



Board Policy Book

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A. **Definitions.** As used in this Policy Manual, the terms set forth below shall have the following meanings:

- (a) “Board” shall mean the board of directors of Rocky Mountain Academy.
- (b) “Rocky Mountain Academy” shall mean Rocky Mountain Academy of Evergreen Charter School.
- (c) “District” shall mean Jefferson County School District No.R-1.
- (d) “Member” means a person who is a parent or legal guardian of a student at Rocky Mountain Academy as set forth in Rocky Mountain Academy’s bylaws.
- (e) “Director” means the Rocky Mountain Academy School Director/Principal.
- (f) “Parent” means a Rocky Mountain Academy parent or legal guardian.

Policy 1.1 Vision and Mission Statement.

- (a) **Vision Statement.** Rocky Mountain Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that encourages growth in character, academic achievement, and the love of learning, resulting in responsible, productive citizens.
- (b) **Mission Statement.** Rocky Mountain Academy of Evergreen inspires each student to pursue excellence in personal and academic achievement through an intellectually challenging Core Knowledge curriculum, within a nurturing environment.

Policy 1.2 School Legal Status.

Rocky Mountain Academy is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, Colo.Rev.Stat. §§ 22-30.5-101 et seq. Rocky Mountain Academy operates pursuant to a charter granted by the Board of Education of the District on October 1, 1998. On January 20, 1999, Rocky Mountain Academy incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act, and on November 9, 2001, the Internal Revenue Service issued a determination letter recognizing Rocky Mountain Academy's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986. Under the Charter Schools Act, Rocky Mountain Academy is a public school within the District, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance and administrative purposes, Rocky Mountain Academy operates as a Colorado nonprofit corporation.

Policy 1.3—Nondiscrimination.

- (a) Rocky Mountain Academy affirms that no person shall, on the basis of race, color, age, national origin, ancestry, religion, sex, sexual orientation, or disability, be excluded from participation in, be denied the benefit of, or be subjected to unlawful discrimination under any educational program or activity.

Policy 2.1—Articles of Incorporation.

- (a) If the charter school has organized itself as a nonprofit corporation, its governing board of directors must comply with the “Colorado Revised Nonprofit Corporation Act”, C.R.S. 7-121-101 to 7-137-301 (“Nonprofit Corporation Act”).
- (b) Exercise of Powers. The Nonprofit Corporation Act requires all corporate powers to be exercised by or under the authority of, and the business and affairs of the nonprofit corporation managed under the direction of, the board of directors or such other persons as the articles of incorporation provide. (Ref. C.R.S. 7-128-101(2)).
- (c) Voting. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the board of directors unless the vote of a greater number of directors is otherwise required by the bylaws or by the Nonprofit Corporation Act (Ref. C.R.S. 7-128-205(3)). A quorum of the board of directors consists of a majority of the number of directors in office immediately before the meeting begins, unless the bylaws required a greater or lesser number. (Ref. C.R.S. 7-128-205(1)).
- (d) Fiduciary Duty. The directors of a nonprofit corporation owe a fiduciary duty to the corporation. This duty required directors to act with a high degree of candor, unselfishness and good faith, as their office is one of trust. A breach of such trust may give rise to a right of action against the breaching director by the nonprofit corporation and prevent the breaching director from obtaining indemnification through the nonprofit corporation. (Ref. C.R.S. 7-129-102).
- (e) Duty of Care. The Nonprofit Corporation Act imposes the following duties on the directors of a nonprofit corporation:
 - (1) The duty is to act in good faith. (Ref. C.R.S. 7-128-401(1)(a)).
 - (2) The duty to act with the care an ordinary prudent person in a like position would exercise under similar circumstances. (Ref. C.R.S. 7-128-401(1)(b)).
 - (3) The duty to act in a manner reasonably believed to be in the best interests of the corporation. (Ref. C.R.S. 7-128-401(1)(c)).
- (f) Duty of Obedience. The Nonprofit Corporation Act prohibits a nonprofit corporation from indemnifying a director involved in a criminal proceeding unless the director has no reasonable cause to believe the conduct was unlawful. (Ref.

C.R.S. 7-129-102(l)(c)). Actions taken by a nonprofit's board of directors which exceed the limits of statutory authority of the authority granted in the Articles of Incorporation or Bylaws, or that violate specific statutory requirements may be considered *ultra vires* and therefore voidable. The duty to act within the law and the governing documents of a nonprofit corporation is referred to as the Duty of Obedience.

- (g) Prohibition on Self-Dealing. A director also has a duty to refrain from using his or her position as a director for improper personal benefit. (Ref. C.R.S. 7-128-501).

Policy 2.2—By-laws.

Refer to “By-laws of the Rocky Mountain Academy of Evergreen” (under separate title).

Policy 2.3—Decision Making.

- (a) Two principles should underlie all significant decisions made by the board and Rocky Mountain Academy's administration: (i) the Rocky Mountain Academy charter belongs to the parents of the school; and (ii) all actions should fall within the parameters of the vision and mission statements.
- (b) Accordingly, in making any significant decision the board and administration shall consider the decision in the context of the Rocky Mountain Academy vision and mission statements and from the parents' perspective, always keeping in mind that parents should have a meaningful voice in their children's education.

Policy 2.4 – Board Self-evaluation.

- (a) The Rocky Mountain Academy Board of Directors believes that the efficiency and performance of the board itself directly affects the efficiency and performance of the school system as a whole. Therefore, the board will conduct an annual evaluation of its own work.
- (b) The following guidelines will apply to the board self-evaluation:
 - (1) The evaluation shall be a positive, constructive process, aimed at improvement rather than criticism.
 - (2) The evaluation shall be conducted using a formal written evaluation tool. Additionally, the board will evaluate its progress on the strategic plan.
 - (3) Board members shall evaluate the board as a whole and not individuals on the board.

- (4) Board self-evaluation forms shall be distributed at the April board meeting for use at the May meeting. The board shall not be limited in its discussion to those items that appear on the form. Free discussion and informal comments are valuable.

Policy 2.5—Public Attendance at Board Meetings.

- (a) Open Meetings Law. The Rocky Mountain Academy board serves at the pleasure of, and represents, the parents. Therefore, it desires to provide opportunities for any member of the school community to express interest in and concern for the school. Accordingly, all members of the school community are cordially invited to attend all open meetings of the board. A time for public comment shall be a part of every regular board meeting.
 - i) Charter school governing boards are subject to Colorado’s Open Meetings Law, C.R.S. 24-6-401 &-402. “Meeting” means any kind of gathering, convened to discuss public business, in person, by telephone, or by other means of communication.
 - ii) “Electronic mail” used for the purpose of discussing public business shall be subject to the provisions of the Open Meetings Law. Unless e-mail is accessible to the public, that form of communication should not be used as a substitute for public deliberation of public business.
 - iii) All meetings of a quorum or three or more directors (whichever is fewer) at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times.
 - iv) The Open Meetings Law does not, however, apply “to any chance meeting or social gathering at which discussion of public business is not the central purpose”.
 - v) “Any meeting at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public.”
 - vi) Notice of meetings and agenda outline of the Rocky Mountain Academy board meeting shall be posted in the school office at least twenty-four hours prior to the meeting.
 - vii) Minutes of any meeting at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur shall be taken and promptly recorded, and shall be open to public inspection.
- (b) Executive Sessions. Meetings are closed to the public only when the board is meeting in executive session. Charter school governing boards, upon public announcement of the topic for discussion that authorizes the board to meet in executive session and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive

session is authorized, and the affirmative vote of two-thirds of the quorum present, may hold an executive session only at a regular or special meeting and for the sole purpose of considering any of the matters specified in the Open Meetings Law.

- t) No adoption of any proposed policy, position, resolution, rule, regulation or formal action shall occur at any executive session which is not open to the public.
 - u) An executive session may be called:
 1. To discuss the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest.
 2. For conferences with the board's attorney for the purpose of receiving legal advice on specific legal questions. (Ref. C.R.S. 24-6-402(4)(b)).
 3. For matters required to be kept confidential by federal or state law or rules and regulations. (Ref. C.R.S. 24-6-402(4)(c)).
 4. For specialized details of security arrangements or investigations. (Ref. C.R.S. 24-6-402(4)(d)).
 5. For personnel matters, except if the employee who is the subject of the session has requested an open meeting. (Ref. C.R.S. 24-6-402(4)(f)(I)). If the personnel matter involves more than one employee, all of the employees must have requested an open meeting. "Personnel matters" do not include discussion concerning any member of the board, any elected official, or the appointment of a person to fill the office of a board member or an elected official, or to discuss personnel policies that do not require the discussion of matters personal to particular employees. (Ref. C.R.S. 24-6-402(4)(f)(II)).
 6. For the consideration of any documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act. (Ref. C.R.S. 24-6-402(4)(g)).
 7. For the discussion of individual students where public disclosure would adversely affect the person or persons involved. (Ref. C.R.S. 24-6-402(4)(h)).
 - uu) Discussions that occur in executive session of the board shall be recorded in the same manner and media that the board uses to record the minutes of its open meetings. (Ref. C.R.S. 24-6-403(2)(d.5)(II)(A)). The record of each executive session of the board shall be retained for at least 90 days after the date of the executive sessions.(Ref. C.R.S. 24-6-402(2)(d.5)(II)(E)).
- (c) No resolution, rule, regulation, ordinance or formal action of the board shall be valid unless made at a meeting that meets the requirements of the Open Meetings Law. (Ref. C.R.S. 24-6-402(8)).
- (d) Although the board wishes to encourage everyone to attend its open meetings, it must be remembered that board meetings are conducted to carry on the business of

the school. Board meetings are not “public meetings,” but meetings held in public, and accordingly public participation must be controlled and limited to the ‘Public Comment’ section of the agenda so that the board can deal with its agenda within a reasonable time.

- (e) Persons who wish to make requests, presentations, or proposals to the board should direct any inquiry to the school director, who will respond according to the following process:
 - (i) The director will provide to the board the written proposal directly from the requestor.
 - (ii) The requestor may also present their information orally to the board when that agenda item is discussed.
 - (iii) If the board will be requested to take a particular action, the specific action being requested must be in the written document submitted to the director by the requestor. Written requests must be submitted five (5) days prior to the regularly scheduled Board meeting in order for the Board to have ample time to preview the material. Failure to meet this deadline may cause the item to be excluded from the agenda and postponed until the next Board meeting.
 - (iv) A new concept or idea will only be accepted for review by the board after the following steps have been compiled in writing by the persons making the request:
 - (1) Background information and calendar impact.
 - (2) Statement of how it will benefit the students and/or the school.
 - (3) The cost associated with the proposal .
 - (4) The impact on long term staffing patterns and budget.
 - (5) Required changes to board policy.
- (f) Parents are free to address comments or concerns to any board member at any time. However, if there is a specific remedy or other action being requested, it is usually best for the parent to utilize the procedure set forth above.

Policy 2.6—Board Election Procedure.

Refer to the RMAE Bylaws of Rocky Mountain Academy of Evergreen.

Policy 2.7—Policy Making.

- (a) The board shall be solely responsible for adopting, repealing or amending policies for Rocky Mountain Academy. Action by the board shall be accomplished as set forth in the bylaws. Any board action may be reversed by a vote of three-fourths (3/4) of the membership at a regular or special meeting of the parent membership called for that purpose.

- (b) Proposals for adopting, repealing or amending policies for Rocky Mountain Academy may be made in writing by any member of the board or by any parent, and submitted through the director of the school.
- (c) Except in cases of emergencies, the board shall follow the following procedure in adopting, repealing or amending policies for Rocky Mountain Academy:
 - (i) **First Reading.** The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the board called for that purpose. The proposed policy shall be contained in the board packet distributed prior to the meeting. At first reading the board shall receive public comment and comments from the sponsor of the proposed policy.
 - (ii) **Second Reading.** If the proposed policy is approved on first reading as set forth in the previous sub-sub section, it will be placed on the agenda and considered at the next ensuing regular or special meeting of the board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the board members present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Rocky Mountain Academy, and the Policy Manual shall be amended accordingly.
 - (iii) **Emergencies.** Upon a two-thirds (2/3) vote of the board members present at a regular or special meeting called for that purpose, an emergency may be declared. If an emergency is declared, a policy may be adopted on first reading.
- (d) Proposed policies should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps, and language to be deleted lined out. New policies should include the proposed table of contents policy title and code number.
- (e) The ‘Staff Handbook’ and ‘Parent Handbook’ shall be reviewed annually each year for updates and changes. Final versions will be approved at the appropriate board meeting.

References: Policy 2.3—Decision Making

Policy 2.8—Board Member Conflicts of Interest.

Refer to the RMAE Bylaws of Rocky Mountain Academy of Evergreen.

- (c)

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Policy 2.9—Board Review of Administrative Procedures.

- (a) Administrative policies and regulations need not be reviewed by the board in advance of issuance except as required by law. However, when there is a potential for strong parental, student or staff reaction, the policy or regulation should be approved by the board in advance.
- (b) Administrative policies and regulations should reference existing board policy.
- (c) The board reserves the right to review administrative regulations at its discretion. However, the board of directors shall revise or veto such regulations only when, in its judgment, such regulations are inconsistent with the board’s policies.

Policy 2.10—Advisory Committees to the Board.

The primary purpose of all advisory committees to the board is to contribute to the educational program of the school by conducting studies, identifying problems, or developing recommendations to assist the board in making decisions. The ultimate authority to make those decisions, however, will continue to be the board’s as required by law.

Advisory committees will be formed by the board at such times and for such purposes as the board may deem necessary. They will be given a clear charge, and will be dissolved upon accomplishing that charge.

Membership in advisory committees will be broadly representative of the school's populations, and will be chosen from among residents who have shown an interest in education or who have special knowledge or expertise relating to the committee's purpose. Once activated, an advisory committee will report periodically to the board.

Reference: Policy 2.3—Decision Making

Policy 2.11—Standing and Ad Hoc Subcommittees to the Board.

Unless otherwise specified, reports from each committee are required for each board meeting. Written reports, if requested by the Board President, must be submitted before 12:00 noon, five (5) days prior to the regularly scheduled Board meeting in order for the Board to have ample time to preview the material. Failure to meet this deadline may cause the item to be excluded from the agenda and postponed until the next Board meeting. The Board will have the following standing committees:

- (a) **Human Resources Subcommittee** - This subcommittee works collaboratively with the Director in reviewing certain Human Resources issues and situations and making specific recommendations to the Board when appropriate. This subcommittee is expected to make recommendations based upon the policies, procedures and programs of the school.
- (b) **Accountability, Assessments and Accreditation Subcommittee.** The AAA Subcommittee is responsible to periodically review components of the educational program at Rocky Mountain Academy to promote educational excellence, primarily the core curriculum. The Rocky Mountain Academy board will designate a core subject to review each year in its strategic plan. The goal is to ensure continuity for the educational program in grades Kindergarten through eighth. The committee shall consider factors such as the mission, goals and objectives of the Academy, standardized test scores for enrolled students, assessments of the efficacy of textbooks, workbooks, computer programs and other learning materials used in the classroom. . This subcommittee will present update reports to the Board for review at regularly scheduled board meetings on a periodic basis.

(c)

Finance Subcommittee. The purpose of this subcommittee is to exercise oversight responsibility with respect to Rocky Mountain Academy of Evergreen's strategic financial matters, including those related to cut backs, transparency laws and budget and make appropriate recommendations to the Board with respect to such

matters. This subcommittee will present updated financials to the Board for review at regularly scheduled board meetings.

- (d) **Facilities Subcommittee.** This subcommittee shall be responsible for presenting information to the Board. The subcommittee shall investigate ways to improve our current facilities. This subcommittee will present update reports to the Board for review at regularly scheduled board meetings on a periodic basis.
- (f) **Marketing Subcommittee.** This subcommittee shall be responsible for overall public relations for the school including but not limited to continuous submission of articles to the local newspapers to increase overall school awareness. This subcommittee shall also be responsible for coordinating school marketing brochures, banners, and other marketing vehicles necessary. This committee will work closely with the director. This subcommittee will present update reports to the Board for review at regularly scheduled board meetings on a periodic basis.

The Board may also appoint standing Ad Hoc committees from time to time as it deems appropriate.

Reference: Policy 2.10—Advisory Committees to the Board

Policy 2.12 – Board of Directors Duties, Obligations and Code of Conduct.

The primary obligation of the RMAE Board of Directors is to advance the Mission and Vision of the school. Rocky Mountain Academy of Evergreen seeks to further expand our student’s educational horizon by including foreign language, the arts, and computer technology in its curriculum.

- (a) The Board shall have the duty to ensure that the school operates with Core Knowledge philosophy and in the best interests of its students, parents, teachers, and community.
- (b) Only the Director will communicate board decisions and/or board direction to the staff.
- (c) The board is a legislative body: it adopts policies to guide the school. The board is not a managerial unit: it does not specifically manage the day to day affairs of the school.
- (d) The board hires and evaluates the Director who is the chief executive officer of the school.

- (e) Board members recognize the Director as an education and management professional.
- (f) Board meetings are conducted in public. However, public participation in the meeting is at the discretion and direction of the President in consultation with the board.
- (g) Board members honor the board's decision making process. Once an issue is debated and decided, all must accept the decision and endorse it in a unified manner. Members who vote in the minority and feel that they cannot accept in good conscience should consider resignation.
- (h) Decisions of the board should benefit the school as a whole, not factions within the school or individuals.
- (i) Board members honor diverse views and opinions. They approach the decision making process with open minds and a willingness to listen to alternative views.
- (j) Board members honor the confidentiality of information presented in executive session. The breach of this confidentiality is cause for immediate termination of membership on the board as unethical conduct.
- (k) Board members will come to board meetings prepared to address the items on the published agenda. To that end, it is suggested that whenever possible, written reports by the officers or any subcommittees/board member addressing posted agenda items be prepared and distributed before a meeting.
- (l) Board members will deal with each other and with members of the school community with honesty, integrity, and respect.

Policy 3.1—Administrative Structure.

The board shall rely on its chief executive officer, the Director, to provide professional administrative leadership at Rocky Mountain Academy. The School Director shall be hired by and report directly to the Rocky Mountain Academy Board of Directors. The entire school, Preschool, K-8, shall be viewed as a single school system subject to the policies set forth by the board and implemented through a single chief administrator, the School Director.

After a satisfactory performance review, the board will establish a salary for the school Director.

Policy 3.2

Job Description—Director.

As the chief administrative and educational leader of our K-8 Jefferson County public charter school, the Director is responsible for implementing programs to achieve the mission and vision of the school; motivating and leading various constituencies, including students, staff, parents, and community; and hiring staff. The Director is also responsible for ensuring excellence in teaching and fiscal responsibility. The Director works with the Board of Directors and the Preschool Coordinator to manage the RMAE Preschool.

QUALIFICATIONS: To be considered for employment applicants should have the following qualifications:

- A Master’s degree in education is preferred; however, management experience in a related field will be considered;
- A minimum of three years experience as a teacher and three years as a Director/Principal or administrator;
- Strong fiscal management skills;
- Superior written and oral communications skills;
- Experience in instructional and curriculum development, and implementation;
- Demonstrated team building skills and collaborative decision-making skills;
- Experience working with various constituencies to achieve academic excellence;
- A commitment to excellence in education for all students;
- Charter school experience is a plus.

SUPERVISES: All school staff and students. Reports to the Board of Directors.

JOB GOAL: To provide school leadership to ensure excellence in teaching and learning, community support, and efficiency in operation.

PERFORMANCE RESPONSIBILITIES:

1. Provides instructional leadership and excellent student achievement focus on the four basic elements of curriculum, instruction, performance, and evaluation.
2. Shares responsibility for development and implementation of the school’s Strategic

Plan.

3. Communicates Board of Directors' actions to staff, students, and parents.
4. Develops policy recommendations for the Board's consideration and action.
5. Files required reports with local, state, and federal education agencies, and the Board of Directors.
6. Maintains administrative records.
7. Implements school budget, analyzes and controls expenditures with an understanding of the relationship between the instructional program and the budget process, and relies on cost benefit analyses for budgetary decisions.
8. Prepares schedules, assigns staff, sets job performance standards, and evaluates staff.
9. Generates public support for the school's program and education in general as the public information officer of the school and supervisor of the overall public relations program.
10. Revises as necessary and implements the requirements of Code of Student Conduct, which defines responsibilities of administrators, teachers, parents, and students and which creates a safe, secure school for learning.
11. Represents the Charter School at local, state, and national events.
12. Develops effective staff and professional development programs that match school goals and individual goals to improve performance and model continuous professional improvement.
13. Revises as necessary and implements requirements of the Staff Handbook.
14. Revises as necessary and implements the requirements of the Parent and Student Handbook.
15. Uses technology effectively for administrative, instructional, and communications functions.
16. Demonstrates proficiency with the Core Knowledge Curriculum and monitors its proper implementation and assessment.
17. Schedules the use of time to protect academic subject blocks from disruptions to ensure effective and efficient use of time.
18. Knows school law, including implications on the educational program and on liability,

keeps abreast of developments, and consults with the board members and/or district authorities in times of uncertainty.

19. Carries out marketing plans to attract students to the Charter School.
20. Participates in local and state director/principals' associations and the Colorado League of Charter Schools.
21. Serves as a role model who acknowledges, through actions and behaviors, the critical value of human relationships in the realization of personal and professional goals and to the achievement of organizational purpose.
22. Provides ethical leadership within the intellectual, cultural, economic, political, and governmental context in which the school operates.
23. Assumes other responsibilities assigned by the Board of Directors.

Policy 3.4—Elections – Not School Based.

- (a) Rocky Mountain Academy will not expend any of its resources in connection with supporting or opposing any candidate for political office, nor shall it expend resources in connection with supporting or opposing an issue in an issue election.
- (b) In the interest of broadening public participation in and awareness of the political process, the school may, on a nonpartisan basis, invite candidates or sponsors and opponents of issues to appear at school functions and address parents. The board shall decide whether to invite candidates and sponsors/opponents of issues on a case-by-case basis. Any time candidates and/or sponsors/opponents are invited to speak; the school will ensure that both sides are given an equal opportunity to participate.

Policy 3.5—Non-enrollment Surveys.

In an effort to continue to provide the best educational experience to its students and parents, the Director of Rocky Mountain Academy will send a letter to all Rocky Mountain Academy parents choosing not to re-enroll their children at Rocky Mountain Academy. Said letter will be sent within 30 days of the non-enrollment to all non-enrolling parents, and will serve as an open invitation to communicate with Board President about their decision. All results of non-enrollment surveys shall be provided in their entirety to the Board, which may review their content in executive session if, in the judgment of the Administration, personal or other sensitive issues are contained in the surveys.

Policy 4.1—Staffing Philosophy and Goals.

- (a) The school will endeavor to employ a dynamic, effective, well-qualified, and efficient staff to carry out a constantly improving educational program.
- (b) The board's specific personnel service goals are as follows:
 - (1) Recruit, select, employ, and retain the best qualified personnel available to staff the school;
 - (2) Provide equal employment opportunities for all candidates for positions in accordance with the board's non-discrimination policy (Policy 1.3);
 - (3) Develop high quality human relationships conducive to high levels of staff performance and satisfaction;
 - (4) Deploy available staff in such a way as to use them as effectively as possible to achieve the school's stated goals and objectives;
 - (5) Develop and manage staff compensation, leave, and benefit programs in ways that attract and retain qualified employees;
 - (6) Manage the development and updating of job descriptions by appropriate administrators;
 - (7) Oversee an employee evaluation program that contributes to the improvement of staff performance and professional development; and
 - (8) Effectively administer contracts and personnel policies with the aim of safeguarding good relations between the board and its staff.

Policy 4.2—Equal Opportunity Employment.

It is the policy of Rocky Mountain Academy that all decisions about staff assignments, promotion, demotion, transfer, determination of salaries, benefits, and selection for training shall be made without regard to ethnicity or race, color, religion, age, national origin, ancestry, sex, sexual orientation or disability.

Policy 4.3—Teacher Evaluations.

- (a) **Rationale.** Effective teacher evaluation is essential to maintain and assure quality instruction of students at Rocky Mountain Academy. The goals of this teacher evaluation policy are:
 - (1) To assist the teaching staff in understanding the effective teaching and professional expectations of the administration and the Board,

- (2) To improve the teacher professional and interpersonal performance through the use of job targets, and
 - (3) To have a policy and evaluation procedure in place to determine continuance of employment.
- (b) **Role of Director.** The Director will follow the Rocky Mountain Academy evaluation procedures and use instruments approved by the school when conducting teacher evaluations. The Director will be in charge of the formative and summative evaluation process for each teacher pursuant to the Staff Handbook.
- (c) **Role of Board.** The Director will notify the Board President if he or she is preparing to terminate an employee's contract prior to the end of the year and or if the Director is planning on not renewing a teacher's contract.
- (d) **Frequency.** Refer to the Staff Handbook under Training and Development.
- (e) **Process.** Refer to the Staff Handbook under Training and Development.
- (f) **At-will provision.** Each teacher may be terminated by Rocky Mountain Academy, with or without cause. Each teacher specifically acknowledges, by signed contract, that he/she is an at-will employee and that there have been no promises of continued employment at Rocky Mountain Academy from any of its agents or representatives.

Policy 4.4—Staff Conflicts of Interest.

- (a) At no time shall any employees of Rocky Mountain Academy engage in any employment that would (1) affect their usefulness as employees of the school; (2) make time and/or energy demands upon the individual that interfere with their effectiveness in performing their contractual duties; (3) compromise or embarrass the school; (4) adversely affect their employment status or professional standing; or (5) in any way conflict with or violate professional ethics.
- (b) Unless prior approval, teachers shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. A teacher must have the school director's prior, written permission before he or she can engage in such outside employment.
- (c) Employees shall not sell any books, supplies, musical instruments, or equipment to any student or to the parents or guardian of a student unless prior approval has been received from the school director.
- (d) No administrator shall be responsible for the evaluation of a relative.

Policy 4.5—Harassment.

It is the policy of the board to maintain an environment for its employees that is free from harassment based on an individual's race, color, religion, national origin, ancestry, sex, sexual orientation or disability. All such harassment, by Rocky Mountain Academy employees, students and third parties is strictly prohibited. Complaints of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Rocky Mountain Academy adheres to the "*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*". Please refer to this guidebook under the index heading "Harassment" for definitions, reporting, investigation process and overall guidance.

Policy 5.1—Students Rights and Responsibilities.

- (a) Rocky Mountain Academy adheres to the "*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*". Please refer to this guidebook under such index headings as "Rights of Students", "Responsibilities of Students", and "Freedom of Expression/Assembly", for overall guidance.
- (b) Each student at Rocky Mountain Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he is expected to conduct his affairs in such a way as to assure other students the same opportunities.
- (c) Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.
- (d) In exercising this right, the Director, working with the staff and the students, will attempt to achieve the objectives and follow the procedures set forth by board and administrative policies pertaining to the various aspects of student rights and responsibilities, student conduct, and student discipline.

References: Policy 5.3—Discipline
Policy 5.5—Student Privacy
Policy 5.6—Student Safety

Policy 5.2—Student Conduct.

The school will attempt to encourage an attitude of individual responsibility towards the quality of life in the Rocky Mountain Academy school community. The board supports the principle that individuals should behave with self-respect, respect for others, and respect for their own and other's property.

Good Sportsmanship. Good sportsmanship is expected of all students who participate, either as athletes or spectators, in any form of school-related activities. Specific regulations pertaining to behavior and discipline during school-related activities will be developed and enforced by school administration.

Policy 5.3—Discipline.

- (a) Rocky Mountain Academy adheres to the *“Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students”*. Please refer to this guidebook under such index headings as, but not limited to, “Bullying”, “Bus Conduct”, “Classroom Suspensions”, “Crimes of Violence”, “Dangerous Weapons”, “Defacing Property”, “Drugs”, “Firearms”, “Gangs”, “Illegal Drugs”, “Knives”, “Lying”, “Obscene”, “Profanity”, “Purchasing Alcohol/Drugs”, “Robbery”, “Selling Alcohol/Drugs”, “Sexual Harassment”, “Sexual Misconduct”, “Smoking Tobacco”, “Stealing”, “Theft”, “Tobacco”, “Weapons”, for overall guidance. Please also refer to Jefferson County School District Policy JKD/JKE-1 *“Student Suspension/Expulsion”* for additional guidance.
- (b) Pursuant to C.R.S. § 22-33-106 serious violations in a school building or in or on school property shall result in mandatory expulsion. Rocky Mountain Academy students being recommended for expulsion by the Director, for any reason, shall be referred first to the the Rocky Mountain Academy Board and then to the District Superintendent or his/her designee and ultimately to the Jefferson County R-1 School Board of Education.
- (c) The Director at Rocky Mountain Academy shall have the authority, pursuant to C.R.S. § 22-33-106, to suspend a student. The President of the Board of Rocky Mountain Academy shall be notified of all out-of-school suspensions or an in-school suspension is given for more than 2 school days.
- (d) The board believes in a fair but strict discipline policy that is rigorously enforced. Consequences should be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state law.
- (e) Classroom teachers and staff should be supported in their efforts to discipline students. All staff will be expected to use board and administrative policies when disciplining students.
- (f) Any student expelled from Rocky Mountain Academy for disciplinary reasons will not be allowed to re-enter the school for a period of one year or at the end of the expulsion period. Any textbook or athletic fees paid prior to expulsion will not be returned to the student/parent. The student/parent are responsible for replacement costs should any textbooks or other school materials not be returned to the school.

References: Policy 7—Enrollment/Waiting List/Class Placement Policy

Policy 5.4—Student Health.

- (a) **Immunizations.** State law requires parents to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied attendance in accordance with Colorado Revised Statute § 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive these requirements, parents must sign a card in the school office within ten days of the beginning of the school year. All information related to immunizations that is distributed to parents by the school will inform them of their rights to seek an exemption from immunization requirements.
- (b) **Students with suspected contagious disease.** The Director may prohibit students suspected of having a contagious disease from any contact with other students.

Policy 5.5—Student Privacy.

- (a) Rocky Mountain Academy adheres to the Jefferson County School District Policy JRA/JRC “*Student Records/Release of Information on Students*”. These policies adhere to State and Federal Laws concerning student records.
- (b) It is the policy of Rocky Mountain Academy to respect and protect the privacy of Rocky Mountain Academy students and families from unwanted intrusion. Therefore, written parental consent must be obtained before students participate in any survey, analysis, evaluation, or test that reveals information about the student and/or the student’s family concerning political affiliations, religious beliefs, income, mental or psychological condition, sexual behavior and attitudes, parenting styles, substance abuse, or any other information that could be potentially embarrassing to the student and/or student’s family.
- (c) **Photographs.** Permission to shoot close-up pictures of students and to identify those students may be granted to the media (newspapers and television stations) only with parental approval for students under 18 years of age.

Parental approval shall also be required before pictures of students may be used in any non-school publication or posted on the Internet.

References: C.R.S. 22-2-122

Policy 5.6—Student Safety.

Rocky Mountain Academy shall provide a safe environment for all students through close supervision in all school buildings and on all school grounds and through special attention to the following:

- (a) Maintaining a safe school environment.
- (b) Emphasizing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
- (c) Providing first-aid care for students in case of accident or sudden illness.
- (d) An Emergency Preparedness Plan will be modified by the Director annually and reviewed by the Board and will be visibly posted in the administrator's office.

Policy 5.7—Withholding Diplomas/Grades/Transcripts.

The school may withhold grades, diplomas, or transcripts of a student who fails to replace damaged textbooks or to return borrowed textbooks. The school will make a reasonable effort to obtain the return of or payment for lost textbooks and payment for damaged textbooks.

When the Director determines a student is unable to pay for damage or loss, the school may obtain payment through other methods such as a payment plan or a plan established whereby the student performs services for the school. Rocky Mountain Academy may refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to replace damaged textbooks or to return borrowed textbooks.

Reference: C.R.S. 22-32-110(1)(jj)

Policy 5.8—Student Funds.

Student activity funds must be deposited in specific accounts or investments authorized by law. Funds must be expended in accordance with Rocky Mountain Academy financial procedures for the purposes authorized by the student organizations. Student activity funds are subject to annual audit as part of the school's annual audit. The board will establish supervision of all funds raised by any student group or student organization using the school's name. The board may also provide for a continuing audit of student funds by school personnel. The Director shall establish administrative policies regarding student activity funds.

Reference: C.R.S. 11-10.5-101 et seq.

Policy 5.9—Interrogations and Searches.

- (a) Rocky Mountain Academy adheres to the “*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*”. Please refer to this guidebook under such index headings as “Interrogations”, and “Searches”, for overall guidance.
- (b) School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

Policy 5.10—Harassment of or by Students.

It is the policy of the board to maintain an environment for its students, which is free from harassment. The board strongly disapproves of and deplors any form of harassment of students. Complaints of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent. It is the policy of the board to maintain an environment for its students that is free from harassment based on an individual’s race, color, religion, national origin, ancestry, sex, sexual orientation or disability. All such harassment, by district employees, students and third parties is strictly prohibited.

Rocky Mountain Academy adheres to the “*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*”. Please refer to this guidebook under the index heading “Harassment” for definitions, reporting, investigation process and overall guidance.

Policy 5.11 – Dress Code. Refer to Parent Handbook.

Policy 6.1—Instructional Goals and Objectives.

RMAE has adopted the Core Knowledge Curriculum by E.D. Hirsh. Other Curriculum decisions are made by the Director, Curriculum Coordinator, and the AAA committee.

Policy 6.2—Equal Educational Opportunity.

It is the policy of Rocky Mountain Academy to make all educational services available without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, or disability.

Policy 6.3—Snow Days and Emergency Closings.

- (a) Generally, Rocky Mountain Academy will follow the District snow day schedule. However, Rocky Mountain Academy has the prerogative to call a snow day when necessary even if the District has not. Administrators shall be sensitive to Rocky Mountain Academy parents who drive a considerable distance to the school campus. Parents will be notified through KOA radio, all three network TV stations and the school telephone system when a snow day is called independent of the District.
- (a) Due to the preponderance of carpooling and the lack of public transportation at Rocky Mountain Academy, a parent shall have the option, in his or her discretion, to bring their children late due to weather conditions. Parents may also choose to pick up their children early in case of inclement weather.
- (c) The school Director is also authorized to announce the closing of school for any other reason as deemed necessary.

Policy 6.4—Religious Expression.

Holidays. Rocky Mountain Academy acknowledges the place of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holidays.

Policy 6.5—Field Trips. Refer to Parent Handbook

Policy 6.6—Student Publications.

- (a) Rocky Mountain Academy encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. Rocky Mountain Academy adheres to the “*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*”. Please refer to this guidebook under the index heading “Publications” for overall guidance.
- (b) The school also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing, and an understanding of responsible journalism. The sponsors or teachers of the student publications have a responsibility to review the contents of these papers before publication and to assist students in improving their skills and modes of expression, and to recognize material that is in poor taste, misleading, false, ill-

advised, prejudiced, or libelous. Final responsibility of school publications lies with the Director.

- (c) Review of the content of school-sponsored publications prior to publication is not censorship, but part of the educational process. A publisher (in this case, the school) enjoys freedom to determine what it will and will not publish, and the school is free to impose restrictions on school sponsored expression that it deems necessary.
- (d) Students' right to speak freely within the parameters set forth above should be seriously considered and protected. For that reason, the emphasis in the publication process should be on review, not on "official approval." Any decision by a school official to withhold approval must be based only on the standards set forth in paragraphs (a) through (c) of this policy.

Policy 6.7—Core Values Policy

- (a) **General Policy.** Helping students reach their highest character potential is part of Rocky Mountain Academy's mission. Both virtuous character and personal integrity are developed over time. Our hope is to complement the character education that students receive at home. Therefore, in order to help accomplish this aspect of the school's mission, character development will be emphasized and exemplary character will be rewarded in a variety of ways from kindergarten through middle school. The Director and classroom teachers will also discuss and recognize virtuous character in Rocky Mountain Academy students as part of their day-to-day classroom activities.
- (b) **Commencement Awards.** At the eighth grade graduation ceremonies special recognition will be given to those students demonstrating commendable character.

Policy 6.8—Internet Acceptable Use.

- (a) Rocky Mountain Academy adheres to the "*Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students*". Please refer to this guidebook under the index heading "Internet Use" for overall guidance.
- (b) The technology instructor shall have on file, a signed agreement form from each student, prior to any student accessing the Internet. Both the parent and student must sign the agreement form. These agreement forms shall be distributed to parents at the beginning of each school year and be in effect for that school year only.

All staff wishing to access the Internet while at school must agree to and sign the Internet Acceptable Use Policy for Staff. A signed agreement form shall be on file with the technology instructor at the beginning of each school year in order for any staff

member to access the Internet from Rocky Mountain Academy during that school year.

- (b) All classroom teachers and educational assistants shall review the Student Internet Acceptable Use Policy and work with the technology instructor to ensure compliance.

Policy 7—Enrollment/Wait List/Class Placement Policy

- (α) Rocky Mountain Academy of Evergreen is mandated by our Charter to follow the Jefferson County’s School Board Policy JFBA and Regulation JFBA-R. Please refer to this policy on a regular basis for possible changes and revisions. The link is: <http://jeffcoweb.jeffco.k12.co.us/enrollment/forms/>
- (β) Parents who are interested in having their child(ren) attend RMAE must complete an open enrollment application which is available in January each year. Students need to be eligible to attend school in the fall of the current year in order to be added to the waitlist. (Kindergartners must be 5 as by October 1, and entering First Graders must be 6 by October 1).
- (χ) Round 1: All applications received before the end of the 1st round open enrollment will go through the lottery process. Names are prioritized then randomized and assigned a place on the waitlist. Visit this link for specific dates and detailed information: <http://jeffcoweb.jeffco.k12.co.us/enrollment/forms/>
- (δ) The lottery will be drawn no earlier than 30 minutes after school is dismissed on the last day of the lottery. Once a name is drawn, the parent or guardians shall be contacted, and given one week in order to accept or reject the enrollment offering. Once a class list is verbally accepted, the second step is to send out a District Policy Confirmation Form. All students waiting on the list will be notified of their number by the end of January. All students who are not in county will remain at the bottom of every wait list, until and unless every in-county resident student’s needs are met.
- (ε) Proof of residency requires both:
 - 1) a copy of a utility bill *and*
 - 2) a copy of driver’s license of parent/guardianIf it is found out during any part of the enrollment process that a child, whether enrolled in a class list or on a wait list, is in fact not a resident of Jefferson County, they will become an out of county applicant and all procedures regarding out of county status will immediately apply.
- (f) Round 2: Applications will be accepted mid February and added to the waitlist after all of round one in county applicant needs have been met. Once in-county resident applicants have been served, all out of county resident applicants may be

referred to. Visit this link for specific dates and detailed information regarding round 2: <http://jeffcoweb.jeffco.k12.co.us/enrollment/forms/>

- (g) As class spaces open, the enrollment secretary attempts to contact the next person on the wait list via provided phone and/or email address information and once all contact information has been exhausted the next person on the wait list is contacted. We will continue to offer positions in grades K-8 through the last day semester one.

(h)

Students who are not offered a class spot must repeat this process next January in order to be considered for enrollment the following year. Per Jeffco Policy no priority is given to RMAE preschoolers. You must fill out an open enrollment application to be added to the waitlist.

References: Policy 7--Enrollment and Waiting list Pertaining to Staff Children revised March 11, 2009 to align with Jeffco policy.

Policy 8—Finances and Accounting.

- (a) **Fiscal Accounting and Reporting.** The Director shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of Rocky Mountain Academy. The Director shall exercise his responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by Rocky Mountain Academy's board and lends itself to auditing. Financial statements shall be prepared for presentation and reporting for every regularly scheduled board meeting. Financial statements will be made available to board members in the board packets prior to the scheduled meeting.
- (b) **Preparation and Adoption of Annual Operating Budget.** The annual budget is the financial plan for the operation of Rocky Mountain Academy. The annual operating budget will be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the vision and mission of Rocky Mountain Academy. The Board assigns to the Director the overall responsibility for the preparation and administration of the budget. The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, and Revenues over Expenses, and Transfers to Capital Reserves. The annual budget for the upcoming year shall be submitted for review by the board during the April board meeting.

- (c) **Financial Accounting Audits.** In accordance with state law, all funds and accounts of Rocky Mountain Academy shall be audited annually at the close of each fiscal year. The District shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government/non-profit accounting to conduct the audit. The independent auditor shall submit a report to the Board that includes the audited financial statements and an opinion regarding those financial statements. The auditor will also include in the report any information and documentation required by the District.

Policy 9.1—Property, Building Facilities Use.

- (a) It is the board’s policy to make school owned property, buildings and facilities available to associated school groups and the community when not in use for school activities, subject to any limitations set forth in the school’s bonds, or other financing arrangements.
- (b) Permission for use of school property, buildings and facilities shall not constitute a board or school endorsement of any organization, the beliefs of an organization or group, not the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.
- (c) The bBoard reserves and delegates to the administration, the right to refuse approval or to cancel any and all activities for the use of a school owned property, building or its facilities when it is deemed that such action is necessary for the best interests of the school.
- (d) Board policies and regulations, which govern school use of facilities, shall, when applicable, also govern associated school groups and community use of school facilities.
- (e) Any activity within the scope of law defining and regulating gambling or gaming may not be conducted in or on school property, buildings, or facilities unless it is properly licensed and is for school fundraising purposes only.

Cross References: Policy 3.4 Elections—Not School Based

Policy 9.2—Vehicle Traffic and Parking Around School Property, Building Facility.

Refer to the Parent Handbook.

RMAE Board Policies Revision Date: 5/13/10

Rocky Mountain Academy of Evergreen acknowledges the invaluable contribution of the policies and procedures from the following schools in the development of the RMAE Board Policy Book: Jefferson Academy, DCS Montessori, and Crown Point.