachers are expected to attend and participate in school provided staff development, encouraged to seek other professional growth opportunities that specifically interest them and share this with others. Opportunities for school provided professional growth opportunities will be communicated to personnel throughout the year.

5.10 Evaluation of Staff

Date of Adoption/Last Revision: July 11, 2018

Each Principal should be the person primarily responsible for administering the evaluation of professional staff and presenting such evaluations to the Director. Procedures and criteria for evaluation of professional staff should be established and reviewed periodically by the Director in consultation with the Principal. The Principal's evaluation skills shall be a part of the Principal's formal evaluation by the Director, and the Director should seek evidence that the professional staff evaluations are conducted in a fair, professional, and credible manner.

Each Principal must institute and maintain a process for the evaluation of the job performance of the instructional staff. A formal, written evaluation will be undertaken of all instructional staff by the

Principal or designee no less than once per school year. This formal evaluation will include but not be limited to such items as salary, performance reviews, job skills, parent input, Core Knowledge expertise, classroom skills, areas for improvement, and goals for the following year. The primary purpose of the instructional staff evaluations shall be to assess their effectiveness in instructing the students in accordance with TPCA goals and policies. The results of such evaluations may be used in decisions relating to salary, retention, and may also be used to assist the individual instructors in improving and developing skills necessary for effective student instruction.

Each Principal must institute and maintain a process for the evaluation of the job performance of the support staff. A formal, written evaluation will be undertaken of all support staff by the Principal or designee no less than once per school year. This formal evaluation will include but not be limited to such items as salary, performance reviews, job skills, parent input, Core Knowledge expertise (if applicable), classroom skills (if applicable), areas for improvement, and goals for the following year.

The primary purpose of the support staff evaluations shall be to assess their effectiveness in performing their duties in accordance with TPCA goals and policies. The results of such evaluations may be used in decisions relating to salary, retention, and may also be used to assist the individual in improving and developing skills necessary for effective performance of their duties.

Nothing in this policy shall be deemed or construed to assure, create, or imply in any manner any right to employment, renewal of employment contracts, alteration of “at will” employment status, or modification or extension of any of the terms of any contract entered into between any staff member and TPCA, including, without limitation, any condition, prerequisite, procedure, or similar factors relative to non-renewal of contracts, transfer, assignment, dismissal, allocation or responsibilities and duties, or any other matter. All employment decisions shall remain within the sole and continuing discretion of the TPCA Board of Directors, subject only to applicable Colorado and Federal law.

5.11 Staff Termination of Employment

Date of Adoption/Last Revision: July 11, 2019

The Director is authorized to immediately accept the resignation of an employee. All resignations are effective immediately upon receipt.

Mandatory reporting requirements:

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Board must immediately notify the Colorado Department of Education (CDE) and provide any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning his dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

The Board shall notify CDE whenever a licensed/certificated employee is dismissed for any of the following reasons:

- The employee has been determined by a court to be mentally incompetent.

- The individual is convicted, pleads *nolo contendere* or receives a deferred sentence for sexual offenses against a child as specifically set forth in the state board rules.
- The individual pleads guilty or *nolo contendere* or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.
- When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred, and the school employee is the suspected perpetrator and was acting in his official capacity as an employee of the Academy.

5.12 Discipline, Suspension, and Dismissal of Staff

Date of Adoption/Last Revision: July 11, 2019

The Academy must not fire, demote, harass, or otherwise “retaliate” against an individual for filing a charge of harassment or discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. Any Staff who feels that he or she has been harassed or discriminated against should report such incidents. Employees are encouraged to report harassment before it becomes severe or pervasive. The Academy will promptly investigate all charges of violation of this policy. The confidentiality of persons reporting violations will be respected so far as practicable in conducting an investigation of such claims. If it is determined that harassment has occurred, we will take immediate and appropriate corrective action.

5.13 Staff Ethics/Conflict of Interest

Date of Adoption/Last Revision: October 4, 2018

Code of Ethics

Employees of Twin Peaks Charter Academy are expected to act ethically in all of their duties. Ethical behavior begins but does not end with legal compliance. As individuals with and having accepted responsibilities relating to the effectiveness and well-being of the Academy, as described in the mission statement, Staff must recognize the consequences of misconduct which negatively affect the Academy. Staff must agree to the following:

- Observe, support, and implement all policies of the school as established and as may be introduced in the future; and
- Hold in confidence and protect from compromise all school matters, as required by law to be kept in confidence, regardless of the manner by which I become aware of them, both during and after my term of service at Twin Peaks Charter Academy; and
- Refrain from actions or behavior that are intentionally harmful/hurtful/slanderous to others associated with Twin Peaks Charter Academy; and
- Bring matters of misconduct to the attention of the Administration (Director, 6 – 12 Principal, K-5 Principal) or members of the Board of Directors, as appropriate, for resolution; and
- Obey the applicable laws and regulations; and
- Be honest, fair and trustworthy; and
- Avoid conflicts of interest; and

- Help create an atmosphere free of discrimination and harassment.

Staff members who cannot in good conscience comply with this ordinance, as consistent with state and federal law, are granted a 10-day grace period to express their concerns in writing to the Administration (Director, 6 – 12 Principal or K – 5 Principal) for consideration. Persons violating this policy are subject to immediate dismissal and/or prosecution as provided by law. Ethical business behavior is the responsibility of every employee. Failure to act in an ethical manner will be cause for discipline, up to and including termination.

Conflict of Interest:

To set an example for the student body, Academy Staff are required to conduct themselves in a professional manner whenever their conduct might reflect upon the school. One of the primary goals of the Academy as spelled out in both the Mission Statement and Guiding Principles is the character development of its students. One of the primary goals of the Academy as spelled out in both the Mission Statement and Guiding Principles is the character development of its students. The Board further recognizes that the mere appearance of impropriety can have a detrimental effect upon the Academy and therefore puts forth the following policy concerning dealings between and among Board members, Staff, and any paid professionals who might engage in business with the Academy.

Definition:

A conflict of interest occurs where there is a divergence between an individual's private interests and his or her professional obligations to the Academy such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial, personal/family interest, or otherwise. A conflict of interest depends on the situations, and not on the character or actions of the individual.

Director, Principal and Assistant Principal:

A family member of the administration must not be employed by the Academy. Except as specifically prohibited in policy, it may be permissible for more than one family member to work at the Academy, provided that an employee of the Academy must not hire any family member to work at the Academy, and an Academy employee must not evaluate the performance or supervise a family member who is also an Academy employee. Further, no Academy parent may be part of the hiring process for a position for which any family member of the parent is being considered for employment.

Definition:

A "family" member, includes but is not limited to: Current/former spouse, domestic partner, Parent/Stepparent, Children (includes natural, adopted, foster, or other legally placed children), Siblings (includes natural, step or half), Grandparent, Grandchild, In-laws, Corresponding immediate family members of any employee's spouse or domestic partner members, People with whom a board member has a romantic relationship.

6. INSTRUCTION

6.1 School Year

Date of Adoption/Last Revision: July 11, 2019

Prior to the end of the school year, the Director must determine the length of time during which the Academy will be in session during the next school year. The number of days of planned teacher-student instruction and of teacher-student contact shall meet or exceed the requirements of state law. TPCA will maximize school contact by providing school days that are a minimum of seven hours. The Director should coordinate major holidays and vacations with the SVVSD calendar.

6.2 School Calendar

Date of Adoption/Last Revision: July 11, 2019

The Academy school calendar for the next school year shall be prepared by the Director and presented to the Board for approval in the spring of each year. Access to an electronic copy of the calendar must be provided to all parents/guardians of students enrolled in the Academy. A paper copy should be provided to any individual who requests one at the administration office.

6.3 Instructional Approach

Date of Adoption/Last Revision: July 11, 2019

The Academy is a Core Knowledge School for grades K-8 and a Classical Education for all grades. The Academy believes that in order to achieve its primary purpose of educating all students, the foundation upon which all other learning depends is language arts (reading, writing and oral language) and mathematics taught within the context of rich content such as that provided by the Core Knowledge scope and sequence.

Core Knowledge is a content-rich sequential curriculum which includes social studies, science, and the arts in addition to language arts and mathematics. Decisions regarding time, instruction, and resources will be driven by student performance in language arts, mathematics, social studies and science. Therefore, a primary focus is the assurance that all students become proficient in these areas. Instruction will be based upon the Academy curriculum which aligns the Core Knowledge scope and sequence and systematic skills instruction (particularly in reading and math) with state and local requirements. Specials and elective classes will be offered based on Administration set priorities.

Classical Education is based on the timeless values of acquiring foundational skills and knowledge in a teacher-led classroom that systemically lay the foundation for advanced study.

The elementary, middle and high school schedules, including the content of electives, should be recommended by the Administration, approved by the Director on an annual basis and are subject to review by the Board.

6.4 Multiculturalism

Date of Adoption/Last Revision: July 11, 2019

The Core Knowledge Sequence includes the study of the history of the world's cultures, peoples and religions. The Sequence provides a challenging and rigorous scholastic program which reflects the cultural traditions and contributions of the world's diverse civilizations. The Board also believes that by studying a well-organized and integrated curriculum of Language Arts (including literature, sayings and phrases from many lands), World Civilization, American Civilization, Geography, Visual Arts, Music, Mathematics and Science the students will develop a broader knowledge base and respect for culturally diverse peoples, their customs and historic legacies.

6.5 Curriculum Development, Adoption and Review

Date of Adoption/Last Revision: July 11, 2019

The Administration and Director should periodically review and adapt the curriculum to meet the students' needs. Curriculum development shall be concerned primarily with goals and objectives contained in the Core Knowledge Sequence and skills programs. The Director assisted by the appropriate committee, teachers and parents should regularly evaluate the education program and to recommend modifications of practice, changes in curriculum content, addition of new courses and/or deletion of courses to meet the changing needs of the school. The curriculum should facilitate achievement of the goals of education through courses of study, materials and methods of instruction, and planned student activities. Curriculum development must follow long-term direction and planning as provided by the Core Knowledge Sequence under the guidance of the Administration. Overall student performance will meet or exceed district academic standards. Teachers must be required to follow the course of study adopted by the Academy.

New courses may be introduced on a one-year pilot basis after committee preview and Administrative approval and should be evaluated at least annually by the designated committee. The results of the pilot studies should be presented annually to the Board for consideration of continuance. When the Director, on recommendation from the appropriate Committee's preview, feels that a pilot course should become a regular part of the curriculum, such a recommendation shall be presented to the Board for discussion and possible approval, through the formal review process. If a pilot program is replacing an approved text or program, the pilot must also be approved by the Board before implementation.

6.6 Curriculum Review/Evaluation

Date of Adoption/Last Revision: July 11, 2019

An appropriate process for regular evaluation of curriculum and instructional programs must be established to determine if the current curriculum and educational programs in the school are effective and related to the goals adopted by the Academy. The appropriate process should take place in the Accountability Committee on an annual basis.

6.7 Basic Instructional Program

Date of Adoption/Last Revision: July 11, 2019

The Academy must comply with all applicable statutory requirements and regulations regarding required courses of instruction, unless specifically waived.

6.8 Health Education

Date of Adoption/Last Revision: July 11, 2019

The Academy is committed to a health education program as a component of each student's general education. Such education shall be in support of a parent or guardian's responsibility to assist their child in developing positive, lifelong health habits and value systems, and provide support for their attitudes and beliefs.

6.9 Family Life/Sex Education

Date of Adoption/Last Revision: July 11, 2019

Any curriculum that includes instruction on human sexuality shall be in accordance with applicable law and the Academy's academic standards.

6.10 English as a Second Language

Date of Adoption/Last Revision: July 11, 2019

In keeping with the intention of the State of Colorado and the Academy to offer educational opportunities to those students with limited English proficiency, the Academy must provide suitable language instructional programs for all identified English language learners in grades kindergarten through 12 in accordance with the requirements of state and federal statutes, CDE rules, and CDE guidance.

6.11 Homebound Instruction

Date of Adoption/Last Revision: July 11, 2019

The Academy should provide all homebound/hospital instruction as needed. The assignment of a teacher and instructional time and materials should be made by the Administration.

6.12 Summer School

Date of Adoption/Last Revision: July 11, 2019

The Academy may choose to offer a summer school program. The programs may be offered to students needing remedial courses and to students desiring advanced and enrichment courses. The Administration will determine the rate to be charged for summer school classes.

6.13 Instructional Resources and Materials

Date of Adoption/Last Revision: July 11, 2019

The Administration is responsible for the selection of all instructional materials. The Administration must research and recommend the instructional resources and materials, library materials, media and computer programs to be used to supplement the Core Knowledge curriculum. These instructional resources and content-rich materials will also include literary and art appreciation, and character development, and may include materials about local and state history.

Materials for the classroom texts shall be selected by the Administration, faculty and parents of the students. The final decision on the selection and purchase shall rest with the Board of Directors. This policy shall serve as a guide in the selection of all instructional materials, with the curriculum committee serving as a review committee in all areas as needed.

6.14 Supplementary Materials Selection and Adoption

Date of Adoption/Last Revision: July 11, 2019

Supplementary materials are used to provide extension and enrichment. Materials should be used to support the curriculum and be used for less than 10% of the instruction of a course or subject area. These materials should be age appropriate and previewed by the teacher.

6.15 Library Materials Selection and Adoption

Date of Adoption/Last Revision: July 11, 2019

Library materials are used to provide extension and enrichment. Materials should be used to support the curriculum of a course or subject area. These materials should be age appropriate and previewed by the staff overseeing the library.

6.16 Academic Achievement

Date of Adoption/Last Revision: July 11, 2019

Each student's grade will reflect the achievement of the student with respect to the standards established for a given grade level or subject. Each grade level is to follow the course of study prescribed by the Twin Peaks Charter Academy Board of Directors. Parents are advised and encouraged to review their child's grades and academic progress regularly through the student data management system.

Parents may request printed copies of report cards, progress reports, or other student records at any time.

The academic calendar is divided into two semesters for final course grades. Following parent notification of availability for viewing, grade reports (report cards) will be posted on the student data management system two times each school year:

End of Semester 1 (final grades)

End of Semester 2 (final grades)

Student academic progress will be posted on the student data management system.

Only final grades are used to determine a student's term and cumulative GPAs.

Scheduled parent-teacher conferences are held twice per year. Additionally, parents and teachers may request a conference at any time throughout the school year to support the academic, social-emotional, and/or behavioral progress of their child.

6.17 Grading/Assessment Systems

Date of Adoption/Last Revision: July 11, 2019

How We Grade

A standards-based classroom is focused on whether or not a student can attain proficiency in a given standard or typically a set of standards. A student's performance is measured through assessments.

The Academy uses a rubric to determine student grades and progress. A letter grade of "B" can mean different things among teachers, students, curriculum, and even multiple instructors teaching the exact same course in the same building. Our building rubric provides a higher level of consistency between courses and teachers. A grade is a reflection of what a student knows is able to do in relation to the standard and course.

Assessment – A piece of work that describes whether or not a student can meet the standard. An assessment can take many forms and may be measured with a rubric. The type of assessment should dictate how a student's performance is measured. There are typically two types of assessments:

Holistic – The student's work is graded as a whole, i.e. 60%, 70%, 80%, etc.

Analytical – The student's work is graded specifically, i.e. 92%

Learning Experiences & Activities – The day to day tasks (quizzes, worksheets, homework, etc.) that prepare a student for an assessment. Learning experiences and activities should link to specific assessments. A course grade is calculated by adding Assessments (70%) and Learning Experiences & Activities (30%).

Reassessment – Twin Peaks Charter Academy holds students accountable to the standard. There may be times when students are allowed to reassess or turn in missing work. General reassessment/missing work guidelines are as follows:

The maximum reassessment/missing work grade is a B (80%).

The deadline for reassessments/missing work is no more than one unit behind.

The Teacher has sole discretion and may require other tasks (extra help, meetings, assignment completion, etc.) before allowing a reassessment or acceptance of missing work.

Academic Misconduct – Cheating, plagiarizing, etc. will receive a Zero, as well as a referral to the appropriate Assistant Principal.

General Grading Guidelines - Grades should be entered at least once a week, to keep parents regularly informed. Assignments should be graded and entered into IC no later than week after accepting student work. Thursday 4:00 PM remains the deadline (for IC Eligibility reports and At-Risk Spreadsheets). The reason a specific number is not listed is that the number of grades in a given course are dependent on grade level, content and the teacher’s professional judgment as are the number of LE&As and Assessments.

How We Measure Grades

Grades 1-12		
Mastery	90-100%	(A)
Proficiency	80-89%	(B)
Sufficiency	70-79%	(C)
Failing	0-69%	(F)
Incomplete		(I)
Withdraw Fail		(WF)

Credit requires a C or above.

Twin Peaks Charter Academy Grading Rubric	
Kindergarten	
ACHIEVEMENT	
Mastery: Demonstrates skill consistently	(A)
Practicing Skill: Demonstrates skill some of the time	(B)
Emergent Skill: Just beginning to develop skill	(C)
Not Demonstrating the skill at this time	(D)
BEHAVIOR, EFFORT	
Excellent	(E)
Satisfactory	(S)
Improving	(I)
Needs Improvement	(N)

Notes:

- A student must achieve at the equivalent of C grade work in order to pass a course that is graded pass/no pass.
- A grade of I (Incomplete) is assigned when, due to extenuating circumstances, a student has not completed sufficient coursework for the teacher to assess students work and assign a grade reflective of the student’s achievement, e.g. due to extended illness or recent enrollment in the class. It is not an alternative to a grade of F, which reflects failure to achieve.
- Assignment of a grade of I requires approval of the student’s counselor or a Twin Peaks Charter administrator.

- The teacher is responsible for converting a grade of I to a regular letter grade no more than three weeks after the end of the grading period. If a student does not complete missing assignments by the deadline, each missing assignment receives a score of zero percent and the grade calculation for the applicable grading period will be made on this basis.
- Grades of F and I do not count towards fulfillment of course requirements.
- If a student repeats the exact course or the same course at a higher level (e.g. Algebra 1 as a repeat for Algebra 1 Basic), only calculation of the higher grade will be included in a student's GPA and credit will be given only once. The lower grade and credit will be ignored although the course and grade will remain on the transcript. This is the regulation only for classes taken in St. Vrain Valley schools. Transcripts from other schools will not be altered.
- Only final grades are used to determine a student's term and cumulative GPAs.

Grade Point Scales:

Grade points used to calculate a student's grade point average (GPA) are assigned as follows:

Standard GPA Scale:

- A = 4 points, B = 3 points, C = 2 points, F = 0 points

Weighted GPA Scale:

- (Elementary Specials) Calculated at .5
- (AP Courses) A = 5 points, B = 4 points, C = 3 points, F = 0 points
- (Honors Courses) A = 4.5 points, B = 3.5 points, C = 2.5 points, F = 0 points

Honor Roll:

Students who have earned a 3.5 grade point average or higher.

How We Report Grades

Infinite Campus is a tool for parents and students to access instant, online, timely and secure student information; class schedule, assignments, attendance, report cards and transcripts. This portal is a means to further promote educational excellence by enhancing our program of communication with parents and students. A portal activation key is individualized for each parent. Parents of current students are eligible to activate a Parent Portal account. If you need an activation key, please contact the school for the appropriate form. New students and families will receive activation and logon instructions through the enrollment process.

6.18 Promotion, Retention and Acceleration of Students

Date of Adoption/Last Revision: July 11, 2019

Promotion and retention decisions may be made by the Principal or designee, but in all cases the parent/guardian must be consulted in the process. The final decision must be made by the Principal or designee.

6.19 Teaching About Controversial/Sensitive Issues

Date of Adoption/Last Revision: July 11, 2019

The Academy recognizes that there may be times when controversial or sensitive issues may need to be addressed in the curriculum. Parents may opt-out of a unit study area of instruction for topics that go against their moral beliefs by requesting an alternate assignment from the teacher. Requests to opt-out of whole curriculum areas must be brought to the Director's attention, to be brought to the Director for a final decision. When parents or guardians disagree with the curriculum or the manner in which the curriculum is being taught, the following steps may be taken:

1. The parent may place a phone call or write a note requesting their child not participate in a unit of study and request an alternate assignment. The student will not have to participate in the area of instruction in question, until the matter has been resolved.
2. The complaint is given to the particular teacher and a meeting between the two parties is held within five school days, if needed. If the parent continues to have an objection, an alternative assignment will be given. When an alternate assignment is given, it will be with no negative consequences to the student, if the complaint is resolved, no further action is needed.
3. If the parent or guardian is not satisfied, the complaint can be brought to the Principal. The Principal must be notified by the teacher if the request involves whole curriculum areas. The Principal will schedule a meeting within five school days which will be attended by the parent, teacher and the Principal. The Principal's decision will be followed unless appealed in writing to the Twin Peaks Charter Academy Board of Directors, or unless the matter is required to be referred to the TPCA Board.
4. If the parent is still not satisfied, he or she may appeal in writing to the Twin Peaks Charter Academy Board of Directors. The board must also be notified if the request involves whole curriculum areas of instruction. The Board will make the final decision and give direction which will be binding upon all parties.

Materials will be reviewed using a criterion of whether or not they significantly enhance and complete the Core Knowledge Sequence or other instructional areas, and whether or not they are age-level appropriate, well done, factual, or contain controversial elements. Materials that contain controversial topics that may include sexual content, bias and stereotype, profanity, graphic violence, or a theme that goes against the character education training at the Academy may be approved for use, if they are determined to add to instruction; but will require a parent notification letter, to be sent within 10 school days before use, describing the area that might be a concern.

7. STUDENTS

7.1 Admission Procedures

Date of Adoption/Last Revision: July 11, 2019

I. Order of Enrollment Preference

Waiting Lists will be activated when enrollment levels fall below numbers as specified in T-IIB.

Enrollment for each grade will be cut off when maximum classroom capacity is reached.

- The first preference is for students presently attending Twin Peaks Charter Academy. Students will be allowed to re-enroll for the following school year provided the parent contract has been upheld and the student is in good standing with Twin Peaks Charter Academy.
- The second preference is for siblings of students already enrolled. If a sibling declines an enrollment offer or accepts, attends and then withdraws, they lose sibling status for that school year but may apply through the general enrollment process. They may re-apply and receive sibling status for subsequent school years. Parents must affirm or-reaffirm their desire to enroll siblings each year by the date published.
- The third preference is for children of all full and part-time TPCA staff employees. Employees having completed 5 years of continuous service may maintain their staff preference for student enrollment, provided that their termination of employment is voluntary. Parents must affirm their desire to re-enroll their child(ren) each year by the date published.
- The fourth preference is for students presently enrolled in the Twin Peaks Preschool (for those applying to Kindergarten only).
- The fifth preference is for students who enter through the annual lottery.
- The sixth preference is for students who enter through the annual waiting list.

II. TPCA will follow the SVVSD Open Enrollment window for enrolling new students for the following school year.

Students may apply outside the Open Enrollment window and may be approved at the discretion of the administration.

III. Procedure for denial of admission

The Lottery will be governed by the following rules:

1. All enrolled children whose parents/legal guardians have attended an informational meeting and reside in the SVVSD and have an enrollment application on file will be eligible to enter.
2. The lottery will determine the order a child will be awarded a place in TPCA, as room becomes available in his/her grade.
3. Each student's number drawn in the lottery will determine the order for possible enrollment for that student for the following school year only. Lottery waiting lists will only be "activated" when a class falls below its maximum size and all siblings and teacher's children for that class have been exhausted.

4. Each student may only be entered on one grade level per lottery.
5. For each consecutive year a student is entered into the lottery, they receive that many entries. Any potential student who is offered a position and refuses placement, will lose any and all lottery positions for that potential student and loses the benefit of any years accumulated, for that potential student.

7.2 Student Absences and Excuses

Date of Adoption/Last Revision: July 11, 2019

One criteria 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. Initially, the responsibility to attend school rests with the students. Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under compulsory attendance age attends school. The school will inform the parents/guardians if a student's education is being jeopardized by poor attendance. Students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Excused Absences:

The appropriate principal or designee will grant excused absences with substantiated reason for the following:

1. A student who is temporarily ill or injured
2. Physical, mental or emotional disability
3. Religious observances when requested by a parent or guardian
4. Serious illness or death in the family
5. Family emergencies or hardship
6. Educational experiences
7. Pre-arranged family vacations (Family vacations during the school year are strongly discouraged. If a student is in poor academic standing and/or has poor attendance, administration may deny excused absences for vacation purposes.)

Absent students will be granted two school days for each day absent to complete make-up work. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee. Students with pre-arranged absences must make arrangements prior to absence for completing make-up work.

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or dismissed shall be considered unexcused. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving unexcused absences shall be notified orally or in writing by the principal or designee. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the appropriate principal. In accordance with law, the principal may

impose academic penalties that relate directly to classes missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal to the Board for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all the requirements imposed by the Board and principal as conditions granting any exception.

Consequences:

Consequences for unexcused absences may include administrative conferences, detention, suspension, or violation strikes. A reasonable attempt to contact parents/guardians will be made by school personnel. Make-up work shall be provided for any class in which a student has an excused absence or is suspended unless otherwise determined by the principal or designee. Students who are suspended can make up work for reduced credit in accordance with law and policy. The teacher will provide missed assignments after the student returns. After five excused or unexcused absences per school year, a doctor's note or a parent conference in person or by phone will be required with the principal/designee. Each absence thereafter without a phone call, doctor's note or parent conference resulting in principal/designee approval may result in a violation strike. The total time missed for each suspension period will be counted as one unexcused absence for purposes of attendance calculation. Reasonable effort will be made by the principal or designee to contact students and parents/guardians after unexcused absences to inform them of the penalties that may occur with further unexcused absences. The principal or designee will keep a record of contacts made or attempted. All students are expected to make up schoolwork because of absenteeism. Parents/guardians may request a conference with the principal to discuss a decision related to the attendance policy and these regulations. The conference must be requested within one week of notification.

7.3 Student Dress

Date of Adoption/Last Revision: July 11, 2019

The Academy expects that all students will maintain their person and clothing in a modest, clean, and orderly manner. In support of this, TPCA will adhere to a uniform dress code for the elementary and middle school students and a separate code of dress for high school students as described in the Student Handbook. To ensure the proper appearance of students is maintained, the Administration will make the final determination as to the appropriate apparel in a questionable circumstance. The Academy reserves the right to modify the dress code to meet the special needs of students for religious, cultural, or approved medical reasons.

7.4 Student Travel

Date of Adoption/Last Revision: October 4, 2018

In-state trips

All activity trips to be authorized must be made by school-recognized clubs and organizations or in direct support of a school extra-class activity.

1. The activity trip must be requested by the activity sponsor and authorized by the administration in advance of any transportation arrangements.

2. If school transportation is used, the appropriate transportation vehicle request must be filed with the administration office.
3. All summer activity trips must be authorized before school closes in the spring.
4. Each vehicle used for transporting students on activity trips must be accompanied by an adult.
5. All students must ride to and from the activity in the authorized mode of transportation. Exceptions may be made only if the parents make prior arrangements with the building administrator for the student to return from the activity trips with them.
6. Regularly-sanctioned activities approved by the Board or Administration will be covered by Academy liability insurance. Parent chaperones will be included when specific arrangements are made for parents who act in an advisory and assistant capacity or for other persons delegated this responsibility by the Director.

Out-of-state trips

1. A student activity trip will not be sanctioned or authorized by the Director unless the group complies with these regulations. No school group is authorized to participate in an activity trip unless and until approval is obtained from administration. Any trip which is undertaken by a student group involving participation outside the state or the United States will not be considered to be the responsibility of the school or the Board unless approval has been obtained pursuant to these requirements.
2. School groups expecting to be invited or seeking to be considered for an invitation to activities outside Colorado must make requests for prior approval through the administration and the appropriate Committee prior to the request being submitted for Board of Directors approval. Such request must be made before submission of any tapes, materials, etc., and prior to making any commitments as to the availability of the group to participate. The request must be submitted on the "Request for Out-of-State or Foreign Travel" form available from the District Risk Manager.
3. When invitations are received for participation in an activity without prior knowledge of the group or school, such invitation must be brought to the attention of the administration immediately. Similar kinds of information as indicated above will be required before consideration will be given by the appropriate Committee.
4. An adequate number of sponsors including teachers and parents must be provided. A minimum will be one certificated employee and additional adult sponsors as approved by the administration to accompany the group with a minimum of one approved sponsor for each 15 students.
5. In most instances, the group involved, working within the school as approved by the principal, will identify the type of fund-raising activities and the amount of money to be generated. That amount must pay for the cost of student participants, adult sponsors and teachers who will participate in the trip. Such fund-raising activities must be approved in advance by the Board of Directors in consultation with the Principal.
6. When any School funds are to be used, an amount not to exceed 10 percent of the costs may be allowed.
7. Funding for one sponsor's travel expenses may come from School funds if moneys are available and provided the student(s) have placed either 1st or 2nd in the qualifying event.
8. Money allowed for such activities will be available on as equitable a basis as possible with each activity being given due consideration in accordance with previously allowed funds, nature of activity and

other relevant factors with senior high school principals assisting in the review of all requests and making recommendations through the Committees.

9. No student club or organization should expect approval for extensive trips and/or financial assistance more often than once in any three-year period.

10. Activities approved are expected to be consistent with regulations of the Colorado High School Activities Association and policies of the Academy.

11. The necessary release forms and permissions will be obtained by the sponsors from the District's Risk Manager and provided to parents and students for completion prior to the trip. The sponsors will also provide the "Code of Conduct for Extended Trips and Exchange Programs" (JJH-E) to parents and students for completion prior to the trip.

7.5 Student Discipline

Date of Adoption/Last Revision: July 11, 2019

The Academy believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The primary objective of disciplining students of the Academy shall be to insure an atmosphere for each student that is conducive to the learning process and free from unnecessary disruptions. The second objective will be to help the student develop and apply self-discipline and acceptable behavior. The Academy must provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or dismissal of students and the denial of admission. For purposes of these policies, references to the "Principal" or "disciplinary officer" shall imply any staff member functioning in that capacity.

The Administration shall enforce the student code of conduct 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.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the TPCA Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

I. First Strike

A. The disciplinary officer and student shall contact the parent/guardian either by telephone or in person to discuss the nature of the incident. At the Principal's option, the student may be withheld from class or suspended from school. The disciplinary officer shall then prepare a brief written summary of the conference. The parent/guardian may, on request, be given a copy of the summary to be placed in the student's discipline file. The student and/or parent/guardian may submit a written response to the incident report which shall be attached to that summary.

B. Furthermore, the referring staff member shall write a discipline report that day which shall include notification of the incidents and corrective measure(s) required. This report shall be signed by the Principal, parent/guardian, and student at reentry meeting upon return to school.

II. Second Strike

A. The disciplinary officer shall contact the parent/guardian either by telephone or in person (together with the student when practicable) to inform of infraction and the impending consequence. The objective is to discuss the nature of the incident and schedule an appointment to meet with the parent in person before student may return to classes. The disciplinary officer shall then prepare a brief written summary of the conference. The parent/guardian may, on request, be given a copy of the summary to be placed in the student's discipline file. The student and/or parent/guardian may submit a written response to the incident report which shall be attached to that summary.

B. Furthermore, the disciplinary officer shall arrange a meeting with the student, parent/guardian and staff member to notify the student and parent/guardian that a third offense ~~shall~~ may result in the student being considered "habitually disruptive" and grounds for mandatory suspension or more severe consequences.

C. The disciplinary officer may produce a remedial Discipline Plan. In any situation, the parent/guardian and student will be informed of consequences of any future violations, including suspension/ dismissal.

III. Third Strike:

At this point the student is declared "habitually disruptive" and subject to suspension or dismissal from the Academy

Delegation of Authority

1. The Board delegates to the Director or a person designated in writing by the Principal for the power to suspend a student in his school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless dismissal is mandatory under law.

2. The Board delegates to the Director the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.

3. The Director shall report on each case acted upon to the Board, briefly describing the circumstances and the reasons for his action. Suspension by the Director shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

Dismissal for crimes of violence

Whenever a student is alleged to have committed an offense that would constitute a crime of violence if committed by an adult, the TPCA Board shall be notified and, in accordance with law, may initiate proceedings for immediate dismissal. The TPCA Board may not delegate to the Principal or a hearing officer the authority to conduct the hearing for a dismissal for a crime of violence.

Reporting of dismissal

The Academy will notify the St. Vrain Valley superintendent or designated contact person of any dismissal within two (2) school days. A copy of all written discipline reports, suspensions, and dismissal proceedings will be sent when requested by the St. Vrain Valley school Board or superintendent. Upon dismissal from TPCA, the St. Vrain Valley School Board may consider each instance on a case-by-case

basis and may reinstate the student in another school. The Board has the final authority in determining dismissal from the Academy consistent with state and federal law.

Restrictions imposed on suspended/dismissed students

1. Suspension

During a period of suspension, a student shall not attend any classes or participate in any school activities or extracurricular activities or functions and shall not be present on any school grounds without the express advance consent of the suspending Principal. A violation of this policy may result in criminal charges of trespass.

A suspended student shall be required to make up all missed coursework.

Upon termination of the suspension, the student shall return to school and shall be eligible to participate in school activities and functions.

2. Dismissal

A student who has been dismissed shall not attend any classes or participate in any school activities, extracurricular activities or functions. A dismissed student shall not be present on any school grounds without the express advanced consent of the Principal. A violation of this policy may result in criminal charges of trespass. A dismissed student shall remain subject to the requirements of the school attendance law, and if the student is of compulsory attendance age, the student's parent/guardian shall remain responsible for the dismissed student's education either through a home school program, private school or other approved means.

8. SCHOOL, COMMUNITY, AND HOME RELATIONS

8.1 Communication With Parents

Date of Adoption/Last Revision: July 11, 2019

The Board must design a survey to provide parent feedback to the Board and Administration regarding school climate and education. Survey feedback will be reviewed and discussed during a board meeting after survey results are compiled. Families, parents and students will not be identified through this survey.

8.2 Relations With Parent Organizations

Date of Adoption/Last Revision: July 11, 2019

The Administration should create and review annually the options for how Parent Organizations are organized and operated.

8.3 Press Releases, Conferences and Interviews

Date of Adoption/Last Revision: July 11, 2019

Unless otherwise delegated, all news of School-wide impact should be cleared with the Administration or Board President. In addition, all Press Releases should come from the Director or Board. Interviews should be scheduled.

8.4 Public Concerns and Complaints

Date of Adoption/Last Revision: July 11, 2019

The Board, Director, and Staff of the Academy welcome constructive criticism and input motivated by a sincere desire to enhance the Academy's educational program or to improve its working conditions.

Because the Academy has been granted the flexibility to take action with respect to many of its policies, procedures, and programs, its grievance policy reflects the desire of the Board to address all grievances "in house." The Board believes grievances should be handled fairly and in as timely a manner as practical and are best resolved as close to their origin as possible. Many issues may be resolved by referring to specific language in these written policies and procedures, as well as other official documents, such as personnel contracts, which specify certain rights, protections, duties, and responsibilities.

The appropriate chain of command and procedure for pursuing grievances shall follow the organizational chart. If a grievance is made outside of the chain of command, the person receiving the grievance has discretion to either refer the grievance back to the appropriate level of the "chain of command" described above and/or informally refer the grievance to the Director with sufficient detail to allow the Director to determine how best to resolve such grievance.

As an exception to the above chain of command, if a grievance relates to serious misconduct, including alleged sexual harassment or other harmful harassment, a complainant is not required to make their grievance to the person who is accused of such serious misconduct. In this situation, the complainant

may instead initiate their grievance at the next level in the chain of command. If a student or parent complains to any staff member of serious misconduct, or any staff member observes such behavior, it is the responsibility of the staff member to report that alleged misconduct to the Director or, if necessary, the Board.

Most grievances should be ultimately resolved at the level of the Director. However, if a grievance remains unresolved after following the procedure outlined above, a complainant shall reduce the grievance to writing and submit such grievance to the Board. A written grievance alleging violation of the Academy's written policies or procedures (including contracts), or violation of applicable statutes should contain a reference to the particular policy, procedure, or statute in question. Such grievance shall clearly state it is a formal grievance and a response is requested. The written grievance should also state details about the events surrounding the grievance and detail the steps taken to date to attempt to resolve the grievance through the appropriate chain of command. The Board shall respond in writing to such a written grievance. A response to a grievance shall not be undertaken by any Board Member independently, and the Board response to a grievance shall require a supermajority of at least five members. Any such response by the board shall be final.

8.5 Community Use of School Facilities

Date of Adoption/Last Revision: July 11, 2019

School district property in Colorado is state property held in trust for the state by local boards of education. The local school board may permit use of Academy facilities for other than Academy purposes according to established policies.

This policy and the accompanying regulation are intended to encourage facility use, reflect the Academy's priority for quality education and recognize the community as a partner. The separate fee structure for user groups shall ensure that the Academy will spend its money directly on the education of youth while promoting community use of Academy facilities and community involvement in the schools. Direct costs and additional fees for use/services will be assessed pursuant to this policy.

The Board of Directors recognizes the importance of prioritizing use of Academy facilities for youth related activities and has established its fee structure to reflect that priority, encouraging direct benefit to the youth in our community.

Any individual, group or organization using school property as provided under this policy shall hold the Board, individual Board members and all Academy officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or be in any way caused by, such use or occupancy.

When using school facilities, organizations may be required to furnish liability insurance protection. Approval for use of Academy facilities does not constitute endorsement of any organization, the beliefs of the organization or group, the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate, nor the expression of any opinion as to passage or defeat of any election issue.

8.6 Advertising in Schools

Date of Adoption/Last Revision: July 11, 2019

The Academy recognizes that School and Districtwide marketing activities, including advertising and corporate sponsorship arrangements, are a viable means to help support School operations, programs and athletics. Such School- and District-related advertising is authorized in accordance with the terms and conditions specified in this policy. The Board and Administration shall have final authority regarding the interpretation of this policy, as well as the propriety of all actions covered by this policy taken by employees.

Among venues and media that may be considered by the Academy, at its sole discretion, for advertising and corporate sponsorship programs are fixed signage, middle and high school athletic facilities, Student publications, banners, buses and school-level radio and television broadcasts. The School reserves the right to decline advertising or sponsorships for any particular site, vehicle, or team, and to limit or terminate the length of any agreement for such sponsorship/advertising.

As used in this policy, “advertising” means any printed material, picture, banner, sign, notice, announcement, audio communication or video communication that promotes, or otherwise attracts attention or patronage to, a non- Academy, product, activity or cause that directly or indirectly results in revenue or an in-kind benefit to the school. Such advertising includes but is not limited to sponsorships, fundraisers and exclusive-provider contracts.

The School or its agents shall not authorize advertising from any agency within or outside the School that directly or indirectly competes for Academy students or programs, either internally or externally. Furthermore, all advertising must reflect positively on the School, its educational programs, and its mission.

The designated areas for signage, banners, advertising, etc., are not deemed to be a public forum for any commercial or private speech. The School also reserves the right to add a disclaimer of non-Academy endorsement to any such advertising, sponsorship, banners, or signage to clarify that the School is not associated with or endorsing or promoting the product, service, or activity.

The Director reserves the right to control the time, place, and manner of such advertising, and to prohibit any such advertising if it consists of any of the following:

1. So-called "hate" materials that attack ethnic, religious or any racial groups, invades the rights of others, or advocates interference with the rights of any individual or with the normal operation of a school;
2. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or promotes/opposes any public question submitted at any general, municipal or school election; materials that promotes hostility, disorder or violence;
3. Material that the Administration or Board of Directors deems to be obscene or pornographic or not age-appropriate for students and public display at a school or school activity, as such terms are defined by

Twin Peaks Charter Academy standards, or which would materially disrupt educational or related activities.

Restrictions

All School-wide advertising and corporate sponsorship programs shall conform to contemporary standards of good taste in the Twin Peaks Charter Academy community. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct. To that end, such programs may not:

1. Promote the use of controlled substances, alcohol, tobacco, firearms, or other products or services that constitute violations of law or of TPCA policies.
2. Promote hostility, disorder or violence, or attack any ethnic, racial, gender or religious group.
3. Promote, favor or oppose the candidacy of any person for election or any ballot issue.
4. Promote any religious or political point of view.
5. Be obscene or pornographic as defined by prevailing community standards throughout the District.
6. Use any Academy logo, mascots or name without prior approval from the Board or Administration.
7. Prohibit students or staff members from the use or incidental display of the products of competitors on school property.
8. Require minimum sales quotas.

Administrators are authorized to permit advertising at or related to their schools in accordance with the terms and conditions of this policy unless otherwise determined by the Board of Directors. The appropriateness of revenue and/or in-kind benefits to be received through such advertising and the terms of written agreements for such advertising are subject to review by the Finance Committee.

The Board is authorized to permit School-wide advertising in accordance with the terms and conditions of this policy. The appropriateness of revenue and/or in-kind benefits to be received through such advertising, and the terms of written agreements for such advertising, are subject to review by the Finance Committee.

School-related advertising agreements shall be in writing. The term of all School-related advertising agreements either shall not exceed one year or shall be subject to cancellation without penalty by the Board of Directors, unless otherwise approved in writing by the Board. When there is insufficient space or time available to simultaneously accommodate all appropriate advertising requests in a particular venue or media, the administrator authorized to permit such advertising 1 of 2 agreements and shall develop written guidelines to provide an equitable schedule for the different advertisers to access such venue/media.

Permissible District venues and media for advertising

The following venues and media may be used for advertising under the terms and conditions specified in this policy:

- Concessions at school ceremonies, performances, athletic events and other activities may display advertising that reasonably indicates items available for sale.
- Vending machines may display advertising that reasonably indicates the items available for sale.

- School-based food service and school supply vendors may display advertising that reasonably indicates the items available for sale.
- Student publications may contain advertising as determined by the administrator responsible for the publication, subject to approval by the school principal.
- Printed programs that contain advertising may be distributed with or without charge in connection with school ceremonies, performances, athletic events and other activities.
- Printed advertising flier packets may be sent home with elementary school students twice each school year in accordance with guidelines developed by the Administration.
- Board approved fundraisers may be publicized in school publications and communications. No web-based advertising is authorized.
- Advertising notices, signs and posters no larger than 2 feet x 3 feet may be posted, and advertising notices, pamphlets and fliers may be made available on stands or table displays, in school cafeterias, lobbies, indoor common areas and hallways, in accordance with written guidelines developed by the Administration.

8.7 Distribution/Posting of Promotional Materials

Date of Adoption/Last Revision: July 11, 2019

Any advertising that is displayed on school property or literature to be included in weekly folder, or on display table, must be relevant, as determined by the Director, to TPCA school/students (i.e. products or services should benefit students academically, physically, or their character, etc.). In no case shall any advertising exist that contradicts TPCA character training, curriculum, or any TPCA policy. Evaluation of these materials will be made by the Principal, or as determined necessary, referred to the Board of Directors. The Board of Directors may choose to make the final decision regarding any advertising. Advertising sold by TPCA and advertising contracts that may benefit TPCA Financially The product or service advertised that would financially benefit any organization within TPCA (i.e., advertisements on folders, newsletters, calendars, etc.) must not be in conflict with TPCA character training, curriculum or policies. The written approval of the Principal and Board of Directors must be obtained on all contractual advertising lasting longer than a 6 months period.

Nonprofit agencies/groups

Nonprofit groups (agencies, businesses or city) that have a relevant product or service that may benefit (see paragraph 1) TPCA school or students, may with the verbal approval of the Principal display and/or have their literature inserted into the weekly folder. This literature must be provided by the Non-profit group at no cost to the school.

For profit business/groups

Any for profit business that has services or products that may benefit (see paragraph 1) TPCA school or students must submit, in writing to the Principal, a request to display literature on the display table. Any literature displayed must be stamped or printed with the disclaimer (see following paragraph) for TPCA. Literature may be on display for up to 30 days. With the Principal's approval a request may be made to the Board of Directors to include literature in the student's weekly folder or set up product displays in the building. Displays must be overseen by the Principal. This literature must be provided by the Business at no cost to the school.

Banner Advertising

Any Banner Advertising at the school shall be for the period defined in the contractual agreement. A fee shall be assessed for the period of time contracted, based on the fee schedule developed by the finance committee. All production of banners to be coordinated by TPCA Community Development to ensure banners support our mission and vision for our students. Disclaimer: In dispensing this literature, TPCA is making no representation as to the nature and quality of these products or services.

Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as “person” or “persons”) that wishes to distribute any printed non-curricular material in Twin Peaks Charter Academy must submit the material to the Administration or designee for approval a minimum of 48 hours prior to the proposed distribution. The Administration or designee will approve distribution subject to the regulations which follow unless they determine that the material is “unacceptable” as defined in the accompanying policy. The Administration or designee will explain in writing the reasons they determined the material was “unacceptable” under Board policy. The Administration or designee at their discretion may require that the promotional materials contain an appropriate stamped or printed disclaimer which clearly indicates that the materials are not sponsored or endorsed by the district or school.

Appeal

Any person or persons that are denied approval for distribution of printed non-curricular materials will have the right to appeal the decision to the Board.

The appeal process will be as follows:

1. Within 10 days after the Administration or designee’s action, written notice must be served by the aggrieved party to the administration, requesting a hearing before the Board.
2. The Administration or designee will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within 30 days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The Administration will have the burden of establishing to the Board’s satisfaction by clear and convincing evidence that the materials which are sought to be distributed are “unacceptable” as defined in policy. The aggrieved party will be allowed to defend distribution of the material.

The Board will issue a decision in writing within five working days following the hearing. The Board’s decision to support or reject the Administration action will be final.

Regulations

1. Place

Distribution of printed non-curricular materials must be made at places within a high school or on high school grounds as designated by the Principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.

In the interest of student safety, distribution of printed non-curricular materials by a non-student may not occur inside any elementary or middle school building or on the playgrounds of such schools.

Distribution may be made only at such places on school grounds as designated by the Administration. Distribution must not interfere with the orderly loading or discharge of students.

2. Time

Distribution at the high school may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

Distribution at elementary and middle school may be made one-half hour before and 15 minutes after the close of school. With Administrative approval only.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Distributors

Students may not be used as the agents for distribution of such materials without the written consent of the student's parent or guardian.

5. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates, subject to the right of appeal as stated above.

9. SUPPORT SERVICES

9.1 Access to Buildings

Date of Adoption/Last Revision: July 11, 2019

General Access:

- An adequate access control system shall be established by the Security Officer which shall limit access to buildings to authorized personnel and shall safeguard against entrance to buildings by unauthorized persons.
- During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors.
- Under no circumstances shall anyone who is issued a Key be allowed to release or loan the Key from their possession to anyone for any reason. Duplicate Keys shall not be made. Loss of a Key must be reported immediately to the Security Officer.
- Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate.
- Employees leaving a building after hours shall ensure the building is secure prior to their exit.
- Members of the Board of Directors may have Keys for building entry and access-controlled inner areas with the approval of the Director and/or Board of Directors.
- No member of the Board of Directors will have access to a teacher(s) room without Director and/or teacher approval.

Definitions:

"Key" means a physical key, keycard, access code, or other device used to gain entry to a building or access-controlled inner area of a building.

"Security Officer" means the Director or delegated staff member responsible for overseeing building access.

9.2 Student Transportation

Date of Adoption/Last Revision: July 11, 2019

Parents or Guardians of Academy students are responsible for transporting their children to and from the Academy. The Academy may contract with the SVVSD for limited bus services for certain special events and/or field trips. Unless opted out, all other SVVSD transportation policies would apply to the Academy.

10. EXHIBITS

Charter Contract with St. Vrain Valley School District

Organization Chart

Director Evaluation

Teacher Evaluation

APT (Administrator/Technical/Professional) Evaluation

Hourly Evaluation

Hourly Pay Schedule

Teacher Salary Schedule

APT (Administrator/Technical/Professional) Salary Schedule

Student Fee Schedule

Calendar

Student Parent Handbook

High School Course Catalog, Graduation Requirements & College Planning Handbook

Employee Handbook