



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

**September 21, 2011**

**American Academy**

**Directors present were Chad King, Jackie Santos, Denese Gardner, Dave Romero, Adil Khan, Shaylee Holland and Bill Paynter. Also present was Head of School, Erin Kane.**

**1. Call to Order**

Chad King called the meeting to order at 8:35 pm

**2. Pledge of Allegiance**

Chad King led the Board in a recitation of the Pledge.

**3. Amendments to the Agenda**

Upon motion of Denese Gardner and seconded by Jackie Santos, the Board voted to amend the agenda to include a resolution to authorize Chad King and Erin Kane to negotiate with the District on behalf of the Board and School.

**4. Approval of Prior Meeting Minutes**

Upon motion of Chad King and seconded by Adil Khan, the Board unanimously voted to approve the **August 17, 2011 Meeting Minutes**.

**5. Public Comment**

**6. HOS Updates**

Erin Kane provided the Board with a Head of School update.

**7. SAC Updates**

Erin Kane provided the Board with a School Accountability Committee update.

**8. PAB Updates**

There were no updates presented by the PAB.

**9. Consent Agenda**

Upon motion of Jackie Santos, seconded by Denese Gardner, the Board unanimously voted to approve the Consent Agenda which included the following items:

- a. Approval, on initial reading, the **Carpool Policy** updates, in the form attached hereto as **Exhibit A**.
- b. Approval, on initial reading, the **Student Discipline Policy** updates, in the form attached hereto as **Exhibit B**.

- c. Approval, on initial reading, the **Extracurricular Policy** updates, in the form attached hereto as **Exhibit C**.
- d. Approval, in initial reading, the **Attendance Policy** updates, in the form attached hereto as **Exhibit D**.

**10. New Board of Directors Action Items**

Upon motion by Jackie Santos, Seconded by Dave Romero, the Board unanimously voted to adopt the Resolution in the form attached hereto as **Exhibit E**.

**11. Next BOD Meeting Agenda Review**

The Board agreed to move discussion about Replication of AA and the Updated Budget to the next meeting.

**12. Dismissal**

Chad King dismissed the meeting at approximately 8:44 pm.

Respectfully submitted,

Shaylee Holland

*Secretary*

September 21, 2011

**Exhibit A**  
**Carpool Policy Policy updates (attached)**



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## Carpool Policy

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*This policy was approved by the American Academy Board of Directors on August 17, 2011.*

### **Purpose**

This policy defines American Academy Carpool Procedures and Rules. Safety is the first priority at all times. Adherence to carpool procedures, rules, and attendants' directions is required of all students and families of American Academy.

### **Designated Status**

Each student will have a designated status of "walker", "carpooler", or "vip". The student will be dismissed according to their designated status. Parents may contact the school prior to 3:00 pm to inform the school of an exception or change in designated status.

### **Carpool Status**

By default, all students are designated as "carpoolers." Carpool students may walk home only if the parent informs the school prior to 3:00 pm and there is an approved Walker Form on file.

### **Walker Status**

Students intending to walk or bike to and from school on a regular basis may request "walker" status. Walkers will be dismissed through the walker door every day unless there is a pre-arranged exception for that day. Parents may set up a regular exception or they may contact the school on the day of an exception before 3:00 pm. Only students who can reasonably walk or bike from their home residence to the school will be approved as regular walkers. The school will accept the determination of a student's parent as to whether that student is eligible for walker status.

As a matter of policy and practicality, the school does not attempt to regulate the conduct of parents and students outside of school grounds. The school does, however, request that every parent and student act respectfully when travelling to and from school. All students and parents should be mindful that their actions impact the reputation of American Academy in the community.

### **Emergencies**

Emergency vehicles may need to reach the school during carpool. If this happens, please follow staff instructions. In the absence of staff instruction, make every effort to make way for emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle to move down Mira Vista. If you are blocking the roundabout, turn right and pull the into gym parking area, staff will get you back in line. Vehicles in the middle up Mira Vista Lane may pull up and over the curb to let an emergency vehicle pass.

### **Carpool Hours**

#### **All Grades K–8**

**Morning drop-off:** 7:35 am – 8:05 am\*. \*Students not in their seats by 8:05 am will receive a tardy slip.

**Afternoon pick-up:** 3:35 pm – 4:00 pm.

### **Carpool ID Cards**

Upon enrollment, 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 during registration. These original ID cards, not copies, must be displayed on the visor, dashboard or windshield of the passenger side of the car and be clearly visible to carpool attendants. Please have your children memorize their family number. If you are carpooling you must have a Carpool ID card for each child being picked up.

Each family must provide a Carpool ID card to anyone else that is authorized to 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 Carpool ID card. If you do not, or the driver of the car does not, have the student(s)'s Carpool ID card(s), let a carpool attendant know. You will be directed to pass the line, park in the school parking lot and enter the office to show ID before the student will be released to you. No one will be allowed to pick up students with outdated or hand-made cards. Carpool ID cards must be on display until you depart the school from drop-off or pick-up. Valid identification must be shown in order to get a replacement set and a **\$5 fee per set will be assessed**.

### **VIP Passes**

Each spring at the American Academy PTO Spring Gala, the school auctions off a limited number of VIP Passes for the following school year. Parents who purchase these VIP Passes are entitled to special access to the front of the carpool line in the afternoon. VIP Pass owners will be given a VIP Pass in addition to or in place of their family Carpool ID card. If you are a VIP driver, you must display your VIP Pass on the visor, dashboard or windshield of the passenger side of the car clearly visible to carpool volunteers in order to proceed to your designated VIP spot. **VIP cars must be in their designated places by 3:25 pm** or they will need to line up with the other cars. VIP Passes are good for one school year only, and will be open for bid for at the AAPTO Spring Gala every spring.

### **Morning Drop-Off Procedures**

There will be no red flags during morning drop-off, regardless of weather. If there is inclement weather in the morning, please check the school website for delays and cancellations. Make sure your children are dressed appropriately.

**Drivers may begin to line up no earlier than 7:30 am.** As they arrive, drivers will line up single file all the way to the right, starting at the student entrance. As the line grows outside of school boundaries, drivers will continue to line up single file on the right hand side of Mira Vista Lane leaving the left side clear for traffic exiting in the school in the opposite direction.

The designated drop off area, called the "cone zone", is between the student entrance and the cafeteria, and will be delineated using orange cones. The "cone zone" will be monitored by staff members during the designated carpool hours. **Parents may not let students out of the vehicle until a staff member indicates that carpool is ready to begin.**

**Carpool drop-off for all K-8 students begins at 7:35 a.m.** Once directed, cars in the designated drop-off area may release their students from the car from the **right side only**. At no time may students exit a car from the left side. Once children have exited their vehicles, they should enter the building through their designated student entrance and proceed directly to their classrooms. Parents should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

**Students should be released from the car where the car comes to a stop in the carpool line.** Parents may not drive forward to release students closer to the entrance. Students who absolutely cannot walk to the student entrance from their drop-off point will be deemed unfit for recess and will be given strengthening exercises during recess to get in better shape.

If your student is on crutches or for some other reason is restricted from walking and /or needs an elevator pass, indicate this to carpool staff as you approach the main entrance. The cones will be moved so that you may pull close to the curb and unload your student(s) while other cars pass on the left.

Once the students have been released from the car and it is safe to pull forward, all drivers will proceed, single file and keeping to the right, through the AA parking lot onto Mira Vista Lane and eventually onto Lagae Road to exit car pool. The next group of cars will be directed to move into position in the "cone zone." Parents must pull all the way forward before releasing students.

Once morning carpool commences, all traffic going in and out of the school must be in the carpool lines and cars may not pass on the left on Mira Vista during carpool for any reason.

Tardy slips will be given for students dropped off after 8:00 am as students are required to be in their classrooms and seated at 8:05 am to begin school. If you arrive after the carpool attendants have gone inside for the morning, you must park your vehicle in the parking lot across from the main entrance (not in the carpool lane\*) and escort your child to the office to sign them in. Your child will receive a tardy slip. Should there be inclement weather, the carpool volunteer may stay longer to supervise drop off, and tardy slips may be suspended at the discretion of the office.

**\*Drivers may not park and leave their cars in the carpool lane at any time either during, before or after carpool.**

### **Afternoon Pick-Up Procedures**

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the event of lightning, carpool will be suspended, and children and staff will proceed back inside the building. Carpool will resume when the threat is deemed by school security officials to have passed. Please provide your children with clothing appropriate for the weather.

**Drivers may begin to line up at the roundabout under the direction of carpool attendants no earlier than 3:00 pm.**

Drivers will line up single file, as close to the car in front and to the right hand curb as possible. No cars will be allowed to sit in front of the school or on Mira Vista prior to the commencement of afternoon carpool. Carpool attendants will place cones and provide direction on a daily basis. Please note that other drivers (such as employees, delivery vehicles, VIP carpool drivers, and after school car providers), as well as emergency vehicles that need to reach the school may pass on the left. As the line grows outside of school boundaries, drivers will continue to line up single file on the extreme right hand side of Mira Vista Lane leaving the left side clear for traffic exiting in the school in the opposite direction. No passing on the left of the carpool line once carpool begins moving. Parents needing to pull out of the line for emergency reasons may call the Front Office at 720-292-5200. Do not attempt to pull out of the line without the help of an attendant at any time.

**Pick-up will begin promptly at 3:35 pm.** Once afternoon carpool has commenced absolutely no traffic will be allowed to access the school via Mira Vista without joining the carpool lines.

Students will line up between the student entrance and the main/visitor entrance, staying on the sidewalk and watching for their vehicles. Once directed by a carpool attendant, cars may proceed to line up in front of the cone zone. **Students may only be picked up in the area designated by the "cone zone" or as directed by a carpool attendant.** All cars are expected to pull all the way forward in line, following the car in front and filling in all gaps. Parents may not stop when they see their student(s); they must pull forward behind the car in front of them and wait for the student to come to the car.

If your student is not waiting for you when you pull up in line to get them, you will be directed to pull forward towards the student entrance and park all the way to the right so that the carpool line may continue around you while you wait for your student. Your student will be recalled by a staff member with a radio. **While waiting in recall parking, parents must stay inside of, or next to their cars, to wait for their student/s.**

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. Once the student has appeared, they must wait to be escorted by a carpool attendant across the crosswalk.

Parents arriving after carpool is finished must park their vehicles in the parking lot (not in the carpool lane\*) and go inside to the school office to sign out their child. Students who are picked up more than five minutes after carpool ends more than twice a week or eight times during a month will be assessed a late pick-up fee, which must be paid to the front office before student records will be released.

**\*Drivers may not park and leave their cars in the fire lane in front of the school building at any time either during, before or after carpool. Drivers must park in the school parking lot.**

## **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:

- **Do not exceed 10 mph on school property at any time for any reason.**
- **Do not block the crosswalk.**
- **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.
- **Parents are expected to release their student(s) where the car stops in the carpool line.** Parents may not drive forward to release students closer to the entrance.
- **Respect the attendants and follow their direction at all times.** Staff and volunteers do their best every day to uphold the rules of the school and to make carpool run as smoothly and safely as possible.
- **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.

**Parents must turn off cell phones when carpool is in progress.** Do not text, dial or talk on a cell phone during carpool. For everyone's safety, drivers must give driving their undivided attention.

- **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 student to enter or exit your car on the left side at any time.**
- **Do not line up prior to 7:30 am for morning carpool or 3:00 pm for afternoon carpool.**
- **Do not hold up the line by chatting with a staff member or carpool attendant.** Carpool is not the time or place for impromptu parent/teacher discussions.
- **Do not attempt to pass the car(s) in front of you at any time during carpool. Follow the car in front at all times.**
- **Do not hold up the carpool line if your child is not in the loading area.** Move forward to the recall area and pull as close to the curb either in front of or behind waiting cars so carpool line can continue you around you.
- Do not park and leave your vehicle in the carpool line or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if the vehicle is impeding carpool or the arrival of an emergency vehicle.
- **Parking in the carpool cone zone is prohibited at all times.** This area is for loading and unloading only.
- **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.

- **Once carpool has begun, all traffic must travel with the carpool lines in and out of the school.**
- **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 in the American Academy parking lot. Do not park and leave your vehicle in the carpool line or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked or could impeded the progress of carpool.

### **Early Pick-Up**

If you need to pick your child up from school early for a doctor’s appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out. **Please note that early pick-up ends at 2:45 pm**—if you arrive after 2:45 pm, you will need to pick up your child in the carpool line. Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pick-up.

### **Inclement Weather and Special Circumstances**

In the event of lightning or other extreme circumstance during afternoon pick-up, pick-up will be suspended and all staff members brought inside until it is safe to resume. Parents will wait in line in their cars for carpool to resume. Walkers will also be held until it is safe to release them.

### **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), parents will be notified via email. Parents are not allowed into the building until the conditions have improved and the “all clear” has been given by the school. Parents will be notified when it is safe to pick up their children.

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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
- Revision 5:* approved by the BOD on August 31, 2009
- Revision 6:* approved by the BOD on September 17, 2009
- Revision 7:* approved by the BOD on August 17, 2010
- Revision 8:* approved by the BOD on August 17, 2011

#### **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 8th grade procedure.

**SUMMARY OF REVISION 5**

First policy at new school location

**SUMMARY OF REVISION 6**

Minor corrections for the new school location

**SUMMARY OF REVISION 7**

Minor corrections after a year at the new school location

**SUMMARY OF REVISION 8**

Removal of references to the flag system

**Exhibit B**

**Student Discipline Policy updates (attached)**



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## Student Discipline Policy

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*This policy was approved by the American Academy Board of Directors on September 21, 2011.*

### **Purpose**

This document will present the procedures for disciplining student behaviors at American Academy. We are committed to academic success for every student. At American Academy, we expect that each student will respect staff members, volunteers, and other students at all times. Every student will conduct himself/herself in a manner compatible with the school's mission and function as an educational facility. Students that disrupt the operation of the school; interfere with the rights of others; or damage school or personal property will be held accountable for that behavior.

### **Discipline Systems**

Any staff member who witnesses inappropriate behavior has the obligation and responsibility to implement this system. Any parent volunteer witnessing any inappropriate behavior will notify a staff member so disciplinary action, if warranted, can be taken.

Students not adhering to school-wide expectations or the DCSD Students Rights and Responsibilities will be subject to the following process:

Classroom Intervention: Teachers will use a variety of verbal and non-verbal techniques as they work with students in order to refocus the student to prevent a discipline issue. Each grade level will have systems in place for classroom management. These systems may include a parental/family report at the teacher's discretion.

Administrative Intervention: Students who exhibit serious or habitual violations of school-wide expectations or the DCSD Students Rights and Responsibilities will be referred to the Discipline Director through the use of an office referral.

### **Consequences**

The Discipline Director will follow the procedures defined in the DCSD Students Rights and Responsibilities and the current American Academy Consequences Matrix, which may result in classroom removal, detention, suspension, or other appropriate consequences including expulsion if necessary. Parents will be informed if implementation of the American Academy Consequences Matrix is needed.

Detention: Detentions will be served on Wednesdays; the before school detention session is from 7:00 am – 8:00 am and the after school session is from 3:40 pm – 4:40 pm. Any student who is considered late will have to serve an additional session. A student whose consequence is one session will serve that session in the morning. A student whose consequence is two sessions will serve the morning and afternoon sessions on the same day.

In-School Suspension: In school-suspension is a consequence and is designed to be a deterrent. The students will spend the day in an alternate location within in the building reflecting on their behavior. The Attendance Policy In-School Suspension section applies for missed work.

Out-of-School Suspension: Students serving out-of-school suspension will not report to school on the designated day(s) of their suspension. The Attendance Policy Out-of-School Suspension section applies for missed work.

Severe Incidents: Any incident that is considered severe will be handled using the Douglas County School District Code of Conduct.

Discipline of Habitually Disruptive Students: Any student who is suspended two times for a material and substantial disruption during any one school year while at school or on school grounds, at a school-sanctioned activity or event, or while being transported in a school-approved vehicle shall be subject to an individual remedial discipline plan developed in accordance with District Regulation JKC-R.

**Habitually Disruptive Students**

“Habitually Disruptive Student” - is any student who is suspended for reasons stated in Policy JKD/JKE (Student Suspension, Expulsion, and Classroom Removal), paragraphs 1 (willful disobedience), 4 (willful destruction or defacing school property), 5 (behavior which is detrimental), 7 (serious violation), 8 (weapons), 9 (drugs and alcohol) or 10 (robbery, or first or second degree assault) three times during the course of a school year or calendar year shall be declared an habitually disruptive student and shall be subject to mandatory expulsion in accordance with District Policy JKD/JKE and state law.

“Disruptive Behavior” - behavior initiated by the student which is willful and overt.

**Administrative Rights**

Administrators have the right to make decisions based on their judgment and evidence for incidents where the student’s intent has to be considered.

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**POLICY HISTORY**

- Original:* approved by the BOD on July 25, 2005
- Revision 1:* approved by the BOD on October 11, 2005
- Revision 2:* approved by the BOD on November 21, 2005
- Revision 3:* approved by the BOD on April 3, 2006
- Revision 4:* approved by the BOD on May 15, 2007
- Revision 5:* approved by the BOD on May 9, 2008
- Revision 6:* approved by the BOD on August 31, 2009
- Revision 7:* approved by the BOD on December 17, 2009
- Revision 8:* approved by the BOD on September 13, 2010
- Revision 9:* approved by the BOD on August 17, 2011

**Exhibit C**

**Extracurricular Policy updates (attached)**



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## Extracurricular Activities Policy

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*This policy was approved by the American Academy Board of Directors on September 21, 2011*

### Registration

In order to sign up for an athletic program, musical program, or other activity at American Academy, students and parents must complete the forms and pay the fees required by that sport, musical program or activity as outlined in this policy.

### Required Athletic Forms

All athletes, prior to participating in camps and practices, must complete the following registration process:

- 1) **Registration Form and Payment**– Student information, health and dental insurance information, and parent/guardian signatures must be provided and the required fee must be paid in full.
- 2) **Athletic Conduct Contract** – The contract should be read by both the parent/guardian and student, and all information completed and signed by the parent/guardian and student.
- 3) **Physical Form by Physician** – This form is provided by a physician (and will preferably be on the clinic or office letterhead), and must be completed and signed by a physician. Students will not be allowed to participate without this form and all physicals will expire exactly one year from the date on the form. Students must get a new form every year in order to continue to qualify for athletic participation.
- 4) **Emergency Card** – Emergency contact information and medical information must be provided.

### Participation Fees and Refunds

- 1) There is a fee to participate in all American Academy athletic programs, musical program or other activities.
- 2) Students may not participate in the activity until the fee is paid in total or other provisions are made.
- 3) If a student leaves the school, the fee will be refunded on a prorated basis.
- 4) If a student leaves an activity due to academic ineligibility, intentional equipment abuse, or behavioral issues, the fee will not be refunded.

The administration has the authority to dis-enroll a student from an AA-sponsored extracurricular activity for any reason.

### Activity Code of Conduct

Any student participating in an athletic program, musical program or other activity at American Academy must comply with the Activity Code of Conduct. *The following code is a minimum Code of Conduct. Any coach or leader may use a more strict set of rules:*

- 1) Student must be in attendance at school the day of a game, performance or practice, except in the case of a doctor's appointment or any excused reason other than illness; and must be at school at least one half day (minimum 3 1/2 hours);

- 2) Student must arrive at practice on time and remain at practice until it is over, unless excused by the coach or leader in the case of a special circumstance. Lack of regular attendance will jeopardize opportunities to participate;
- 3) Student must not be late for three practices and/or games/performances combined or they will be removed from the team or activity with no refund of fees (coaches/leaders will determine what amount of time is considered late);
- 4) Student will be prevented from participating in a sport, musical or other activity for the rest of the school year, if he/she violates the Alcohol/Drug Use Policy, or any other policy in the School Code of Conduct which would result in a recommendation for expulsion;
- 5) Student will be prevented from participating in a sport, musical or other activity for the rest of the school year for intentional equipment abuse and will be responsible to pay for damaged or unreturned equipment before being allowed to participate in any further athletic or musical program.

### **Scholastic Eligibility**

- 1) **One core (math, language arts, history, or science) class with a current grade at a "D" or below will make a student ineligible to participate in an athletic program, musical program or other activity for one full week (Monday through Saturday) even if the grade is brought up during that period.** Coaches and or parents may adopt a stricter policy but may not be more lenient. A school administrator shall have the authority to make individual student recommendations for Special Education or At-Risk students.
- 2) Weekly academic eligibility reports will be generated by the Discipline Director on Thursdays to check for participant eligibility. Participants will be informed on Thursday and have until Friday at 3:00 pm to resolve any discrepancies. The Discipline Director can clear a participant to be eligible for the next week's activity or sport if warranted.
- 3) Scholastically ineligible participants will not be allowed to participate and may be replaced at the coaches/leaders discretion. In the event that a student cannot participate in an activity due to academic ineligibility, there will be no refund for that activity.
- 4) A school administrator shall have the authority to declare a student ineligible based on inappropriate behavior.

### **Other Behavior Expectations**

In addition to scholastic eligibility, each student is expected to conduct themselves according to all rules and regulations of the school throughout the school year. No student will be allowed to compete or perform while on in or out of school suspension. If an event is scheduled for a non-school day, the student must be in accordance with these rules on the preceding day.

All athletes and actors must abide by the Athletic and Musical Code of Conduct and the School Code of Conduct. All rules and regulations are considered to be in effect throughout the school year. Most important are the rules on behavior and citizenship, which all students are expected to follow. Any student, who in the judgment of the coach, leader, or principal are found to be conducting himself/herself in a manner which is not representative of the best interest of American Academy will be suspended or dropped from the current program.

### **Activities Late Pick-up**

If you are late to pick up your child from an extracurricular activity, you will be charged \$5.00 after 5 minutes, \$10 after 10 minutes, and \$25 after 15 minutes.

It is expected that you pay for your late time when you pick up your child with a check (made out to American Academy) or cash. If you cannot pay the late fee that day, your child's participation in any after-school activity will be suspended until you have made that payment. Failure to pay or continued delinquency will result in the disqualification of your student from all AA extracurricular activities.

**Safety and Welfare of the Students**

The safety of students and coaches participating in any activity is a high priority. Coaches, leaders, participants, parents and spectators must participate in assuring a safe environment for all activities. If there is an emergency, the coach or administrator in charge will be responsible.

For all emergencies, parents must be notified and an accident report must be completed. An emergency card is to be with the coach or leader for every athlete or participant during practices, games and other student activities. If a participant has to be transported to the hospital, the activity leader or a member of the coaching staff or other designated adult will accompany the participant.

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**POLICY HISTORY**

- Original:* approved by the BOD on February 18, 2010
- Revision 1:* approved by the BOD on July 15, 2010
- Revision 2:* approved by the BOD on April 23, 2011
- Revision 3:* approved by the BOD on September 21, 2011

**Exhibit D**

**Attendance Policy updates (attached)**



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## Student Attendance Policy

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*This policy was approved by the American Academy Board of Directors on August 17, 2011*

### **Attendance**

By state law, boards of education are required to adopt written policies setting forth attendance requirements. American Academy complies with all Douglas County and Colorado State policies and procedures regarding attendance.

Law requires school attendance by every child between the ages of seven and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year. Parents, guardians, and legal custodians of students between the ages of seven and sixteen are obligated by state law to ensure the child's attendance. Students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant" under state law.

### **Tardiness to School**

Tardiness to school is a failure to appear on time in the first class of the day and is considered a form of absence. All tardies are recorded daily, and chronic tardiness to school will result in a warning letter and, eventually, a parent meeting.

### **Tardiness to Class (Middle School)**

Tardiness to class is a failure to appear on time in classes during the school day and is considered a form of absence. Tardies are recorded daily for each class, and chronic tardiness will result in disciplinary action per the American Academy Discipline Policy.

### **Absences**

An absence consists of failure to appear and remain at school throughout the entire school day unless dismissed by the proper authority.

### **Excused Absences**

Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; planned absences approved by the administration; absences pursuant to school release permits; or absences which occur when a student is in custody of a court or law enforcement authority.

#### ***Absence Due to Illness or Appointment***

To notify the school of an excused absence due to illness or an appointment, parents should call the school office at 720-292-5252 before 8:00 am, stating the reason for the absence such as illness or an appointment.

If the student is absent due to illness for more than four (4) consecutive days, a note from a medical doctor stating the medical reason for the absence may be required in order for that absence to be excused by the school.

### ***Make-Up Work for an Absence Due to Illness or Appointment***

Students are responsible for making up work covered or assigned during his/her excused absence. Assignments that are not made up will negatively affect the student's grades. All make-up work will be assigned on the day the student returns from the absence.

Students will be given two school days per day of excused absence to make up work covered or assigned during the absence, including tests, quizzes, classroom assignments and homework. If a student is absent the day a long-term assignment is due (i.e. papers, labs, etc), but was present for all applicable instruction, the student must hand in long-term assignment(s) the day of his or her return to school. If a student was present for all applicable instruction for a quiz or test scheduled for when they return, they must take the quiz or test with the rest of the class. Teachers may provide alternative assignments for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc). The student is responsible for obtaining and completing the missed assignment(s) after the absence but within the make-up period in order to receive credit for the work. This applies to tests, quizzes, classroom assignments, and homework. The Grading Policy applies for all late work.

If the absence occurs near the end of a grading period, all work must be handed in within five school days of the end of the grading period in order to receive credit. The student's report card may be delayed for up to two weeks in order for make-up work to be graded. For the third trimester, all work must be handed in by the last day of school and there may be a delay in the report card.

### ***Absence Due to Planned Trips or Vacations***

If an absence of three (3) or more days is planned, parents must provide written notification to the Front Office at least three (3) school days prior to the first day of the absence, in order for the student to have the opportunity to make up their school work for credit. **Failure to provide written notification for this type of absence will forfeit the opportunity to make-up the missed work.**

### ***Make-up Work for Absence Due to Planned Trips or Vacations***

Work that can be provided to the student in advance of the planned absence will be due the day the student returns. Work that cannot be provided in advance will be provided when the student returns, and the student will have a five (5) school days to complete (work is due the end of the fifth school day of their return). If a student is absent the day a long-term assignment is due (i.e. papers, labs, etc), but was present for all applicable instruction, the student must hand in long-term assignment(s) the day of his or her return to school. If a student was present for all applicable instruction for a quiz or test scheduled for when they return, they must take the quiz or test with the rest of the class. Completed make-up work, tests, and quizzes, will receive full credit if completed within the make-up period. The Grading Policy applies for all late work. Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

If the absence occurs near the end of a grading period, all work must be handed in within five school days of the end of the grading period in order to receive credit. The student's report card may be delayed for up to two weeks in order for make-up work to be graded. For the third trimester, all work must be handed in by the last day of school and there may be a delay in the report card. .

It is entirely the student's responsibility to independently learn the missed content, request missing work assignments and to arrange make-up tests or quizzes with the appropriate teacher(s). Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

## **Unexcused Absences**

Unexcused absences are absences (with or without prior knowledge and approval of the parents) that are not acceptable to the administration. Unexcused absences also include those resulting from out of school suspensions and

expulsions. Missed work during an unexcused absence cannot be made up by the student, thus negatively affecting the academic standing of that student.

**In-School Suspension**

Students on in-school suspension will take tests the day of their suspension if applicable. Students may make-up missed work on their own; however, they will not receive extended time and will not be allowed to make-up work during the suspension. Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

**Out-of-School Suspension**

Students on out-of-school suspension receive no credit for any assignments due during the time of the suspension. However, they will be allowed to make up tests.

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**POLICY HISTORY**

- Original:* approved by the BOD on April 15, 2010
- Revision 1:* approved by the BOD on July 15, 2010
- Revision 1:* approved by the BOD on August 17, 2011

**Exhibit E**  
**Resolution (attached)**

**RESOLUTION:**

Be it resolved that the AA BOD grants both Chad King and Erin Kane with express permission to negotiate a new charter agreement with the Douglas County School District on behalf of the AA BOD.