



American Academy Board of Directors Meeting Minutes

June 19, 2007
American Academy

Directors present were Jackie Santos, Erin Kane, Denese Gardner and Dave Romero.

1) **Call to Order**

Erin Kane called the meeting to order at 8:02pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Amendments to the Agenda**

- None

4) **Approval of Prior Meeting Minutes**

Upon motion of Erin Kane, seconded by Jackie Santos, the board unanimously voted to approve the meeting minutes of the June 12, 2007 meeting of the Board of Directors.

5) **Audience Participation**

There were no public comments.

6) **Chief Administrative Officer's Report**

The Chief Administrative Officer delivered the report attached hereto as Exhibit A.

7) **Discussion Items**

- **Permanent Facility Update**
Erin Kane provided the Board with an update on the status of the permanent facility.
- **Previous Meeting Public Comments**
None.

8) **Action Items**

- Upon motion of Erin Kane, seconded by Jackie Santos, the board unanimously voted to approve the 2007-08 Parent/Student eHandbook in the form attached hereto as Exhibit B.
- Upon motion of Erin Kane, seconded by Jackie Santos, the board unanimously voted to approve a revised Organizational Structure of the School, in the form attached hereto as Exhibit C.

9) Review of Agenda for Next Meeting

Erin Kane led the Board In a review of the agenda for the Board's next meeting.

10) Dismissal

Erin Kane dismissed the meeting at 9:13pm.

Respectfully submitted,

Jackie Santos
Secretary
June 23, 2007

DRAFT

Exhibit A
Report of the Chief Administrative Officer (attached)

DRAFT



CAO Report

June 19, 2007

I. Public Relations/Communication

- Jackie Santos, Adil Kahn and I met with Vince Schmidt from Citywide Banks. He gave us many valuable leads that we are following up on for potential donors.
- In the News– American Academy students were on the evening news when 3 members of the cast of “Wicked” came to American Academy to present a short drama camp to students. American Academy students were also on the radio and TV during our Kaleidoscope Kids Camp program, when students toured the KOSI radio station and then were part of the audience for “Colorado and Company” on Channel 9.

II. Financial Stability

- 2007-2008 Budget – The budget for 2007-2008 was approved by the Board for submission to DCSD on June 20.
- CDE Financial Literacy Grant – I applied for \$2000 from this grant for our students to participate in AmeriTowne (5th graders) and International Town (7-8th graders).
- CDE Year Three grant – The funds for the supplementary grant (\$100,000) must be encumbered by July 31. We are on track to have all requests in prior to the end of July.

III. Educational Success

- MAPS Testing – Next year we will be adding 2nd grade to participate in this valuable assessment tool.
- Math Progression – Our MST Director, Amanda Cline has written our math procedures for advancement in the attached document. A decision needs to be made if this document needs board approval as an official policy. I will send a copy to everyone prior to tomorrow night’s meeting

IV. Staff Management

- Staffing for the 2007-2008 School Year – All positions have been filled at this time for next year. New staff members include:
 - Middle school science and math instructor – Lisa Hall
 - Full Time Substitute – Michelle DeSouza
 - Half Time Substitute – Kristen Foery
 - Part Time SPED Para – Michelle Daley
 - Four, part time Instructional Assistants to oversee carpool, lunch recess and lunch room, and assist teachers:
 - Astrid West
 - Tammie Hall
 - Lisa Dhunjishaw
 - Joanne Lofvenborg

V. Operational Success

- Registration Packets for all families for the 2007-2008 school year have been completed thanks to Lisa King and Suzanne Hanks.

- Infinite Campus data is up-to-date for the 2007-2008 school year thanks to Cindy Rhatigan, Lisa King, and Suzanne Hanks.
- School Facility – Thanks to Dean Kuhloie and our many staff and parent volunteers for assisting in moving assigned rooms around to accommodate our 510 students next year. We have two major work days coming up on June 26 and June 27 that I encouraged everyone to attend.
- Parent Survey – The School Advisory Council is meeting on Monday evening, June 18. A summary of the survey results is scheduled to be completed for the board meeting on June 19.

Upcoming Dates:

- June 26 -27 – School Work Days with Home Depot representatives.

Exhibit B
Student/Parent eHandbook (attached)

DRAFT

Table of Contents

Click on a topic to jump below.

SECTION 1: SCHOOL OPERATIONS

Office Communication

OFFICE HOURS

CONTACT INFORMATION

MESSAGES FOR STUDENTS

EARLY STUDENT PICK-UP

CHANGE OF INFORMATION

SCHOOL CLOSURES AND DELAYS

SECURITY PROCEDURES

School Hours

ELEMENTARY STUDENT (GRADE 1-7) CLASSROOM AND CARPOOL HOURS

KINDERGARTEN CLASSROOM AND CARPOOL HOURS

2006-2007 SCHOOL DAY TIMETABLE

Attendance Procedures

ATTENDANCE LINE

STUDENT ABSENCES

TARDINESS

Carpool Procedures

CARPOOL POLICY

CARPOOL MAP

WEATHER-RELATED CONCERNS

Lunch

LUNCH PERIODS

School Supplies

Fees

Birthday Parties

Health Care

ALLERGIES OR OTHER HEALTH ISSUES

MEDICATIONS

ILLNESS AND INJURY

COMMUNICABLE ILLNESS

Safety

FIRE DRILLS

CRISIS AND EMERGENCY RESPONSE PLAN

Parent and Administration Communications

PARENT COMMUNICATION POLICY

FLAG COMMUNICATION SYSTEM

SECTION 2: ACADEMIC PROGRAM

General Curriculum Information

CURRICULUM

STEM PROGRAM

Grading and Report Cards

REPORT CARDS

GRADING SCALE

Teacher Communication

Parent/Teacher Conferences

Optional Homework Period

Field Trips

Parent Portal

Back-to-School Night

Assessment Plan

Student Study Team (SST)

Retention

SECTION 3: SCHOOL RULES

Student Uniforms

AMERICAN ACADEMY STUDENT UNIFORM POLICY

DRESS-OF-CHOICE DAY

Discipline

AMERICAN ACADEMY STUDENT DISCIPLINE POLICY

GENERAL DISCIPLINE GUIDELINES

Recess and Playground Rules

RECESS RULES

PLAYGROUND RULES

CODE OF CONDUCT

SECTION 4: PARENT RESPONSIBILITIES

Preparation for School

Academic Help

Volunteering

Parent Information Nights

Recommended Reading for Parents

SECTION 5: SCHOOL COMMUNITY

Governance

GENERAL LEADERSHIP

PARENT ADVISORY BOARD

PARENT TEACHER ORGANIZATION

SECTION 1: SCHOOL OPERATIONS

Office Communication

OFFICE HOURS

Office hours at American Academy are from 7:30 a.m. to 4:30 p.m., Monday through Friday. The school office is closed on all holidays listed on the school calendar and during weather-related school closures.

CONTACT INFORMATION

Attendance Line: 720-873-7399

Main Office: 720-873-7395

Fax: 70-873-7398

Email: info@americanacademyk8.org

MESSAGES FOR STUDENTS

Messages for students must be called into the school office and should only be urgent. Parents are not allowed to call directly into the student's classroom to speak with their student. Messages received after 3:15 p.m. may not be delivered before the end of the school day.

EARLY STUDENT PICK-UP

Early pick-up of students must be completed prior to 3:15 pm. Parents must sign out their student in the American Academy office. The student will be paged to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child. No dismissals will occur through the front office after 3:15 p.m. All parents will be directed to the carpool line to pick up their student after 3:15 p.m.

LATE STUDENT PICK-UP

Parents will be charged \$1.00 per minute for every minute after 4:00. Carpool is from 3:30 p.m. - 3:50 p.m. and all parents are expected to pick up their children during this time. Students not picked up by the end of carpool will be walked to the front office for pick-up. Parents are expected to pay at this time.

CHANGE OF INFORMATION

Please notify the school office of any change in contact information including phone numbers, address, email and emergency contacts.

SCHOOL CLOSURES AND DELAYS

American Academy will follow all school closures with the Douglas County School District. American Academy will follow the same procedures that are announced for Douglas County Elementary Schools. Broadcasts are usually made on local television and radio stations between 6 am and 9 am. Information can also be found on media websites (9News, 850 KOA). This includes school delays (late start) or complete closure of the school.

American Academy will also post information on this website and will email parents when necessary. If school is cancelled, the school's voice mail message will provide information. When Douglas County Schools are closed, all school-sponsored activities at American Academy are also closed.

SECURITY PROCEDURES

All parents and visitors must check in at the front office before proceeding in the building. Upon entering the school, all visitors will be issued a parent badge or a visitor's badge. The security door leading from the reception area into the school will remain locked at all times. Only authorized, badge-wearing personnel and visitors will be allowed beyond the security door.

School Hours

The following is a list of our daily school operations:

ELEMENTARY STUDENT (GRADE 1-8) CLASSROOM AND CARPOOL HOURS

Elementary Student classroom hours: 8:15 am - 3:30pm

Morning carpool drop-off: 8:00 am - 8:15am

Afternoon carpool pick-up: 3:30 pm - 3:45 pm

Optional homework period (Grades 4 - 6 only): 3:45 pm - 4:15 pm*

**Because the optional homework period ends after carpool, parents must go into the building to sign out and pick up their students. Students must remain in study hall until 4:15; no dismissals will be allowed prior to 4:15.*

KINDERGARTEN CLASSROOM AND CARPOOL HOURS

Morning Kindergarten classroom hours:8:00 am - 11:00 am

Morning carpool drop-off:7:50 am - 8:00 am

Morning carpool pick-up:11:00-11:10

Afternoon Kindergarten classroom hours: 12:15 pm - 3:15 pm

Afternoon carpool pick-up: 3:15 pm - 3:30pm

Afternoon carpool drop off: 12:05 p.m.-12:15 p.m.

Full-Day Kindergarten classroom hours: 8:00 am - 3:15 pm

Morning carpool drop-off: 7:50 am - 8:00 am

Afternoon carpool pick-up:3:15 pm - 3:30pm

2006-2007 SCHOOL DAY TIMETABLE

Please refer to the 2007-2008 timetable for a more detailed breakdown of the school day for your student's grade.

Attendance Procedures

ATTENDANCE LINE

Please call this number to report an excused absence: 720-873-7399.

STUDENT ABSENCES

Parents must contact American Academy via email, or phone the Attendance Line, before 8:15 am each day a child is not attending school. If the child will be absent for a planned period of time, the parent needs to contact the school on the first day of the absence, specifying the exact dates of the absence and the date the student will return to school.

If a child is absent due to illness or vacation, he/she will be given two days per day of absence to make up missed work, including tests, quizzes, classroom assignments and homework. The student is responsible for obtaining and completing the missed assignment(s) within this period of time in order to ensure receiving credit for the work. This applies to tests, quizzes, classroom assignments, and homework. Work to be made up will be decided by the classroom teacher.

Because American Academy emphasizes classroom instruction, missing school for vacation is discouraged. Although the student can make up the assignments upon their return, the benefit of a knowledgeable teacher leading a class discussion cannot be replaced. Please plan extended vacations during non-school times. Students will not be given class work ahead of time when missing school because of vacations or other non-academic reasons.

TARDINESS

Roll is called promptly at 8:15 am. Students must be in their classrooms at that time. If a student arrives anytime after 8:15 am, the parent needs to sign in their child at the American Academy office. Students will be issued a tardy slip to show to their teacher when arriving to class. Refer to the American Academy Student Discipline Policy for the consequences of accumulated tardy slips.

Carpool Procedures

CARPOOL POLICY

CARPOOL MAP

WEATHER-RELATED CONCERNS

In the event of severe weather at carpool pick up time, parents will be required to come into the school and sign their child out. Once the child is accompanied by the parent they may make the decision of whether to leave with the child or wait for the severe weather to clear. Please refer to the American Academy Flag Communication System section for more details.

Lunch

All students are responsible for bringing a lunch to school everyday with an ice-pack as needed. Please do not send soft drinks or red drinks in your child's lunch. Please pack healthy lunches for your children so their bodies will be well-equipped for learning! American Academy offers a hot lunch option. Orders are placed on a monthly basis and paid for in advance. Milk is also available for purchase.

LUNCH PERIODS

Full-Day Kindergarten lunch and recess :11:45 am - 12:30 pm

Grades 1 and 2 lunch and recess:10:55 am - 11:40 am

Grades 3 and 4 lunch and recess: 11:40 am - 12:25 pm

Grades 5, 6 and 7 lunch and recess:12:25 pm - 1:10 pm

School Supplies

American Academy uses EduKit for school supplies. Parents may purchase an EduKit online that will be delivered to the school and placed in your child's classroom for the first day. If you would rather shop for supplies, you may print the list from the EduKit Supplies web site.

FEES

Although the emphasis on technology at American Academy may reduce the number of textbooks that students are required to take home, some textbooks will need to be checked out to students. If books are lost or unduly damaged, fines will be collected. This policy encourages student responsibility for belongings. At the end of the year, the books assigned will be examined. If they show more than normal “wear and tear”, students will be asked to pay an additional amount to cover the cost of the book. To avoid damage, students are asked to cover their books and treat them carefully. Grocery bag brown paper is recommended as book covering material. Do not use contact paper or place tape to the inside of the book covers.

Final report cards are withheld until any outstanding fees are paid.

American Academy Student Fees, 2007-2008

Grades K-5 = \$85.00 per student:

Workbooks (consumable) = \$5.00

Technology = \$10.00

STEM = \$60.00

Textbook Fees = \$6.00

Student Planner = \$4.00

Grades 6-7 = \$105.00 per student:

Art = \$10.00

Music = \$10.00

Technology = \$10.00

STEM = \$60.00

Textbook Fees = \$11.00

Student Planner = \$4.00

Birthday Parties

The birthday student may bring a small treat to distribute at the end of the school day or at a time set by the teacher. Individual classroom teachers will send home notices of any student allergies in their class. Please be sensitive to these needs and send in treats accordingly. Invitations to birthday parties for children must be extended outside the school day. Parents are not allowed to bring in lunches for a small group of students to celebrate birthdays. Any treats must be brought for the entire class.

Health Care

ALLERGIES OR OTHER HEALTH ISSUES

If your student has an allergy or other serious health issue, please contact the school office. If necessary, the CAO, district Health Services personnel and your child's teacher(s) will meet with you to discuss a plan.

MEDICATION

If medication must be administered during school, the parent must fill out the necessary DCSD Medication Form. Medication will be kept in the front office and will be administered by American Academy office staff.

ILLNESS AND INJURY

Students who verbalize symptoms of illness are sent to the school's health room. It is the policy of the school district to send children home who have a temperature of 100 degrees or more, or who have vomited. If your child's temperature is less than 100 degrees, but he/she appears unable to participate in classroom instruction, you will be contacted. Children should be kept home until they are fever free and/or have not vomited for 24 hours.

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

COMMUNICABLE ILLNESS

If your child has a communicable illness, please notify the American Academy office. Parents will be notified when students have been exposed to a communicable illness (i.e. Strep Throat) in the classroom if it is deemed necessary.

Safety

FIRE DRILLS

On the advice of the South Metro Fire Department, American Academy will hold monthly fire drills.

CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of American Academy have taken significant steps to ensure the safety and wellbeing of the children while at school. The school has created a School Crisis and Emergency Plan in accordance with Douglas County School District (DCSD). This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should an emergency or crisis arise.

In the event of an emergency situation, an American Academy Phone Tree will be activated and parents will be called with information regarding actions that are being taken. The PTO will be setting up these phone trees by class with the help of the homeroom parents.

Additionally, it is important to note the following:

1. Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown (see American Academy Flag Communication System).
2. Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

Parent and Administration Communications

AMERICAN ACADEMY PARENT COMMUNICATION POLICY

FLAG COMMUNICATION SYSTEM

Two flag poles are mounted at American Academy. One is next to the main front doors and the second is located next to the back door entry (students drop off/pick up point). American Academy staff will place the flags into position as conditions change:

Flag Color	Conditions	Actions Required
No flag/American flag	Operating as normal	No action required
Red flag	<ul style="list-style-type: none"> - Severe weather - Lock down (shelter-in-place) - Serious situation 	<ul style="list-style-type: none"> - Parent/guardian MUST come into the school - Parent/guardian may take the child under assumption of risk
Black flag	Full lock down (e.g. criminal in area, crime scene next door, tanker truck spill on C470)	<ul style="list-style-type: none"> - Parent/guardian cannot take the child until conditions have improved and all clear to release has been given by Incident Commander. - Parents are to remain outside of the building—doors will not be opened. - Communications officer will explain situation to parents, when conditions allow.

SECTION 2: ACADEMIC PROGRAM

General Curriculum Information

CURRICULUM

STEM PROGRAM

Grading and Report Cards

REPORT CARDS

This traditional method of reporting to parents will be issued to all students at all grade levels on a quarterly basis. Grades for all students will be reported as percent with the correlating letter grade (see grading scale below). You will notice that our grading scale is consistent with other high achieving schools throughout the state. By raising the bar higher for our students, we stay consistent with our goal of high academic standards with goals for continuous improvement. Students are challenged at all ability levels. The level of instruction that the student is receiving will be noted on the report card. For example, if a first grade student is reading at the second grade level, "2nd Grade" will be noted next to the grade earned for reading.

Report cards will reflect a combination of homework and curriculum testing grades. Saxon, Open Court, and Core Knowledge all provide diagnostic and ongoing assessments to determine the student's performance.

Progress reports will be issued for academic subjects will be available to keep parents up-to-date on their child's progress. Parents may access their student's grades at any time using the Infinite Campus interface with your student's username and password. This information will be provided to you by your student's homeroom teacher.

GRADING SCALE

A+ = 100 - 99

A = 98 - 94

A- = 93 - 92

B+ = 91 - 90

B = 89 - 84

B- = 83 - 82

C+ = 81 - 80

C = 79 - 74

C- = 73 - 72

D+ = 71 - 70

D = 69 - 65

F = Below 65

Teacher Communication

Communication between parent and teacher is paramount to student success. Parents can communicate with their child's teacher via email or phone and expect a response within one or two business days. Teachers are available to meet with parents whenever needed. Parents are requested not to ask the teacher about their child's progress at impromptu moments during school, drop-off or pick-up, while volunteering, or at other activities. Information regarding another student's progress is strictly confidential and will not be shared.

Classroom Email Addresses

Parents may not use the email addresses of other families in the classroom to send mass messages to parents. These addresses may only be used if authorized by the teacher to send information about class parties, field trips, etc. These emails must be sent through the Homeroom Parent.

Parent/Teacher Conferences

Two official parent/teacher conference sessions are scheduled after the 1st and 3rd quarters as noted on the American Academy Calendar. Parents will be notified when sign-up sheets are available for scheduling conferences. These sheets will be posted in the front office a few weeks before conferences are scheduled. A confirmation email will be sent to you to confirm your conference time for each child. Parent/Teacher Conferences are a critical vehicle for communication between the parent and teacher. This allows an opportunity to discuss your child's strengths as well as areas of concern.

Optional Homework Period

An optional homework period is offered after school for Grades 4 - 6 (Grades 1 - 3 do not have enough homework to justify a study hall) to provide teacher-supervised time when students may finish up their homework. This should minimize the amount of homework a student takes home.

Parent Portal

American Academy parents are required to check their child's teacher's parent portal on a daily basis for updates on assignments and grades. Students are responsible for checking the page for assignments as required. Teachers also have an individual web page that parents are expected to check regularly.

Field Trips

Field Trips are an important component of the American Academy curriculum. While enjoyable as well as a tremendous learning experience for students, field trips take a lot of time to organize. Parent cooperation is expected in returning permission forms and fees by specified deadlines. Much planning is dependent upon the number of participants; for

example, either buses are ordered or parent transportation is arranged based on the number of students attending, and adult supervision is organized on the basis of per pupil ratio.

Because American Academy is required to make advance, non-refundable payments for field trips costs, fees cannot be returned to students who, due to extenuating circumstances, are unable to attend.

Students should plan to dress in their school uniform for any field trip unless instructed differently by the organizing teacher. Behavioral expectations for everyone are greater during field trips and infraction points may be doubled as determined by teachers and/or administration.

Back-to-School Night

We will have a “Back-To-School” night for parents each year at the beginning of the school year. This will be the time to listen to your child’s teachers discuss specific information about our curriculum, their classroom requirements and other important information, as well as to answer questions.

Assessment Plan

I. MAP TESTING

This online, norm-referenced assessment program (Measures of Academic Progress) will be used on a quarterly basis to assess Grade 2 - 7 students’ progress in Reading, Language Usage, and Mathematics. This program maintains student assessment data over time to obtain an accurate measure of a student’s academic growth. By providing immediate feedback to the teacher and parent, MAP allows the use of data when it matters most. Reports are sent to parents shortly after the test.

II. PLACEMENT TESTING

Math and Language Arts placement tests will be used at the beginning of the school year and on an ongoing basis to determine student placement for flexible grouping.

III. STAR TESTING

This online reading assessment will be used to assist in determining reading level placement for students as well as provide ongoing growth data. This aligns with our Accelerated Reader program, which we will use as a supplementary, incentive program to encourage independent reading by students.

IV. CSAP TESTING

State legislation has identified model content standards for students in Colorado and has stipulated CSAP testing of students in several grades and content areas. Grade 3 - 7 students at American Academy will participate in mathematics, reading, writing, and science (Grade 5 and 8 only) CSAP tests. These assessments will be given in March and April.

The statewide assessment is considered an assessment comparing all students in Colorado. In the spring, the state will report assessment results at the school, district, and state levels. Individual students will receive a score report that describes their performance on this assessment as advanced, proficient, partially proficient, or unsatisfactory.

V. CORE KNOWLEDGE TESTING

Students in grades 2-5 will be assessed at the end of the year by a Core Knowledge test. This series of tests will assess the students' progress against the Core Knowledge goals for History, Geography, Science, Math, Reading and Language Arts. The tests will be administered as close to the end of the year as possible. The assessments will be scored by an independent scoring organization, and the results will be reported to the school during the summer.

VI. SCHOOL ACCOUNTABILITY REPORT

As a school, we will receive a "Report Card" from the state that will give us an overall Academic Performance score as well as Academic Improvement score. These Report Cards are sent home to all families from the district in the spring. American Academy received an Excellent score for the 2005-2006 school year.

SST (Student Study Team)

The American Academy Student Study Team (SST) is a school based problem-solving group of teachers, school staff, and administrators whose mission is to assist colleagues and parents with intervention strategies for dealing with the academic and social-emotional behavioral needs of our regular education students. This group seeks creative ways to maximize the use of available resources. Any teacher or parent may request an SST meeting.

An SST meeting will be held for a student before referring a student for special education testing or retention.

Retention

Retention is defined as not permitting a student to advance to the next grade level with his/her classmates. The following practices are intended to assist the staff of American Academy and parents in identifying those children who are most likely to benefit from retention and those who are not:

- If the student is failing to make normal progress, the parents must be notified early, so that the school and home may cooperate in helping him/her achieve greater success. This communication is not to discuss retention, but to facilitate working as a team to help the student succeed.
- Retention is never to be used as a punishment.
- Retention decisions will be guided in part by a Student Study Team discussion. This team uses an objective process that considers a variety of relevant factors with appropriately significant weighting given to academic achievement.
- Retention is not to be encouraged as an intervention to support Special Ed/ESL students.
- The CAO will make the final decision, with input from the Student Study Team, teachers, and parents.

- Most retentions should be made at the primary level. However, older students may be considered for retention if it is strongly felt that retention will help the student or if the middle school student fails to meet the required grade expectations.
- If a middle school student does not receive a passing grade in three of the four core subjects (Math, Language Arts, History/Geography and Science), the student will be recommended for retention.

SECTION 3: SCHOOL RULES

Student Uniforms

AMERICAN ACADEMY STUDENT UNIFORM POLICY

DRESS-OF-CHOICE DAY

Dress-of-Choice Days will be designated by the school administration as appropriate. The guidelines for allowable dress for these days are consistent with the general standards, style of dress, and grooming sections of the Uniform Policy. Casual clothing should always be in good repair. The length of shorts and skirts will be the same for Dress-of-Choice days as it is for any other day. Good taste is always an issue and parents should monitor students' clothing selection on these days to ensure their children are within the spirit of the school policy.

Students should remember that Dress-of-Choice days are a privilege, not a right, and could be eliminated if casual dress becomes distracting to the learning environment.

If a student's dress of choice on these days is deemed inappropriate by the American Academy administration, that student will be kept out of class until suitable clothing can be brought to school.

Discipline

AMERICAN ACADEMY STUDENT DISCIPLINE POLICY

Please read the American Academy Student Discipline Policy to find out how to address any questions or concerns regarding student discipline.

GENERAL DISCIPLINE GUIDELINES

The objective of maintaining discipline is to ensure a learning environment that is free of disruption and safe for all students. Good conduct is expected of all students and will be actively recognized and rewarded. Bullying of any kind will not be tolerated. The classroom teacher is responsible for establishing a classroom management that fosters appropriate student behavior.

Because students are taught by several teachers, American Academy has implemented an infraction system that is progressive and cumulative. The goal is to hold students accountable for their behavior at all times. This includes school-

sponsored activities on campus or off. The American Academy Discipline Policy outlines the specific procedure for discipline as well as consequences.

Recess and Playground Rules

RECESS

- Students will receive a 20-minute recess during the lunch hour.
- Additional recesses may also be scheduled on an individual classroom basis.
- Outdoor recess will be held every day unless it is raining, snowing, or below 22 degrees. Student should come prepared with appropriate coats, hats and gloves for the variable Colorado weather.
- If students wear snow boots to school, they need to bring shoes that conform to the dress code to wear in the classroom.

PLAYGROUND

- Consideration of others is a priority when playing any games on the playground.
- The playground equipment is to be used the way it was intended.
- Students must wear appropriate shoes at all times on the playground.
- Fighting/wrestling of any kind is prohibited.
- Toy guns or weapons of any kind are not allowed on the school grounds.
- No throwing of snow, rocks, or sand.
- Students must stay in the playground boundaries.
- Students are not go outside of playground boundaries to retrieve a piece of equipment (ball, Frisbee, etc.). Students should notify the playground supervisor.
- Students are not to participate in overly aggressive, tackle games of any kind.
- A pass is required from the playground supervisor if a student needs to come back into the school building during recess times.
- Students are encouraged to work through their own disagreements during recess times but may consult with the playground supervisor when necessary.

Code of Conduct

The American Academy Code of Conduct is a contract between the parents, the student, the teacher, and the administration, committing each to the mission of the school and to a partnership for the student's education. Parents and students signed the Code of Conduct as part of registration. At back to school night, teachers and the CAO will add their signatures to the Code of Conduct, completing the contract.

SECTION 4: PARENT RESPONSIBILITIES

Preparation for School

Parents are responsible for ensuring their child has a good breakfast, is appropriately dressed in his or her approved uniform clothing, and is on time to school each day, ready to learn.

Academic Help

Parents may need to assist their children with homework assignments from time to time. It is important for parents to assist in drill assignments and oral reading at home. The responsibility for good academic behavior rests on the individual student and his/her parents. It is critically imperative that parents assist the school in promoting, developing and maintaining that good academic behavior.

Volunteering

If you plan to volunteer at school, please read the American Academy Volunteer Policy. Parents are responsible for completing the family volunteer hour commitment of 40 hours per year. There will be multiple opportunities throughout the year to get involved. Please contact the PTO, pto@americanacademyk8.org, for details.

Parent Information Nights

American Academy will be offering seminars/information nights from time to time on a variety of topics. Watch the website for details.

Recommended Reading for Parents

Every parent is encouraged to read *The Essential 55*, by Ron Clark, and *What your XX-Grader Needs to Know*, by E.D. Hirsch, Jr. These books will help you become familiar with the school philosophy and with what your child will be learning over the course of the year.

SECTION 5: SCHOOL COMMUNITY

Governance

GENERAL LEADERSHIP

American Academy's governing leadership consists of its Board of Directors and the CAO. The Board's responsibility lies mostly in the areas of finance and upholding the school's mission. The CAO handles our day to day business and personnel issues, as well as making decisions regarding curriculum and student discipline.

PARENT ADVISORY BOARD

PARENT TEACHER ORGANIZATION

Exhibit C
Organizational Structure (attached)

DRAFT

Minimum Hours Required: (subject to prior approval of leave by BOD)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during the summer break

Prerequisites:

Education

- Bachelor's Degree required; Master's Degree preferred
- Colorado Administrator's Certification or equivalent

Special Knowledge/Skills

- Ability to manage, motivate, and inspire children, staff, and parents
- Superior project management and organization management skills
- Ability to manage financial operations
- Working knowledge of the Core Knowledge curriculum and direct instruction
- Visionary and forward-thinking; "out-of-the-box" thinking
- Ability to implement and leverage technology solutions
- Strong communication, public relations and interpersonal skills
- Ability to multi-task and anticipate challenges

Experience

- Extensive instructional leadership and/or business experience
- Minimum 5 years educational administration experience
- Personnel management
- Proven track record of excellence and credibility

Description of position: Direct and manage instructional programs and operations of American Academy at Castle Pines. Provide school leadership that ensures excellence and innovation in teaching and student learning while maintaining efficiency in operation and leveraging technology. Manage implementation of the vision set forth in the American Academy Charter Application, including the Core Knowledge curriculum, the Math, Science, and Technology (MST) program, character development, and flexible grouping. Implement the American Academy business plan, including hiring, facilities management, financial management, etc. Create a new school of excellence that will raise the bar in modern-day elementary education.

Responsibilities: Refer to the CAO Job Responsibilities Document

Finance Manager:

Classification:

- Administrative
- Part Time (up to 30 hours per week); hourly
- Exempt

Level: Manager

Reports to: American Academy Board of Directors (BOD)

Minimum Hours Required: (subject to prior approval of leave by BOD)

- 30 hrs/wk during school year (while school is in session, including in-service days)
- 60 hrs during summer break

Prerequisites:

Education

- Bachelor's Degree in related field, preferred
- CPA certification, preferred

Special Knowledge/Skills

- Superior project management and organization management skills
- Ability to manage all aspects of financial operations, from bookkeeping to budget development and financial analysis
- Strong communication, public relations and interpersonal skills
- Ability to multi-task and anticipate challenges

Experience

- Minimum 3 years experience in educational finance; charter school experience preferred
- Proven track record of excellence and credibility

Description of position: The Finance Manager will be responsible for bookkeeping; accounts payable and receivable; cash management; revenue and expense management; purchase order processing and management; asset management; goal planning & budget alignment; compliance in proper accounting and reporting; developing and enforcing business policies; procedures & best practices; financial reporting; financial software recommendations; and financial recommendations. In addition, the Finance Manager will be responsible for HR-related duties including: all paperwork for new hires and status/position changes; background checks on employees and volunteers; verification of substitute teachers with staff members. As needed, the Finance Manager will provide financial updates to the Board of Directors at their board meetings.

Responsibilities: Refer to the Finance Manager Job Responsibilities Document

- Monitor Service Contracts – including custodial, trash, snow, landlord-provided services (CAM, snow, etc), copy machine, security, gym rental, and DCSD-purchased services.

Future Academic Director:

A job description will be developed when the position is posted.

MST Director:

Classification:

- Administrative
- Full Time
- Exempt

Level: Director

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during summer break

Prerequisites: A masters degree in science education or related field, proficiency in all disciplines of science, math, and technology, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, presentation, networking and experience in partnership building.

Description of position: The MST director is responsible for promoting, advancing, and improving the teaching, learning and comprehension of science, math, engineering, and technology. This position supports standards-based technology-intensive mathematics and science instruction for grades K-8. The director serves as a school-wide catalyst for integrative teaching and learning in mathematics, science, engineering, and technology education. The MST director will provide educational direction for the establishment of the highest achievement in math, science, engineering, and technology.

Responsibilities: Refer to the MST Director Job Responsibilities Document

Technology Director:

Classification:

This position is currently contracted

Level: N/A

Reports to: Board of Directors

Minimum Hours Required:

- N/A

Prerequisites: Technology degree and 2 years previous experience in technology field. Experience in an educational environment not required.

Description of position: The technology contractor will oversee the infrastructure of our school, as well as direct the planning and implementing of our technology programs. Duties may include implementation of our Power School student information system, maintenance of all servers, management of the school website, consultant and trainer to staff in the

application of technology, installing and upgrading software, and perform routine maintenance. Specific duties are included in the Contract for services.

Responsibilities will be developed if this position becomes a staff position.

Office Manager:

Classification:

- Administrative
- Full Time
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks

Prerequisites: 2 years previous experience in office work.

Description of position: The Office Manager will oversee non-academic and non-financial operations of the school. This includes front office management, office supply management, student records, and health oversight. The Office Manager will manage student enrollment, office procedures, records, and facilitate school communication.

Responsibilities:

- Track and manage current student enrollment including: maintaining the District SASI system and the school's PowerSchool system; maintaining student enrollment records; processing new student paperwork; and transfer student records as needed
- Develop and carry out office procedures including: office supply management; placing orders to Finance Manager; and copier and office equipment oversight
- Maintain all office files including student records (academic) and other records as required
- Maintain school attendance records in both SASI and PowerSchool. This includes tracking tardies and reporting them to CAO, early leaves and ensuring attendance is recorded. Also included is daily maintenance of school's voicemail attendance system
- Facilitate school communication including: answering the school main phone and voicemail systems; greeting parents and visitors; checking internet communications; and handling correspondence as required
- Maintain the School Calendar including coordinating school wide activities for Open Houses, Back-to-School Night, Picture Day, Extra Curricular activities and other events
- Contact teachers about new student assignments
- Manage Student Records including: transferring records for students who leave/Release of Student Information; respond to Request for student records/info; and ensure records are complete
- Coordinate substitute teachers as needed
- Maintain calendar sharing with the CAO and schedule appointments, including in-home visits on Thursdays until complete
- Oversee carpool, lunch and recess including; ensuring playground is monitored during all recess periods; ensuring carpool drop-off and pick-up is monitored by a staff member; coordinating with carpool, lunch, and recess volunteers
- Schedule and coordinate onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes catering details (if necessary) and coordination with the Facility Manager
- Oversee Supplies and Purchase Requests
- Purchase Orders – review, obtain required approvals, fill or pass along to Finance Manager, follow-up, schedule/oversee delivery & receipt of goods
- Asset Management - Inventory tracking and auditing on at least annual, if not quarterly, basis
- Related duties as assigned

Facility Manager:

Classification:

- Administrative
- Part Time (up to 20 hours per week); hourly
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: 2 years previous experience in facility management.

Description of position: The Facility Manager will oversee the school facility and safety. This includes facility and grounds maintenance, custodial oversight, security and safety.

Responsibilities:

- Maintain the school facility, including performing of facilitating any required repairs and ensuring a neat and organized school environment.
- Maintain Compliance-local, district, county and state codes (fire, building, occupancy);
- Oversee school security including: setting system for calendar & hours of operation (consider vacation schedule); issuing card access badges and/or keys to employees and Board of Directors
- Oversee school safety including: scheduling drills (fire, lockdown, and shelter in place); coordination of table top exercises, maintenance of the school security manuals; coordination with the district on safety and security; coordination with the schools safety team
- Oversee custodial service – ensure service maintains cleanliness of facility and grounds including cleaning daily, trash & litter picked up and removed from facility and grounds nightly, staff refrigerator cleaned-out weekly, carpet/window cleanings performed as needed
- Grounds repairs & maintenance – including routine and emergency repairs & maintenance (such as plumbing, trash removal, landscaping, snow removal of playground); maintenance of the playground and landscaping including ensuring the playground is power washed regularly
- Prepare facility for onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes furniture setup/breakdown and scheduling additional custodial services (if needed)
- Related duties as assigned

Office Assistant:

Classification:

- Administrative
- Full Time (or two part-time)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks, as needed

Prerequisites: Nursing degree, RN or equivalent experience preferred.

Description of position: The Office Assistant will be primarily responsible for the day-to-day operations of the health room. The Office Assistant is responsible for handling the administrative duties of the Office as listed below.

Health-Related Responsibilities:

- Attend DCSD school nursing training
- Assess and properly treat, if necessary, all injured and ill students.
- Work with the Nurse assigned to American Academy by the Douglas County School District to facilitate the processing and maintenance of all required medical paperwork to include immunization records, field trip forms and any other health-related requirements of DCSD
- Understand and enforce all health-related District policies and general school policies
- Maintain a clean, sanitary and organized health room.
- Maintain adequate inventory of medical supplies and coordinate with Operations Manager to order additional supplies as needed.
- Coordinate hearing and vision screening with the District, faculty, staff, students and parents (as needed)

Office Responsibilities:

- Check the school's information email line on a daily basis and answer questions or forward them to the appropriate person
- Answer the office phone
- Sign parents and visitors in and out per office procedures
- Assist with prospective parents by answering questions and working with the CAO in the Parent Information Meetings
- Monitor/organize lottery

- Manage new student enrollment including: answering questions from prospective parents; facilitating the lottery process; offering spots to new students; processing new paperwork and requesting student records; new family orientation
- Prepare Tuesday folders as needed
- Manage website requests for CAO and reporting them the person in charge of our school website
- Purchase Orders – take receipt of goods, distribute, forward packing slip to Finance Manager, input into Asset Management program
- Pick up all the District/US Mail from our mailbox, including its distribution
- Create and issue official carpool ID cards
- Perform related duties as assigned

Operations Assistants:

Classification:

- Administrative
- Part Time (20 hours per week)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: None.

Description of position: The Operations Assistants will be primarily responsible for managing carpool, lunch and recess.

Responsibilities:

- Support the carpool process and work with the carpool volunteers
- Responsible for supervising lunch including working with the lunch volunteers
- Responsible for supervising recess including working with the recess volunteers
- Monitor student discipline during lunch, carpool, and recess, and issue infractions as needed
- Work with the Facility Manager as needed to ensure the playground and cafeteria are clean, organized, and safe
- Coordinate with the Facility Manager and Office Manager to ensure the school is ready for the carpool process each day
- Perform office/administrative work as needed for the Office Manager and CAO
- Perform related duties as assigned

Classroom Teachers:

Classification:

- Teacher
- Full Time
- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies. Refer to Faculty Job Requirements Document.

Description of position: Varies. Refer to Faculty Job Requirements Document.

Responsibilities: Varies. Refer to Faculty Job Requirements Document.

Specials Instructors:

Classification:

- Teacher
- Part Time (5 hours per day)
- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 25 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies.

Description of position: Varies.

Responsibilities: Varies.

Educational Specialist:

Classification:

- Administrative
- Full Time
- Exempt

Level: Assistant

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: TBD

Description of position: TBD

Responsibilities: Refer to the Educational Specialist Job Responsibilities Document

Instructional Assistant (IA):

Classification:

- Teacher
- Part Time
- Exempt

Level: Instructor

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- Reading/Math IA: 20 hrs/wk during school year (while school is in session, including in-service days)
- Math IA: 10 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: The ideal candidate will possess all of the necessary requirements to meet NCLB guidelines. Experience with Open Court (if applicable) and Saxon math a plus.

Description of position: The Reading and Math Instructional Assistant will instruct small groups of students in the areas of math and reading. The Math Instructional Assistant will instruct small groups of students in our Saxon math ability grouping program.

Responsibilities:

- Responsible for delivering the entire math and reading program to the individual group of students
- Regular communication with parents as well as progress reports and report card grades.
- Perform related duties as assigned

Special Education:

Note: Special Education Instructors report to the Douglas County School District. DCSD determines the job description, level, and responsibilities.

Policy Changes:

Original – approved by the BOD on 24 October 2005; previous organization structure in the AA Charter Application.

Revision 1 – approved by the BOD on 7 November 2005; added Asset Tracking to the Operations Manager

Revision 2 – approved by the BOD on 21 November 2005; changed Finance Manager to report directly to the BOD with a dotted line to the CAO

Revision 3 – approved by the BOD on 28 November 2005; removed Operations Manager; increased Office Assistant to full-time

Revision 4 – approved by the BOD on 6 February 2006; added Facility Manager and Operations Assistants