



## **American Academy Board of Directors Meeting Minutes**

August 20, 2008  
American Academy

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

1) **Call to Order**

Erin Kane called the meeting to order at 8:30.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Amendments to the Agenda**

- Upon motion of Erin Kane, seconded by Dave Romero, the Board voted unanimously to amend the agenda to consider a revised employee handbook.

4) **Approval of Prior Meeting Minutes**

Upon motion of Denese Gardner, seconded by Adil Khan, the board unanimously voted to approve the meeting minutes of the June 14, 2008 meeting of the Board.

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) **School Advisory Council Report**

Paula Romero, Nancy Heins, and Rachel Keigal, on behalf of the School Advisory Council delivered the report attached hereto as Exhibit B. They also reviewed with the Board the results of the student, parent, and staff surveys, and the School Advisory Council recommendations pertaining thereto.

8) **Discussion Items**

- **Permanent Facility Update**

Erin Kane updated the Board on the status of the permanent facility project. In particular, she noted that the City of Castle Pines North hearing on the proposed Lagae Development would be held on August 27, 2008 and encouraged the Board (and everyone else with a stake in the school) to attend.

- **Previous Meeting Public Comments**

None.

## 9) Action Items

- Upon motion of Denese Gardner, seconded by Adil Khan, the board unanimously voted to approve a revised organizational structure of the school, in the form attached hereto as Exhibit C.
- Upon motion of Dave Romero, seconded by Adil Khan, the Board unanimously voted to declare an emergency with respect to the proposed revised Carpool Policy.
- Upon motion of Dave Romero, seconded by Adil Khan, the Board unanimously voted to approve, on a single reading, a revised Carpool Policy, in the form attached hereto as Exhibit D.
- Upon motion of Dave Romero, seconded by Erin Kane, the board unanimously voted to approve a revised school calendar for the 2008-09 school year, in the form attached hereto as Exhibit E.
- Upon motion of Erin Kane, seconded by Adil Khan, the board unanimously voted to approve an expense not to exceed \$3800 to repair a broken air conditioning unit near the front lobby of the school.
- Upon motion of Erin Kane, seconded by Adil Khan, the board unanimously voted to amend the Employee eHandbook to include a key card replacement fee of \$40 to be charged to an employee who requests replacement of a lost or stolen key card.

## 10) Review of Agenda for Next Meeting

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

## 11) Dismissal

Erin Kane dismissed the meeting at 10:30pm.

Respectfully submitted,

Erin Kane  
President  
September 28, 2008

Exhibit A  
Report of the Chief Administrative Officer (attached)



## CAO Report

August 20, 2008

### I. Public Relations/Communication

- **Saxon Parent Meeting** – The regional consultant for Saxon math, Sarah Carlson, spoke to our parents about our math program. This informational meeting was well-received by parents. Sarah also met with our K-3 teachers and 4-8 teachers to ensure that we are all following the program as it is intended. This included making sure that all staff is following the 80/20 rule (80% test grade/20%homework).
- **Back-to-School Nights** – The schedule for Back-to-School Nights are as follows:
  - Kindergarten – August 21
  - First – Fourth grades – August 26
  - Fifth – Eighth grades – August 27

### II. Financial Stability

- **Benefits** – We are offering similar health benefit packages to the staff as last year. The rate increase for American Academy is 3.5%, which is the same as our PPR increase. Thanks to Joanna Jasmin for designing a comprehensive benefits folder for all staff and thanks to Joanne Lofvenborg for compiling the folders.
- **July Financials** – Joanna Jasmin will forward these to the board
- **Parent Fees** – Only 3 families have not paid their student fees and 4 families have been put on a payment plan, with the fees spaced over months to assist with current financial difficulties.

### III. Educational Success

- **CSAP** – A summary of our Spring CSAP scores is attached. Highlights include:
  - **8<sup>th</sup> grade science** -- #1 in the district with 94% proficient or advanced (65% district average)
  - **6<sup>th</sup> grade math** -- #1 in the district with 95% proficient or advanced (80% district average)
  - **8<sup>th</sup> grade Reading** -- #1 in the district with 100% proficient or advanced (82% district average)
  - **8<sup>th</sup> grade Writing** -- #1 in the district with 100% proficient or advanced (66% district average)
  - **8<sup>th</sup> grade Math** -- #1 in the district with 100% proficient or advanced (65% district average)
  - **7<sup>th</sup> grade Reading** -- #2 in the district with 93% proficient or advanced (79% district average)
  - **5<sup>th</sup> grade science** -- #2 in the district with 75% proficient or advanced (57% district average)
  - **6<sup>th</sup> grade Reading** -- #2 in the district with 95% proficient or advanced (89% district average)
- **DRA2 Testing** – All students were given this reading assessment last week. These scores are one factor in the triangular data that is used to determine a student's reading group placement.
- **Student Planners** – All teachers will provide time in each class period to assist student's with completing their planners on a daily basis. We believe this will assist with student's accountability for their work and give parents another tool to assist in monitoring their child's work habits.
- **Math and Reading Placement** – Parents will receive a letter from Amanda and me this Friday, August 22, stating the data results and the reading and math group placements.
- **NWEA (MAPS) Testing Training** – We had a training from district personnel for 2<sup>nd</sup> – 8<sup>th</sup> grade staff on administering this test. Any staff that has not taken the "Digging Into Data" training will receive that training in September.

- **Aims Web** – Kindergarten through 2<sup>nd</sup> grade teachers will receive training on this reading assessment for K-2 students on September 16 and 17. This will give us needed data to accurately monitor student's reading progress as well provide data for reading group placement.

#### IV. Staff Management

- **Staff Retreat** – All staff participated in an all day retreat at Lone Tree golf course on Tuesday, August 9. This included a presentation from Geri Mason on teaching students with learning disabilities. This was a very productive workshop for staff, learning techniques for the classroom that are good teaching practices for all students.
- **New Teacher Staff Development** – All new staff to American Academy attended an intense, all day training on August 8. Mary Catton guided them through the staff handbook; Erin Kane instructed the staff on Outlook webpages, and mail merge; Amanda Cline presented an overview of our STEM program, I discussed classroom management techniques and the importance of setting the standards the first day of school. New teachers were also given Riggs Phonics training, Saxon math training, MAPS training and DRA2 training.
- **Speech/Language Pathologist** – The district is currently looking for applicants to fill this .4 position at American Academy. The notice that they sent is attached.

#### V. Operational Success

- **Enrollment** – Our registrar, Suzanne Hanks, is doing a terrific job of filling all openings. Below are the current numbers. There has been a great deal of last minute movement in and out of the school (families moving, economic concerns about the long drive to the school, etc.)

	Goal	Actual	
Kindie	52	50	Working on 2 more
1 <sup>st</sup>	69	69	
2 <sup>nd</sup>	69	69	
3 <sup>rd</sup>	91	86	
4 <sup>th</sup>	88	84	
5 <sup>th</sup>	75	75	
6 <sup>th</sup>	45	47	
7 <sup>th</sup>	30	29	
8	22	22	
Totals	541	531	
Total FTE	515	506	

#### VI. Important Upcoming Dates

- **Thursday, August 21** – 6:00-7:30p.m. Kindergarten Back-to-School Night
- **Tuesday, August 26** – 6:00 p.m. – 7:00 p.m. First and Second grade Back-to-School Nights
- **Tuesday, August 26** – 7:00 p.m. – 8:00 p.m. Third and Fourth grade Back-to-School Nights
- **Wednesday, August 27** – Fifth – Eighth grade Back-to-School night
- **Wednesday, August 27** – Lagae Hearing and Vote 7:00 p.m. (CPN Community Center)
- **Monday, September 1** – No School (Labor Day)

Exhibit B  
Report of the School Advisory Council (attached)

July 20, 2008

## Staff Survey

The following areas received a favorable response (80% or above Agree);

- AA provides a rich content with a rigorous education
- AA has a well-defined, sequential curriculum
- Support of ability grouping
- Extra help is provided outside of the classroom
- Committed to the school's mission statement and philosophy
- Strong cooperation and communication among staff
- Incorporation of more critical thinking skills to assess student achievement
- Positive expectations for student conduct are supported
- AA has been a positive teaching experience where I am treated as a professional
- All students are treated equally
- Office staff is respectful and efficient
- Accelerated Reader is a valuable educational tool
- All administrative areas(CAO, Academic Director, and STEM Director) respond to my concerns effectively
- FSAB, SAC, BOD, and PTO are effective and important to the success of the school
- School is running more smoothly
- School results are clearly communicated to staff
- STEM is strengthening students science knowledge

The following areas were considered areas of concern (70% or below Agree):

- There is sufficient time within the schedule to cover the required subject matter
- Time spent between changing classes does not take away from instruction
- Adequate classroom budget
- Adequate planning time
- Adequate CSNAP and MAPS training.
- CSAP is an effective assessment tool
- Regular updating and utilization of student's Body of Evidence
- Parent involvement is appropriate
- Core virtues program was effective in meeting the needs of preventing bullying
- Discipline standards are fairly enforced
- Discipline policy is clear to the students
- Students accept responsibility for their actions, property and respect the rights and property of others
- Students respect school authority
- Parents support for the enforcement of discipline policy

- Receiving adequate feedback from parents and communication was effective
- Content and frequency of staff meetings are meeting needs

Recommendations:

- Analyze the teacher's schedules. Clearly there is a perception among the teachers there is not enough time to complete the daily schedule. The schedule is impeded by the time it takes the students to change classrooms. The lack of time in the schedule may lead to inadequate planning time, possibly delaying updating the Student Body of Evidence and detract from communication time with parents.
- Consider establishing a Discipline Committee to review the discipline issues in the school. The committee can also address the Core Virtues programs effectiveness.
- Investigate Parent University classes for discipline, assessment and volunteerism. This may also assist in the parent communication issues.
- Reassess the regular staff meetings for effectiveness. More vertical team and grade level than entire staff opportunities.
- A refresher course for MAPS, CSAP, and CSNAP maybe offered every two-three years for all previously trained staff. All new staff are required to complete training before administering any standardized test.

# American Academy Parent Survey Results April 2008

## ABOUT THE SURVEY

- This is the third year a parent survey was conducted at American Academy.
- The survey was taken online using Survey Monkey from 4/11/08 through 5/5/08.
- 35% of enrolled families responded to the survey (102 of 289).
- The survey consisted of two parts; the general family portion and the child specific portion.
- Child specific surveys were completed for 146 students.
  - K 17
  - 1<sup>st</sup> 18
  - 2<sup>nd</sup> 30
  - 3<sup>rd</sup> 22
  - 4<sup>th</sup> 24
  - 5<sup>th</sup> 8
  - 6<sup>th</sup> 15
  - 7<sup>th</sup> 6
  - 8<sup>th</sup> 6

## BOARD REQUESTED QUESTIONS

- Top 5 reasons students attend American Academy:
  - Core curriculum
  - Quality academics
  - Ability grouping
  - STEM
  - Uniforms
- Top 5 reasons parents feel charter schools do better than neighborhood schools:
  - Curriculum
  - Parental involvement
  - Discipline and core values
  - Committed staff
  - Underperforming neighborhood schools
- Top 5 reasons parents feel neighborhood schools do better than charter schools:
  - None (82%)
  - Community
  - More funding – better playgrounds, building, etc.
  - Transportation/buses
  - Sports
- Bond money and mil levy proceeds:
  - 85% agree that the District has a responsibility to share these proceeds with charter schools.
  - 24.5% would not vote for a District-sponsored bond or mil levy if charter schools would not benefit (additional 39.8% don't know).

## MAJOR FINDINGS

- American Academy Culture
  - 92% believe AA is a safe place for their child
  - 91% believe AA rules are clear
  - 25% feel parent participation for homework is not appropriate
- Policies at American Academy
  - 90% agree with the attendance policy
  - 93% agree with the tardiness policy
  - 94% agree with the uniform policy
  - 87% agree with discipline policy
  - 87% agree with volunteer policy
  - 76% agree (24% disagree) with the grading scale
  - 87% agree with discipline policy however,
    - 63% feel discipline is not enforced fairly throughout the school
    - Only 26% feel before school detention is effective
    - 50+% feel recess detention is effective
    - Dress of choice and commendations are not viewed to be effective motivation
- Communication at American Academy is satisfactory to the vast majority of parents (85%+ for each form of communication) with the following exceptions:
  - Teacher Updates (nearly 17% of respondents were dissatisfied)
  - Board Meetings (68% satisfied, 29% neutral, 3% dissatisfied)
  - Board Shorts (81% satisfied, 18% neutral, 1% dissatisfied)
  - Arena style conferences for middle school are not well supported (63% satisfied after removing neutral responses)
- Leadership and Administration at American Academy
  - 85% are satisfied with the leadership of the BOD
  - 67% feel comfortable approaching the BOD w/ questions/concerns
  - 84% are satisfied with the leadership of the CAO
  - 81% feel comfortable approaching the CAO w/ questions/concerns
  - 77% are satisfied with the leadership of the Academic Director
  - 77% feel comfortable approaching the Academic Director w/ questions/concerns
  - 75% are satisfied with the leadership of the STEM Director
  - 63% feel comfortable approaching the STEM Director w/ questions/concerns
  - 93% are satisfied with the efficiency of the Office Staff
  - 91% feel comfortable approaching the Office Staff w/ questions/concerns
- Curriculum
  - 98% believe AA provides a content rich rigorous education
  - Overall satisfaction with content in all core subjects
  - Overall satisfaction of content in specials (art, music, PE)
  - Dissatisfaction with what child(ren) are learning in organizational skills
  - Dissatisfaction with what child(ren) are learning in computer skills
- Ability Grouping at American Academy showed strong support but many have concerns with understanding the assessment process and easily finding information on that process.
  - 54% felt they understood the assessment process
  - 18% felt it was easy to find information about the assessment process

- Parent Portal showed strong support from the parent community
  - 96% of parents are aware of the purpose and understand how to use it
  - Nearly 70% of parents report using parent portal at least once per week
- STEM Week is well supported by parents
  - Parents feel positive about field trips
  - Overwhelming response that parents disagree with starting overnight trips in 5<sup>th</sup> grade, 6<sup>th</sup> grade is viewed as more appropriate
- Miscellaneous
  - 96% support Core Virtues Program
  - 81% support the Essential 55 Program (15% neutral, 4% disagree)
  - 39% satisfied with enrichment programs (24% neutral, 36% dissatisfied)
  - 70% support fundraising throughout the year; 52% support contributing a lump sum

## GRADE SPECIFIC CONCERNS

### First Grade (18 responses)

- Parent concern regarding student's knowledge of internet safety

### Second Grade (30 responses)

- Parent concern regarding student's knowledge of internet safety
- 68% agree that there are consistent weekly updates from teacher
- 64% feel that teachers are available for additional help when child performs poorly on tests/quizzes
- 36% feel they are informed of missing work w/ sufficient time to get it in

### Third Grade (22 responses)

- 60% satisfaction with what students are taught in computer skills, organizational skills, and internet safety
- 64% feel that the students are well informed of progress
- 35% receive weekly updates from teacher
- 73% satisfied with homework load
- 61% feel that teachers are available for additional help when child performs poorly on tests/quizzes
- 20% feel they are informed of missing work w/ sufficient time to get it in

### Fourth Grade (24 responses)

- Dissatisfaction with what students are learning in computer and organizational skills
- 69% satisfaction with computer resources
- 43% satisfaction with student knowledge of internet safety/problem avoidance
- 58% feel that teachers are available for additional help when child performs poorly on tests/quizzes
- 53% feel they are informed of missing work w/ sufficient time to get it in

### Fifth Grade (8 responses)

- 63% satisfaction with what students are learning for organizational skills
- 57% feel students respect each other
- 29% feel they are informed of missing work w/ sufficient time to get it in

- 50% are satisfied with overnight STEM trips (7 of 8 do not think overnight trips should start in 5<sup>th</sup> grade. 5 of 8 feel overnight trips should start in 6<sup>th</sup> grade)

#### Sixth Grade (15 responses)

- 50% satisfied with what students are learning in organizational skills
- 57% feel students respect each other (8 of 14)
- 54% feel discipline is enforced fairly (7 of 13)
- 55% feel that teachers are available for additional help when child performs poorly on tests/quizzes
- 54% receive weekly teacher updates
- 39% feel parent portal is kept updated
- 15% feel they are informed of missing work w/ sufficient time to get it in
- 64% are satisfied with homework load
- 50% are satisfied with arena style conferences
- 92% feel overnight trips should start in 6<sup>th</sup> grade

#### Seventh Grade (6 responses)

- 3 of 6 satisfied with what is taught in organizational skills and writing
- 3 of 6 feel well informed of progress
- 2 of 6 receive weekly teacher updates
- 3 of 6 feel work habit forms are effective
- 4 of 6 feel overnight trips should start in 6<sup>th</sup> grade

#### Eighth Grade (6 responses)

- 3 of 6 satisfied w/ the way child is being taught
- 3 of 6 satisfied w/ organizational skills
- 4 of 6 satisfied w/reading, spelling, writing
- 3 of 6 satisfied w/ teacher performance (1 neutral)
- 3 of 6 satisfied w/ ability grouping process/results
- 2 of 6 feel students respect each other
- 3 of 6 feel papers are returned with corrections made/teacher comments
- 3 of 6 feel that teachers are available for additional help when child performs poorly on tests/quizzes
- 3 of 6 receive weekly teacher updates
- 1 of 6 feel parent portal is kept updated
- 1 of 6 feel they are informed of missing work w/ sufficient time to get it in
- 3 of 6 satisfied with arena style conferences
- 5 of 6 (1 neutral) feel overnight trips should start in 6<sup>th</sup> grade.

## SAC RECOMMENDATIONS

1. Communicating Missing Work & Homework Policy. Teachers must make consistent and timely updates in parent portal so that students are able to get work in and still receive partial credit. All teachers must adopt the same process where an “M” for missing work is input in Parent Portal the first day the work is not turned in so that both teacher and parent know what is missing and when it is missing. This should include ALL work that will be graded.

In addition, SAC recommends a close review of the Late Homework Policy and also recommends that the policy is followed consistently at all grade levels. The current policy says a grade is reduced 20% for the first late day, 50% for the second late day, and no acceptance of work turned in the third late day. SAC believes this policy can be improved to better support a best practice for learning the curriculum. The students should have an incentive to complete and turn in late homework. We recommend adding another day to the late homework policy so that the grade is reduced 10% the first late day, 20% the second late day, 50% the third late day, and no credit thereafter.

We strongly believe the late homework policy not start counting days until the day the "M" is input into parent portal. This will incent teachers to keep the parent portal updated.

Grading Scale. SAC recommends that the BOD and Administration revisit the grading scale and consider a change to 90%+ = A, 80%+ = B, etc. We believe the grading scale should be phased in during the early primary years. Currently, first graders are held to the same standards as eighth graders. This is quite stringent and may put undue stress on younger students who are trying to get used to a full day of learning. We believe it is very important to make sure these young students enjoy school and are excited about coming to school each day.

In addition, the recommended change would make the transition from 8<sup>th</sup> grade to 9<sup>th</sup> grade smoother. We believe our 8<sup>th</sup> graders moving on to high school will be placed in the appropriate level of class and be able to remain at a higher level of curriculum if the high schools are looking at the same grades on our reports as from a neighborhood middle school. A student earning a "B" in a class at American Academy (which could be an "A" elsewhere) may not be encouraged to take an honors class because their grade shows a B instead of the deserved A. Revising the grading policy may help retain students in their middle school years.

SAC believes these two changes will not compromise American Academy's reputation for being a high achieving school. In fact, we believe it will help our students focus on their learning the curriculum and achieve the success we want them to have.

2. Teacher Communication -- Weekly Teacher Updates. Require teacher updates for all grades every week. This should be done on the teacher's AA web site page or via an email. The method should be standard for each grade (all classrooms in each grade communicating the same way; middle school teachers' method also standard for all of middle school). Teachers should make sure they are communicating to their homeroom class and to non-homeroom classes (e.g. math, social studies, etc.)
3. Teacher Communication -- Teacher Availability. Teachers should communicate to students and parents their availability for additional help as needed outside of class as well as posting this information to the class webpage.
4. Understanding the Process for Ability Grouping. Communicate the "triangulation method" of ability grouping to the parent community. We recommend this be written up and emailed to parents via the CAO report in addition to being added to the online parent handbook and discussed during "back to school" night.

5. Computer Skills/Internet Safety. Stress with the teaching staff the need for teaching students computer skills including internet safety at all grade levels. Additionally, we recommend this as a Parent University topic to address internet safety to the parent community which will enable parents to help with this learning at home.
6. Student Respect for Each Other. Need to address lack of student respect for one another. This is an issue for most grades and has been an issue in past surveys as well. SAC recommends actions in this area that directly impact how students treat each other. In particular, we believe that commendations should be focused on students who engage in behavior that is respectful to other students (e.g. helping a fellow student pick up a spilled lunch or armload of books or helping a fellow student who is in need of classroom assistance).
7. Commendations. In relation to the above issue, if commendations and commendation breakfasts are continued we recommend strict guidelines be put in place to ensure consistency of why a student receives a commendation. Consider changing the focus to identifying respectful behavior among peers due to concerns expressed by parents and students in surveys. Commendations should never be given to students who do something for a teacher that should be done anyway, such as picking up their area. (Same guidelines should apply to the MPR and playground).
8. Discipline Policy. The survey shows that parents think the current methods of discipline (i.e. before school detention, recess detention, commendations, etc.) are ineffective. SAC recommends that the BOD review this policy as soon as possible. Additionally, we suggest having Student Council review the current discipline policy and prepare a recommendation of suggested changes.
9. Middle School Conferences. Consider an alternative method for middle school conferences. If the arena-style conferences are continued it is important that a large enough space be used to allow for a private conversation between parent and teacher. Additionally, enough space is needed for lines to form for each teacher to ensure that conferences are provided on a first come-first served basis.
10. Re-address appropriate grade level homework loads and stress importance of quality homework vs. busy work.
11. Stress with the teaching staff the importance of teaching students organizational skills at all grade levels. Planners should be used if purchased by the school.
12. Begin overnight field trips in 6<sup>th</sup> grade.
13. SAC would like to note that the feedback via comments from parents on this survey showed significant desire for foreign language to be added to the curriculum, not solely offered as an enrichment program.

# American Academy Student Survey Results April 2008

## ABOUT THE SURVEY

- All students in grades 1 through 8 took this survey over a 3-day period in mid-April. Kindergartners and those absent did not participate. The following numbers show how many students in each grade participated:

1 <sup>st</sup> grade – 66	5 <sup>th</sup> grade -- 46
2 <sup>nd</sup> grade – 83	6 <sup>th</sup> grade -- 41
3 <sup>rd</sup> grade – 80	7 <sup>th</sup> grade -- 25
4 <sup>th</sup> grade – 67	8 <sup>th</sup> grade -- 16

- The survey was administered by Mr. Middlebrooks during his music classes.
- We utilized our “clicker” technology.
- Versions of the survey differed by age. Grades 1-2 had one version, grades 3-5 had one version, and grades 6-8 had one version. We changed the wording on some of the questions to make them easier to understand, and we asked grade-appropriate questions on the different surveys.
- Results were reported by class. We found some questions to have consistent results and others to vary substantially by class. Our major findings focus on the consistencies.
- 8<sup>th</sup> grade results are not shown. Mr. Middlebrooks reported that the 8<sup>th</sup> graders did not take the survey seriously and the responses should not be trusted.

## MAJOR FINDINGS

These findings should be viewed as the “general” feeling among students:

1. Students have friends at school and feel that they belong at American Academy (7<sup>th</sup> grade is the exception to the latter question).
2. Younger students feel safe in their classroom and the lunchroom but have overwhelming issues with safety in the bathroom and on the playground. Safety is not a concern with the 5<sup>th</sup> graders. Middle schoolers weren’t asked about safety.

3. 1<sup>st</sup> and 2<sup>nd</sup> graders know what bullying means (they were the only ones asked this question) and all grade levels know what to do if they are being bullied.
4. All grade levels say that students do not respect each other (1<sup>st</sup> and 2<sup>nd</sup> grade weren't asked this question). The higher the grade, the bigger the issue.
5. Overall, students believe that American Academy values honesty and fairness.
6. Students understand the rules at school. Students in 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade think the rules are fair. Students in 2<sup>nd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade think the rules are unfair.
7. Most students are comfortable using the school's technology.
8. Older students are not motivated by Accelerated Reader (4<sup>th</sup> grade and up). This is also the response of some of the younger students.
9. Most students believe they learn a lot during STEM weeks.
10. Most students think the work is challenging; most think they do NOT have the "right amount of homework".
11. Students think their teachers care about them and listen to them.
12. Overall, students know what their teachers expect of them.
13. Students do not have opportunities to be leaders.

## SAC RECOMMENDATIONS

Safety. Since the younger students have issues with the safety in the bathroom and on the playground, discuss ways to alleviate the issues. It seems the younger students may have issues with the cleanliness of the bathroom as well as bullying. Additionally, it is hard to separate the perception of safety on the playground; it may stem from the physical playground and lack of grass as well as emotional and/or physical bullying. Options to discuss may be separate the bathrooms by age; make sure older students aren't on the playground when the younger students are there? Appropriate, consistent, supervision in both places is essential. Additionally, more adults on the playground may be helpful for the children to feel safe.

ACTION:

Bathrooms: lockers moved; bathrooms designated by grades; supervision in the bathroom;

Playground: this year there is more supervision (paid employees)

SAC will do another questionnaire in one month

Respect for each other. Consider school-wide and classroom-specific ways to increase student-to-student respect. Possibly tie commendations to behavior that “showcases” individuals who are especially respectful towards others, especially peers. Closely supervise students so that all disrespectful behavior is acknowledged and dealt with, especially during non-classroom time (passing time, restrooms, playground, lunch time.)

ACTION:

- (1) Good bucket, bad bucket
- (2) Write compliments monthly
- (3) Get Student Council involved for a middle school program
- (4) Revisit in September

Accelerated Reader. Teachers in the upper grades should use this program at their discretion. It should be made optional (if it isn't already) for most of the upper grades.

ACTION: Roberta will re-evaluate rules around AR.

Leadership Opportunities. Students in all grades should be given more opportunities to be leaders. This issue should be explored by Student Council, teachers, and administration to come up with ideas for students to be leaders. Teachers should make sure that all students have the opportunity to do so. More leadership throughout the school may help alleviate some of the respect issues.

ACTION: Roberta will talk to the staff about ideas.

Exhibit C  
Organizational Structure (attached)

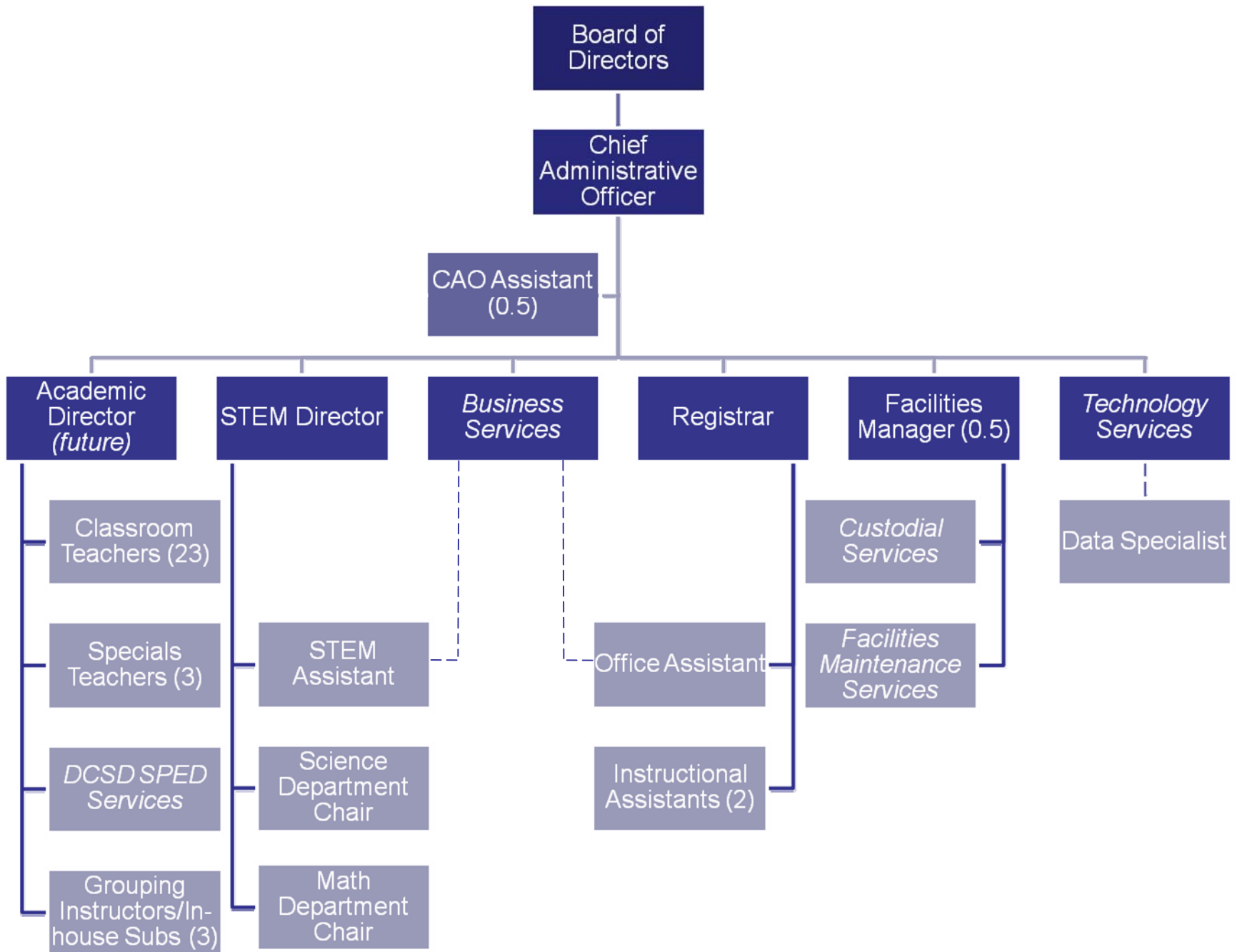


Exhibit D  
Carpool Policy (attached)



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

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## Carpool Policy

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*This policy was approved by the American Academy Board of Directors on August 20, 2008.*

### **Purpose**

This policy defines the Carpool Procedures and Rules for dropping children off and picking children up from American Academy. Safety of the children is the first priority at all times. Carpool pick-up and drop-off is mandatory for all students. Adherence to these procedures, rules, and the direction provided by the approved carpool map (attached) is required.

### **Additional and Necessary Information**

The American Academy community needs to be aware that the Lease Agreement for the 2008-2009 school year at 8600 Park Meadows Drive, Suite 100 specifically requires that violations of this Carpool Policy result in the following fees:

1. First offense: \$500.00, each violation
2. Second offense: \$1,000.00, each violation
3. Each additional offence: \$1,500.00, each violation

In the event that a particular person (other than the school!) violates any one or more of the New Rules and Regulations on three occasions then American Academy will be considered in default of the 2008-2009 school year lease and the school would be in jeopardy of being able to provide services for the remainder of the school year.

The American Academy Board of Directors is responsible for establishing a budget designed to support the educational programs and priorities of American Academy. As such, the Board of Directors, Administration, faculty and staff must require strict adherence to this policy and cooperation from the American Academy community. Thank you in advance for your attention to the details **highlighted** below.

### **Carpool Hours**

#### ***Grades 1–8***

**Morning drop-off:** 7:55 am – 8:10 am

**Afternoon pick-up:** 3:30 pm – 3:45 pm

#### ***Kindergarten***

**Morning drop-off:** 7:40 am – 7:55 am

**Afternoon pick-up:** 3:10 pm – 3:20 pm

### **Carpool ID Cards**

Upon enrollment to the school, each American Academy family is assigned a computer-generated Family Number. Four copies of this Family Number are printed by the school on authorized carpool ID cards and distributed to each family; these ID cards, not copies, must be used during carpool. Please have your children memorize their Family Number, as this will assist in making the carpool as efficient as possible.

Each family must provide a Family Number ID card to anyone else that may pick up your children. For security reasons, the carpool attendants will not allow a child to enter a car that is not displaying an authorized ID card; parents without an authorized card will be directed to the front office to request a replacement card. Valid identification must be shown in order to get a replacement set and a **\$5 fee per set will be assessed**.

ID cards must be displayed on the passenger-side visor of the vehicle. If you are picking up other children, display their ID cards as well. If you are unable to fit more than one ID card on your visor, you may use the passenger-side portion of the dashboard. Please ensure ID cards are clearly visible to the carpool attendant when entering the carpool line for pick-up.

## Morning Drop-Off Procedures

### **Grades 1–7**

Carpool drop-off for students in grades 1–8 begins at 7:55 am. Car pool drivers are to line up from west to east in two double lines in front of the Word of Life Church, and will be directed to proceed to the back of the school by a volunteer. **Parents are not to let their children out of the vehicle until a staff member is present to ensure the safety of the children.** The staff member will allow students to enter the building promptly at 7:55 am. Carpool will close promptly at 8:10 am as students are required to be in their classroom and seated at 8:15 am to begin the school day. If you arrive after 8:10 am, you must park your vehicle in the Gesco Place parking lot in the area south of crosswalk and main entrance of Suite 100, walk your child in the front doors, and sign them in. Your child will receive a tardy slip. The Gesco Place parking lot is intended only for short term duration parking needs. If you intend to be inside the school for more than 5 minutes, you are required to park on the Word of Life Church parking lot.

### **Eighth Grade**

Eighth grade carpool drop-off starts at 7:55 am and ends at 8:10 am, and takes place in the small Word of Life parking lot just in front of the Kindergarten entrance. Parents of eighth graders will form a second lane and wait until 7:55 am before letting the eighth grader out. If the parent also has a kindergartener they will follow the Kindergarten drop-off procedures; their 8<sup>th</sup> grader may go in with their kindergartner.

### **Kindergarten**

Kindergarten carpool drop-off starts at 7:45 am and ends at 8:00 am, and takes place in the small Word of Life parking lot just in front of the Kindergarten entrance. Parents will line up in the Kindergarten “cone zone” as directed to drop off their kindergartner.

**Parents with older children to drop off** will exit the Kindergarten parking lot to the west, merge into the main morning carpool line by turning *left*, and then proceed through the regular morning drop-off process.

**Parents without older children to drop-off may** exit to the west and turn *right*, provided that they do so before the regular carpool begins at 7:55 am. After that time, they will need to proceed to the *left* and follow the car in front of them through the regular morning carpool line (even though they do not have older children to drop off).

**Make a right turn ONLY onto Park Meadows Blvd. when exiting the carpool line during morning and afternoon carpool hours from the West driveway.**

## Afternoon Pick-Up Procedures

### **Grades 1–7**

Parents should again line up in front of Word of Life Church from west to east and wait until instructed by a carpool volunteer to move forward. Please use the 3 lanes closest to the street leaving the lane closest to the church open for kindergarten pick-up. Generally, students in grades 1–8 will remain in their classrooms, and are responsible for listening for their Family Number, until an “all-call” is made. At staff discretion, staff members may take individual classes outside prior to “all call” to watch for their cars. Each staff member is responsible for supervising his/her own class in the “cone zone.” Pick-up will begin promptly at 3:30 pm within the “cone zone” only. Parents arriving after car pool is finished must park their vehicles in the the Gesco Place parking lot in the area south of crosswalk and main entrance of Suite 100, and go to the school office to sign out their child. The Gesco Place parking lot is intended only for short term duration parking needs. If you intend to be inside the school for more than 5 minutes, you are required to park on the Word of Life Church parking lot.

If your child is not in the “cone zone” when you pull up to get them, you will be directed to pull into a Recall parking spot towards the far end of the “cone zone” to wait for your child so that the vehicles behind you may continue to exit the loading zone while you wait. While waiting in Recall, parents must stay inside of or next to their cars until their student appears. To ensure the continued safety of our students, parents will not be allowed at any time to approach the “cone zone” to pick up a child.

### **Eighth Grade**

Eighth grade carpool pick-up starts at 3:30 pm and ends at 3:45 pm in the Kindergarten parking lot in front of Word of Life Church. Eighth grade parents should line up in the north lane of the Kindergarten parking lot. Once the eighth grader is picked up, the parent may proceed through the regular carpool line.

### **Kindergarten**

Kindergarten carpool pick-up starts at 3:10 pm and ends at 3:20 pm in the Kindergarten parking lot in front of Word of Life Church. The southernmost, regular carpool lane (closest to the church) is designated for parents of Kindergarteners only in order for those parents to be able to access the Kindergarten parking lot. Parents picking up Kindergarten students need to line up in the Kindergarten “cone zone” and wait inside their cars for an attendant to assist the child into the car.

**Parents with older children to pick up** will exit the Kindergarten parking lot to the west, merge into the afternoon carpool line by turning left, and proceed to the “cone zone” in the back. There they will pull forward as far as safely possible behind the car in front of them, and park while they wait for their older children to be dismissed. Parents will wait inside their cars for a carpool attendant to assist their child into the car.

**Parents without older children to pick up** should exit the Kindergarten lot to the west and turn *right*, provided they do so before 3:30 pm. After that time, they will either need to park in the Kindie parking lot and wait until regular carpool is finished, or proceed to the *left*, enter the main carpool line and follow the car in front of them through the regular afternoon carpool process (even though they are not picking up other children).

**Make a right turn ONLY onto Park Meadows Blvd. when exiting the carpool line during morning and afternoon carpool hours from the West driveway.**

## Carpool Rules

The following rules apply to both morning drop-off and afternoon pick-up, and all carpool drivers are required to abide by these rules:

- **Make a right turn ONLY onto Park Meadows Blvd. when exiting the carpool line during morning and afternoon carpool hours from the West driveway.**
- **Do not exceed 10 mph once you enter the Gesco Place parking lot, no matter how late you are.**
- **Prepare your child for drop-off before you arrive at carpool.** Coats should be on or in hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the car should match the order in which they will exit the car. Make sure your child's backpack can be carried or maneuvered by that child.
- **Respect the attendants and follow their direction at all times.** Both the staff and volunteers do their best every day to uphold the rules of the school and to make carpool run as smoothly as possible. They do not make the rules, so if you have a complaint regarding carpool rules and procedures, please email [info@americanacademyk8.org](mailto:info@americanacademyk8.org) so that your concern can be directed to and addressed by those who make and approve policy at American Academy.
- **Do not drive diagonally across the Word of Life parking lot** when you arrive for carpool.
- **Do not drive behind the church at any time**, unless directed to do so by a carpool attendant or staff member.
- **Do not exit your car at any time**, once you have entered the carpool line. If your student requires assistance exiting or entering the car, you must wait for a carpool attendant or staff member to assist them.
- **Do not allow your child to play in the parking lot or anywhere outside your car** while waiting in the carpool line.
- **Turn off your cell phone when carpool is *in process*.** If you are on your phone when making the final turn to enter the loading zone, you will be directed to exit the line, go around the back of the church, and return to the back of the line.
- **Do not approach the carpool line on foot to pick up your child.** You will not be permitted to pick up your child this way.
- **Do not allow your to enter or exit your car on the side opposite the "cone zone" at any time.** If you are the parent of a Kindie and your Kindie must get out on the opposite side of the car (on the right), please wait for a carpool attendant or a staff member to escort them out of the car and into the Kindie "cone zone", or vice versa.
- **Do not hold up the line by chatting with a staff member or carpool attendant.** Drivers are expected to be mindful and considerate of the many cars behind them who are also waiting to drop off or pick up their children. If you need to speak with your child's teacher, you are encouraged to email them to discuss your concerns or schedule a conference for another time.
- **Do not pull out of any part of the carpool line at any time to pass the car(s) in front of you!** You must wait your turn along with everyone else, pulling forward only when your child is safely inside the "cone zone" or in your car, and when the car in front of you pulls forward. This is a safety issue for our children; neither drivers, volunteers or children are expecting vehicles to pass which makes this practice very unsafe.
- **Do not park and leave your vehicle in the carpool line or in the fire lanes** (see the carpool map) for any reason while carpool is in process.

- **Do not drop off your child or pick them up in the front office parking lot.** Drop-off and pick-up is allowed only in the “cone zones” during designated carpool times.
- **Do not at any time open the trunk of your car while in carpool.** If you must retrieve something from the back of your car, you must do this prior to entering carpool or after exiting.
- **Please use patience and courtesy with all other drivers, volunteers and students and staff members.** Respectful behavior is expected at all times of our students, our staff AND our parents!

**Parking**

There is no overnight parking permitted or tolerated by American Academy in the Gesco Place parking lot. The Gesco Place parking lot is intended only for short term duration parking needs. If you intend to be outside of your vehicle for more than 5 minutes, you are required to park on the Word of Life Church parking lot.

**Short Term Daytime Parking** is permitted, but not encouraged, on the Gesco Place parking lot in the area south of crosswalk and main entrance of Suite 100.

**Long Term Daytime Parking** is designated in the Word of Life Church Parking lot for staff, visitors and inclement weather.

**Early Pick-Up**

If you need to pick your child up from school early for a doctor’s appointment or other pre-arranged reason, you must park the Gesco Place parking lot in the area south of crosswalk and main entrance of Suite 100 and come to the front office to sign your child out. The Gesco Place parking lot is intended only for short term duration parking needs. If you intend to be inside the school for more than 5 minutes, you are required to park on the Word of Life Church parking lot.

Please note that early pick-up ends at 3:10 pm—if you arrive after 3:10 pm, you will need to pick up your child in the carpool line along with everyone else.

**Inclement Weather and Special Circumstances**

In the case of inclement weather such as extreme cold or lightning, or in the case of special circumstances, a red flag will be planted outside the front door of the school. On these days, parents will park in the Work of Life parking lot, enter the school with their Carpool ID card(s), let the teacher know which children you are picking up, and sign out each child with their teacher.

**Emergency Lock Down**

In the case of an emergency which requires the school to be locked down (e.g. criminal in area, crime scene next door, tanker truck spill), a black flag will be displayed notifying the parents of the lock down. Parents are not allowed into the building until the conditions have improved and the “all clear” has been given. Parents should park in the Word of Life parking lot, stay in their cars, and periodically check their cell phone for a text message update from the school.

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**POLICY HISTORY**

- Original:* approved by the BOD on October 11, 2005
- Revision 1:* approved by the BOD on June 19, 2006
- Revision 2:* approved by the BOD on December 12, 2006
- Revision 3:* approved by the BOD on July 14, 2008
- Revision 4:* approved by the BOD on August 20, 2008

**SUMMARY OF REVISION 1**

Updated times for the 2006-2007 school year.  
Integrated the 2006-2007 Kindergarten program

**SUMMARY OF REVISION 2**

Updated times for the main carpool line.

Added emergency lock down procedures.

**SUMMARY OF REVISION 3**

**Compliance with 2008-09 facility lease: parking, driving speed, no left turn onto Park Meadows Drive  
Grade 8 included in policy.**

**SUMMARY OF REVISION 4**

**Revised kindergarten carpool hours and added the 8<sup>th</sup> grade procedure.**

Exhibit E  
2008-09 School Calendar (attached)



## 2008–2009 School Calendar

AUGUST 2008						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	T	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008						
S	M	T	W	TH	F	S
	4	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	P	27
28	29	30				

OCTOBER 2008						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	C	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2008						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2008						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2009						
S	M	T	W	TH	F	S
				4	5	3
4	P	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2009						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	H	14
15	16	17	18	19	C	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	P	21	22	23	24	25
26	27	28	29	30		

MAY 2009						
S	M	T	W	TH	F	S
					T	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<b>P</b>	No school for students/professional development day for teachers
<b>T</b>	Testing day – students will be assigned a testing time
<b>C</b>	No school/Comp Day
	No school/Teacher workday
	Regular school day
<b>*</b>	No school / Holiday
	End of quarter

Student Contact Hours = 1085.70  
Teacher Hours = 1151.50

<b>August 12-14</b>	<i>Professional Development for Teachers</i>
<b>August 15</b>	<i>Testing for new students and current students – schedule to be announced</i>
<b>August 15</b>	<i>Welcome Back /Ice Cream Social 5:00-7:00</i>
<b>August 18</b>	<i>First day of school for students</i>
<b>September 1</b>	<i>No school / Labor Day</i>
<b>September 26</b>	<i>No school for students / Teachers professional development day</i>
<b>October 10</b>	<i>Half day for students/Teacher grading day in afternoon (End of first quarter)</i>
<b>October 15-16</b>	<i>Regular school days for students / After-school and evening parent teacher conferences</i>
<b>October 17</b>	<i>No school – Comp Day for teachers</i>
<b>October 20-24</b>	<i>No school / Fall Break</i>
<b>November 24-28</b>	<i>No school / Thanksgiving Holiday</i>
<b>December 22-January 2</b>	<i>No school / Winter Break</i>
<b>January 5</b>	<i>No school for students / Teachers only</i>
<b>January 19</b>	<i>No school / Martin Luther King Day</i>
<b>January 16</b>	<i>End of second quarter</i>
<b>February 13</b>	<i>No school / Comp day</i>
<b>February 16</b>	<i>No school / President's Day</i>
<b>March 13</b>	<i>Half day for students/Teacher grading day in afternoon (End of 3<sup>d</sup> quarter)</i>
<b>March 18-19</b>	<i>Regular school days fro students/ After school and evening parent teacher conferences</i>
<b>March 20</b>	<i>No school for students / All-day parent teacher conferences</i>
<b>March 23-27</b>	<i>No school / Spring Break</i>
<b>April 20</b>	<i>Teachers only – Professional Development Day</i>
<b>May 1</b>	<i>Testing Day for elementary/Regular school day for middle school</i>
<b>May 22</b>	<i>Last day of school for students (End of 4<sup>th</sup> quarter)</i>
<b>May 27</b>	<i>Last day of school for teachers</i>

For questions about any of the above dates, please contact the school at 720-873-7395, or email [info@americanacademyk8.org](mailto:info@americanacademyk8.org).