



**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS

**September**  
**Regular Session**  
September 28, 2017

**Elementary  
School**

*680 Academy Ct.  
Windsor, CO 80550*

**Middle & Early  
College High School**

*810 Automation Dr.  
Windsor, CO 80550*





September 28, 2017

**Work Session @ 5:30 p.m.**  
**Regular Session @ 6:30 p.m.**

## **Executive Board**

**Samual Penn, President**  
**Donna James, Vice President**  
**Jackie Compton, Treasurer**  
**Paige Adams, Secretary**  
**Sherry Bartmann, Member**  
**Carolyn Mader, Member**  
**Jenny Ojala, Member**

*The Executive Board would like to welcome all WCA community members, citizens and staff. The meeting time is dedicated to the mission and vision of Windsor Charter Academy. There is an opportunity during Member, Citizen and Staff Communications to address the Executive Board.*

*Discussions of agenda items during the course of the meeting are limited to the board members unless otherwise requested by a board member.*

## **Agenda**

- 1.0 Opening of the Meeting**
- 2.0 Citizen Communication**
- 3.0 Board Member Reports**
- 4.0 Staff Reports**
- 5.0 Old Business**
- 6.0 New Business**
- 7.0 Policies**
- 8.0 Executive Session**
- 9.0 Matters for the Good of WCA**

## **VISION STATEMENT**

Where students are educated, empowered, and equipped to reach their highest potential.

## **MISSION STATEMENT**

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.



**Executive Board Agenda  
September 28, 2017**

**Work Session: 5:30 p.m.**

**Regular Session: 6:30 p.m.**

**1.0 Opening of Meeting**

Call to Order  
Roll Call  
Pledge of Allegiance  
Adoption of Agenda  
Approval of Minutes  
    August 24, 2017 Regular Session Minutes  
    September 14, 2017 Work Session Minutes

**2.0 Citizen Communication**

This is an opportunity to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to five minutes. Any person desiring to speak during this time should complete a comment card provided on the table near the entrance or from the Executive Board Secretary.

**3.0 Board Member Reports**

3.1 Samuel Penn, President  
3.2 Donna James, Vice-President  
3.3 Jackie Compton, Treasurer  
3.4 Paige Adams, Secretary  
3.5 Sherry Bartmann, Member  
3.6 Carolyn Mader, Member  
3.7 Jenny Ojala, Member

## **4.0 Staff Reports**

- 4.1 Executive Director's Report
  - Enrollment
  - Fund Development Update
  - Elementary School Work
  - Middle & Early College High School Work
  - Technology Work
- 4.2 Finance Director
  - August Financials

## **5.0 Old Business**

- 5.1 Dashboard
- 5.2 2<sup>nd</sup> Read on 2018-2019 School Calendar
- 5.3 Revised Bylaws: Article 4 Section 3 Tabled from Regular Meeting on 6/28/17

## **6.0 Consent Agenda**

- 6.1 Consent Agenda
  - Policies
    - 2nd Read/Review: GBGH Sick Leave Bank
    - 2nd Read/Review: GBGH-R Sick Leave Bank Application
    - 2nd Read/Review: ADD Safe Schools
    - 2nd Read/Review: EBBB Accident Reports
    - 2nd Read/Review: ECA/ECAB Security/Access to Buildings
    - 2nd Read/Review: GBEB Staff Conduct and Responsibilities
    - 2nd Read/Review: GDQD Discipline, Suspension and Dismissal of Support Staff
    - 2nd Read/Review: JFABD Homeless Students
    - 2nd Read/Review: JICF Secret Societies/Gang Activity
    - 2nd Read/Review: JLDBH Suicide Prevention
    - 2nd Read/Review: KI Visitors to the Schools
- 6.2 CHSAA Application

## **7.0 Policies**

- 1st Read/Review: JICDD Violent and Aggressive Behavior
- 1st Read/Review: JICH Student Involvement with Drugs and Alcohol
- 1st Read/Review: JICH-R Student Involvement with Drugs and Alcohol
- 1st Read/Review: JK Student Discipline
- 1st Read/Review: JK-R Student Discipline
- 1st Read/Review: JKD JKE Suspension and Expulsion
- 1st Read/Review: JKD JKE-R Suspension and Expulsion

## **8.0 Executive Session**

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive

session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the District's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

## **9.0 Matters for the Good of WCA**

### 9.1 Executive Board of Calendar Events



## **Approval of Past Minutes**

### **August 24, 2017 Executive Board Meeting—Regular Session**

#### **1.0 Opening Called to order at 6:38 p.m.**

##### **1.1 Roll Call**

Members Present: Samuel Penn, Jackie Compton, Paige Adams, Jenny Ojala, Carolyn Mader, and Sherry Bartmann

Staff Present: Rebecca Teeples, Kelly Seilbach and Jamie Zink

##### **1.2 Pledge of Allegiance**

##### **1.3 Mission Statement**

##### **1.4 Adoption of Agenda**

Motion to approve Agenda made by Carolyn Mader and seconded by Jackie Compton. Motion passes unanimously.

##### **1.5 Approval of the Minutes**

Motion to amend the June 28, 2017 Regular Session minutes by Sherry Bartmann and seconded by Carolyn Mader. Motion carries unanimously. Motion to approve the June 28, 2017 amended Regular session minutes by Jenny Ojala and seconded by Jackie Compton. Motion carries unanimously.

Motion to approve July 27, 2017 Regular Session Minutes and August 14, 2017 Work Session Minutes made by Jenny Ojala and seconded by Sherry Bartmann. Motion carries unanimously.

#### **2.0 Member, Citizen and Staff Communications (6:38 - 6:38)**

None presented

### 3.0 Committee Reports (6:38 - 6:46)

Board committees did not meet during the month of August with the exception of the Finance Committee.

#### 3.1 Finance: Compton & Adams

Jackie Compton shared the yearlong plan for the finance committee for the 2017-2018 school year.

### 4.0 Staff Reports (6:46 - 7:09)

#### 4.1 Executive Director

##### *Rural School Funding*

[SB 17-267](#) Sustainability of Rural Colorado was passed and signed on May 30, 2017. \$30 million was credited to the state public school fund and distributed to rural school districts. Windsor Charter Academy will receive \$169,746.82 over the course of 12 months. As outlined by SB 17-267, 90% of state retail marijuana sales tax revenue that the state retains for the 2018-2019 state fiscal year and for each succeeding state fiscal year will be distributed to the general fund, marijuana tax cash fund, and also education. 12.59% will be credited to the state public school fund.

##### *Enrollment*

Our budget balances for the school year with 1138 students, and still allows Windsor Charter Academy to place \$130,000 required into our reserves at the end of the school year. Currently, Windsor Charter Academy has 1134 students that are enrolled. We will continue to enroll out of district students until the October 1st count.

2017-2018 ENROLLMENT 8/24/17	2017-2018 SEATS AVAILABLE	GRADE
120	0	K
120	0	1
104	0	2
105	0	3
100	4	4
103	1	5
106	6	6
94	12	7
106	6	8
68	14	9
56	26	10
36	16	11
16	10	12
1134	95	

##### *Back -to-School Preparation*

Teachers and staff returned to begin the school year on August 9th. The entire staff and board members met for our 3rd annual celebration breakfast and professional development at the Colorado Readiness Center. Over 130 WCA stakeholders participated in superhero themed morning. Staff participated in several days of additional professional development--AVID, Teach like a Champion, 8 Keys of Excellence, Core Knowledge, technology and other critical areas that are important to the learning and culture of our schools.

Back-to-school events occurred to ensure that students and parents were ready for the start of school--2 elementary nights, a new family MS/HS night, parent athletic night, MS/HS open house and a HS ribbon cutting ceremony that included our seniors and our board members.

##### *State Assessment Data*

Presentation of data is available in board folder.

#### 4.2 Finance Director

A motion to approve June and July 2017 financials as recommended by the Finance Committee by Jenny Ojala; second by Jackie Compton. Motion carries unanimously.

## 5.0 Old Business (7:09 - 7:10)

### 5.1 Dashboard

## 6.0 New Business (7:10 - 7:28)

### 6.1 Consent Agenda

#### *Resignations:*

- Kent Christen: Facilities Manager
- Antonia Bernal: Facilities
- Troy Duvall: Elementary Physical Education
- Janet McGlaughlin: MS/HS Art
- Rachel Yoder: MS/HS Media Paraprofessional

#### *Transfers*

- Jennifer Unruh: Elementary Para to MS/HS Art
- Chantelle Barrett: Elementary Para to MS/HS Media Paraprofessional

#### *Appointments:*

- Dawn Ellis: Elementary Physical Education
- Chip Carrell: Facilities Manager
- Lisa Giradi: College Psychology
- Danton Berube: College Political Science
- Rachel Vargas: MS/HS Spanish
- Michael Ellingson: MS/HS Physical Education
- Alyssa Anisimow: Facilities
- Johnnie Derrera: Facilities
- Flora Tobanche: Facilities
- Lynn Ryder: Food Services
- Connie Fisher: Elementary Paraprofessional

#### *Policies:*

- 2nd Read/Review: **GBGH Sick Leave Bank**
- 2nd Read/Review: **GBGH-R Sick Leave Bank Application**
- 2nd Read/Review: **GBK Grievance Policy and Procedure--Certified Staff**
- 2nd Read/Review: **GBKA Grievance Policy and Procedure--Classified Staff**

Motion to table GBGH and GBGH-R until September 2017 Regular Session and approve the consent agenda made by Carolyn Mader and seconded by Jenny Ojala. Motion carries unanimously.

### **6.2 Change of Date for November and December Regular Executive Board Meeting**

The executive board meetings for November and December 2017 are scheduled during holiday breaks. Due to the timing of holidays, it is the recommendation to change the meetings to the following dates, cancelling both work sessions in November and December.

- Regular Session: Thursday, November 16, 2017
- Regular Session: Thursday, December 21, 2017

Motion to approve the change of November and December Board meetings as outlined above made by Jackie Compton and seconded by Paige Adams. Motion carries unanimously.



### **6.3 2018-2019 School Calendar**

It is the recommendation to the Board to approve the WCA 2018-2019 draft calendar. It differs from the District adopted calendar that addresses construction project needs. The proposed WCA draft follows the 2017-2018 calendar, with an exception of Spring Break. In the proposed draft, the Spring Break follows the District adopted calendar.

Motion to approve the 2018-2019 school calendar on first read made by Paige Adams and seconded by Carolyn Mader. Motion carries unanimously.

### **6.4 Annual Board Selection of Board Agenda Location for Posting**

It is recommended that the location for board agendas to be posted for the 2017-2018 school year remain in the elementary vestibule and also posted on the website.

Motion to approve the annual location for posting the board agendas as designated above made by Jackie Compton and seconded by Jenny Ojala. A motion to amend the locations to add a second location at the MS office was made by Sherry Bartmann and seconded by Jenny Ojala. A motion to approve the locations as amended was made by Jenny Ojala and seconded by Paige Adams. Motion carries unanimously.

## **7.0 Policies (7:29 - 7:52)**

**7.1 1st Read/Review:** The following policy revisions/updates are based on SB 15-213, known as the "Claire Davis Safety Act."

- **Policy ADD Safe Schools**
- **Policy EBBB Accident Reports**
- **Policy ECA/ECAB Security/Access to Buildings**
- **Policy GBEB Staff Conduct and Responsibilities**
- **Policy GDQD Discipline, Suspension and Dismissal of Support Staff**
- **Policy JFABD Homeless Students**
- **Policy JICF Secret Societies/Gang Activity**
- **Policy JLDBH Suicide Prevention**
- **Policy KI Visitors to the Schools**

Motion to approve policies on 1st read as outlined in 7.1 made by Carolyn Mader and seconded by Jenny Ojala. Motion carries unanimously.

## **8.0 Executive Session (No Executive Session Occurred.)**

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a)
- Conduct conferences with the School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)

- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S.§24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the School's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussion desires the discussion occur in open meeting, the discussion must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S.§24-6-402(4)(h)

## 9.0 Matters for The Good of WCA (7:52-8:01)

### 9.1 Executive Board Calendar of Events

Date	Time	Event	Location
August 25	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
August 29	6:00 p.m.	Technology Education Night	MS/HS Media Center
September 11	3:30 p.m.	Student & School Safety Committee	Elementary Library
September 14	5:30 p.m.	Board Work Session	Elementary Library
September 18	3:30 p.m.	School Accountability Committee	Elementary Library
September 21	4:00 p.m.	Finance Committee	HS Conference Room
September 28	5:30 p.m.	Board Work/Regular Session	Elementary Library
September 29	All Day 8:15 a.m.	Walkathon Coffee with Leadership	Playground MS/HS Media Center

### 9.2 Board Member Comment/Questions

## 10.0 Adjourn (8:02)

Motion to adjourn meeting made by Jenny Ojala; second by Sherry Bartmann. Motion carries unanimously.



**Approval of Past Minutes**

**September 14, 2017 Executive Board Meeting—Work Session**

**1.0 Opening Called to order at 6:00 p.m.**

**1.1 Roll Call**

Members Present: Samuel Penn, Donna James, Jackie Compton, Paige Adams, Carolyn Mader, Jenny Ojala & Sherry Bartmann

Staff Present: Rebecca Teeples

No formal action was taken during the work session.

**2.0 Board Processes**

**2.1 Policy Reviews**

**2.2 Minutes Review**

**2.3 Board Reports**

**3.0 Board Policy Review**

**4.0 Board Appointment vs Election**

**5.0 WCA Membership Description Review**

**6.0 Facility Discussion**

**7.0 Executive Board Calendar of Events**

Date	Time	Event	Location	Board Representative
September 18	7:00 p.m.	District Board Meeting	District Building	Samual Penn
September 29	All Day	Walkathon	MS/HS Soccer Field	Sherry Bartmann

September 29	8:15 a.m.	Coffee with Leadership	MS/HS Media Center	Carolyn Mader Samual Penn Sherry Bartmann
October 2	3:30 p.m.	School Accountability Committee	Elementary Library	Donna James Jenny Ojala
October 9	3:30 p.m.	Student & School Safety Committee	Elementary Library	Sherry Bartmann
October 11	8:30 a.m.	1st Grade Ancient Egypt Celebration	1st Grade Classrooms	
October 12	5:30 p.m.	Executive Board Work Session	Elementary Library	All Board Members
October 16	7:00 p.m.	District Board Meeting	District Building	
October 18	8:30 a.m.	5th Grade Renaissance Fair	5th Grade Classrooms	Carolyn Mader
October 18	4:00 p.m.	Education Committee	Elementary Library	Carolyn Mader
October 19	4:00 p.m.	Finance Committee	HS Conference Room	Jackie Compton Paige Adams
October 24	8:30 a.m.	Honor Roll Assembly	Elementary Gym	Carolyn Mader
October 24	8:15 a.m.	4th Grade Medieval Festival	4th Grade Classrooms	Samual Penn
October 26	8:15 a.m.	Kindergarten Human Body Celebration	K Classrooms	
October 26	5:30/6:30 p.m.	Executive Board Session	Elementary Library	All Board Members
October 27	8:15 a.m.	Coffee with Leadership	MS/HS Media Center	Sherry Bartmann
October 27	2:45 p.m.	MS Honor Roll Assembly	MS/HS Gym	Carolyn Mader
October 30	Lunchtime	Halloween Parent Lunch	Cafeteria	MSHS - Sherry
October 31	1:30 p.m.	Halloween Parade & Parties	School Wide	

**8.0 Strategic Plan: Professional Development--Board Modules: 27-29**

**9.0 Adjourn Work Session 7:41 p.m. (No actions were made.)**



**Minutes to Be Approved at October Regular Session**

**September 28, 2017 Executive Board Meeting—Regular Session**

**1.0 Opening of the Meeting @ 6:33 p.m.**

**Roll Call**

***Executive Board Members Present***

Samual Penn, Executive Board President  
Paige Adams, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Carolyn Mader, Executive Board Member  
Jenny Ojala, Executive Board Member

***Executive Board Members Absent***

Donna James, Executive Board Vice-President  
Jackie Compton, Executive Board Treasurer

***Staff Present***

Jeremy Schriener, Secondary Education Director  
SarahGennie Colazio, Finance Director  
Jamie Zink, Administrative Assistant

***Staff Absent***

Rebecca Teeples, Executive Director

## **Pledge of Allegiance**

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## **Mission Statement**

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## **Adoption of Agenda**

A motion to approve Agenda was made by Sherry Bartmann and seconded by Carolyn Mader. The motion passed unanimously.

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## **Approval of the Minutes**

A motion to approve the August 24, 2017 Regular Session minutes was made by Paige Adams and seconded by Carolyn Mader. The motion carried unanimously. A motion was made to approve the September 14, 2017 Work Session minutes was made by Paige Adams and seconded by Carolyn Mader. The motion carried unanimously.

***Minutes to Be Approved at October Regular Session***

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**2.0 Member, Citizen and Staff Communication**

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There were no statements made by Windsor Charter Academy stakeholders—members, citizens, or staff.

## **Minutes to Be Approved at October Regular Session**

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### **3.0 Board Member Reports**

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#### **Samual Penn, Executive Board President**

Mr. Penn attended the Weld Re-R District Board meeting on September 18, 2017. As with past board presidents, Mr. Penn scheduled meetings with Weld Re-4 Board President, Tempy Bowman. The purpose of these meetings is to maintain positive relationships with Windsor Charter Academy's authorizer, Weld Re4.

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#### **Donna James, Executive Board Vice President**

Mrs. James was not able to attend the September regular board session.

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#### **Jackie Compton, Executive Board Treasurer**

Mrs. Compton was not able to attend the September regular board session.

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#### **Paige Adams, Executive Board Secretary**

Mrs. Adams attended the annual finance seminar held by the Colorado League of Charter Schools. The Finance Committee met on September 21, 2017. At the meeting, members reviewed the draft annual audit for Windsor Charter Academy.

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#### **Sherry Bartmann, Executive Board Member**

Mrs. Bartmann participated in the Harvest Day parade, supporting the elementary and middle/high school efforts. Additional updates were given on the Ag Club, organic garden, homecoming, athletic games, and the high school PTC's work on the upcoming haunted house preparations. Mrs. Bartmann also summarized the work of the Safety Committee, as



reflected in the following minutes, submitted by Brad Coldiron, Safety Committee Chairperson.

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**Carolyn Mader, Executive Board Member**

Mrs. Mader is preparing for the first Education Committee meeting for the 2017-2018 school year. The meeting will be held on October 18, 2017 at 4 p.m. in the elementary library.

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**Jenny Ojala, Executive Board Member**

Mrs. Ojala shared updates on the elementary school PTC's work as they prepare for Sweets with Santa. Updates were given on the committee work of the School Accountability Committee (SAC) on September 18, 2017. In addition to annual surveys, work of the Unified School Improvement Plan, the SAC will review quarterly progress made on the strategic plan.

# Balance Sheet

Printed: 9/20/2017 2:10 PM  
Windsor Charter Academy

Charter School 11					
Account Class	8100	Current Assets			
Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>					
	Bingo Checking Acct	4,676.56	(4,026.45)	650.11	11-950-00-0000-8101-000-0000
	General Fund Checking	1,319,811.38	517,579.65	1,837,391.03	11-950-00-0000-8102-000-0000
	MSHS Petty Cash	200.00	100.00	300.00	11-950-00-0000-8103-000-0000
	Elem Petty Cash	0.00	0.00	0.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Receivable from SF	10,021.17	0.00	10,021.17	11-950-00-0000-8140-000-0000
	Accounts Receivable from Dist	4,555.00	0.00	4,555.00	11-950-00-0000-8141-000-0000
	CDE Grants Receivable	100,950.61	0.00	100,950.61	11-950-00-0000-8141-000-5282
	Bond/Expansion Reimb Receivable	481,093.98	69,103.97	550,197.95	11-950-00-0000-8153-000-0000
	COBRA Receivable	(600.52)	0.00	(600.52)	11-950-00-0000-8153-000-0000
	Prepaid Expenses	11,967.36	0.00	11,967.36	11-950-00-0000-8181-000-0000
	Prepaid Insurance	510.00	0.00	510.00	11-950-00-0000-8182-000-0000
	Food Service Petty Cash	40.00	93.00	133.00	11-950-31-0000-8103-000-0000
<b>8100</b>	<b>Current Assets</b>	<u>1,933,244.10</u>	<u>582,850.17</u>	<u>2,516,094.27</u>	* Account Class
<b>Liabilities</b>					
	17-18 Kinder Tuition Deposits	(20,700.00)	0.00	(20,700.00)	11-901-00-0000-7481-000-0000
	Accounts Payable	(267,314.18)	161,421.06	(105,893.12)	11-950-00-0000-7421-000-0000
	Accrued Salaries	(252,400.02)	672.10	(251,727.92)	11-950-00-0000-7461-000-0000
	GARNISHMENT	(832.00)	0.00	(832.00)	11-950-00-0000-7471-000-0000
	17-18 Registration Fees Prepaid	(65,260.00)	0.00	(65,260.00)	11-950-00-0000-7481-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities	(53,869.87)	0.00	(53,869.87)	11-950-01-0000-7471-000-0000
	PERA & Life Liab	(152.00)	0.00	(152.00)	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab	(1,345.10)	(107.99)	(1,453.09)	11-950-05-0000-7471-000-0000
	401K/457 Liab	1,196.95	0.00	1,196.95	11-950-06-0000-7471-000-0000
<b>7400</b>	<b>Liabilities</b>	<u>(661,476.22)</u>	<u>161,985.17</u>	<u>(499,491.05)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
	Tabor Reserve	(193,000.00)	0.00	(193,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(1,893,467.93)	0.00	(1,893,467.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays	(12,258.16)	0.00	(12,258.16)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	826,958.21	(744,835.34)	82,122.87	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>(1,271,767.88)</u>	<u>(744,835.34)</u>	<u>(2,016,603.22)</u>	* Account Class
<b>11</b>	<b>Charter School</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 9/20/2017 2:10 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Activity Account Checking		67,785.70	660.28	68,445.98	23-950-00-0000-8100-000-0000
	Accounts Receivable SF		1,419.70	0.00	1,419.70	23-950-00-0000-8150-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>69,205.40</u>	<u>660.28</u>	<u>69,865.68</u>	* Account Class
<b>Liabilities</b>						
	Due to GF		(10,021.17)	0.00	(10,021.17)	23-950-00-0000-7402-000-0000
	MSHS Activity Accts Payable		(2,557.65)	(628.13)	(3,185.78)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(12,578.82)</u>	<u>(628.13)</u>	<u>(13,206.95)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Elem Activity Acct Fund Balanc		8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
	Fund Balance		10.00	0.00	10.00	23-950-00-0000-6770-000-0000
	Activity Net Income/Loss		(65,479.72)	(32.15)	(65,511.87)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(56,626.58)</u>	<u>(32.15)</u>	<u>(56,658.73)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 9/20/2017 2:10 PM  
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Def Loss on Refunding-2016		319,875.09	0.00	319,875.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016		418,973.97	57,987.40	476,961.37	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016		1,234,918.99	1,059.46	1,235,978.45	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016		1,811.96	2,165.43	3,977.39	61-950-65-0000-8105-000-0000
	Bldg Corp Project Fund-2016		177,287.86	152.14	177,440.00	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017		179,560.94	(47,243.14)	132,317.80	61-950-65-0000-8105-000-0000
	Bldg Corp Project Fund-2017		2,284,396.39	(1,997,031.80)	287,364.59	61-950-65-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>4,616,825.20</u>	<u>(1,982,910.51)</u>	<u>2,633,914.69</u>	* Account Class
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		8,327,958.67	758,985.25	9,086,943.92	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		12,260,756.26	1,812,771.87	14,073,528.13	61-950-00-0000-8231-000-0000
	Construction in Progress		1,956,198.98	0.00	1,956,198.98	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(1,493,265.71)	0.00	(1,493,265.71)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>22,896,099.20</u>	<u>2,571,757.12</u>	<u>25,467,856.32</u>	* Account Class
<b>Liabilities</b>						
	Bldg Corp Accounts Payable		(1,950,978.88)	0.00	(1,950,978.88)	61-950-00-0000-7421-000-0000
	Bldg Corp Premium on Bonds		(225,992.15)	0.00	(225,992.15)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017		(2,518,687.63)	(573,970.00)	(3,092,657.63)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(329,242.00)	0.00	(329,242.00)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(29,036,193.83)</u>	<u>(573,970.00)</u>	<u>(29,610,163.83)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal		(59,786.95)	0.00	(59,786.95)	61-950-00-0000-6770-000-0000
	Bldg Corp Net Income/Loss		1,583,056.38	(14,876.61)	1,568,179.77	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>1,523,269.43</u>	<u>(14,876.61)</u>	<u>1,508,392.82</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	



## Minutes

**(Pending Approval By Committee at 10/9/17 Meeting)**

### **WINDSOR CHARTER ACADEMY**

### **STUDENT & SCHOOL SAFETY COMMITTEE**

Weld County School District RE-4

680 Academy Ct., Windsor, Colorado 80550

**Monday, September 11, 2017**

**Regular Monthly Meeting at the hour of 3:30 p.m.**

## **VISION STATEMENT**

Where students are educated, empowered, and equipped to reach their highest potential.

## **MISSION STATEMENT**

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

### **1.0 Call to order at 3:30 p.m.**

#### **1.1 Sign-in**

#### **1.2 Introductions**

### **2.0 Professional development on committee purpose and timeline.**

Viewed PowerPoint - Overview of Committee, its purpose, obligations and responsibilities.

### **3.0 Selection of Chairperson and Secretary**

Chairperson: Brad Coldiron

Secretary: Sam Porter

### **4.0 Discussion:**

#### **4.1 Members collaborate on priorities for the year and map out yearlong work.**

- Claire Davis Act – education and compliance
- Birdwatchers/Birdwatcher's Training – September 25, 2017 at 5:30 p.m.
- Safety plans for the school and Crisis Response Team (CRT) processes
- Check-in and check-out system for visitors
- Safety Day at MS/HS

#### **4.2 Upcoming monthly priorities:**

- **October 9<sup>th</sup>**
  - Administration present their safety plans for the school and Crisis Response Team (CRT) processes
  - Members offer advice and insight on areas that could be strengthened

- Discussion on Claire Davis Act
- **November 13<sup>th</sup>**
  - Review different check-in and check-out systems for visitors
  - Review date for Safety Day—December 21<sup>st</sup>
- **December 11<sup>th</sup>**
- **January (No Meeting)**
- **February 12<sup>th</sup>**
- **March 26<sup>th</sup>**
- **April 9<sup>th</sup>**
- **May 14<sup>th</sup>**

**5.0 Adjourn at 4:23 p.m.**

4.0 Staff Member Reports

**Rebecca Teeples, Executive Director**

**Enrollment**

Our budget balances for the school year with 1138 students, and still allows Windsor Charter Academy to place \$130,000 required into our reserves at the end of the school year. Currently, Windsor Charter Academy has 1132.5 students that are enrolled. We will continue to enroll out of district students until the October 1st count. Windsor Charter Academy will receive \$169,746.82 over the course of 12 months from Rural School Funding. Some of this funding will be used to address our final October 1 count number that falls below 1138.

2017-2018 ENROLLMENT 9/25/17	GRADE
120	K
120	1
103	2
105	3
100	4
104	5
106	6
92	7
106.5	8
66	9
57	10
37	11
16	12
1132.5	

**Fund Development**

Emily Land, our fund development manager, has raised \$15,125 during the months of August and September and has an additional request in grants totaling \$30,000.

- *Raised Funds*
  - Cultivated sponsors for Firebirds on the Run Fund Drive: \$9,950
  - Secured Community Banks of Colorado sponsor for internal hospitality: \$2,500
  - Planned & implemented elementary school parking space raffle: \$2,175
- *Written Grant Submissions*
  - Ottercares: \$25,000
  - Weld County Women's Fund: \$5,000
  - Powerade: \$500
- *Work Focus*
  - Planned and implemented re-tooled Firebird Fund Drive
  - Supported Harvest Day Festival float marketing effort
  - Collaboration with advertising agency to create strategic marketing campaign to promote enrollment

**Elementary School**

- *Excellence in Innovation*
  - All K-5 teachers received training on the use of their interactive boards that enhance instruction.
  - Lego Robotics, a STEM club, is offered to 3-5<sup>th</sup> grade students as an after-school program.
- *Excellence in Instruction*
  - Professional Development
    - All K-1 teachers were trained on providing diagnostic assessments used to inform Tier II instruction and close gaps in reading. They

- have also received professional development on teaching explicit phonics lessons.
  - Classroom teachers and interventionists participated in Data Digs to determine instructional priorities and group students based on common needs.
  - Teachers are participating in ongoing professional development throughout the year including: Close and Critical Reading, Writer's Workshop and Teach Like a Champion.
- Induction Work
  - New teachers meet monthly as a group to strengthen best practices. The induction program focuses on instructional strategies, procedures that maximize instructional time, and action steps that enhance communication and collaboration. New teachers reviewed important strategies that promote effective parent communication.
- New Teacher Support
  - Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting. The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.
- *Excellence in Leadership*
  - 6 teachers from the elementary school are participating this year in the Leadership Academy and have selected capstone projects that allow them to support the mission and vision of the school while developing their leadership abilities. Each teacher, as well as mentor teachers, meet individually each month with the Executive Director.
  - Elementary teachers serve as teacher leaders on the following committees: Team Lead, AVID Site Team Leader, PBIS committee, Sunshine Committee, Building Leadership Team, AVID Site Team, Student Success Team, Education Committee, Student and Building Safety Committee and SAC.
  - The principal, assistant principal and 3 teachers attended the AVID Summer Institute. As a result, they created the AVID Site Plan and will facilitate the implementation of AVID schoolwide in the 2018-19 school year.
  - Nine elementary teachers/administration will attend the AVID Elementary Foundational Training focusing on school wide AVID strategies and methodologies to support AVID elementary in October 2017.
- *Excellence in Culture and Climate*
  - All elementary staff participated in professional development using the book SOUP by John Gordan which focused on creating a positive culture and climate.
  - The first Elementary Teacher Council brainstormed ways to decrease teacher workload by creating common conference sheets for sharing data.



- All of the new elementary teachers have been adopted by a staff member who will show them support throughout the year.
- The Sunshine Committee has scheduled the first staff gathering to strengthen relationships.
- Two third grade teachers created a “Get to Know Our Staff” wall in the lounge. Each teacher has their picture posted and their likes and dislikes so that our staff can get to know one another and build relationships.
- The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.

### **Middle & High School**

- *Excellence in Innovation*
  - STEM-Focused Opportunities: Thirty middle and high school students have selected their student presidencies for WCA competitive math teams. Students are preparing for their upcoming season of competitions.
  - Senior ICAP Presentations: Our seniors are preparing to present their ICAP (Individual Career and Academic Plan) to the entire school, parents and WCA community members. The senior presentations are required for students to graduate and will highlight their postsecondary goals and their preparations at WCA.
- *Excellence in Instruction*
  - Professional Development: During staff meetings, instructional staff--administration, teachers and counselors, are working collaboratively to analyze data and identify areas of focus for the school year.
  - Induction Work: New teachers meet monthly as a group to strengthen best practices. The induction program focuses on instructional strategies, procedures that maximize instructional time, and action steps that enhance communication and collaboration. New teachers reviewed important strategies that promote effective parent communication.
  - New Teacher Support: Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting.
- *Excellence in Leadership*
  - Ten teachers from the MS/HS are participating this year in the Leadership Academy and have selected capstone projects that allow them to support the mission and vision of the school while developing their leadership abilities. Each teacher, as well as mentor teachers, meet individually each month with the Executive Director.
- *Excellence in Culture and Climate*
  - School Events: The middle school and high school have participated in many events that have built culture and supported the continuation of a positive climate for students, community and staff members. The high school recently completed Homecoming Week, complete with athletics, pep-rally, bonfire, dodgeball game and homecoming dance. High school seniors and their parents attended the graduation information meeting in preparation for the first graduating class at WCA, which will be held this coming May.

- The first MS/HS Teacher Council of the year was held on September 13<sup>th</sup>. The staff collaboratively worked to find ways to better support our teachers in creating a better work/life balance and support our young new teachers. Some of the ideas brainstormed include:
  - On Oct 26<sup>th</sup> & 27<sup>th</sup>, substitute teachers will cover classes so teachers can participate in peer observation cycles in groups of 2-3 teachers.
  - Teachers will be able to utilize professional development funds curriculum planning. Funds would provide substitute teachers that would cover classes so the team can plan collaboratively and create curriculum maps together as grade-level teams or content teams.
  - MS electives will be split into 45 minutes of study hall and 45 minutes of electives. This will minimize teacher planning and support student success.

### **Technology**

- *Excellence in Innovation*
    - A yearly subscription for Minecraft Education was purchased and deployed for students in the middle school elective. Ways to utilize this software license in the elementary and high school are being explored.
  - *Excellence in Instruction*
    - The curriculum map for Elementary Technology and Library specials is being analyzed and ways to incorporate learning centered around STEM concepts is being explored. Tools and lessons specifically aimed at math instruction are being discussed and researched.
  - *Excellence in Leadership*
    - Teacher Technology Council meetings were held at both schools. Teachers collaborated with technology department to share concerns and brainstorm solutions.
  - *Excellence in Climate and Culture*
    - The monthly Parent Technology Committee Meeting was held on Saturday, September 9<sup>th</sup>, 4 new parent volunteers came to help. Chromebook in Elementary classrooms were cleaned and computer lab cabling was cleaned up.
- 
- 

### **Sarah Gennie Colazio, Finance Director**

The annual Windsor Charter Academy audit will be presented at the next regular session in October. August 2017 Financials were presented to the Executive Board. A motion to approve the August 2017 financials as recommended by the Finance Committee was made by Carolyn Mader and seconded by Jenny Ojala. The motion carried unanimously.

## Financial Highlights 8.31.17

As of August 31, 2017 we are 2 months through the year, revenues and expenditures should be approximately 16.66% of budget

- **Total GF Revenue is \$1,538,776 (16.11%)**
  - We are approximately \$9,700 over our projected budgeted revenue
- **Total GF Expenses are \$1,552,726.17 (16.52%)**
  - Our spending for the year is right on track with budget, there are a few budget items to be posted as a part of our audit.
- **“Deficit” to date of \$13,949**
  - Due to front end loaded expenditures, such as curriculum, planned facility expenditures (new carpet, summer floor services), we have currently more expenditures than revenue as of August 30<sup>th</sup>. This does not affect our cash position.
- **Balance Sheet Notes**
  - GF Checking Account Balance: \$1,837,391
  - SF Checking Account Balance: \$68,445
  - Outstanding receivable from the construction items of approximately \$550,197 representing items WCA has paid for to be reimbursed out of financing funds. Examples:
    - Playground structure \$120,000
    - Furnishings, curriculum, low voltage wiring and technology items
  - All reimbursements should be closed out by October 30<sup>th</sup>, 2017
- **Audit:**
  - The audit occurred on August 9<sup>th</sup> and 10<sup>th</sup>, no material adjustments recommended by auditors.
  - Finance Committee reviewed August financials and recommends board approval. FC also reviewed the draft audit, is sending comments back to the auditors, on presentation and classification questions. The final audit will be presented in the October board meeting.

# Food Service Rev & Exp

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Windsor Charter Academy

Food Services Operations 31							
Account Type	I	Revenue					
Source of Revenue/Objec	1600	Food Services					
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget		
<b>Revenue</b>							
<b>Food Services</b>							
		Food Service Revenue	27,047.80	367,185.00	340,137.20	7.37	
<b>1600</b>		<b>Food Services</b>	27,047.80	367,185.00	340,137.20	7.37	** Source of Revenue/Object of Expenditure
	<b>I</b>	<b>Revenue</b>	27,047.80	367,185.00	340,137.20	7.37	* Account Type
<b>Expense</b>							
<b>Salaries</b>							
		Food Serv Salaries	15,790.41	134,301.00	118,510.59	11.76	
<b>0100</b>		<b>Salaries</b>	15,790.41	134,301.00	118,510.59	11.76	** Source of Revenue/Object of Expenditure
<b>Employee Benefits</b>							
		Food Serv EE Benefits Health/Dent/Vision	3,323.25	19,249.49	15,926.24	17.26	
		Food Serv Medicare Exp	226.18	1,895.20	1,669.02	11.93	
		Food Serv SUTA Exp	46.80	392.11	345.31	11.94	
		Food Serv PERA Exp	3,065.30	25,683.20	22,617.90	11.94	
<b>0200</b>		<b>Employee Benefits</b>	6,661.53	47,220.00	40,558.47	14.11	** Source of Revenue/Object of Expenditure
<b>Supplies</b>							
		Food Serv Food Cost	4,991.16	164,000.00	159,008.84	3.04	
		Food Serv Uniforms	0.00	700.00	700.00	0.00	
		Food Serv Supplies	2,140.21	8,000.00	5,859.79	26.75	
		Food Serv Repairs & Maint	1,013.58	4,500.00	3,486.42	22.52	
		Food Serv transport	0.00	500.00	500.00	0.00	
		Food Serv Dues & Fees	92.84	0.00	(92.84)	0.00	
		Food Serv Small Equipment	4,041.00	4,500.00	459.00	89.80	
		Food Serv Prof Dev	0.00	3,000.00	3,000.00	0.00	
<b>0600</b>		<b>Supplies</b>	12,278.79	185,200.00	172,921.21	6.63	** Source of Revenue/Object of Expenditure
	<b>X</b>	<b>Expense</b>	34,730.73	366,721.00	331,990.27	9.47	* Account Type
<b>31</b>		<b>Food Services Operations</b>	<u>7,682.93</u>	<u>(464.00)</u>	<u>(8,146.93)</u>	<u>-1,655.80</u>	Special Reporting Element
		<b>Report Total:</b>	<u>(7,682.93)</u>	<u>464.00</u>	<u>8,146.93</u>	<u>-1,655.80</u>	

# Rev and Exp as 8.31.17

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description		Y.T.D. Activity	Budget	Next_Yrs_Budg et	% of Budget	
1300	Tuition	34,650.00	208,153.00	208,153.00	16.65	
1500	Earnings on Investments	0.00	200.00	200.00	0.00	
1600	Food Services	27,047.80	367,185.00	367,185.00	7.37	
1700	Pupil Activities	7,665.00	78,765.03	78,765.03	9.73	
1900	Other Revenue from Local Sources	12,808.22	157,125.00	157,125.00	8.15	
3000	Revenue from State Sources	24,946.54	298,033.00	298,033.00	8.37	
3900	Other Revenue From State Sources	96,812.32	296,000.00	296,000.00	32.71	
5600	Direct Allocations	1,334,846.62	8,146,100.00	8,146,100.00	16.39	
I	Revenue	<u>1,538,776.50</u>	<u>9,551,561.03</u>	<u>9,551,561.03</u>	<u>16.11</u>	* Account Type
0100	Salaries	674,847.75	4,262,530.00	4,262,530.00	15.83	
0200	Employee Benefits	236,075.91	1,744,336.00	1,744,336.00	13.53	
0300	Purchased Professional and Technical Services	5,253.25	40,020.00	40,020.00	13.13	
0400	Purchased Property Services	229,805.73	1,434,247.00	1,434,247.00	16.02	
0500	Other Purchased Services	212,838.48	1,329,250.00	1,318,320.00	16.01	
0600	Supplies	121,038.90	423,755.08	238,555.08	28.56	
0700	Property	2,051.38	52,316.00	52,316.00	3.92	
0800	Other Objects	62,051.14	26,000.00	26,000.00	238.66	
0900	Other Uses of Funds	8,763.63	84,000.00	84,000.00	10.43	
X	Expense	<u>1,552,726.17</u>	<u>9,396,454.08</u>	<u>9,200,324.08</u>	<u>16.52</u>	* Account Type
11	Charter School	<u>13,949.67</u>	<u>(155,106.95)</u>	<u>(351,236.95)</u>	<u>-8.99</u>	Fund

# Rev and Exp as 8.31.17

Printed: 9/20/2017 5:31 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1700	Pupil Activities				
Description		Y.T.D. Activity	Budget	Next_Yrs_Budg et	% of Budget	
1700	Pupil Activities	0.00	50,000.00	50,000.00	0.00	
1900	Other Revenue from Local Sources	86,413.02	0.00	0.00	0.00	
I	Revenue	<u>86,413.02</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>172.83</u>	* Account Type
0600	Supplies	10,889.98	147,750.00	2,500.00	7.37	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	<u>10,889.98</u>	<u>227,750.00</u>	<u>82,500.00</u>	<u>4.78</u>	* Account Type
23	Pupil Activity Fund	<u>(75,523.04)</u>	<u>177,750.00</u>	<u>32,500.00</u>	<u>-42.49</u>	Fund

# Rev and Exp as 8.31.17

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Windsor Charter Academy

Building Corporation 61					
Account Type	I	Revenue			
Source of Revenue/Objec	1500	Earnings on Investments			
Description	Y.T.D. Activity	Budget	Next_Yrs_Budget	% of Budget	
1500	Earnings on Investments	6,015.08	15,000.00	15,000.00	40.10
1900	Other Revenue from Local Sources	117,041.10	1,159,271.00	1,159,271.00	10.10
2000	Revenue from Intermediate Sources	2,163.57	39,000.00	39,000.00	5.55
I	Revenue	<u>125,219.75</u>	<u>1,213,271.00</u>	<u>1,213,271.00</u>	<u>10.32</u> * Account Type
0700	Property	0.00	200,000.00	200,000.00	0.00
0800	Other Objects	47,790.25	859,436.00	859,436.00	5.56
X	Expense	<u>47,790.25</u>	<u>1,059,436.00</u>	<u>1,059,436.00</u>	<u>4.51</u> * Account Type
61	Building Corporation	<u>(77,429.50)</u>	<u>(153,835.00)</u>	<u>(153,835.00)</u>	<u>50.33</u> Fund
	Report Total:	<u>139,002.87</u>	<u>131,191.95</u>	<u>472,571.95</u>	<u>105.95</u>

# A/P Check Register

Printed: 9/20/2017 2:12 PM  
Windsor Charter Academy  
Check Date: 8/1/2017 to 8/31/2017

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217767	Christopher L Pederson	1	08/02/2017	4761	3,420.00	0.00	3,420.00
217767	Christopher L Pederson	26	08/03/2017	4762	3,584.00	0.00	3,584.00
21177	Pinnacol	27	08/03/2017	4763	15,145.95	0.00	15,145.95
21424	Book Concepts	1	08/07/2017	4764	2,961.85	0.00	2,961.85
21117	Carolina Biological	1	08/07/2017	4765	1,620.00	0.00	1,620.00
21331	Cigna Dental & Vision	3	08/07/2017	4766	4,406.88	0.00	4,406.88
21015	Comcast Cable	1	08/07/2017	4767	466.18	0.00	466.18
217810	Dechairo, Nathan and Katie	2	08/07/2017	4768	205.00	0.00	205.00
217633	Diversified Underground Inc.	1	08/07/2017	4769	425.00	0.00	425.00
21183	Elite Awards and Trophies	1	08/07/2017	4770	14.00	0.00	14.00
217811	Eljaouhari, Mohamed	2	08/07/2017	4771	85.00	0.00	85.00
217814	ExpressToll	3	08/07/2017	4772	3.98	0.00	3.98
217699	Gaggle Net Inc.	1	08/07/2017	4773	5,500.00	0.00	5,500.00
21254	Gallegos Sanitation Inc	1	08/07/2017	4774	8.58	0.00	8.58
21131	Knowledge Bound	1	08/07/2017	4775	197.80	0.00	197.80
21092	Lincoln National Life Insurance	1	08/07/2017	4776	1,693.21	0.00	1,693.21
217807	Peterson, David and Michelle	2	08/07/2017	4777	152.50	0.00	152.50
217808	Rabe, Ingrid	2	08/07/2017	4778	360.00	0.00	360.00
217813	Richardson, Shawn and Marissa	3	08/07/2017	4779	7.75	0.00	7.75
217812	Smith, Eric and Brooke	2	08/07/2017	4780	85.00	0.00	85.00
21136	Supply Works	3	08/07/2017	4781	373.33	0.00	373.33
21078	Waste Management	1	08/07/2017	4782	54.17	0.00	54.17
21591	Windsor Chamber of Commerce	2	08/07/2017	4783	315.00	0.00	315.00
21319	Elan	2	08/07/2017	4784	38,584.88	0.00	38,584.88
21178	Cats Kitchen	8	08/09/2017	4785	1,150.00	0.00	1,150.00
21002	Amplify Education Inc	8	08/11/2017	4786	4,550.04	0.00	4,550.04
21577	Apple, Inc.	8	08/11/2017	4787	90,331.92	0.00	90,331.92
21099	Blinds Decor & More	8	08/11/2017	4788	3,143.50	0.00	3,143.50
21087	Colorado Department of Revenue	7	08/11/2017	4789	482.38	0.00	482.38
21087	Colorado Department of Revenue	7	08/11/2017	4790	50.00	0.00	50.00
21019	Douglas Mechanical Inc	8	08/11/2017	4791	297.48	0.00	297.48
217712	Humbert, Alyson	8	08/11/2017	4792	330.00	0.00	330.00
217818	IBARRA, SARA	8	08/11/2017	4793	318.00	0.00	318.00
21035	Kutz and Bethke LLC	8	08/11/2017	4794	1,075.00	0.00	1,075.00
21038	Lewan and Associates	8	08/11/2017	4795	2,090.75	0.00	2,090.75
217599	Machol & Johannes, LLC	7	08/11/2017	4796	445.19	0.00	445.19
217817	Norman`s Drapery Cleaner Inc.	8	08/11/2017	4797	3,099.00	0.00	3,099.00
217709	Professional Finance Company	7	08/11/2017	4798	215.13	0.00	215.13
21622	Schmidt, Alaina	8	08/11/2017	4799	47.50	0.00	47.50
21093	Security Benefit	7	08/11/2017	4800	1,543.83	0.00	1,543.83
217816	Skips Carpet Service Inc.	8	08/11/2017	4801	19,296.19	0.00	19,296.19
21136	Supply Works	8	08/11/2017	4802	1,277.25	0.00	1,277.25
21704	Terminix	8	08/11/2017	4803	200.00	0.00	200.00
21073	Tri Tech Security Inc	8	08/11/2017	4804	505.00	0.00	505.00
21120	Weld RE-4 School District	8	08/11/2017	4805	47.16	0.00	47.16
21079	Wells Fargo Financial Leasing	8	08/11/2017	4806	2,091.17	0.00	2,091.17
21245	Absolute Shredding	15	08/16/2017	4807	90.00	0.00	90.00
217823	Barney, Blake and Lindsey	15	08/16/2017	4808	229.50	0.00	229.50
21009	Brooms N More Inc	15	08/16/2017	4809	421.50	0.00	421.50
21623	Colazio, Nadya	9	08/16/2017	4810	273.20	0.00	273.20
21312	Colorado Bureau of Investigation	15	08/16/2017	4811	158.00	0.00	158.00
21013	Colorado League of Charter Schools	15	08/16/2017	4812	7,460.84	0.00	7,460.84
21015	Comcast Cable	15	08/16/2017	4813	3,004.05	0.00	3,004.05
217633	Diversified Underground Inc.	15	08/16/2017	4814	180.00	0.00	180.00
21183	Elite Awards and Trophies	15	08/16/2017	4815	212.00	0.00	212.00
21140	EON Office	15	08/16/2017	4816	1,852.42	0.00	1,852.42
21641	Fiske Electric Inc.	15	08/16/2017	4817	4,252.47	0.00	4,252.47



# A/P Check Register

Printed: 9/20/2017 2:12 PM  
 Windsor Charter Academy  
 Check Date: 8/1/2017 to 8/31/2017

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217821	Hadad, Molly	15	08/16/2017	4818	85.00	0.00	85.00
21131	Knowledge Bound	15	08/16/2017	4819	174.48	0.00	174.48
21038	Lewan and Associates	15	08/16/2017	4820	242.68	0.00	242.68
217817	Norman's Drapery Cleaner Inc.	15	08/16/2017	4821	4,876.00	0.00	4,876.00
21180	Quaver Music	15	08/16/2017	4822	2,340.00	0.00	2,340.00
21101	School Date Books	15	08/16/2017	4823	1,165.00	0.00	1,165.00
21136	Supply Works	15	08/16/2017	4824	1,022.46	0.00	1,022.46
21072	Town of Windsor	15	08/16/2017	4825	4,181.39	0.00	4,181.39
217822	Williams, Jamie and Alicia	15	08/16/2017	4826	21.00	0.00	21.00
21259	cash	18	08/18/2017	4827	193.00	0.00	193.00
21178	Cats Kitchen	18	08/22/2017	4828	100.00	0.00	100.00
21310	Roche Constructors, Inc.	18	08/22/2017	4829	1,761.00	0.00	1,761.00
21638	Ammirati, Michelle	18	08/24/2017	4830	194.00	0.00	194.00
21577	Apple, Inc.	22	08/24/2017	4831	4,470.00	0.00	4,470.00
21099	Blinds Decor & More	22	08/24/2017	4832	12,040.00	0.00	12,040.00
21013	Colorado League of Charter Schools	22	08/24/2017	4833	180.00	0.00	180.00
21183	Elite Awards and Trophies	22	08/24/2017	4834	408.25	0.00	408.25
21140	EON Office	22	08/24/2017	4835	2,142.00	0.00	2,142.00
21101	School Date Books	22	08/24/2017	4836	1,162.72	0.00	1,162.72
21064	Soaring Hands Interpreting Services LLC	22	08/24/2017	4837	130.00	0.00	130.00
21136	Supply Works	22	08/24/2017	4838	95.75	0.00	95.75
21079	Wells Fargo Financial Leasing	22	08/24/2017	4839	1,917.72	0.00	1,917.72
21624	TEC Integration	28	08/31/2017	4840	32,380.93	0.00	32,380.93
21080	Ace Hardware WCA	28	08/31/2017	4841	440.14	0.00	440.14
21007	Barefoot Farms	28	08/31/2017	4842	1,890.00	0.00	1,890.00
217836	Blohm, Justin and Gracie	28	08/31/2017	4843	85.00	0.00	85.00
21009	Brooms N More Inc	28	08/31/2017	4844	2,423.26	0.00	2,423.26
217835	Cengage Learning	28	08/31/2017	4845	1,127.78	0.00	1,127.78
21012	CenturyLink	28	08/31/2017	4846	97.14	0.00	97.14
217736	Collins, Devin	28	08/31/2017	4847	200.00	0.00	200.00
217840	Dewald, Ryan	29	08/31/2017	4848	80.00	0.00	80.00
21140	EON Office	31	08/31/2017	4849	62.09	0.00	62.09
21254	Gallegos Sanitation Inc	28	08/31/2017	4850	195.26	0.00	195.26
21119	Garretsons Sport Center	29	08/31/2017	4851	690.00	0.00	690.00
21411	Kaphammer, Bryan	30	08/31/2017	4852	6.75	0.00	6.75
21131	Knowledge Bound	28	08/31/2017	4853	139.06	0.00	139.06
21038	Lewan and Associates	28	08/31/2017	4854	49.43	0.00	49.43
217829	Oztek Commerical Services	28	08/31/2017	4855	453.43	0.00	453.43
21498	Purchase Power Pitney Bowes	28	08/31/2017	4856	100.00	0.00	100.00
21362	Read Naturally	30	08/31/2017	4857	399.40	0.00	399.40
217820	Sercom	28	08/31/2017	4858	383.80	0.00	383.80
21681	Snappy Holdings LLC	28	08/31/2017	4859	13.80	0.00	13.80
21136	Supply Works	28	08/31/2017	4860	749.11	0.00	749.11
217845	Wright Specialty Insurance Agency LLC	31	08/31/2017	4861	18,098.22	0.00	18,098.22
217844	ZTS Construction Inc.	31	08/31/2017	4862	6,000.00	0.00	6,000.00
21345	Town of Windsor Finance Department	31	08/31/2017	4863	4,623.34	0.00	4,623.34
21319	Elan	2	08/07/2017	9262	2,557.65	0.00	2,557.65
21098	Staples Advantage	15	08/16/2017	9263	2,406.84	0.00	2,406.84
21176	Northern Colorado Independent League	22	08/24/2017	9264	350.00	0.00	350.00
21718	Robotics Education & Competition Foundation	22	08/24/2017	9265	332.20	0.00	332.20
21098	Staples Advantage	22	08/24/2017	9266	571.40	0.00	571.40
21496	Chippers Lane	30	08/31/2017	9267	300.00	0.00	300.00
21682	Dayspring Christian Academy	30	08/31/2017	9268	125.00	0.00	125.00
217833	Eaton Middle School	30	08/31/2017	9269	50.00	0.00	50.00

# A/P Check Register

Printed: 9/20/2017 2:12 PM  
 Windsor Charter Academy  
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217834	Erwin Middle School	30	08/31/2017	9270	50.00	0.00	50.00
217824	Heritage High School	28	08/31/2017	9271	130.00	0.00	130.00
21648	Mead High School	30	08/31/2017	9272	200.00	0.00	200.00
21642	Roosevelt High School	30	08/31/2017	9273	175.00	0.00	175.00
21098	Staples Advantage	28	08/31/2017	9274	519.61	0.00	519.61
217837	Windsor Middle School	30	08/31/2017	9275	31.50	0.00	31.50
21286	Voya Financial	11	08/31/2017	83117000	3,437.35	0.00	3,437.35
21286	Voya Financial	11	08/31/2017	83117111	898.52	0.00	898.52
21088	American Fidelity	11	08/31/2017	83117222	198.60	0.00	198.60
21459	CBIZ	11	08/31/2017	83117444	297.44	0.00	297.44
21459	CBIZ	11	08/31/2017	83117555	260,924.20	0.00	260,924.20
21459	CBIZ	11	08/31/2017	83117666	41,080.13	0.00	41,080.13
21084	PERA	11	08/31/2017	83117777	91,318.96	0.00	91,318.96
21233	TEXAS LIFE	11	08/31/2017	83117888	152.00	0.00	152.00
21156	Xcel Energy	1	08/11/2017	081117999	9,363.55	0.00	9,363.55
21108	KSB Gov Finance-lease	5	08/21/2017	082117828	5,973.00	0.00	5,973.00
217847	US Foods Inc.	5	08/21/2017	082117881	4,445.46	0.00	4,445.46
21085	Cigna Health	5	08/22/2017	082217127	52,454.96	0.00	52,454.96
21154	Community Banks of Colorado	5	08/23/2017	082317082	9.00	0.00	9.00
21154	Community Banks of Colorado	5	08/23/2017	082317082	9.00	0.00	9.00
21154	Community Banks of Colorado	5	08/28/2017	082817082	9.00	0.00	9.00
21154	Community Banks of Colorado	5	08/28/2017	082817082	9.00	0.00	9.00
21154	Community Banks of Colorado	5	08/28/2017	082817082	60.00	0.00	60.00
21154	Community Banks of Colorado	5	08/28/2017	082817082	85.00	0.00	85.00
21154	Community Banks of Colorado	5	08/30/2017	083017082	9.00	0.00	9.00
21636	HSA Bank	11	08/31/2017	831171212	2,361.08	0.00	2,361.08
21154	Community Banks of Colorado	5	08/23/2017	982317082	5.00	0.00	5.00
<b>Report Total</b>					<u>\$820,880.37</u>	<u>\$0.00</u>	<u>\$820,880.37</u>

## **Minutes to Be Approved at October Regular Session**

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### **5.0 Old Business**

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#### **Second Read on 2018-2019 School Calendar**

The proposed 2018-2019 school calendar was sent to the District and reviewed by Superintendent Seegmiller. April 8th was added as a work day to the 2018-2019 calendar, based on the recommendation from the Executive Board. A motion to approve the 2018-2019 school calendar on second read was made by Sherry Bartmann and seconded by Paige Adams. The motion carried unanimously.

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#### **Revised Bylaws: Article 4 Section 3, Tabled from June 28, 2017 Regular Session**

In June, a motion was passed that struck all revisions made to Article 4, Section 3 of the revised Bylaws, as well as any and all related verbiage. The Executive Board tabled discussion on the proposed revisions to Article 4, Section 3 until the September regular session. A motion to table indefinitely all revisions made to Article 4, Section 3 of the revised Bylaws, as well as any and all related verbiage to Article 4, Section 3 that was approved on 6/28/17 was made by Carolyn Mader and seconded by Sherry Bartmann. The motion carried unanimously.

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- AUGUST**  
**7** New Teachers Report  
**8-14** Teachers Report  
**15** First Day of School

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- SEPTEMBER**  
**3** Labor Day
- OCTOBER**  
**11** End of First Quarter  
**12** No School / Conference Compensation Day  
**15** No School / Teacher Professional Development

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- NOVEMBER**  
**19-23** Fall Break
- DECEMBER**  
**20** End of 2nd Quarter  
**21** No School / Teacher Professional Development  
**24-31** Winter Break

October 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- JANUARY**  
**1-4** Winter Break  
**7** No School / Teacher Professional Development  
**14** No School / Martin Luther King, Jr. Day

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	




May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- FEBRUARY**  
**15** No School / Conference Compensation Day  
**18** No School / President's Day
- MARCH**  
**8** End of 3rd Quarter  
**8** No School / Teacher Professional Development

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- APRIL**  
**1-5** Spring Break  
**8** Teacher Work Day
- MAY**  
**23** Last Day of School/ Release at 11:30 a.m.  
**24** Teacher Work Day

-  Vacation, No Students or Staff Report
-  No School, Teachers Report
-  Half Day of School / Release at 11:30am

## **Minutes to Be Approved at October Regular Session**

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### **6.0 New Business**

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#### **Consent Agenda**

##### *Resignations:*

- Chip Carrell: Facilities Manager
- Jacque Leto: MS/HS Health Aide

##### *Appointments:*

- Ricky Wagner: Facilities Manager

##### *Policies*

- 2nd Read/Review: GBGH Sick Leave Bank
- 2nd Read/Review: GBGH-R Sick Leave Bank Application
- 2nd Read/Review: ADD Safe Schools
- 2nd Read/Review: EBBB Accident Reports
- 2nd Read/Review: ECA/ECAB Security/Access to Buildings
- 2nd Read/Review: GBEB Staff Conduct and Responsibilities
- 2nd Read/Review: GDQD Discipline, Suspension and Dismissal of Support Staff
- 2nd Read/Review: JFABD Homeless Students
- 2nd Read/Review: JICF Secret Societies/Gang Activity
- 2nd Read/Review: JLDBH Suicide Prevention
- 2nd Read/Review: KI Visitors to the Schools

A motion to approve the consent agenda was made by Jenny Ojala and seconded by Paige Adams. The motion carried unanimously.

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#### **CHSAA Application**

Windsor Charter Academy has begun initial steps to be admitted into CHSAA. There are many benefits that come with CHSAA membership--consistent competition schedules, rigorous athletic programs, and guidelines and training for coaches/athletic director. A motion to approve the submission of an application to CHSAA was made by Sherry Bartmann and seconded by Jenny Ojala. The motion carried unanimously.



### SAFE SCHOOLS

The [Executive Board](#) recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. Safe schools are a priority of [Windsor Charter Academy](#). [Windsor Charter Academy](#) is committed to providing a safe environment in school, on school vehicles and at school-sponsored activities. To that end, the [Executive Board](#) directs the [Executive Director](#) to develop and maintain a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting or security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.

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# Policy ADD

10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each school building.
11. Procedures to provide for regular communications between administration, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.

Each building principal shall be responsible for the supervision and implementation of the safe school program for his/her school. The principal shall submit annually to the Executive Director a written report concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law. The reports will be compiled and presented to the Executive Board and then submitted to its authorizer, the District.

The authorizer shall ~~shall~~ compile and submit annual safety reports from each school and Windsor Charter Academy to the state department of education in a format specified by the State Board of Education. The report shall be made available to the public.

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**Moved (insertion) [1]**

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**Moved up [1]:** concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

**Deleted:** annual safety reports from every school in the districteach school

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: June 1982  
Revised: February 2014

LEGAL REFS.:  
C.R.S. 9-1-101 through 9-1-106  
C.R.S. 22-3-101 through 22-3-104  
C.R.S.22-32-109.1 (1)(b.5)

## Policy ADD

C.R.S. 22-32-109.1 (2)  
C.R.S. 22-32-109.1 (2)(b)  
C.R.S.22-32-110 (1)(k)  
C.R.S. 22-32-124 (2), (3)  
C.R.S. 24-10-106.5





# Policy ECA/ECAB



## SECURITY/ACCESS TO BUILDINGS

Security for Windsor Charter Academy schools and grounds (during regular school hours as well as non- school hours) contribute to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school buildings, whether by students, staff members or visitors, shall be limited as deemed appropriate for each school building.

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Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

Alarm systems and other devices designed to protect buildings against illegal entry and vandalism may be installed where appropriate.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 2017

LEGAL REFS: C.R.S. 18-9-112  
C.R.S. 18-9-117  
C.R.S. 22-32-109.1(5)

CROSS REF.: KI, Visitors to Schools



**STAFF CONDUCT AND RESPONSIBILITIES**

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of Windsor Charter Academy and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of Windsor Charter Academy and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

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**Rules of Conduct**

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

# Policy GBEB

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

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Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Executive Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

### Child Abuse

All employees of Windsor Charter Academy who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

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The Executive Director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is an employee of Windsor Charter Academy. Such information shall remain confidential except that the Executive Director shall notify the Colorado Department of Education of the child abuse investigation.

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### Possession of Deadly Weapons

The provisions of the Executive Board's policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of Windsor Charter Academy. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

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# Policy GBEB

### Felony/Misdemeanor Convictions

If, subsequent to beginning employment with Windsor Charter Academy, Windsor Charter Academy has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, Windsor Charter Academy shall make inquiries to the Department of Education for purposes of screening the employee.

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In addition, Windsor Charter Academy shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

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Windsor Charter Academy will also conduct a state and national criminal history record check utilizing the records of Colorado Bureau of Investigation and the Federal Bureau of Investigation every two years for all school personnel.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

### Unlawful Behavior Involving Children

The Executive Board may make an inquiry with the Department of Education concerning whether any current employee of Windsor Charter Academy has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

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### Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to

# Policy GBEB

the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

**Deleted:** See the Board's policy concerning survey, assessment, analysis or evaluation of students.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 2017

#### LEGAL REFS.:

C.R.S. 18-12-105.5  
C.R.S. 18-12-214 (3)(b)  
C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109 (1)(ee)  
C.R.S. 22-32-109.1 (8)  
C.R.S. 22-32-109.7  
C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.9  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 24-18-104  
C.R.S. 24-18-109  
C.R.S. 24-18-110

#### CROSS REFS:

JLC, Student Health Services and Records  
JLDAC, Screening/Testing of Students  
JLF, Reporting Child Abuse/Child Protection  
KFA, Public Conduct on District Property

# Policy GDQD



## DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Executive Board and shall have only those employment rights expressly established by Board policy.

The Executive Board delegates to the Executive Director the authority to dismiss classified personnel. The Executive Director may delegate this authority to other appropriate personnel.

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The Executive Director, or designee, also may suspend employees from their assignments as a disciplinary measure, with or without pay.

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If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Executive Director is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The Executive Director shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. Windsor Charter Academy also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

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If Windsor Charter Academy learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Executive Director shall immediately report this information to CDE.

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Windsor Charter Academy shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are

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# Policy GDQD

obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 2017

LEGAL REFS.:

15 U.S.C. 1681 et seq.

C.R.S. [8-2-126](#)

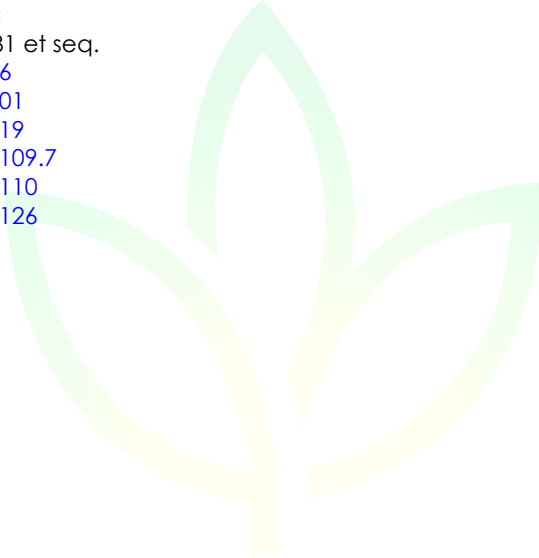
C.R.S. [19-3-301](#)

C.R.S. [22-2-119](#)

C.R.S. [22-32-109.7](#)

C.R.S. [22-32-110](#)

C.R.S. [22-32-126](#)



Policy JFABD



HOMELESS STUDENTS

It is the Executive Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. Windsor Charter Academy shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

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Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, including transportation services, education services, career and technical education programs, gifted education programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

Windsor Charter Academy shall coordinate with its authorizer, and with local social services agencies and other agencies or programs providing services to homeless students as needed.

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The Executive Director shall designate at least one staff member in each school to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

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Decisions on enrollment for homeless students shall be made in accordance to current law.

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Homeless Student Liaison

The liaison appointed by the Executive Director shall work to identify homeless children and facilitate each homeless child's access to and success in school. On or before the pupil enrollment count day, the liaison shall report the number of homeless students enrolled at Windsor Charter Academy to its authorizer, who then reports the data to the Colorado Department of Education.

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# Policy JFABD

The primary functions of the liaison shall be to mediate disputes concerning school enrollment, assist in requesting the student's records, provide information and give referrals on services and opportunities, and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions.

**Deleted:** assist in making transportation arrangements,

## Enrollment

Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. Windsor Charter Academy shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible Windsor Charter Academy shall seek immunization through no- or low-cost health care providers. If an expense is incurred, Windsor Charter Academy shall seek reimbursement through Medicaid if possible.

**Deleted:** A homeless student is deemed to reside, and may enroll and attend school in: the district where the child is presently located, or the district in which the student attended school previous to becoming homeless. .

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## Tuition

Students defined in state and federal law as homeless children shall be admitted without payment of tuition.

**Deleted:** If a homeless student becomes permanently housed outside the district during the school year, the student shall no longer be considered homeless and may only continue enrollment in the district for the remainder of the school year. .

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 2017

**Deleted: Enrollment Determination** . ... [1]

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## LEGAL REFS.:

42 U.S.C. § 11431 et seq. (McKinney-Vento Homeless Assistance Act - Education for Homeless Children and Youth)

C.R.S. [22-1-102.5](#)

C.R.S. [22-32-109](#)

C.R.S. [22-33-103.5](#)

C.R.S. [26-5.7-101](#)

## **Enrollment Determination**

### 1. Scenario One

If a district student becomes homeless, but remains located in this school district, the student shall continue to attend school in his or her school.

If the student is no longer located in the attendance area of the school he or she previously attended, the liaison shall meet with the student and the student's parent/guardian, if the student is in the custody of the parent/guardian, to determine which district school would best meet the student's educational and other services needs, taking into account the wishes of the student and the parent/guardian, the feasibility of keeping the student in his or her previous school, and the student's transportation needs related to various enrollment options.

2. Scenario Two student enrolled in another school district becomes homeless is presently located in this school district seeks to enroll in the district previously attended

If a student becomes homeless and is presently located in this school district, but seeks to enroll in the district he or she previously attended, the previous school district shall determine enrollment.

If this school district has knowledge that a homeless student is presently located in this school district but seeks to enroll in the school district he or she previously attended, this district's homeless student liaison shall assist the student in accessing enrollment in the previous school district, work with the homeless student liaison in the previous school district to mediate disputes concerning enrollment, assist in making transportation arrangements, assist in requesting/sending the student's records, provide information and give referrals on services and opportunities, and assist any homeless student who is not in the custody of a parent or guardian with enrollment decisions.

3. Scenario Three student who previously attended school in this district becomes homeless is presently located outside of this school district seeks to enroll in this school district

If a student who previously attended school in this district becomes homeless and is presently located outside of this school district, but seeks to enroll in this school district, the superintendent (or designee) shall make a reasonable determination as to whether the student should be enrolled in this district or the district where the student is presently located.

In making the reasonable determination, the superintendent (or designee) shall

consult with:

the homeless student, or the homeless student's parent/guardian if the student is in the custody of a parent/guardian, and

the homeless student liaison for this district and the liaison for the district where the student is presently located

The superintendent (or designee) shall consider all relevant factors in making the reasonable determination including but not limited to:

the best interests of the homeless student to the extent feasible, keeping the homeless student in this district

the wishes of the student and the student's parent/guardian if the student is in the custody of a parent/guardian

the student's transportation needs related to various enrollment options (the district where the student is located and the district where the student will attend school must either agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally)

which school district can best meet the student's educational and other services needs

4. Scenario Four student who has never attended school in this district becomes homeless is presently located in this school district seeks to enroll in this district

If a student who has never attended school in this district becomes homeless and is presently located in this school district and seeks to enroll in this district, the student shall be enrolled. This district's liaison shall meet with the student and the student's parent/guardian, if the student is in the custody of the parent/guardian, to determine which district school would best meet the student's educational and other services needs, taking into account the wishes of the student and the parent/guardian, and the student's transportation needs related to various enrollment options.

#### **Notice of Determination and Appeal**

The superintendent (or designee) shall hand deliver to the student a written notice of the district's determination and of the right to appeal, and provide a copy to the liaison. If the superintendent or designee determines that the homeless student shall attend a school other than the student's previous school or a school other than the one requested by the student's parent or guardian, the superintendent or designee shall also provide written explanation regarding

that decision to the parent/guardian and provide a copy to the liaison.

### **Enrollment Disputes**

If an enrollment dispute arises between the student's custodial parent/guardian (or the student not in custody of a parent/guardian) and the district, the student shall be immediately enrolled in the school selected by the parent/guardian or student until the dispute is resolved.

The parent/guardian (or student, if applicable) may appeal an enrollment determination made by this district to the district's homeless student liaison within five business days after receiving the written determination and notice of right-to-appeal.

The liaison shall issue a written decision on the dispute within five business days of the receipt of the appeal and hand deliver a written decision and notice of right-to-appeal to the State Coordinator for the Education of Homeless Children and Youths to the parents/guardian (or student, if applicable). The decision of the State Coordinator shall be final.

### **Transportation**

Subsequent to a determination that the student shall attend a school in this district, a request for transportation may be made by the student, or by the student's custodial parent/guardian.

If the student is located in the district, the district shall provide or arrange for the student's transportation to and from school in accordance with district transportation policies. All transportation services shall be comparable to those provided for other students in the district.

If the student is located outside of the district but a determination has been made that the student shall attend school in the district, both this district and the district where the student is located must either agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.



**SECRET SOCIETIES/GANG ACTIVITIES**

It shall be unlawful for any pupil attending a public school to join or become a member of any secret fraternity or sorority not approved by the Executive Board.

**Deleted:** of Education

The Executive Board desires to keep Windsor Charter Academy schools, events, and students safe and free from the influence of gangs and gang-related activity. Such activity is detrimental to the safety and welfare of students and school personnel and threatens to disrupt the educational process.

**Deleted:** Board of Education

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The principal of each school or principal's designee shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles, and at school activities or sanctioned events.

The term "gang" as used in this policy shall refer to all groups of individuals that exist without the sponsorship or authorization of Windsor Charter Academy and who share a common interest, bond, or activity characterized by anti-social, criminal or delinquent conduct engaged in collectively or individually.

**Deleted:** the school or District

The presence of any apparel (including clothing), jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior is prohibited on school grounds, in school vehicles and at school activities or sanctioned events.

Gestures, signals, or graffiti which connote gang membership or activities are prohibited in school buildings, on school grounds, at school activities, and in school vehicles.

Subject to the approval of the Executive Director, principals may establish additional standards for their schools not inconsistent with Windsor Charter Academy policy and state law. Such standards shall be published and made available to students and parents.

**Deleted:** superintendent or designee

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# Policy JICF

Gang graffiti shall be removed, washed down, or painted over as soon as discovered.

The Executive Director may provide in-service training to help school personnel identify gang activities and manifestations of such in order to recognize and respond appropriately to gang behavior in schools.

Deleted: superintendent or superintendent's designee

Windsor Charter Academy will inform students of the dangers of gang membership, design activities to promote nonviolent conflict resolution, and promote positive school behavior. Disciplinary action for violation of these standards may include that apparel be removed or changed before reentering class, parent conferences, classroom removal, in-school suspension, and other proportionate disciplinary interventions and consequences as may be established by the building principal. Parents will be notified of violations of this policy. More severe disciplinary actions may be taken including suspension, expulsion or referral to law enforcement for repeated or serious violations of policy, including violations that threatened the safety of any student or staff member.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 1986  
Revised: August 2000  
August 2012  
August 2017

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LEGAL REFS:  
C.R.S. 19-1-103 (52)  
C.R.S. 22-1-120 (8)  
C.R.S. 22-1-117  
C.R.S. 22.32-109.1

A copy of this policy and any significant changes hereto, shall be distributed to each student and his or her parents, guardian, or legal custodian and to each new student and his or her parents, guardian, or legal custodian.



**SUICIDE PREVENTION**

It is the intent of Windsor Charter Academy employees and officials to provide a learning environment that fosters the development of all students. In the event of a suicide threat or a completed suicide, the school will take reasonable steps to identify, evaluate and intervene on behalf of students who are at risk.

Deleted: the Weld RE-4 School District

When a student threatens suicide or manifests the signs of his/her intent, immediate action will be taken to intervene on behalf of the student. The school will not provide in-depth counseling, but will make appropriate referrals in consultation to district/contracted mental health staff. The school will not make any decisions related to emergency placement. This decision is the responsibility of the parent and/or law enforcement agencies.

Any school employee who has knowledge of a suicide threat must report this information to a designated Windsor Charter Academy Crisis Response Team member. A member of this team will notify the parents, appropriate public officials and/or agencies as the situation warrants.

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**Windsor Charter Academy Crisis Response Team**

The Windsor Charter Academy Crisis Response Team will operate in accordance with Windsor Charter Academy's developed administrative guidelines as they may be amended from time to time.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: February 1989  
Revised: February 2005  
August 2017





**VISITORS TO THE SCHOOL**

Windsor Charter Academy will make reasonable efforts to accommodate requests to visit its schools, yet also recognizes concerns for the welfare of students. Therefore, Windsor Charter Academy limits visitors to:

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1. Parents/guardians of current students
2. Other family members of current students who are approved by the student's parent/guardian
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name tags to wear identifying themselves as visitors; and (3) be accompanied by a school employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

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Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on consideration of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

# Policy KI

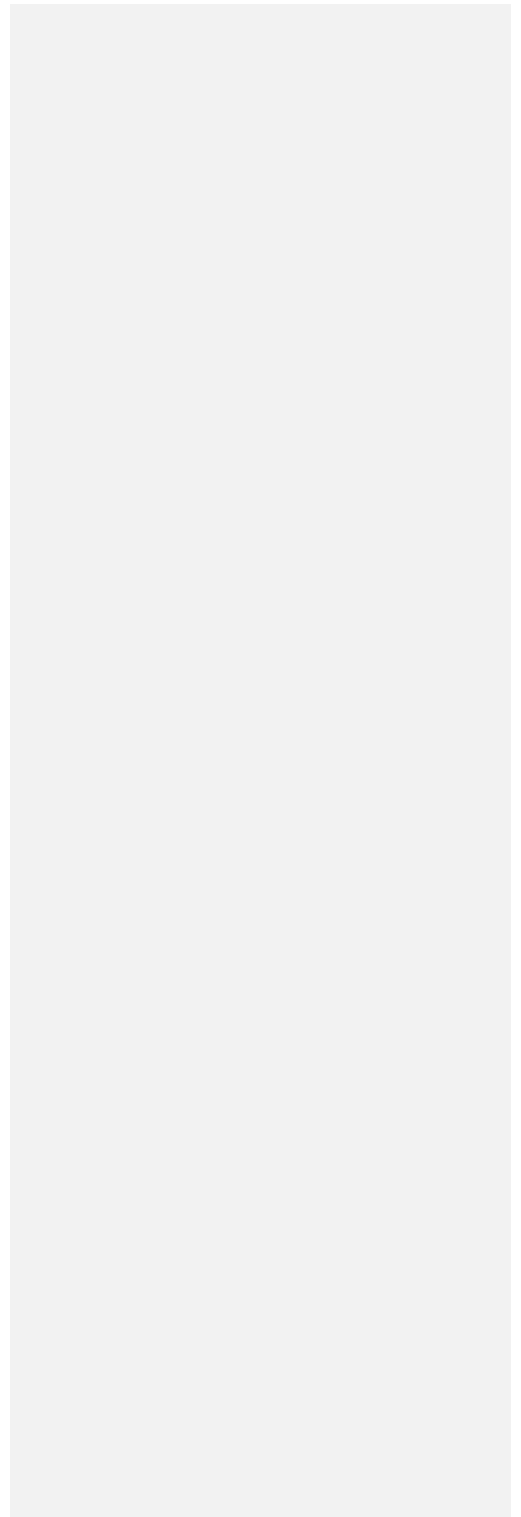
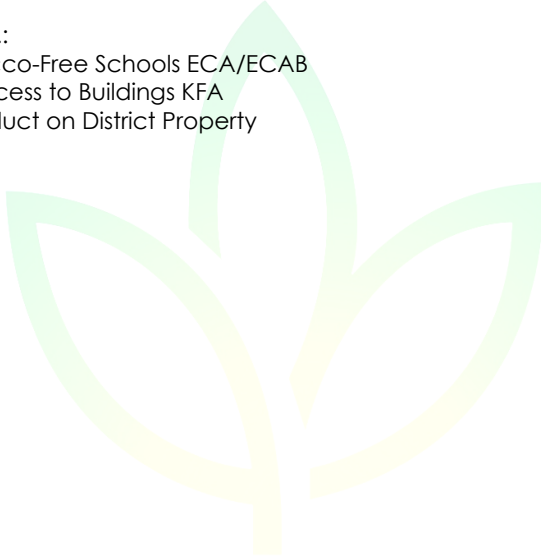
Weld Re4 District Board  
Revised: August, 1986  
August, 2000  
August, 2017

## LEGAL REFS.:

C.R.S. 18-9-109  
C.R.S. 18-9-110  
C.R.S. 18-9-112  
C.R.S. 18-9-117  
C.R.S. 18-12-105.5  
C.R.S. 22-32-109.1

## CROSS REFS.:

ADC, Tobacco-Free Schools ECA/ECAB  
Security/Access to Buildings KFA  
Public Conduct on District Property



## **Minutes to Be Approved at October Regular Session**

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### **7.0 Policies**

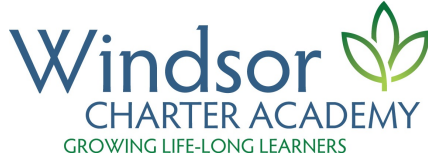
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#### **1st Read/Review**

- 1st Read/Review: JICDD Violent and Aggressive Behavior
- 1st Read/Review: JICH Student Involvement with Drugs and Alcohol
- 1st Read/Review: JICH-R Student Involvement with Drugs and Alcohol
- 1st Read/Review: JK Student Discipline
- 1st Read/Review: JK-R Student Discipline
- 1st Read/Review: JKD JKE Suspension and Expulsion
- 1st Read/Review: JKD JKE-R Suspension and Expulsion

A motion to approve policies on 1st read as outlined was made by Carolyn Mader and seconded by Jenny Ojala. The motion carried unanimously.



**VIOLENT AND AGGRESSIVE BEHAVIOR**

The Executive Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of Windsor Charter Academy are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

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Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law and board policy, students may also be referred to law enforcement authorities. At Windsor Charter Academy's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. Windsor Charter Academy may also conduct a threat assessment of the student.

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Students shall immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher. A staff member who witnesses or receives a report of a student's act of violence and aggression shall notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

- Possession, threat with or use of a dangerous weapon—as described in the Executive Board's weapons policy.

## Policy JICDD

- Physical assault—the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- Verbal abuse—includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing (including by text, social media or other electronic means), at an individual, his or her family or a group.
- Intimidation—an act intended to frighten or coerce someone into submission or obedience.
- Extortion—the use of verbal or physical coercion in order to obtain financial or material gain from others.
- Bullying—as described in the Executive Board's policy on bullying prevention and education.
- Gang activity—as described in the Executive Board's secret societies/gang activity policy.
- Sexual harassment or other forms of harassment — as described in the Executive Board's sexual harassment policy and nondiscrimination policy.
- Stalking—the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- Defiance—a serious act or instance of defying or opposing legitimate authority.
- Discriminatory slurs—insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, disability or need for special education services.
- Vandalism—damaging or defacing property owned by or in the rightful possession of another.
- Terrorism—a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board  
Adopted: September 2017

LEGAL REF.:  
C.R.S. 22-32-109.1 (1)(b) (definition of bullying)

## Policy JICDD

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity

JBB, Sexual Harassment

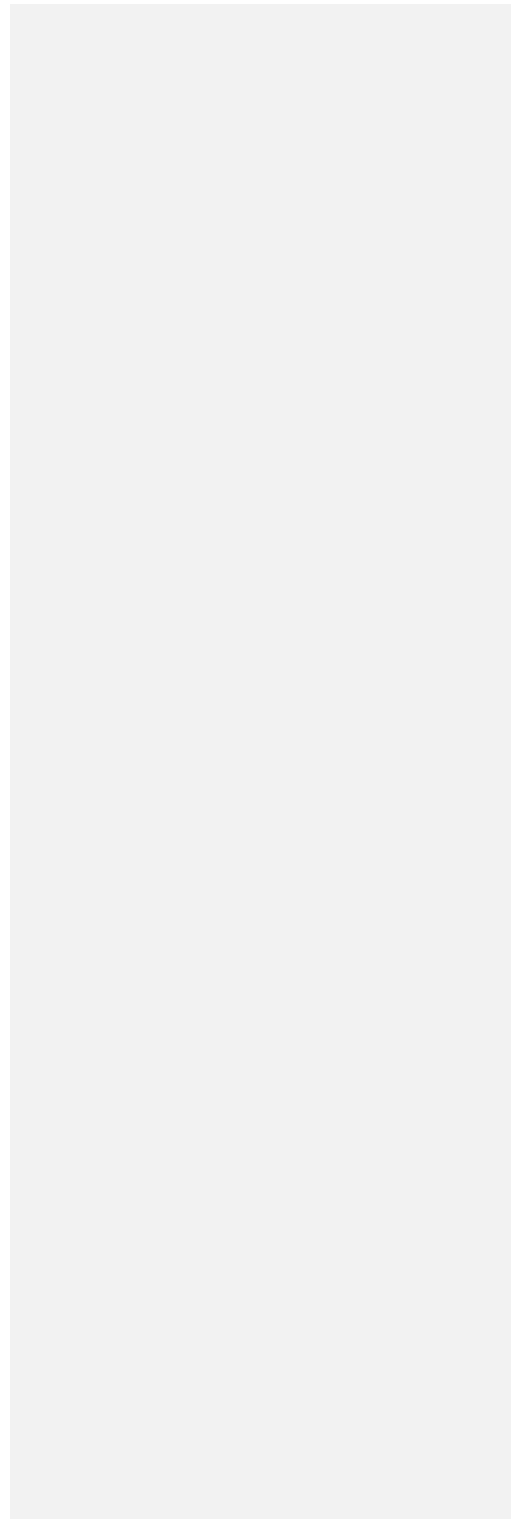
JICDA, Code of Conduct

JICDE, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICI, Weapons in School

JS, Appropriate Use of District and Personal Technology by Students





**STUDENT INVOLVEMENT WITH DRUGS AND ALCOHOL**

Through its health and science curricula, the District has adopted and implemented at all grade levels a program to prevent the use of illicit drugs and alcohol. This program, a developmentally-based education and prevention program, addresses the legal, social, and health consequences of drug and alcohol use and techniques for resisting peer pressure to use illegal drugs and alcohol.

Definitions

"Controlled substances" means all substances defined under the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-101, et. seq., as "drugs" or "controlled substances," as well as counterfeit drugs and substances falsely represented as being drugs including, but not be limited to, opiates, narcotics, cocaine, anabolic steroids, amphetamine and other stimulants, barbiturates, depressants, hallucinogenic or mind-altering substances, marijuana, inhalants, anabolic steroids, and any other controlled substances defined by law or legal drugs, as defined herein, when used by a person for whom they are not intended in a manner that is not intended and is violative of the law and Windsor Charter Academy policy.

**Comment [Office1]:** The District has stricken specific language in their policy and have added additional text that is in bold for their 2<sup>nd</sup> read.

**This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.**

**Deleted:** District

"Legal drugs" means over-the-counter and prescription drugs, including vitamins and other dietary supplements or chemical substances that are properly possessed and used by the person for whom they are intended or prescribed in accordance with all applicable Windsor Charter Academy policies and regulations or administering medications to students.

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"Illegal drugs" means all drugs not defined herein as legal drugs.

# Policy JICH

“Drug paraphernalia” means any machine, instrument, tool or device as defined in the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-426.

“To possess” or “to be in possession” means to have controlled substances, illegal drugs, drug paraphernalia, or alcohol on ones’ personal property, or in an automobile or other vehicle, locker, desk or other storage area on Windsor Charter Academy property as defined in this policy.

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“Distributing,” “dispensing,” “selling,” “giving,” and “exchanging” shall include any means by which illegal drugs or alcohol are transferred from one person to another regardless of whether there is use or intent to use the drugs or alcohol involved in the transfer.

Because the unlawful possession and use of illegal drugs and/or alcohol is wrong and harmful to students, using, possessing, distributing, selling, giving, exchanging and being under the influence of illegal drugs or alcohol is prohibited on Windsor Charter Academy property, at a school-sponsored activity or event, or while being transported in vehicles dispatched by the Windsor Charter Academy, at any time during the calendar year, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event or at any time or place when such conduct interferes with the operations of Windsor Charter Academy or the safety or welfare of students or employees.

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**Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution.**

**Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.**

**The Executive Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.**

**Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and**



# Policy JICH

students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that **Windsor Charter Academy** assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups.

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Compliance with the standards of conduct set forth in this policy and the accompanying regulations is mandatory for all students.

Deleted: A biennial review of the District's alcohol and drug program will be conducted to determine its effectiveness and to ensure consistent enforcement of sanctions. .

... [1]

The regulations which shall guide the enforcement of this policy shall be in keeping with applicable laws and shall be observed by all school personnel. Appropriate procedures shall be followed by all Weld County Re-4 personnel in working with students who may at any time during the calendar year have engaged in any of the following activities on district property during a school-sponsored or district-sponsored activity or event, when the student is being transported in vehicles dispatched by the District or one of its schools, or off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event:

- Use or be under the influence of illegal drugs or alcohol.
- Possess controlled substances, illegal drugs or alcohol, regardless of quantity.
- Be engaged in acts of, selling, purchasing, exchanging or distributing illegal drugs or alcohol, regardless of quantity or drug paraphernalia.

Disciplinary action, as set forth below, will be taken in cases involving students who use, possess, distribute, dispense, sell, give, exchange, or are under the influence of illegal drugs or alcohol on district property during a school-sponsored or district-sponsored activity or event, when the student is being transported in vehicles dispatched by the District or one of its schools, or off school property when such conduct has a reasonable connection to school or any District curricular or noncurricular activity or event. Students must receive due process in connection with any suspension or expulsion, as expressed in Policy JKD/JKE.

- Students who use, possess, or are under the influence of, illegal drugs or alcohol or who possess or sell drug paraphernalia on district property during a school-sponsored or district-sponsored activity or event, when the student is being transported in vehicles dispatched by the District or one of its schools, or off school property when such conduct has a

# Policy JICH

reasonable connection to school or any District curricular or non-curricular activity or event shall be handled in the following manner:

○ First Offense

- The student will be suspended according to Policy JKD/JKE for up to five (5) days. If the student and parent choose, work will be given to the student so that he/she does not fall behind.
- Middle School students in violation of Policy JICH will also be suspended from participation in and attendance at all school extracurricular activities, including weekends, for a period of fifteen (15) school days.
- High School students in violation of the Policy JICH shall also be suspended from participation in and attendance at all school extracurricular activities, including weekends, for a period of fifteen (15) school days.
- A parent conference will be held.
- Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
- Violation of federal or state law will be grounds for referral to law enforcement authorities.
- Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of the District administration.

○ Second and Subsequent Offenses:

- A recommendation for expulsion according to Policy JKD/JKE will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Board elects to impose lesser punishment.
  - Records of student drug or alcohol offenses noting date, type of offense, and discipline imposed shall be kept at the local school. Such records will be forwarded to the next District school the student attends.
  - Violation of federal or state law will be grounds for referral to law enforcement authorities.
- Students who distribute, dispense, sell, give, or exchange controlled substances, illegal drugs or alcohol or drug paraphernalia on district property during a school sponsored or district sponsored activity or event, when the student is being transported in vehicles dispatched by the District or one of its schools, or off school property when such conduct has a reasonable connection to school or any District

# Policy JICH

curricular or non-curricular activity or event will be handled in the following manner.

- The student will be suspended from school in accordance with the procedures set forth in policy JKD/JKE.
  - The principal or designee will conduct a conference with parent and/or police representative.
  - The principal shall recommend expulsion for up to a calendar year, pursuant to the procedures of policy JKD/JKE. The sale, purchase or distribution of illegal drugs shall be grounds for mandatory expulsion. The sale or distribution of alcohol is also grounds for expulsion up to a calendar year.
  - Violation of federal or state law will be grounds for referral to law enforcement authorities.
  - The school administration will cooperate fully with local law enforcement, social services or other agencies and organizations when investigations and searches related to illegal drug offenses are in progress and to reduce the incidents of illegal use of drugs, controlled substances and alcohol by school-aged youth.
  - Students and parents will be given a copy of the standards of conduct and sanctions regarding student involvement with drugs and alcohol.
  - A biennial review of the District's alcohol and drug program will be conducted to determine its effectiveness and to ensure consistent enforcement of sanctions.
  - Information about the elements of the District's alcohol and drug program, including the results of the biennial review, is available to the public in the District Office.
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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board

Revised:

November 1990

November 1993

August 2000

July 2002

March 2005

June 2008

September 2013

May 2014

# Policy JICH

September 2017

## LEGAL REFS.:

20 U.S.C. § 7101

20 U.S.C. § 812

~~20 U.S.C. § 3221 (defines drug abuse education and prevention)~~

~~20 U.S.C. § 3224a (Drug-Free Schools and Communities Act)~~

~~20 U.S.C. § 7116 (Safe & Drug-Free Schools and Communities Act of 1994)~~

C.R.S. § 18-18-102 (3), (5), (13) (definition of "anabolic steroids," "controlled substance" and "drug")

C.R.S. 18-18-407 (2)

C.R.S. 22-1-110

C.R.S. 22-1-119.3 (3)(c), (d)

C.R.S. 22-32-109.1 (2)(a)(I)(G)

C.R.S. 22-33-106(1)(d)

C.R.S. 25-1.5-106(12)(b)

C.R.S. 25-14-103.5

## CROSS REF.:

JICDA Code of Conduct

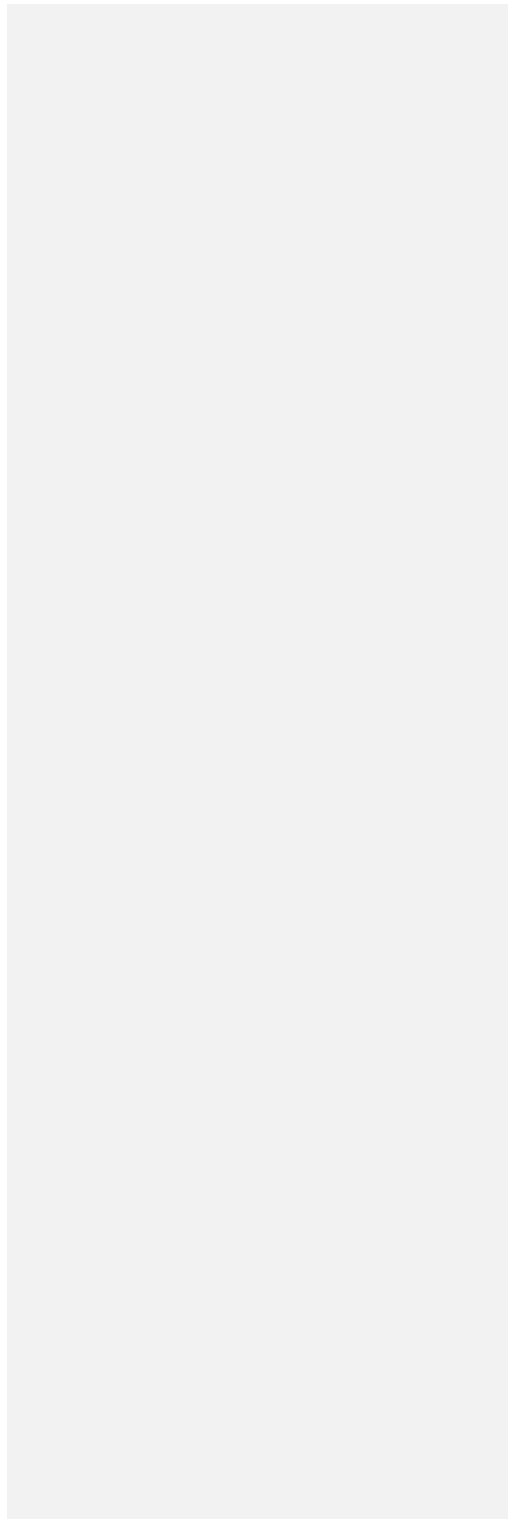
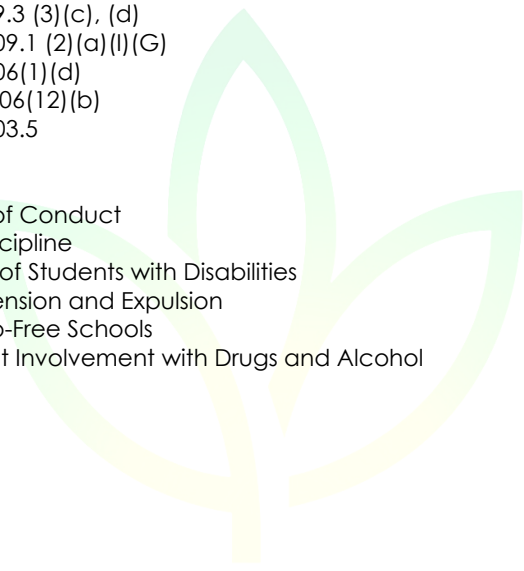
JK Student Discipline

JKB Discipline of Students with Disabilities

JKD/JKE Suspension and Expulsion

ADC Tobacco-Free Schools

JICH-R Student Involvement with Drugs and Alcohol



**A biennial review of the District's alcohol and drug program will be conducted to determine its effectiveness and to ensure consistent enforcement of sanctions.**

**Information about the elements of the District's alcohol and drug program, including the results of the biennial review, is available to the public in the District Office.**



## STUDENT INVOLVEMENT WITH DRUGS AND ALCOHOL

**Comment [Office1]:** The District has stricken specific language in their policy d for their 2<sup>nd</sup> read.

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere in board policy and will not be deemed to limit or suspend such other authority.

### Use

- When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect information. This action shall comply with the board policy on investigations and searches.
  - If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the information collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
- When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

### Possession, Distribution and Exchange

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of board policy will be handled in the following manner:

# Policy JICH-R

- A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee as soon as possible.
- A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee as soon as possible.
- The principal or designee will undertake investigation and search procedures in accordance with board policy.
- The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe or other secure location.
- The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
- If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

## Sanctions and Interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the [Windsor Charter Academy](#) may count toward the cumulative total.

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## Possession, Use and/or Being Under the Influence

- *First Offense*
  - The student will be suspended according to Policy JKD/JKE for up to five (5) days.
  - ~~Middle School~~ Students in violation of Policy JICH will also be suspended from participation in and attendance at all school extracurricular activities, including weekends, for a period of fifteen (15) school days.

# Policy JICH-R

- High School students in violation of the Policy JICH shall also be suspended from participation in and attendance at all school extracurricular activities, including weekends, for a period of fifteen (15) school days.
- A parent conference will be held.
- Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
- Violation of federal or state law will be grounds for referral to law enforcement authorities.
- Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of Windsor Charter Academy administration.
- *Second and Subsequent Offenses:*
  - A recommendation for expulsion according to Policy JKD/JKE will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Executive Board elects to impose lesser punishment.
  - Records of student drug or alcohol offenses noting date, type of offense, and discipline imposed shall be kept at the school. Such records will be forwarded to the next school the student attends.
  - Violation of federal or state law will be grounds for referral to law enforcement authorities.

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~~Students who distribute, dispense, sell, give, or exchange controlled substances, illegal drugs or alcohol or drug paraphernalia on district property during a school-sponsored or district-sponsored activity or event, when the student is being transported in vehicles dispatched by the District or one of its schools, or off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event will be handled in the following manner.~~

- ~~● The student will be suspended from school in accordance with the procedures set forth in policy JKD/JKE.~~
- ~~● The principal or designee will conduct a conference with parent and/or police representative.~~
- ~~● The principal shall recommend expulsion for up to a calendar year, pursuant to the procedures of policy JKD/JKE. The sale, purchase or distribution of illegal drugs shall be grounds for mandatory expulsion. The sale or distribution of alcohol is also grounds for expulsion up to a calendar year.~~
- ~~● Violation of federal or state law will be grounds for referral to law enforcement authorities.~~



# Policy JICH-R

- The school administration will cooperate fully with local law enforcement, social services or other agencies and organizations when investigations and searches related to illegal drug offenses are in progress and to reduce the incidents of illegal use of drugs, controlled substances and alcohol by school-aged youth.
- Students and parents will be given a copy of the standards of conduct and sanctions regarding student involvement with drugs and alcohol.
- A biennial review of the District's alcohol and drug program will be conducted to determine its effectiveness and to ensure consistent enforcement of sanctions.
- Information about the elements of the District's alcohol and drug program, including the results of the biennial review, is available to the public in the District Office.

## **Purchase, Sale, Distribution and Exchange**

- *First Offense*
  - The student will be suspended for ten (10) days and recommended for expulsion.
  - Alternatives to expulsion may be considered by the principal or designee.
- *Second Offense*
  - The student will be suspended for ten (10) days and recommended for expulsion upon the second offense and all subsequent offenses within any four-year period.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board  
Adopted  
September 2017



## STUDENT DISCIPLINE

**Comment [Office1]:** The District has stricken specific language in their policy and have added additional text that is in bold for their 2<sup>nd</sup> read.

Effective student discipline helps the student develop positive self-discipline and socially acceptable behavior. Also, it is a prerequisite for accomplishing learning goals. Students are expected to respect the rights of others as outlined in the District's Conduct and Discipline Code and to conduct themselves in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions. All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The Board shall consult with administrators, teachers, parents, students, and other members of the community in the development and review of the conduct and discipline code.

Corporal punishment shall not be administered to any student by any District employee. However, to maintain a safe learning environment, District employees may, within the scope of their employment and consistent with applicable law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with Board policy JK-A and accompanying regulation JK-A-R.

The District's Conduct and Discipline Code shall consist of this policy and all Board-adopted policies and Board-approved regulations cross-referenced in

## Policy JK

this policy, including Board Policies JICA, Student Dress; JKD/JKE, Suspension and Expulsion; ADC, Tobacco-Free Schools; JICH Student Involvement with Drugs and Alcohol; JICFA, Gang-Related Activity; JF and JF-R School Admissions; JE, Student Attendance; JJI, Athletic Training Rules; JIHA, Searches; JKG and JKG-R, Discipline of Habitually Disruptive Students; JICDA, Student Conduct; JICE, Student Publications (and Distribution of Literature); JICE-R, School Publications Code; JICI, Weapons in School; JICF, Secret Societies; JICK, Prevention of Bullying; JK-A, Use of Physical Intervention and Restraint; JK-A-R, Regulation of Use of Physical Intervention and Restraint; JKB, Discipline of Students with Disabilities; JKDA/JKEA, Suspension of Expulsion Prevention; and all local school rules and regulations related to student discipline that are consistent with District policy. The "Code of Conduct" rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, and shall be printed and made available to students and parents/guardians.

All District policies, regulations, and individual school rules governing student discipline shall, at a minimum, be provided to each student upon enrollment at the elementary, middle and high school levels and shall be posted or kept on file at each school in the District. The District shall take reasonable measures to ensure each student is familiar with the code. In addition, any significant change in the code shall be distributed to students and parents/guardians, and posted in each school.

Suspension and expulsion procedures are outlined in Policies JKD/JKE and JICH.

### **Immunity for Enforcement of Discipline Code**

All employees of the District shall be required to administer and enforce district and school discipline policies and regulations in a consistent manner at all times. An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures. A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

### **Discipline of Students With Disabilities.**

Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with the requirement of Board Policy JKB, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and any other applicable law and/or District Policy.

# Policy JK

The **Executive** Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

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The **Executive** Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

All board-adopted policies and board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

The **Executive** Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the student conduct and discipline code.

## Remedial Discipline Plans

The principal, or designee, may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

## Discipline of Habitually Disruptive Students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three, or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled at Windsor Charter Academy may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with board policy concerning student suspensions, expulsions and other disciplinary interventions.

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## Discipline of Students with Disabilities.

# Policy JK

Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with the requirement of Board Policy JKB, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and any other applicable law and/or Windsor Charter Academy Policy.

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## Distribution of Conduct and Discipline Code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. Windsor Charter Academy shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school at Windsor Charter Academy. In addition, any significant change in the code shall be provided to students and posted in each school.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board  
Revised  
February 1991  
November 1993  
August 2000  
September 2013  
September 2017

### LEGAL REFS.:

C.R.S. 18-6-401(1)  
C.R.S. 22-11-302 (1) (f)  
C.R.S. 22-32-109.1(2) (a)  
C.R.S. 22-32-109.1 (2) (a) (I)  
C.R.S. 22-32-109.1 (2) (a) (I) (C)  
C.R.S. 22-32-109.1 (9)  
C.R.S. 22-33-106(1)  
C.R.S. 22-33-106 (1)(c.5)

### Cross References:

GBG Staff Health and Safety  
GBG-R Staff Health and Safety (Regulation)  
ADC Tobacco Free Schools  
JE Student Attendance

# Policy JK

JF & JF-R Student Admissions to District Schools and School Admissions Regulations  
JICDA Student Conduct  
JICA Student Dress  
JICE Student Publications (and Distribution of Literature)  
JICE-R School Publications Code  
JICL Weapons in School  
JICF Secret Societies  
JICFA Gang-Related Activity  
JICH Student Involvement With Drugs and Alcohol  
JICK Prevention of Bullying  
JIHA Searches  
JK-A Use of Physical Intervention and Restraint  
JK-A-R Regulation of Use of Physical Intervention and Restraint  
JKB Discipline of Students with Disabilities  
JKD/JKE Suspension and Expulsion (And Other Disciplinary Interventions)  
JKDA/JKEA Expulsion Prevention  
JKG Discipline of Habitually Disruptive Students  
JKG-R Discipline of Habitually Disruptive Students Regulation  
JJI Athletic Participation  
JK-R Student Discipline





## STUDENT DISCIPLINE

### Remedial Discipline Plans

- The principal, or designee, may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in a school vehicle or at a school activity or event. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
- To develop the plan, the principal or designee, will contact the student's parent/guardian to schedule a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
- The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student violates the plan.
- The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
- The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

### Habitually Disruptive Students

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event.

- The principal, or designee, will inform the Executive Director when a student causes a second material and substantial disruption.
- The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing

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## Policy JK-R

and by telephone or other oral communication of the definition of "habitually disruptive student."

- A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with board policy concerning student suspensions, expulsions and other disciplinary interventions.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board  
Adopted September 2017







## SUSPENSION AND ~~EXPULSION~~

### 1. Definitions

- “Expulsion” means the exclusion of a student from attending school and participating in school activities for a specified period of time not to extend beyond one calendar year, unless student contact with the Windsor Charter Academy is otherwise authorized by the ~~Executive Director~~.
- “Habitually Disruptive Student” means a student who three or more times during the school year has caused a material and substantial disruption in the classroom, while on Windsor Charter Academy property, at a school-sanctioned activity or event, or while being transported in a Windsor Charter Academy-approved vehicle.
- “Informal Hearing” means notice to the student of what he or she has been accused of doing and an opportunity for the student to explain his or her position regarding the incident constituting grounds for discipline. There need be no delay between the time notice is given and the time of the hearing. An informal hearing does not include representation by counsel, the ability to confront and cross-examine witnesses, or to call witnesses to verify the student’s version of the incident.
- “Parent” means a student’s parent, legal guardian, or legal custodian of students under 18 years of age; if the student is 18 years or older, it refers to the student.
- “Student with Disabilities” means a student for whom a determination of disability has been made by a properly constituted Individualized Education Plan (IEP) or §504 team in accordance with state and federal laws governing the education of children with disabilities.
- “Suspension” means the exclusion of a student from attending school and participating in school activities for a specified and limited period of time

**Comment [Office1]:** The District has stricken specific language in their policy and have added additional text that is in bold for their 2<sup>nd</sup> read.

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# Policy JKD JKE

as set forth under "Suspension from School," below, unless student contact with Windsor Charter Academy is otherwise authorized by the Executive Director.

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**Deleted:** school principal or the District administration

- A "Classroom Suspension" means the exclusion of a student from the classroom by a teacher when the student has caused a material and substantial disruption.

## 2. Due Process Policy

It is the policy of the Executive Board to provide due process of law to students through written procedures consistent with law for the suspensions, expulsions and denials of admission.

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In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Executive Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

- The student's age.
- The student's disciplinary history.
- The student's eligibility as a student with a disability.
- The seriousness of the violation committed by the student.
- The threat posed to any student or staff.
- The likelihood that a lesser intervention would properly address the violation.

The Executive Board hereby directs the Executive Director to periodically review current procedures and develop new procedures for adoption by the Executive Board, if necessary, which are consistent with this policy. The Executive Board further directs the Executive Director to provide copies of the Windsor Charter Academy's Conduct and Discipline Code, as defined in Policy JICDA and JK, annually to each student and to post or keep on file copies of the Conduct and Discipline Code in each school at Windsor Charter Academy.

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## Other Disciplinary Interventions

**In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available**

# Policy JKD JKE

interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, positive behavioral intervention support program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system.

As another intervention and alternative to suspension, the principals or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

### 3. Grounds for Suspension or Expulsion

In addition to those grounds set forth in Policy JICDA, according to Colorado Revised Statutes 22-33-106 (1)(a-g) and 3(e) and 22-12-105 (3), students enrolled ~~at Windsor Charter Academy~~ may be suspended or expelled for the following conduct while in school buildings, on ~~school~~ property, when being transported in vehicles dispatched by ~~Windsor Charter Academy~~, during school-sponsored activity or event; off school property when the conduct has a reasonable connection to ~~Windsor Charter Academy~~ curricular or non-curricular activity or event.

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- Declaration as a habitually disruptive student.
- Repeated interference with the school's ability to provide educational opportunities to other students.

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## Policy JKD JKE

- The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery pursuant to C.R.S 18-4-301 or assault pursuant to C.R.S. 18-3-201, other than the commission of an act that would be third degree assault under C.R. S. 18-3-204 if committed by an adult.
- Possession of a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned events, without the authorization of Windsor Charter Academy.

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*Note: In accordance with the federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.*

As used in this paragraph, "dangerous weapon" is as defined in Policy JIC1.

- The use, possession or sale of a drug or controlled substance as defined in C.R.S. 18-18-102(5) on school grounds, in a school vehicle or at a school activity or sanctioned event.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- Failure to comply with the immunization requirements, as specified in Part 9, Article 4, Title 25, C.R.S. Any suspension or expulsion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.
- Pursuant to C.R.S. 22-12-105(3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or to Windsor Charter Academy officials or personnel.
- According to C.R.S. 22-33-106(2), subject to Windsor Charter Academy's responsibilities under the Exceptional Children's Education act and applicable federal law 101 (see policy JKB Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.
  - Physical or mental disability such that the child cannot reasonably benefit from the programs available.
  - Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

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# Policy JKD JKE

- Other violations of Windsor Charter Academy policy, including but not limited to Windsor Charter Academy's Discipline and Conduct Code.

## Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to Windsor Charter Academy, in which the juvenile is enrolled.

This information shall be used by the **Executive Director** to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment of students, teachers, and other school personnel. The **Executive Director** shall take appropriate disciplinary action, which may include suspension. **If the Executive Director deems that expulsion may be the appropriate disciplinary action, in accordance with this policy, the Executive Director will share the information with the superintendent of Weld Re4 District, its authorizer. Weld Re4 Board of Education will make a determination if expulsion is an appropriate disciplinary action based on policy.**

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The **Executive** Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of Windsor Charter Academy to provide an alternative educational program for the student as specified in state law.

## 4. Suspension from School

- *Delegation of Authority.* The **Executive** Board delegates to any school principal of Windsor Charter Academy and their designees the power to suspend a student for up to five school days for grounds 3 (A through E) listed above and to suspend for up to ten school days for grounds 3(F through H), listed above.

The **Executive** Board hereby delegates to the **Executive Director** or his/her designee the authority to extend a suspension for up to ten additional school days, and another ten days if necessary in order to present the issue of expulsion to the next meeting of the **Weld Re4 Board of Education**, but the total period of suspension shall not exceed 25 school days.

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## Policy JKD JKE

- *Procedure for Suspension.* The following procedures shall be followed in the suspension of students:
  - *Informal Hearing.* Prior to the student's removal from school, the student shall receive an informal hearing before the school principal or principal's designee unless an emergency requires immediate removal of the student, in which case an informal hearing shall be held as soon as practicable after removal.
  - *Notice to Parents.* If possible, the principal or designee shall immediately, by phone or by personal contact, inform the parent of the student's suspension and shall immediately confirm such notification in writing by mail, which notification shall contain a brief statement of the grounds for the suspension, the period of the suspension, and the time and place for the parent to meet with the suspending authority to review the suspension.
  - *Transfer of Custody.* A suspended student shall be required to leave the school grounds immediately after the parent(s) and the principal or designee have determined the best way to transfer custody of the student to the parent.
  - *Alternative to Suspension.* In lieu of suspension, the principal or designee may, in his/her discretion, permit the student to remain in school on the condition that the student's parent attends class with the student for a period of time established by the principal or designee. The principal or designee shall consult with the student's teachers and obtain their consent before implementing this alternative. If the student's parent does not agree or fails to attend class with the student, the principal or designee shall suspend the student in accordance with this policy. This alternative to suspension shall not be used if expulsion proceedings have been or are to be initiated, or if the principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment.
- Any student suspended for more than ten days shall be given the opportunity to request a review of the suspension before the superintendent or his or her designee. If a review is requested, the suspension shall remain in effect pending the review. The decision of the superintendent or his/her designee regarding the suspension shall be final.
- A suspended student shall not be readmitted to school until the student's parent has met with the principal or designee, or, in the discretion of the school principal or designee, the parent has substantially agreed to review the suspension with the principal or designee. However, the student may be readmitted if the principal or designee cannot contact

## Policy JKD JKE

the parent or if the parent repeatedly fails to appear for the scheduled meeting.

- The principal or designee shall provide an opportunity for the student to make up school work during the period of suspension to allow the student to reintegrate into the educational program following the suspension. The principal may award appropriate credit for the assigned make-up work.

### 5. Expulsion or Denial of Admission from School

- *Authority.* Unless otherwise determined by the Board in any particular case, the Board delegates the power to expel and deny admission of students to the superintendent provided that at the next meeting of the Board the superintendent shall report on each case acted upon, briefly describing the circumstances and the reason for the action given.
- The decision of the superintendent may, upon the written request of the student or parent(s) within ten calendar days after receipt of the superintendent's decision, be appealed to the Board. Failure to request an appeal within ten calendar days shall result in a waiver of the right to appeal, and the superintendent's decision shall become final.
- When the student is beyond the compulsory attendance age, recommendation for expulsion may be avoided by a mutual agreement between the parent and building principal that the parent withdraw the student from school.
- Procedures for Expulsion or Denial of Admission:
  - A principal may recommend to the superintendent that a student be expelled from or denied admission to school.
  - A principal recommending expulsion or denial of admission of any student shall make such recommendation in writing to the superintendent, setting forth his/her specific reasons for the recommendation.
  - If the superintendent believes that there is a reasonable basis to support the principal's recommendation, he/she shall schedule the matter for a hearing and, in advance of the hearing, shall notify the parents or guardians of the child, in writing, as to the following matters: (a) the time and place of the hearing; (b) the fact that the principal is recommending expulsion or denial of admission; (c) a statement of the basic facts on which the expulsion or denial of admission recommendation is based and a statement of the statutory and policy authority for the recommended expulsion or denial of admission; (d) a statement that the student and his/her parent may be present at the hearing and hear all information against him/her; that the student will have an opportunity to present relevant information in his/her own behalf, and that the student

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may be accompanied and represented by an attorney or other representative if he/she so chooses; and (e) a statement that failure of the student and his/her parent to attend said hearing or to be otherwise represented at said hearing will constitute a waiver of any further rights of the student in respect to the matter of the student's expulsion or denial of admission.

- If no hearing is requested by the student and his/her parent, the superintendent may take action based upon the oral and written recommendation of the principal.
- No continuance of the hearing shall be granted except at the request of the student and his/her parent for good cause or in the event of an unavoidable emergency; and in any such case the continued hearing shall be set as soon as possible from the date of the original hearing.
- The hearing shall be conducted by the superintendent or by his or her designee acting as a hearing officer, except that in those cases where the Board has determined not to delegate the authority to expel or deny the admission of any student in which case the Board shall conduct the hearing.
- At the hearing, technical rules of evidence shall not be applicable and the superintendent or Board may consider and give appropriate weight to such credible information as deemed appropriate; provided, that a recitation of any such information shall appear in the record and the student and his/her parent shall be informed of the nature of such information. In addition, the following procedures shall apply:
  - Testimony which is repetitious, irrelevant, immaterial, scandalous, or impertinent may be limited.
  - Testimony of witnesses shall be presented under oath.
  - The student, his/her parent, or his/her representative may question witnesses and may present testimony or evidence for consideration by the superintendent but may not question the superintendent.
  - An audio recording of the proceeding shall be kept so as to enable a transcript of the testimony to be prepared for purposes of an appeal.
  - If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the superintendent these findings and a recommendation regarding the expulsion or denial of admission.
  - The superintendent will review the hearing officer's factual findings and recommendation, or if the superintendent or



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Board conducts the hearing, the superintendent or Board will make factual findings. The superintendent or Board shall render a written decision which includes findings of fact sufficient in content to apprise the student, his/her parent, or a reviewing court of the factual basis for the decision. The written decision shall be rendered within five school days following the hearing, and shall be delivered to the student and his/her parent by personal delivery or by certified mail. In the event of an order of expulsion or denial of admission, the decision of the superintendent shall include information for appeal to the Board and the decision of the Board shall include information for appeal to the court, as appropriate.

- If an appeal of the superintendent's decision to the Board is properly requested, the Board shall review the record created at the hearing, the findings and recommendation of the superintendent, and the superintendent's decision. The student may be represented by counsel at the appeal. Representatives of the District and the parents may make brief statements to the Board but no new evidence shall be presented unless such evidence was not reasonably discoverable at the time of the hearing. The Board shall make a final determination regarding the expulsion or denial of admission of the student and shall inform the student and his or her parent of the right to judicial review.
- Post-Expulsion Matters:
  - If a student between the ages of seven and 17 is expelled for the remainder of a school year, the parent(s) of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion. The District encourages all parents to provide for their student's education if the student is expelled for any period.
  - Upon expelling a student, the District shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion. If the parent chooses to provide a home-based educational program for the student, the District shall assist the parent in obtaining appropriate curricula for the student. Upon request of a student or student's parent, the District shall provide for any student who is expelled from the District educational services deemed appropriate for the student by the District.
  - If a student is expelled for the remainder of the school year and the student is not receiving educational services through the District, the District shall contact the student's parent at least once every 60

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days until the beginning of the next school year to determine whether the student is receiving educational services. The District need not contact the student's parent after the student is enrolled in another school district, or in an independent or parochial school, or if the student is committed to the Department of Human Services or is sentenced pursuant to the Children's Code contained in Article 2 of Title 19 of the Colorado Revised Statutes.

- Classroom Suspension

- Authority. A teacher may immediately remove a student from the teacher's classroom for one day if the student's behavior:
  - violates the code of conduct adopted by the Board;
  - is dangerous, unruly, or disruptive; or
  - seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

- Procedures for Classroom Suspension: The teacher initiating a one-day classroom suspension shall provide the principal or designee with assignments and other course work to be completed by the student during the period of suspension.
  - As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
  - The teacher may develop a behavior plan approved by the principal after a student's first one-day classroom suspension during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the principal after a student's second one-day classroom suspension during any grading term. The behavior plan shall indicate that upon the third removal from class during a grading period for causing a material and substantial disruption, a student may be officially removed from the teacher's class for the remainder of the grading term. The teacher shall

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- provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the student's parent.
- For any student removed from the classroom for the remainder of a grading term as provided in subparagraph ii. above, the teacher responsible for the removal shall provide the principal or designee with a lesson plan, assignments, other course work, quizzes, and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course. The principal shall be responsible for determining the appropriate educational placement of the student. The principal's decision regarding placement is final.
  - Classroom suspensions may count as suspensions for purposes of declaring a student as "habitually disruptive," in accordance with District Policy and regulations.
  - A teacher's ability to impose classroom suspensions of special education students shall be subject to governing law and the District's policies and regulations concerning suspension/expulsion of students with disabilities.
  - Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions.

### **6. Crimes of Violence or Unlawful Sexual Behavior**

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute a crime of violence or unlawful sexual behavior as defined by state law, if committed by an adult the Board of Education or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel, and whether educating the student in the school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel.

If the Board determines that the student should not be educated in the school, the District may take appropriate disciplinary action, including instituting procedures to suspend or expel the student. Alternatively, the District may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile or district court proceedings, in which case it shall be the

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responsibility of the District to provide the student with an appropriate alternative education program as specified in state law. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, the phrase "crime of violence" has the meaning set forth in C.R.S. 18-1.3-406 and the phrase "unlawful sexual behavior" has the meaning set forth in C.R.S. 16-22-102 (9).

## **8. Students of Special Education Students.**

Any discipline of students identified as students with disabilities under the IDEA or Section 504 shall be conducted in accordance with the provisions of Policy JKB concerning the discipline of students with disabilities.

## **9. Communication of Disciplinary Information.**

The principal shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives such information shall maintain the confidentiality of the information and does not have the authority to communicate the information to any other person. The student and his/her parent may challenge the accuracy of the disciplinary information by making a written request for review to the superintendent or his/her designee.

## **10. Other Disciplinary Interventions**

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case.

Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, participation in the district's restorative justice program or positive behavioral intervention support (PBIS) program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system.

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of

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time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board

Revised:

June 1983

November 1993

August 1996

October 1997

August 2000

July 2004

October 2005

March 2006

January 2008

February 2010

July 2010

September 2013

October 2016

September 2017

Legal References:

C.R.S. 16-22-102(9)

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C.R.S. 18-1.3-406  
C.R.S. 18-3-202 et seq.  
C.R.S. 18-4-301 et seq.  
C.R.S. 18-9-124 (2)(a)  
C.R.S. 22-12-105 (3)  
C.R.S. 22-32-109.1 (2)(a)  
C.R.S. 22-32-109.1 (2)(a)(I)(E)  
C.R.S. 22-32-109.1 (3)  
C.R.S. 22-32-144  
C.R.S. 22-33-105  
C.R.S. 22-33-106  
C.R.S. 22-33-106.3  
C.R.S. 22-33-106.5  
C.R.S. 22-33-107  
C.R.S. 22-33-107.5  
C.R.S. 22-33-108

### Cross References:

GBGB, Teacher/Staff Protection  
JEA Compulsory Attendance  
JF Student Admissions to District Schools  
JF-R School Admissions Regulation  
JICDA Student Conduct  
JK Student Discipline  
JKB Discipline of Students with Disabilities  
JKDA JKEA Expulsion Prevention  
JKD JKE-R Suspension/Expulsion of Students



# Policy JKD JKE-R



## SUSPENSION AND **EXPULSION**

### Procedure for Suspension

The following procedures shall be followed in the suspension of students:

- *Informal Hearing.* Prior to the student's removal from school, the student shall receive an informal hearing before the school principal or principal's designee unless an emergency requires immediate removal of the student, in which case an informal hearing shall be held as soon as practicable after removal. **The student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.**
- *Timing.* The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
- *If the Student's Presence in School Presents a Danger.* Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat is disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
- *Notice to Parents.* If possible, the principal or designee shall immediately, by phone or by personal contact, inform the parent of the student's suspension and shall immediately confirm such notification in writing by mail. The notice will contain the following basic information:
  - **A statement of the charges against the student.**
  - **A statement of what the student is accused of doing.**
  - **A statement of the basis of the allegation. Specific names may be withheld if necessary.**
  - The period of the suspension and the time and place for the parent to meet with the suspending authority to review the suspension.
- *Transfer of Custody.* A suspended student shall be required to leave the school grounds immediately after the parent(s) and the principal or

**Comment [Office1]:** The District has stricken specific language in their policy and have added additional text that is in bold for their 2<sup>nd</sup> read.

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# Policy JKD JKE-R

designee have determined the best way to transfer custody of the student to the parent.

- A suspended student shall not be readmitted to school until the student's parent has met with the principal or designee, or, in the discretion of the school principal or designee, the parent has substantially agreed to review the suspension with the principal or designee. However, the student may be readmitted if the principal or designee cannot contact the parent or if the parent repeatedly fails to appear for the scheduled meeting.
- The principal or designee shall provide an opportunity for the student to make up school work during the period of suspension to allow the student to reintegrate into the educational program following the suspension. The principal may award appropriate credit for the assigned make-up work.

## Expulsion or Denial of Admission from School

- *Authority.* As written in Windsor Charter Academy's charter agreement with its authorizer, the Weld Re4 Board of Education have the authority to expel a student from Windsor Charter Academy. Unless otherwise determined by the Weld Re4 Board of Education in any particular case, the Weld Re4 Board of Education delegates the power to expel and deny admission of students to the Superintendent provided that at the next meeting of the Board, the Superintendent shall report on each case acted upon, briefly describing the circumstances and the reason for the action given. Windsor Charter Academy's Executive Board delegates the power to work with the Superintendent in matters of expulsion specific to Windsor Charter Academy to its Executive Director.
- The decision of the Superintendent may, upon the written request of the student or parent(s) within ten calendar days after receipt of the Superintendent's decision, be appealed to the Weld Re4 Board of Education. Failure to request an appeal within ten calendar days shall result in a waiver of the right to appeal, and the Superintendent's decision shall become final.
- When the student is beyond the compulsory attendance age, recommendation for expulsion may be avoided by a mutual agreement between the parent and building principal that the parent withdraw the student from school.
- Procedures for Expulsion or Denial of Admission:
  - The Executive Director may recommend to the Superintendent that a student be expelled from or denied admission to school.
  - The Executive Director shall make such recommendation in writing to the Superintendent, setting forth his/her specific reasons for the recommendation.

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- If the Superintendent believes that there is a reasonable basis to support the Executive Director's recommendation, he/she shall schedule the matter for a hearing and, in advance of the hearing, shall notify the parents or guardians of the child, in writing, as to the following matters: (a) the time and place of the hearing; (b) the fact that the Executive Director is recommending expulsion or denial of admission; (c) a statement of the basic facts on which the expulsion or denial of admission recommendation is based and a statement of the statutory and policy authority for the recommended expulsion or denial of admission; (d) a statement that the student and his/her parent may be present at the hearing and hear all information against him/her; that the student will have an opportunity to present relevant information in his/her own behalf, and that the student may be accompanied and represented by an attorney or other representative if he/she so chooses; and (e) a statement that failure of the student and his/her parent to attend said hearing or to be otherwise represented at said hearing will constitute a waiver of any further rights of the student in respect to the matter of the student's expulsion or denial of admission.
- If no hearing is requested by the student and his/her parent, the Superintendent may take action based upon the oral and written recommendation of the Executive Director.
- No continuance of the hearing shall be granted except at the request of the student and his/her parent for good cause or in the event of an unavoidable emergency; and in any such case the continued hearing shall be set as soon as possible from the date of the original hearing.
- The hearing shall be conducted by the Superintendent or by his or her designee acting as a hearing officer, except that in those cases where the Weld Re4 Board of Education has determined not to delegate the authority to expel or deny the admission of any student in which case the Board of Education shall conduct the hearing.
- At the hearing, technical rules of evidence shall not be applicable and the Superintendent or Weld Re4 Board of Education may consider and give appropriate weight to such credible information as deemed appropriate; provided, that a recitation of any such information shall appear in the record and the student and his/her parent shall be informed of the nature of such information. In addition, the following procedures shall apply:

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- Testimony which is repetitious, irrelevant, immaterial, scandalous, or impertinent may be limited.
- Testimony of witnesses shall be presented under oath.
- The student, his/her parent, or his/her representative may question witnesses and may present testimony or evidence for consideration by the Superintendent but may not question the Superintendent.
- An audio recording of the proceeding shall be kept so as to enable a transcript of the testimony to be prepared for purposes of an appeal.
- If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the Superintendent those findings and a recommendation regarding the expulsion or denial of admission.
- The Superintendent will review the hearing officer's factual findings and recommendation, or if the Superintendent or Weld Re4 Board of Education conducts the hearing, the Superintendent or Weld Re4 Board of Education will make factual findings. The Superintendent or Weld Re4 Board of Education shall render a written decision which includes findings of fact sufficient in content to apprise the student, his/her parent, or a reviewing court of the factual basis for the decision. The written decision shall be rendered within five school days following the hearing, and shall be delivered to the student and his/her parent by personal delivery or by certified mail. In the event of an order of expulsion or denial of admission, the decision of the Superintendent shall include information for appeal to the Weld Re4 Board of Education, and the decision of the Weld Re4 Board of Education shall include information for appeal to the court, as appropriate.
- If an appeal of the Superintendent's decision to the Weld Re4 Board of Education is properly requested, the Weld Re4 Board of Education shall review the record created at the hearing, the findings and recommendation of the Superintendent, and the Superintendent's decision. The student may be represented by counsel at the appeal. Representatives of Windsor Charter Academy and Weld Re4 District and the parents may make brief statements to the Weld Re4 Board of Education but no new evidence shall be presented unless such evidence was not reasonably discoverable at the time of the hearing. The Weld Re4 Board of Education shall make a final determination regarding the expulsion or denial of admission of the student and shall inform the student and his or her parent of the right to judicial review.

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- Post-Expulsion Matters

- If a student between the ages of seven and 17 is expelled for the remainder of a school year, the parent(s) of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion. Windsor Charter Academy encourages all parents to provide for their student's education if the student is expelled for any period.
- Upon expelling a student, Windsor Charter Acadmey shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion. If the parent chooses to provide a home-based educational program for the student, Windsor Charter Academy shall assist the parent in obtaining appropriate curricula for the student. Upon request of a student or student's parent, Windsor Charter Academy shall provide for any student who is expelled from Windsor Charter Academy educational services deemed appropriate for the student by Windsor Charter Academy.
- If a student is expelled for the remainder of the school year and the student is not receiving educational services through Windsor Charter Academy, Windsor Charter Academy shall contact the student's parent at least once every 60 days until the beginning of the next school year to determine whether the student is receiving educational services. Windsor Charter Academy need not contact the student's parent after the student is enrolled in another school district, or in an independent or parochial school, or if the student is committed to the Department of Human Services or is sentenced pursuant to the Children's Code contained in Article 2 of Title 19 of the Colorado Revised Statutes.

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- Classroom Suspension

- *Authority.* A teacher may immediately remove a student from the teacher's classroom for one day if the student's behavior:
  - Violates the code of conduct adopted by the Executive Board.
  - Is dangerous, unruly, or disruptive.
  - Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

- Procedures for Classroom Suspension: The teacher initiating a one-day classroom suspension shall provide the principal or designee with

## Policy JKD JKE-R

assignments and other course work to be completed by the student during the period of suspension.

- o As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
- o The teacher may develop a behavior plan approved by the principal after a student's first one-day classroom suspension during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the principal after a student's second one-day classroom suspension during any grading term. The behavior plan shall indicate that upon the third removal from class during a grading period for causing a material and substantial disruption, a student may be officially removed from the teacher's class for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the student's parent.
- o For any student removed from the classroom for the remainder of a grading term as provided in subparagraph ii. above, the teacher responsible for the removal shall provide the principal or designee with a lesson plan, assignments, other course work, quizzes, and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course. The principal shall be responsible for determining the appropriate educational placement of the student. The principal's decision regarding placement is final.
- o Classroom suspensions may count as suspensions for purposes of declaring a student as "habitually disruptive," in accordance with Windsor Charter Academy policy and regulations.
- o A teacher's ability to impose classroom suspensions of special education students shall be subject to governing law and Windsor Charter Academy's policies and regulations concerning suspension/expulsion of students with disabilities.
- Removal from class under this policy does not prohibit Windsor Charter Academy from pursuing or implementing additional disciplinary measures,

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# Policy JKD JKE-R

including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Windsor Charter Academy policy concerning student suspensions, expulsions and other disciplinary interventions.

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## Crimes of Violence or Unlawful Sexual Behavior

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute a crime of violence or unlawful sexual behavior as defined by state law, if committed by an adult, the Executive Board or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel, and whether educating the student in the school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel.

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If the Executive Board determines that the student should not be educated in the school, it will delegate the power to its Executive Director to work with the Superintendent in determining the appropriate disciplinary action, including instituting procedures to suspend or expel the student. Alternatively, Weld Re4 District may delay consideration of the student's expulsion pending the outcome of the juvenile or district court proceedings, in which case it shall be the responsibility of the Windsor Charter Academy to provide the student with an appropriate alternative education program as specified in state law. Windsor Charter Academy may delay consideration of the student's suspension pending the outcome of the juvenile or district court proceedings, in which case it shall be the responsibility of the Windsor Charter Academy to provide the student with an appropriate alternative education program as specified in state law. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion. **If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Weld Re4 Board of Education or designee may proceed to expel the student following the procedures set forth in these regulations. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Weld Re4 Board of Education or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.**

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Students of Special Education Students.

# Policy JKD JKE-R

Any discipline of students identified as students with disabilities under the IDEA or Section 504 shall be conducted in accordance with the provisions of Policy JKB concerning the discipline of students with disabilities.

## **Communication of Disciplinary Information.**

The principal shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student.

Any teacher or counselor who receives such information shall maintain the confidentiality of the information and does not have the authority to communicate the information to any other person. The student and his/her parent may challenge the accuracy of the disciplinary information by making a written request for review to the ~~Executive Director~~ or his/her designee.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
October 2017

Weld Re4 District Board  
Adopted  
September 2017

## Legal References:

C.R.S. 16-22-102(9)  
C.R.S. 18-1.3-406  
C.R.S. 22-32-109.1 (2)(a)  
C.R.S. 22-32-109.1 (2)(a)(I)(E)  
C.R.S. 22-32-109.1 (3)  
C.R.S. 22-32-144  
C.R.S. 22-33-105  
C.R.S. 22-33-106  
C.R.S. 22-33-106.3  
C.R.S. 22-33-106.5  
C.R.S. 22-33-107  
C.R.S. 22-33-107.5  
C.R.S. 22-33-108

**suspend or**

## Minutes to Be Approved at October Regular Session

### 8.0 Executive Session

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#### **No executive session was held.**

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a)
- Conduct conferences with the School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the School's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussion desires the discussion occur in open meeting, the discussion must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)



## Minutes to Be Approved at October Regular Session

### 9.0 Matters for the Good of WCA

#### Executive Board Calendar of Events

Date	Time	Event	Location	Board Representative
September 18	7:00 p.m.	District Board Meeting	District Building	Samual Penn
September 29	All Day	Walkathon	MS/HS Soccer Field	Sherry Bartmann
September 29	8:15 a.m.	Coffee with Leadership	MS/HS Media Center	Carolyn Mader Samual Penn Sherry Bartmann
October 2	3:30 p.m.	School Accountability Committee	Elementary Library	Donna James Jenny Ojala
October 9	3:30 p.m.	Student & School Safety Committee	Elementary Library	Sherry Bartmann
October 11	8:30 a.m.	1st Grade Ancient Egypt Celebration	1st Grade Classrooms	
October 12	5:30 p.m.	Executive Board Work Session	Elementary Library	All Board Members
October 16	7:00 p.m.	District Board Meeting	District Building	Carolyn Mader
October 18	8:30 a.m.	5th Grade Renaissance Fair	5th Grade Classrooms	Carolyn Mader Jenny Ojala
October 18	4:00 p.m.	Education Committee	Elementary Library	Carolyn Mader
October 19	4:00 p.m.	Finance Committee	HS Conference Room	Jackie Compton Paige Adams
October 24	8:30 a.m.	Honor Roll Assembly	Elementary Gym	Jenny Ojala
October 24	8:15 a.m.	4th Grade Medieval Festival	4th Grade Classrooms	Samual Penn
October 26	8:15 a.m.	Kindergarten Human Body Celebration	K Classrooms	Jenny Ojala
October 26	5:30/6:30 p.m.	Executive Board Session	Elementary Library	All Board Members
October 27	8:15 a.m.	Coffee with Leadership	MS/HS Media Center	Sherry Bartmann

October 27	2:45 p.m.	MS Honor Roll Assembly	MS/HS Gym	Carolyn Mader
October 30	Lunchtime	Halloween Parent Lunch	Cafeteria	MSSH - Sherry Jenny Ojala
October 31	1:30 p.m.	Halloween Parade & Parties	School Wide	Jenny Ojala

**Minutes to Be Approved at October Regular Session**

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**10.0 Adjourn**

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**7:54 p.m.**

A motion to adjourn meeting was made by Carolyn Mader and seconded by Jenny Ojala. The motion carried unanimously.