American Academy Board of Directors
Meeting Minutes

June 19, 2013
American Academy

Directors present were Chad King, Denese Gardner, Shaylee Holland, Adil Khan, Chrissy DeMier and Alison Rausch. Also present was Head of School, Erin Kane.

1. Call to Order

Chad King called the meeting to order at 8:10 pm

2. Amendments to the Agenda

Upon motion of Chad King, seconded by Alison Rausch, the Board unanimously voted to amend the agenda to vote on the approval of the April 27, 2013 Meeting Minutes, the Supplemental Budget 2013-2014, and to vote, on an emergency basis, to approve the Student Uniform Policy.

3. Approval of Prior Meeting Minutes

Upon motion of Chrissy DeMier, seconded by Shaylee Holland, the Board unanimously approved the April 27, 2013 Minutes. Upon motion of Adil Khan, seconded by Chrissy DeMier, the Board unanimously approved the May 15, 2013 Meeting Minutes.

4. Audience Participation

None.

5. Head of School Updates

The HOS provided an update, specifically a MAP Summary, in the form attached hereto as Exhibit A.

6. SAC Updates

None.

7. PTO Updates

None.

8. PAB Updates

None.
9. Discussion Items

None.

10. Consent Agenda

None.

11. New Board of Directors Action Items

Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously approved the 2013-2014 Supplemental Budget Resolution, in the form attached hereto as Exhibit B.

Upon motion of Shaylee Holland, seconded by Adil Khan, the Board unanimously approved, on final reading, the Executive Director of Schools Job Responsibility Policy updates in the form attached hereto as Exhibit C.

Upon motion of Denese Gardner, seconded by Chrissy DeMier, the Board unanimously adopted the Kindie Prep Policy in the form attached hereto as Exhibit D.

Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously declared the need to vote, on an emergency basis, on Student Uniform Policy updates.

Upon motion of Chad King, seconded by Alison Rausch, the Board unanimously approved, on an emergency basis, the Student Uniform Policy updates in the form attached hereto as Exhibit E.

Upon motion of Chrissy DeMier, seconded by Shaylee Holland, the Board unanimously approved, on initial reading, the Comprehensive Fee Policy updates in the form attached hereto as Exhibit F.

Upon motion of Chad King, seconded by Adil Khan, the Board unanimously approved, on initial reading, the Employee Leave and Benefits Policy updates in the form attached hereto as Exhibit G.

Upon motion of Chad King, seconded by Chrissy DeMier, the Board unanimously acknowledged the re-election of Bill Paynter as Director for the term 2014-2016.

Upon motion of Chad King, seconded by Chrissy DeMier, with 5 “ayes,” and Alison Rausch abstaining from the vote, the Board acknowledged the appointment of Alison Rausch as Director Member A for the term 2014-2016.

Upon motion of Chad King, seconded by Alison Rausch, with 5 “ayes,” and Shaylee Holland abstaining from the vote, the Board acknowledged the appointment of Shaylee Holland as Director Member G for the term 2014-2016.

Upon motion of Shaylee Holland, seconded by Adil Khan, with 5 “ayes” and Chad King abstaining from the vote, the Board nominated and elected Chad King as the President of the Board.

Upon motion of Chad King, seconded by Alison Rausch, with 5 “ayes” and Adil Khan abstaining from the vote, the Board nominated and elected Adil Khan as the Vice-President of the Board.

Upon motion of Chad King, seconded by Chrissy DeMier, with 6 “ayes,” the Board nominated and elected Bill Paynter as the Treasurer of the Board.

Upon motion of Chad King, seconded by Denese Gardner, with 5 “ayes” and Shaylee Holland abstaining from the vote, the Board nominated and elected Shaylee Holland as the Secretary of the Board.
12. **Next BOD Meeting Agenda Review**

For the year 2013-2014 school year, the Board Meetings will take place on the third Tuesday of each month. The August and September 2013 meetings will take place at American Academy, Castle Pines, while the October 2013 meeting will take place at American Academy, Parker.

13. **Dismissal**

Chad King dismissed the meeting at approximately 8:40 pm.

Respectfully submitted,

Shaylee Holland
Secretary
June 19, 2013
Exhibit A
Map Summary (attached)
2012-13 AA Achievement and Growth (MAP)

June 1, 2013
About the MAP Assessment

Computer Adaptive
- MAP tests are computer-based and adaptive
- The difficulty of the questions is dynamically adjusted based on student responses
- The test fine tunes the questions until it can be determined where that student is on the learning continuum (independent of their grade)

Nationally Normed
- MAP allows us to see how our students stack up compared to students across the country, not just in Colorado
- Over 8 million students take the MAP assessments each year, so the national norms are statistically significant

Growth Data
- AA students take MAP in the Fall and again in the Spring, so parents, students, and teachers can determine the growth made over the course of the school year.
MAP Terms

RIT Score
- The RIT score indicates where students are on the learning continuum, independent of grade.

AA Data
- AA Fall: the average RIT score of AA students in the fall
- AA Spring: the average RIT score of AA students in the spring
- AA Growth: the difference between AA Fall and AA Spring (average RIT growth)

National Norms
- Fall Norm: the average RIT score of students across the country in the same grade in the fall (beginning of school year)
- Spring Norm: the average RIT score of students across the country in the same grade in the spring (end of school year)
- Norm Growth: the average growth of all students across the country in the same grade that started at the same RIT score at the beginning of the year (for example, the average growth of all third graders that started with a RIT of 198 is 11 RIT points)
The chart above shows AA’s fall and spring MATH RIT scores (blue) compared to the national norms (green). Note that the national norms for 9th grade and 10th grade are included to compare our students to those grades as well.

The chart below shows AA’s MATH RIT growth (blue) compared to the norm growth for students that started in the same place (green).
AA 2012-13 Reading Achievement and Growth

The chart above shows AA’s fall and spring **READING** RIT scores (blue) compared to the national norms (green). Note that the national norms for 9th grade and 10th grade are included to compare our students to those grades as well.

The chart below shows AA’s **READING** RIT growth (blue) compared to the norm growth for students that started in the same place (green).
The chart above shows AA’s **LANGUAGE USAGE** RIT scores (blue) compared to the national norms (green). Note that the national norms for 9th grade and 10th grade are included to compare our students to those grades as well.

The chart below shows AA’s **LANGUAGE USAGE** RIT growth (blue) compared to the norm growth for students that started in the same place (green).
The chart above shows AA’s fall and spring GENERAL SCIENCE RIT scores (blue) compared to the national norms (green). Note that the national norms for 9th grade and 10th grade are included to compare our students to those grades as well.

The chart below shows AA’s GENERAL SCIENCE RIT growth (blue) compared to the norm growth for students that started in the same place (green).
The chart above shows AA’s fall and spring **SCIENCE CONCEPTS & PROCESSES** RIT scores (blue) compared to the national norms (green). Note that the national norms for 9th grade and 10th grade are included to compare our students to those grades as well.

The chart below shows AA’s **SCIENCE CONCEPTS AND PROCESSES** RIT growth (blue) compared to the norm growth for students that started in the same place (green).
For more information on the MAP assessments, please visit:

http://www.nwea.org/
Exhibit B

2013-2014 Supplemental Budget (attached)
American Academy 2012-2013 Supplemental Budget Resolution
June 19, 2013

Source of Money:
  1800 - Community Services (EC) Activities: $11,000
  1920 - Contributions & Donations: $33,082
  1990 - Miscellaneous Revenue: $5,251
  5710 - PPR: $41,858
  5400 - Lease Proceeds: $351,405
  TOTAL: $442,596

Expenditures:
  0018-0100-200 - Salaries: $11,950
  3300-0100-100 - Salaries: $3,000
  0018-0100-400 - Salaries: $1,000
    Total Salaries: $15,950
  0018-0200-200 - Benefits: $10,000
  2200-0580-000 - Travel, Registration & Entrance: $2,000
  0018-0640-000 - Textbooks: $31,000
  2800-0650-000 - IT Supplies & Software: $960
  2800-0734-000 - Technology Equipment: $31,272
  2800-0734-000 - Technology Lease: $351,405
  TOTAL: $442,587

Be it resolved by the Board of Directors of American Academy in Douglas County School District that the amount of $442,587, as shown above, be appropriated to the General Fund for the program year beginning 7/1/12 and ending 6/30/13.

Date of Adoption: 6/19/2013

Signature of President of the Board: [Signature]
### American Academy

**Supplemental FY 2012-2013 Budget**

<table>
<thead>
<tr>
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<tr>
<td><strong>Balance on Hand July 1</strong></td>
<td>$966,233</td>
<td>$978,346</td>
<td>$978,346</td>
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<td>$1,030,015</td>
<td>$1,206,704</td>
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<td>5710 Per Pupil Revenue</td>
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<td>1110 Mill Levy/Override</td>
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<td>1800 Child Care Fees</td>
<td>93,247</td>
<td>107,000</td>
<td>97,996</td>
<td>133,000</td>
<td>170,000</td>
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<td>1910 Rental/Lease</td>
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<td>35,110</td>
<td>50,000</td>
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<td>3900 Other State Revenue</td>
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<tr>
<td>Cap Reserve Bond Revenue</td>
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<td>Grants Local</td>
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<td>Grants Federal</td>
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<td>Miscellaneous Revenue</td>
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<td>43,001</td>
<td>393,462</td>
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<td><strong>Total Revenue</strong></td>
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<td>0100 Salaries</td>
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<td>0600 Supplies &amp; Materials</td>
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<td>0900 Other Uses of Funds</td>
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<tr>
<td>Grant Expense</td>
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<td>7,151</td>
<td>7,151</td>
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<td></td>
</tr>
<tr>
<td>Cap Reserve Expense</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>6,819,203</td>
<td>6,706,422</td>
<td>6,652,708</td>
<td>7,731,237</td>
<td>12,905,113</td>
<td>13,807,708</td>
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<tr>
<td><strong>Balance on Hand June 30</strong></td>
<td>$978,346</td>
<td>$980,347</td>
<td>$1,027,028</td>
<td>$1,030,015</td>
<td>$1,206,704</td>
<td>$1,312,042</td>
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<tr>
<td>Fund Balance as a % of Revenue</td>
<td>14.32%</td>
<td>14.61%</td>
<td>15.33%</td>
<td>13.32%</td>
<td>9.22%</td>
<td>9.43%</td>
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Exhibit C
EDS Job Responsibility Policy updates (attached)
Executive Director of Schools Job Responsibilities

Note: Expectations for the 2013-2014 school year approved by the Board of Directors on June 19, 2013 to be reviewed by the Board of Directors annually.

Purpose:
The purpose of this document is to clearly lay out the expectations of the American Academy Board of Directors (BOD) for the American Academy Executive Director of Schools (EDS), in order for American Academy to successfully achieve its mission. These expectations will be used in performance evaluations including merit pay criteria.

High-Level Responsibilities of the Executive Director of Schools (EDS):
The EDS is responsible for the successful execution of the school mission and for making progress towards the goals in the Unified Improvement Plan and any other goals adopted annually by the BOD (if applicable). The EDS reports to the BOD, but has several major constituencies including parents, students, staff, and the taxpayers. In order for American Academy to be successful, five things must be achieved:

1) Parent and Student Relations (20%)
2) Financial stability (20%)
3) Educational success (20%)
4) Staff Management (20%)
5) Operational success (20%)

Expectations:
This section defines the specific objectives within each area of high-level responsibility and identifies expected dates of completion and regular reporting of progress.

I. Parent and Student Relations
To meet the goals of American Academy, it is imperative that positive public relations be maintained both inside the organization and out. In order to accomplish this goal, the EDS must:

A. Communicate effectively
   - Provide timely communication to parents, with calls/emails returned within 2 business days
   - Conduct regular formal or informal parent meetings that provide parents an opportunity to receive personal communication and to provide feedback
   - Deliver AA News newsletters weekly or as needed
   - Ensure the website provides timely and relevant information

B. Address Escalated Parent Concerns
   - Uphold and follow parent communication policy
   - Address escalated parent concerns as needed
   - Proactively inform the BOD President of unresolved concerns

C. Represent and promote the interests of American Academy with outside organizations
   - Engage with other charter school leaders to promote the best interests of American Academy and our students
- Ensure timely reporting of all required documents to DCSD
- Maintain strong working relationships with DCSD
- Establish a strong association with the CLCS and CDE by attending conferences (when the budget allows), updating with AA information, ensuring all required reports are submitted in a timely manner
- Invite key media and community contacts to the school and apprise of school events and news as applicable

D. Prospective parent/student outreach:
- Conduct Parent Information Meetings as needed in preparation for open enrollment (Enrollment Policy)
- Oversee a stable enrollment system including monitoring of current waitlist

E. Market American Academy:
- Promote the American Academy mission at every opportunity, internally and externally

II. Financial Stability
In order to remain financially viable and develop good credit for the future the school must:

A. Develop and maintain a balanced budget and actively measure progress
- Develop a detailed yearly budget with the Business Consultant to present to the Board
- Meet regularly with Business Consultant to monitor budget spending
- Ensure that financial reports are presented to the BOD at least quarterly from the Business Consultant including statements measuring actuals against the budget and a forecast including the next month and a full year trend
- Participate in regular internal audits per the Internal Audit Policy

B. Have well-defined spending controls that are adhered to:
- Develop a check and balance system for ordering all supplies and materials
- Adhere to AA financial policies

C. Collect monies in a timely and organized manner
- Monitor the collection of student fees, kindergarten tuition, extracurricular fees, and other fees to ensure that all accounts are current
- Adhere to AA collection procedures

III. Educational Success
In order to achieve academic success the school must:

A. Academic Oversight
- Monitor academic progress
- Meet all Educational Standards set forth by the AA BOD and in the Unified Improvement Plan

B. Report assessment data on a timely basis
- Present MAPS testing results and the end of each testing period (2 times per year)
- Present CSAP testing results when available (1 time per year)

C. Evaluate curriculum
- Monitor and ensure effective and systemic implementation of AA curriculum
- Analyze success of all AA curriculum on a regular basis
- Ensure success of the AA STEM program
- Ensure quality of instruction and content at all grade levels

D. Ensure Integrity of Grading System
- Follow the AA Grading Scale and Policy
- Ensure grading is accurate and consistent
E. Uphold and enforce the Discipline Policy and Uniform Policy
- Oversee the delivery and record keeping of all incidents
- Ensure consistent adherence to these policies by all staff members

IV. Staff Management
It is essential that the school’s teachers, directors, and administrative staff fully understand their job responsibilities, are held accountable for outcomes, and are treated with respect at all times. In order to accomplish this, the school must:

A. Communicate clear expectations
- Develop an effective organizational structure with roles and responsibilities clearly defined
- Conduct formal evaluations at least annually
- Clearly define merit pay criteria

B. Provide support to the staff
- Respond to staff concerns in a timely manner
- Review staffing plan on a regular basis to ensure manageable workloads for all staff members
- Conduct regular staff meetings
- Conduct staff development (as needed)

C. Develop leaders

D. Staff Performance
- Ensure effective staff performance
- Address performance concerns in a timely and effective manner

V. Operational Success
In order to achieve operational success the school must:

A. Ensure effective use of Information Technology
- Work with the IT Director on Strategic Planning
- Oversee the IT Department
- Maintain a well-defined technology and data infrastructure
- Monitor Infinite Campus implementation by the office and teaching staff
- Ensure technology support is available to the staff

B. Ensure effective management of AA’s facilities
- Work with the Facility Manager on strategic planning
- Oversee the Facility Manager
- Monitor facility maintenance and upkeep

C. Oversee management of front offices
- Ensure policies and procedures are followed
- Ensure front office operations are efficient and effective
- Maintain a positive interface for all parents, students, and visitors

D. Administer policies and procedures
- Clear communication of policies to staff
- Adherence to and enforcement of all school policies
- Establish and maintain effective procedures in all major operational areas

E. Ensure the safety of all students and staff
- Ensure facility is clear of hazards
- Maintain, communicate and practice an Emergency Management Plan
- Ensure the staff is trained in crisis intervention and prevention
Exhibit D
Kindie Prep Policy (attached)
KindiePrep Program and Policy

This policy was approved by the American Academy Board of Directors on June 19, 2013.

KindiePrep Program & Mission
American Academy (AA) offers a pre-kindergarten program, called KindiePrep, to children ages four and five years old. KindiePrep is not a daycare program, nor is it a preschool program designed for children younger than four years as of October 1. Rather, it is an academically-focused program designed to prepare children for kindergarten, whether at AA or elsewhere, through hands-on and developmentally appropriate activities that complement our pre-kindergarten curriculum (see “KindiePrep Curriculum”, below).

The mission statement of the KindiePrep program is as follows:
American Academy KindiePrep prepares young children with an early foundation for educational success, emphasizing a whole-child approach to academics, social-emotional development and creative play.

Program Curriculum

Requirements
Base Curriculum
The school shall implement Core Knowledge Preschool Sequence as the base curriculum for:

- Language and Literacy
- Movement and Coordination
- Social-Emotional Development
- Work Habits
- Visual Arts
- Music
- History and Geography

Mathematics
The school shall implement Saxon Math as the primary mathematics program.

Science
The school shall implement FOSS Discovery Science for prekindergarten.

Language Development
The school shall implement a phonics-based curriculum, derived from Spalding Phonics, for language development.

Character Education
The school shall teach manners and etiquette, derived from The Essential 55, for character development.

Technology Integration
The school shall integrate technology use and instruction into the curriculum where possible.

Supplemental Programs
The implementation of supplemental curriculum or programs is at the discretion of the Executive Director of Schools (EDS), or his/her designee, provided that all of the above Requirements are met.
Program Options
American Academy offers a variety of half-day and full-day program options. The same curriculum requirements (see “KindiePrep Curriculum”, above) will be followed in both the full-day and half-day programs, though modified to the constraints of each program’s day/time schedule.

Full-day KindiePrep is a full educational day plus enrichment program. The additional time in the full-day program allows for more enrichment activities in all the core areas to supplement the curriculum.

Please note: KindiePrep students are regularly assessed during the school year to ensure that the program they are enrolled in is the best program for their success. Students lacking the maturity or academic level to succeed in the program, based on teacher recommendation, may be moved: (1) into one of the other full-day KindiePrep programs, or (2) one of the half-day KindiePrep programs, or (3) disenrolled from the AA KindiePrep program altogether. In any such scenario, tuition will be refunded on a prorated basis.

Program Cost
A KindiePrep contract and an Electronic Funds Transfer Form must be signed and turned in with the $150 non-refundable registration fee within one week of accepting a program spot in order to secure enrollment in KindiePrep.

Tuition
American Academy does not receive taxpayer funding for its KindiePrep program; therefore, the program is entirely tuition based. Tuition schedules will be reviewed annually and modified as deemed necessary by the Executive Director of Schools or his/her designee. The current tuition rates will be posted on the KindiePrep website.

Tuition will be withdrawn from the provided account monthly on the first of each month.

Fees
There is a $150 non-refundable registration fee. In addition, there will be a school supply list provided each year for parents to purchase.

The Executive Director of Schools or his/her designee may designate an additional student fee as necessary for curriculum, supplies and/or technology.

Fee schedules will be reviewed annually and modified as deemed necessary by the Executive Director of Schools or his/her designee.

Non-Payment
If tuition or fees are not paid on time or the EFT does not go through due to insufficient funds, American Academy will require payment no later than the 15th of the month (including applicable bank fees). The school reserves the right to disenroll a student if payment is not made by the 15th of the month.

Withdrawal from Program
To withdraw from the program, written notification must be provided to the KindiePrep Director prior to the 15th of the month. Tuition through the end of the month is non-refundable. If the notification was received by the 15th, the parent will not be charged for the following month through the end of the year.

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POLICY HISTORY
Original: approved by the BOD on June 19, 2013
Exhibit E
Student Uniform Policy updates (attached)
Student Uniform Policy

This policy was modified and approved by the American Academy Board of Directors on June 19, 2013.

Purpose
The learning environment is significantly influenced by students’ attire. The purpose of the uniform policy is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride. Enrollment at American Academy constitutes acceptance of this policy, agreement to adhere to it, and acknowledgment of discipline for noncompliance as set forth in the American Academy Student Discipline Policy.

American Academy Uniform
Uniforms for all American Academy students are mandatory. Uniforms must be from Dennis Uniforms. Uniforms must be worn during school hours, except under special circumstances such as Dress of Choice days and other occasions designated by the Executive Director of Schools (EDS). All uniform tops (including sweaters, vests, sweatshirts and jackets) must have the school logo.

Approved Dennis Uniforms Items

- **GIRLS**
  - Marymount plaid jumper (shift style)
  - Marymount plaid anchor skort
  - Twill pleated or flat front pants in navy
  - Stretch twill flat front pants in navy
  - Twill pleated or stretch twill flat front walking shorts in navy
  - Short or long sleeve Oxford in white
  - Peter Pan collar short or long sleeve blouse or Jersey blouse in white
  - Short or long sleeve polo in navy, red, or white
  - Mock turtleneck in white only (may not be worn alone or under a short-sleeved uniform top)
  - V-neck cardigan in navy or red V-neck sweater or sweater vest in navy or red
  - Navy zipped hooded sweater
  - Crew neck, hooded, or zip sweatshirt in red or navy
  - Letter sweater (button-up front) in navy

- **GIRLS: additional options for grades 6-8**
  - Navy fleece vest
  - Navy fleece jacket
  - Box pleat skirt in khaki or Marymount plaid
  - Anchor skort in khaki or Marymount plaid
  - Twill pleated or flat front pants in khaki*
  - Stretch twill flat front pants in khaki
  - Twill pleated or flat front walking shorts in khaki*
  - ¾ sleeve white twill blouse
BOYS
- Twill pleated front or flat front pants in navy
- Twill pleated front or flat front walking, or cargo shorts in navy
- Short or long sleeve polo in navy, red, or white
- Short or long sleeve oxford in white or light blue
- Mock turtleneck in white only (may not be worn alone or under a short-sleeved uniform top)
- V-neck neck cardigan in navy or red
- V-neck sweater or sweater vest in navy or red
- Crew neck, hooded, or zip sweatshirt in red or navy
- Ties (red and navy stripe from Dennis only)

■ BOYS: additional options for grades 6-8
- Navy fleece vest
- Navy fleece jacket
- Twill pleated or flat front pants in khaki*
- Twill pleated ,flat front walking, or cargo shorts in khaki

* Please note: khaki is the preferred color over navy for middle school students, understanding that some 6th graders may still be growing out of their navy items from 5th grade.

KindiePrep Dress Code
KindiePrep students may wear all of the above American Academy uniform items from Dennis Uniform. Because KindiePrep students are not guaranteed admission to American Academy’s K-8 program, KindiePrep students are not required to wear the American Academy uniform. However, KindiePrep students not wearing the American Academy uniform must follow the dress code set forth in this section.

KindiePrep students must wear pants, shorts, jumpers, or skorts in navy blue on the bottom. Solid red, white, or navy polos, sweaters, or sweatshirts must be worn on the top. The aforementioned items may be purchased from any vendor (applies to KindiePrep only). These dress code items are not acceptable for American Academy’s K-8 program.

KindiePrep students must adhere to all other sections of this policy.

Uniform Items Selected by the Student

■ Socks (Boys and Girls) and Tights and Leggings (Girls only)
Socks must be worn at all times. Socks must coordinate with the Uniform. Permitted colors are navy, red, white, black, or khaki (middle school). For girls, socks with the Marymount plaid trim from Dennis Uniforms are permitted. Tights or leggings may also be worn and must be navy, red or white.

■ Belts (Boys and Girls)
A is recommended for pants and shorts. Belts must be solid black, brown, or blue and have modestly sized buckles.

■ Hair Accessories (Girls only)
Girls may wear hair accessories that reasonably coordinate with their student uniform including headbands, scrunchies, rubber bands, ribbons, bows and small barrettes. Semi-permanent hair accessories such as “feathers”, tinsel, hair extensions, etc. are not allowed.

■ Shoes (Boys and Girls)
Shoes must be worn at all times in the styles and colors defined below. At no time shall any open-toed or open-heeled shoes be worn. Sandals, Flip-Flops, or “Crocs” of any brand are not allowed. Shoes offered by Dennis Uniforms are suggested as a guideline.
– **Casual and Dress Shoes**
Casual and dress shoes should be solid black, solid brown or solid navy in color, made of leather or suede (or leather-like or suede-like material), and no more than one inch in height at the heel. They must also be free of characters, beads, bangles and glitter. Casual and dress shoes must not extend higher than the ankle.

– **Athletic Shoes**
All athletic shoes must have non-marking soles, be in good repair, and not extend higher than traditional high-top shoes. They must be free of characters, beads, bangles and glitter. Brand-specific artwork such as the Adidas stripes and the Nike swoosh are acceptable. Shoes with wheels in the bottoms or blinking lights are not permitted. Approved athletic shoes must be worn on PE days. Students who are unable to tie their shoes are required to wear no-tie athletic shoes.

– **Boots**
Boots of any style are not allowed with the exception of snow boots for recess and travel to and from school in inclement weather. Snow boots must be removed in designated areas within the school building and replaced with shoes.

- **Outerwear (Boys and Girls)**
Coats, hats, gloves, sweaters, sweatshirts, etc. are allowed outside the school building. All outerwear needs to be removed once inside the building. Colorado weather can change suddenly. Parents are responsible for making sure their students are prepared for changing temperatures.

### Personalization of the Uniform
Personalization of last names will be authorized, at parent/student expense, on hooded sweatshirts and may only be performed by the preferred vendor of the school to ensure consistency in appearance (font style, size, color, placement, etc.). Any item that is personalized without school approval, or by a vendor other than the one preferred by the school, will be considered in violation of this policy and will be disallowed to be worn at the school.

### General Uniform Guidelines
Uniforms shall be clean, fit properly and in good condition. No tight fitting uniforms may be worn. Items worn inside the classroom must be an approved uniform item. Only plain white undershirts or Dennis Uniforms mock turtle necks may be worn under uniform shirts for warmth. No long sleeve shirts are allowed to be worn underneath short sleeve shirts. Shirts must be tucked in at all times.

### Student Grooming
- **Hair**
American Academy respects the individuality of students. Hair must be appropriate for a school environment. Boys’ hair may extend below the ear lobe, but not below the collar. Hair for boys and girls should be neat, clean, and have a combed appearance. Facial hair and sideburns are not allowed. Unusual (hot pink, lime green, purple, etc.) hair coloring is not allowed.

- **Hats**
At no time will hats, bandanas, handkerchiefs or do-rags be permitted for either boys or girls.

- **Jewelry**
Girls may wear small post or small hoop earrings. Boys shall not wear earrings. Jewelry items should be modest in size and appearance and must be appropriate for an educational environment. Sillybandz or other rubber bracelets are not allowed.

- **Makeup**
Sixth, seventh and eighth grade girls may wear lightly-applied mascara (brown or black), blush (pale neutral or pale pink), and lip gloss (clear or pale pink).

**Dress-of-Choice Day**
At the discretion of the EDS and/or designee, a Dress-of-Choice day may be occasionally allowed. Clothes worn by all students during Dress-of-Choice days shall be modest, appropriate, in good condition, and neat in appearance. All clothing should be free of holes or tears, even if by design. Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way. Tops must be modest in style, having sleeves that cover the shoulder, a shallow neckline and enough length to completely cover the stomach (i.e. tank tops, sleeveless shirts, cropped t-shirts, and deep v-neck t-shirts are not acceptable). Bottoms must also be modest in style; skirts and shorts legs must be long enough to cover the upper thighs and waistlines must be fitted (i.e. “Daisy Dukes,” short shorts and saggy pants are not acceptable). For safety reasons, sandals, flip-flops and open-toed shoes are not acceptable footwear on any day.

All regular student grooming policies regarding hair, hats, jewelry, make-up and nail polish and body art also apply on Dress of Choice Days.

Students not adhering to Dress of Choice guidelines will face the consequences described in the AA Consequence Matrix.

**Exceptions**
Temporary exceptions to the clothing requirements of this policy may be granted by the EDS and/or designee or hardship, as an individual reward, or as part of a school spirit day. Upon request, reasonable accommodations in the uniform dress standard shall be made by the EDS and/or designee for students with disabilities, allergies, religious beliefs, etc, which conflict with the policy.

The EDS and/or designee may ban items from the School Uniform as circumstances arise.

Organizational uniforms such as Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days so long as any article of clothing not a part of the organization uniform is a part of the American Academy Uniform (e.g. Cub Scout shirts may be worn with Uniform pants).

**Violations**
Students determined to be in violation of this Uniform Policy will face the consequences described in the AA Consequence Matrix.

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**POLICY HISTORY**

*Original: approved by the BOD on February 25, 2005*

*Revision 1: approved by the BOD on April 18, 2005*

*Revision 2: approved by the BOD on June 20, 2005*

*Revision 3: approved by the BOD on March 6, 2006*

*Revision 4: approved by the BOD on April 3, 2006*

*Revision 5: approved by the BOD on March 21, 2007*

*Revision 6: approved by the BOD on June 24, 2009*

*Revision 7: approved by the BOD on September 17, 2009*

*Revision 8: approved by the BOD on April 15, 2010, 2009*

*Revision 9: approved by the BOD on November 16, 2010*

*Revision 10: approved by the BOD on April 23, 2011*

*Revision 11: approved by the BOD on October 13, 2011*

*Revision 12: approved by the BOD on December 14, 2011*
Revision 13: approved by the BOD on May 16, 2012
Revision 14: approved by the BOD on May 15, 2013
Revision 14: approved by the BOD on June 19, 2013

SUMMARY OF REVISION 1
Policy cleaned up and compacted

SUMMARY OF REVISION 2
Addition allowing indistinguishable articles from non-approved vendors

SUMMARY OF REVISION 3
Reduction to one vendor due to parent and staff feedback

SUMMARY OF REVISION 4
Minor clarifications to revision 3

SUMMARY OF REVISION 5
Addition of hooded and ¼ zip sweatshirt options and clarifications on shoes

SUMMARY OF REVISION 6
Clarifications on shoes and socks; addition of stretch twill pants and middle school girls’ skirt and blouse.

SUMMARY OF REVISION 7
Minor clarifications; addition of gray as an acceptable logo color.

SUMMARY OF REVISION 8
Reference to Dean of Students.

SUMMARY OF REVISION 9
Shoe rules clarified; Dress of Choice rules clarified.

SUMMARY OF REVISION 10
Rules for accessories clarified; Shoe rules clarified.

SUMMARY OF REVISION 11
White leggings added for middle school.

SUMMARY OF REVISION 12
Addition of personalization option.

SUMMARY OF REVISION 13
Change in middle school khaki option and addition of ties and letter sweater.

SUMMARY OF REVISION 14
Eased up on requirements for socks and shoes.

SUMMARY OF REVISION 15
Inclusion of KindiePrep.
Exhibit F
Comprehensive Fee Policy updates (attached)
Comprehensive Fee Policy

This policy was modified and approved by the American Academy Board of Directors on June 19, 2013.

Purpose
The purpose of this policy is to define types of fees that may be imposed upon students prior to, during, or upon completion of the school year. Additionally, this policy states American Academy’s (the School’s) expectations with regard to collection of fees, and actions taken in the event of non-payment of fees.

Student Fees
These mandatory fees are typically assessed at the beginning of the school year. These fees supplement the school’s costs for textbooks and expendable materials for each student (such as, but not limited to: textbooks, planners, workbooks, and STEM-related expendable supplies). These fees may be adjusted annually, and may differ in amount between grade levels. The amounts of the fees are published in the School’s Parent e-Handbook prior to the beginning of each school year.

Student fees are not refundable after October 1 of each year.

Field Trip & Other Activities/Program Fees
These voluntary fees are a condition of a student’s participation or attendance at a school-sponsored activity or program. These fees may include: registration fees, entry fees, transportation fees, additional supply/material fees. The amounts of these fees are communicated as needed, and will fluctuate between the activity or program. See the school's Fieldtrip Policy for more details.

Extracurricular Fees
Extracurricular fees are covered in the Extracurricular Policy. Outstanding Extracurricular fees (including late pick up fees) will be handled as outlined in the Non-Payment of Fees section below.

American Academy Employees
Employees of American Academy may receive a 20% discount on fees, including student fees, extracurricular fees, kindergarten tuition, field trips (excluding overnight field trips), and KindiePrep tuition. The discount only applies to fees charged directly by American Academy.

Late Pick-up Fees
Late pick-up fees are covered in the Carpool Policy. Outstanding late pick-up fees will be handled as outlined in the Non-Payment of Fees section below.

Lost, Damaged or Overdue Fees
These mandatory fees are assessed in instances when a student has lost, damaged or failed to return in a timely manner, any materials that are property of the School. The amounts of these fees are determined by the School on a case-by-case basis, but will never exceed the actual cost borne by the School for replacement of the materials. Further details follow.
Textbooks, Library Materials and Instructional Resources

All textbooks and library materials (including CD-ROM’s and other forms of instructional resources) are the property of American Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and must maintain them in good condition. Textbooks must be covered as instructed by the teacher. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Students/parents will be responsible for the replacement cost of textbooks that are unduly damaged or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by and retained as property of American Academy.

If a parent pays for a book and that book is later returned, a full refund will be made only if the book is returned by or within two weeks after the end of the academic school year in which it was checked out. An overdue fine will be charged for all books returned after this time.

Technology Resources

All computers and technology resources that are the property of American Academy are on loan to students for their use during the school day as required. Students are responsible for the proper use and care of school computers and equipment. Students/parents will be responsible for the replacement cost or repair cost of computers or technology equipment that are unduly damaged while in the student’s care.

Bank-incurred Charges

Should the school incur bank charges related to returned payments (checks, EFTs, etc), a $20.00 charge (for each instance of return due to insufficient funds or other reason) will be invoiced to the parent. Payment of returned check fees will be due within five (5) school days of notice. Failure to pay such fees may result in any of the actions described in the “Non-payment of Fees” section of this policy. In the event a check is returned, the School may, at its discretion, require cash prepayment for participation in future activities or programs.

Payment Terms for Fees

Mandatory Student fees are to be remitted to the School within 30 calendar days of notice or at the time of annual student registration. Voluntary fees are to be remitted to the School prior to the date of the activity or program.

Non-Payment of Fees

Invoices and/or Statements of Account will be issued to the parents of any student who has not remitted payment of fees as described above. Any outstanding fees at the end of an academic year will automatically be added to a student’s registration fees the following year. If a student graduates or ends their enrollment, but has siblings who attend American Academy, any outstanding balance for unpaid fees will be added to the youngest student’s account for billing purposes.

Further, failure to pay mandatory or voluntary fees to the School may result in immediate and/or future: suspension of student or parent privileges, and/or disallowing student or parent use of school property, and/or denial of student or parent participation in school-sponsored activities or programs.

Waiver

Selected fees may be waived for those students who meet the CDE eligibility requirements and guidelines set for free and reduced-price meals.

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PLAN HISTORY

Original: approved by the BOD on January 18, 2011
Revision 1: approved by the BOD on January 18, 2012
Revision 1: approved by the BOD on June 19, 2013
SUMMARY OF REVISION 1
Added a non-refundable date for Student Fees.
Added Extracurricular Fees.
Added Late Pickup Fees.
Clarified Bank Incurred Charges.

SUMMARY OF REVISION 2
Added employee discount.
Exhibit G
Employee Leave and Benefits Policy updates
Employee Leave and Benefits Policy

This policy was approved by the American Academy Board of Directors on June 19, 2013

Purpose
This policy describes the various types of leave and benefits available to employees of American Academy.

Provisions for Duties Performed During Absence
It is the responsibility of the employee to ensure that a designated substitute or other authorized person is secured and can perform the duties of the employee during the employee’s absence, in accordance with school policies. This includes providing to the substitute or other authorized person the tools, documentation and any training necessary prior to the employee’s absence.

Personal Leave
Full-time salaried employees, who are employed at the start of an academic year, are provided with 8 days of paid Personal Leave for use in that academic year. Full-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Employees that worked for the school in 2012-13 and will be spending 50% or more of their time working at (or for) the Parker campus will be granted 5 additional personal days for the 2013-14 school year only.

Part-time salaried employees, who are employed at the start of an academic year, are provided with paid Personal Leave for use in that academic year. The number of days of leave is calculated by multiplying the full-time percentage by 8 (so, a 75% employee would receive 6 days and a 50% employee would receive 4 days). Part-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

For classroom teaching staff, unused days of Personal Leave will be credited back to the employee at the full American Academy average substitute rate as calculated at the end of the school year.

Request for Personal Leave
A request for personal leave must be submitted using the designated Time off Request system. Personal time off must be requested one week in advance, except in an emergency, such as illness. Personal time must be approved by the employee’s supervisor. American Academy reserves the right to deny a personal time off request for any reason. Personal days may not be used during the last two weeks of school, except in an emergency situation.

Professional Leave
Professional Leave may be granted by the Executive Director of Schools (EDS) if the program or information to be learned is deemed by the EDS to be beneficial to American Academy. Professional Leave must be approved by the EDS in advance. Teachers will receive regular salaried compensation for these approved Professional Leave absences. These days will not be charged to the teacher’s days of Personal Leave.
Reimbursable expenses incurred during Professional Leave must be pre-authorized by the EDS.

**Employments Agreements**

Annual employment agreements generally adhere to the following schedule:

- Teacher Agreements: August 1 – July 31
- Administration and Office Agreements: July 1 – June 30
- Hourly Agreements: August 1 – July 31

**Group Insurance Plans**

American Academy provides 100% of employee-only coverage for the base health, dental and vision plan offerings for full-time employees. Part-time salaried employees at 0.75 full-time equivalent (FTE) or higher are eligible for employer-paid benefits at a percentage equal to FTE. For example, a 0.75 FTE would be eligible for 75% of employee-only coverage.

Hourly employees that work 30 hours or more a week are also eligible for employer-paid benefits at a percentage equal to estimated FTE. For example, a 0.75 FTE would be eligible for 75% of employee-only coverage. Hourly employees estimated at less than 1.0 FTE will have premiums for months not worked (summer) deducted during working months. For example, a 0.75 FTE hourly employee beginning employment August 1 would not have an August paycheck sufficient to withhold for September benefits or in July payroll for August premiums; September premiums will be divided by 4 months (September – December payroll) and August of the following year premiums will be divided by 4 months (March – June) in addition to regular monthly premiums.

For all employees, insurance coverage will begin on the first day of the month following the first month of employment. For example, contracts beginning August 1 will provide insurance coverage beginning September 1. For any employees electing optional additional insurance coverage for spouse/child(ren), this coverage will be withheld from employee paycheck one month prior to insurance benefit. For example, withholding in August payroll will provide coverage for the month of September.

**Family and Medical Leave**

Each employee of American Academy who is employed at the start of an academic year, whether paid on a salaried or hourly basis, whether exempt or non-exempt, and whether full-time or part-time, may take up to a total of 12 weeks of unpaid Family and Medical Leave during that academic year. Employees who start employment during an academic year are provided with unpaid Family and Medical Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Family and Medical Leave may be used for one or more of the following reasons: (1) the birth and care of an employee’s child; (2) placement with an employee or the employee’s spouse of a child for adoption or foster care; (3) to care for the employee’s spouse, child, or parent, if they have a serious health condition; or (4) when the employee is unable to perform the functions of his/her position because of a serious health condition. “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or that involves continuing treatment by a health care provider.

Family and Medical Leave may be taken intermittently or on a reduced leave schedule only for an employee’s serious health condition or when the employee’s leave is for the caring for the employee’s spouse, child or parent with a serious health condition, and only when the intermittent or reduced leave schedule is medically necessary. Intermittent means sporadic. For example, you may need to take a Family and Medical Leave four days per month during a six-month period for a prescribed medical treatment. A reduced leave schedule is a part-time schedule. For example, you may need to work four hours a day for a certain period of time so that you can obtain physical therapy.
Please contact the EDS as soon as possible if you need a Family or Medical Leave. Additional information will be provided when a leave is requested. Unless your need for leave is not foreseeable, you must provide 30 days' advance notice of your request for leave and must obtain advance written approval from the EDS. You may be required to provide documentation to, and have periodic communications with, American Academy substantiating your basis for taking a Family and Medical Leave of Absence.

If you are requesting Family and Medical Leave because of your own serious health condition or that of your spouse, minor child or parent, you may be required to provide a written certification of a health care provider that a serious health condition exists. Second or third opinions from other health care providers at American Academy’s expense may be required. Recertification may also be required from time-to-time. If you are on Family and Medical Leave due to your own serious health condition, you may also be required to provide American Academy with written certification from your health care provider that you are able to return to work. If your leave is due to your own serious health condition, you must notify the EDS in writing, every 30 days during your leave, of your current health status and the date you intend to return to work.

During your Family and Medical Leave, American Academy will continue to pay the employer’s share of premiums for your group medical and dental insurance plans. If you would like to continue your group medical and dental insurance plans during your leave, you must pay the employee’s share of the premiums during the leave. In some instances, you will be expected to pre-pay such premiums for the anticipated duration of your leave. If the premiums are not pre-paid, you will be billed for such premiums. All amounts which are normally deducted from your paycheck for such benefits will be billed to you during any Family and Medical Leave. The coverage will remain in effect for the duration of your Family and Medical Leave or until such time as you are 30 days’ delinquent in payment of your share of the premium cost.

Family and Medical Leave is unpaid. Family and Medical Leave time is not accumulated from one academic year to the next. Employees will not be paid for the unused Family and Medical Leave time upon the termination of employment or at the end of an academic year. Family and Medical Leave time will not be considered as hours worked for the calculation of overtime.

If an eligible employee takes paid Personal Leave for one of the four reasons for which Family and Medical Leave may be taken, such Personal Leave is charged against the employee’s Family and Medical Leave allotment. In other words, if a full-time salaried employee who commenced work at American Academy at the start of the academic year used all paid Personal Leave for the care of a spouse’s serious health condition, for example, the employee would have ten weeks of unpaid Family and Medical Leave remaining.

An employee on a Family and Medical Leave is subject to layoff, just like an employee who is actively working. Unless your job has been eliminated or changed while you are on leave, upon your return from Family and Medical Leave, you will be restored to your original or equivalent job position with equivalent pay, benefits, and other employment terms. If you take intermittent leave or leave on a reduced leave schedule, you may be required to transfer to an available alternative position for which you are qualified and which better accommodates recurring periods of leave than does your regular position. You will not accrue additional wage or benefit entitlements during your Family and Medical Leave, but will not lose any benefit that accrued prior to the start of your leave.

Any employee who falsifies the reason for taking a Family and Medical Leave may be disciplined, including the possible termination of employment.

**Jury Duty**
A Jury Duty Leave of Absence may be given for employees who are called to serve on jury duty. The employee will be paid the difference between his/her regular pay and all moneys paid to the employee by the court.

**Military Leave**
A Military Leave of Absence is for required military service. American Academy complies with applicable state and federal law concerning leaves for military service.
Worker's Compensation
All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. American Academy pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care including medicine, EDsital, doctor, X-rays, crutches, etc.; and
- rehabilitation services, if necessary

It is important that the employee report any work-related injury or illness to the EDs, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention as needed with a school-designated physician. Medical bills from a personal physician may not be paid.

POLICY HISTORY
Original: approved by the BOD on November 7, 2005
Revision 1: approved by the BOD on August 1, 2006
Revision 2: approved by the BOD on April 23, 2009
Revision 3: approved by the BOD on December 17, 2009
Revision 4: approved by the BOD on April 15, 2010
Revision 5: approved by the BOD on July 15, 2010
Revision 6: approved by the BOD on March 20, 2013
Revision 7: approved by the BOD on June 19, 2013

SUMMARY OF REVISION 1
Addition of compensation for unused personal days

SUMMARY OF REVISION 2
Changed personal days to 8 days

SUMMARY OF REVISION 3
Added personal days for part-time employees

SUMMARY OF REVISION 4
Added benefits for part-time, salaried employees

SUMMARY OF REVISION 5
Added personal time off request requirements

SUMMARY OF REVISION 6
Added additional personal time off for the first year of the new campus

SUMMARY OF REVISION 7
Made hourly employees eligible for benefits