

MEETING MINUTES - Colorado SKIES Academy

Meeting

Date	Thursday, July 20, 2023
Started	5:45 PM
Ended	8:00 PM (MST)
Location	Colorado SKIES Academy 13025 Wings Way, Englewood, CO 80112 Zoom Meeting: https://zoom.us/j/7724665686 Meeting ID: 772 466 5686 Dial in Number: 1-669-900-6833
Purpose	Regular scheduled meeting
Chaired by	
Recorder	Julie Halliday

Minutes

1. Opening Items

1.1. Call The Meeting To Order & Welcome

- Board Chair Bryan called the meeting to order at 5:48 p.m and read the school mission statement.

Status: Completed

1.2. Roll Call

- Members Present: Tommy Bryan, Mark Van Tine, Ralph Forsythe, Amy Stocki, Dana Kirchmar,
- Members Absent: Jen Bailey
- Member Stocki announced her resignation from the Board.

Status: Completed

1.3. Approve Agenda

- Upon Motion by Member Van Tine to approve the agenda, seconded by Member Forsythe, the Motion passed unanimously.

Status: Completed

1.4. Approve Minutes from June 29, 2023 Board Meeting

- Upon Motion by Member Van Tine to approve the June 29, 2023 Board Meeting Minutes, seconded by Member Forsythe, the Motion passed unanimously.

Status: Completed

Documents

- Minutes-2023-06-29-v1 (2).pdf
-

2. Public Comments

2.1. Comments

- No comments were made.

Status: Completed

3. Presentations to the Board

3.1. School Facilitator - Curriculum Moment Presentation

- School Director Coryell gave a presentation on the Nasa SPARKX program.

Status: Completed

4. Discussion And Communication Items

4.1. Financial Report - G & G Consulting

- Financial Consultant, Brandon Chrisp presented the CSA Financials to the Board. He reviewed the Financial Dashboard, Profit & Loss, and the Cash Flow Forecast.

Status: Completed

Documents

- Financial Report-June 2023 Financials_CSA.pdf
-

4.2. School General Liability Insurance Update - Maker Learning Network

- Maker Learning Network, Manuel Ortega, gave an update on the school general liability insurance and notified the Board a presentation by the broker will be given next month.

Status: Completed

4.3. Director Report

- School Director Coryell gave the Director's Report. Topics covered were: Recent & Upcoming Events, Celebrations, Enrollment, Facts to Know, For Board Review/Approval, Current Openings.

Status: Completed

Documents

- July 20 - Director's Report.pdf
-

4.4. Committee Reports

- Executive Committee - Tommy Bryan reported that Member Jen Bailey resigned.
- Capital Campaign Committee - Mark Van Tine informed the group he continues to move the fundraising plan forward.
- Safety and Security Committee - School Director reported on items of concern.

Status: Completed

5. Action Items

5.1. Board Membership - Consider New Member Jordan Ashley

- Upon Motion by Member Van Tine to approve new board member of Jordan Ashley, seconded by Member Kirchmar, the Motion passed unanimously.

Status: Completed

5.2. Family Guidebook for SY 2023-2024

- Upon Motion by Member Forsythe to approve the 2023-2024 Family Guidebook, seconded by Member Van Tine, the Motion passed unanimously.

Status: Completed

Documents

- Family Guidebook 2023-2024_CSA.pdf
-

5.3. Employee Handbook for SY 2023-2024

- Upon Motion by Member Kirchmar to approve the 2023-2024 Employee Handbook, seconded by Member Van Tine, the Motion passed unanimously.

Status: Completed

Documents

- DRAFT CSA Employee Handbook 2023-24.docx (1).pdf
-

6. Closing Items

6.1. Board Comments

- No comments were made.

Status: Completed

6.2. Next Meeting Date

- August 24, 2023

Status: Completed

6.3. Adjournment

- Board Chair Bryan adjourned the meeting at 8:00 p.m.

Status: Completed

Date: 8/23/2023

Approval of Minutes:

Motion by: Member Van Tine

Seconded by: Member Forsythe

Approved

Board Secretary, Dana Kirchmar

**COLORADO SKIES ACADEMY
BOARD FINANCIAL DASHBOARD
June 30, 2023**

	CSA	GREEN	YELLOW	RED
CURRENT RATIO(current assets/current liabilities)	2.13	1.75	1.5	1.25
CASH LIQUIDITY RATIO(cash/current liabilities)	1.34	1.5	1.25	1
DAYS CASH ON HAND	20	>90	<90	<30
FY24 ENROLLMENT FUNDING VARIANCE	\$ -	>0	0	<0

		GREEN	YELLOW	RED
PROJECTED UNASSIGNED FUND BALANCE	\$ 65,483	> 10% of Expenses or \$305,336	> \$0	< \$0

BALANCE SHEET OVERVIEW	
TOTAL ASSETS	\$ 264,708
TOTAL LIABILITIES	\$ 124,179
FUND BALANCE	
6710 · Non-Spendable Fund Balance	\$ -
6721 · Restricted for TABOR	\$ 81,000
6770 · Unrestricted Net Assets	\$ 147,772
Net Income	\$ (88,243)
TOTAL FUND BALANCE	\$ 140,529

FY24 ENROLLMENT FORECAST				
	BUDGETED STUDENT COUNT	PROJECTED FUNDED ENROLLMENT	ENROLLMENT VARIANCE	VARIANCE IN FUNDING
Grade 6	90	90	0	\$ -
Grade 7	37	37	0	\$ -
Grade 8	33	33	0	\$ -
Total	160	160	0	\$ -

PROFIT & LOSS vs. BUDGET OVERVIEW							
	ACTUAL	ANNUAL BUDGET	% OF ANNUAL BUDGET	OVER/(UNDER) ANNUAL	YEAR TO DATE BUDGET	% OF YEAR TO DATE BUDGET	YEAR TO DATE BUDGET
TOTAL INCOME	\$ 2,584,891	\$ 3,135,097	82%	\$ (550,206)	\$ 3,135,097.32	82%	\$ (550,206)
TOTAL EXPENSES	\$ 2,673,134	\$ 3,053,365	88%	\$ (380,231)	\$ 3,053,365.00	88%	\$ (380,231)
NET INCOME	\$ (88,243)	\$ 81,732	-108%	\$ (169,975)	\$ 81,732	-108%	\$ (169,975)

Colorado Skies Academy
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1000 · Foundation Revenue	695,254	1,276,181	-580,927	54%
3000 · State Revenue	108,348	97,038	11,310	112%
4000 · Other Federal grants	83,363	81,550	1,813	102%
5554 · Transfer In	0	0	0	0%
5710 · Per Pupil Revenue-PPR	1,697,927	1,680,328	17,599	101%
Total Income	<u>2,584,891</u>	<u>3,135,097</u>	<u>-550,206</u>	<u>82%</u>
Gross Profit	2,584,891	3,135,097	-550,206	82%
Expense				
0100 · Salaries	828,953	842,150	-13,197	98%
0200 · Benefits	245,368	279,097	-33,729	88%
0300 · Professional svcs-assessment:	382,362	422,123	-39,761	91%
0400 · Purchased Property Services	893,566	872,355	21,211	102%
0500 · Other Purchased Services	213,018	417,556	-204,538	51%
0600 · Supplies	50,707	71,852	-21,145	71%
0700 · Property	42,088	81,000	-38,912	52%
0800 · Other Objects	17,073	67,232	-50,159	25%
Total Expense	<u>2,673,134</u>	<u>3,053,365</u>	<u>-380,231</u>	<u>88%</u>
Net Ordinary Income	<u>-88,243</u>	<u>81,732</u>	<u>-169,975</u>	<u>-108%</u>
Net Income	<u>-88,243</u>	<u>81,732</u>	<u>-169,975</u>	<u>-108%</u>

Unaudited

Colorado Skies Academy
Balance Sheet Prev Year Comparison
As of June 30, 2023

	<u>Jun 30, 23</u>	<u>Jun 30, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
8101A · Checking	166,432	331,445	-165,012	-50%
Total Checking/Savings	<u>166,432</u>	<u>331,445</u>	<u>-165,012</u>	<u>-50%</u>
Accounts Receivable				
8153 · Accounts Receivable	0	250,000	-250,000	-100%
Total Accounts Receivable	<u>0</u>	<u>250,000</u>	<u>-250,000</u>	<u>-100%</u>
Other Current Assets				
8142 · Grants receivable	98,275	20,792	77,484	373%
Total Other Current Assets	<u>98,275</u>	<u>20,792</u>	<u>77,484</u>	<u>373%</u>
Total Current Assets	<u>264,708</u>	<u>602,236</u>	<u>-337,529</u>	<u>-56%</u>
TOTAL ASSETS	<u>264,708</u>	<u>602,236</u>	<u>-337,529</u>	<u>-56%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
7421B · Accounts Payable Bill.co	71,825	40,008	31,817	80%
Total Accounts Payable	<u>71,825</u>	<u>40,008</u>	<u>31,817</u>	<u>80%</u>
Other Current Liabilities				
7421 · Accounts Payable	30,416	307,394	-276,978	-90%
7471 · Payroll liabilities	21,938	26,063	-4,125	-16%
Total Other Current Liabilities	<u>52,354</u>	<u>333,457</u>	<u>-281,103</u>	<u>-84%</u>
Total Current Liabilities	<u>124,179</u>	<u>373,465</u>	<u>-249,286</u>	<u>-67%</u>
Total Liabilities	<u>124,179</u>	<u>373,465</u>	<u>-249,286</u>	<u>-67%</u>
Equity				
6721 · Restricted FB - Tabor Reserves	81,000	81,000	0	0%
6770 · Unrestricted Net Assets	147,772	291,075	-143,304	-49%
Net Income	-88,243	-143,304	55,060	38%
Total Equity	<u>140,529</u>	<u>228,772</u>	<u>-88,243</u>	<u>-39%</u>
TOTAL LIABILITIES & EQUITY	<u>264,708</u>	<u>602,236</u>	<u>-337,529</u>	<u>-56%</u>

**COLORADO SKIES ACADEMY
CASH FLOW PROJECTIONS**

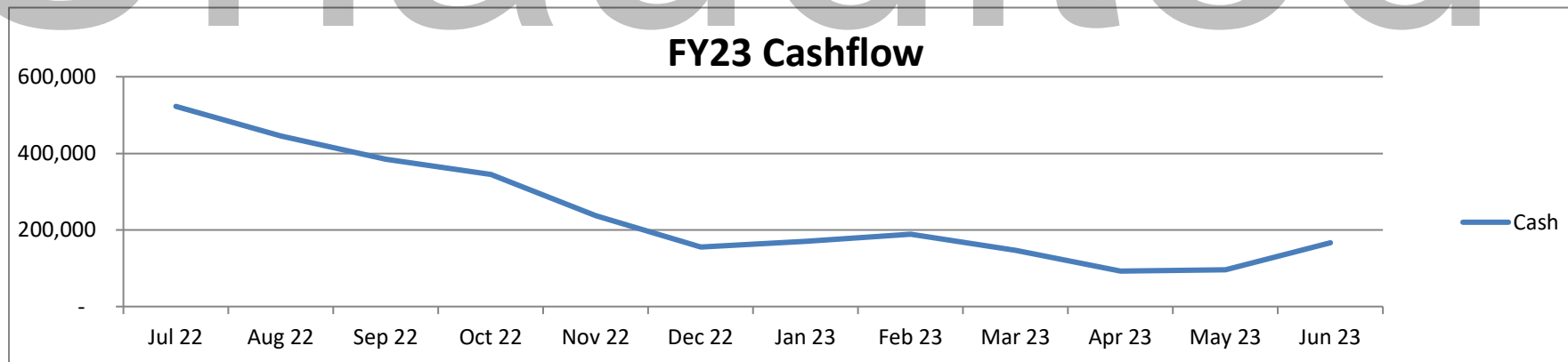
	Actual Jul 22	Actual Aug 22	Actual Sep 22	Actual Oct 22	Actual Nov 22	Actual Dec 22	Actual Jan 23	Actual Feb 23	Actual Mar 23	Actual Apr 23	Actual May 23	Actual Jun 23	Revised Budget Totals	Actuals Combined with remaining budget	Potential Over/Under Budget based on Projections
INCOME															
1000 · Local Revenue Source	63,585	56,669	62,421	55,121	41,072	39,419	42,801	46,845	59,030	51,038	46,009	131,244	1,276,181	695,254	(580,927)
3000 · State Revenue	5,810	7,124	6,362	6,347	6,381	6,381	6,381	6,162	6,271	6,271	6,271	38,587	97,037	108,348	11,311
4000 · Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	83,363	81,550	83,363	1,813
5700 · PPR	168,669	168,669	168,669	168,669	126,136	126,136	126,136	128,969	128,969	128,969	128,969	128,969	1,680,328	1,697,927	17,599
	238,064	232,461	237,452	230,137	173,588	171,935	175,317	181,976	194,270	186,278	181,250	382,162	3,135,096	2,584,891	(550,205)
EXPENSE															
0100 · Salaries	75,891	70,214	69,846	76,630	68,607	66,296	58,371	63,065	67,784	64,264	73,569	74,415	842,150	828,953	(13,197)
0200 · Employee Benefits	24,786	24,395	30,731	22,819	17,109	18,189	15,244	16,788	17,867	17,551	18,067	21,820	279,098	245,368	(33,730)
0300 · Purchased Profess and Tech Serv	28,688	30,795	28,645	35,901	33,952	28,399	27,391	29,383	31,225	38,093	33,963	35,927	422,122	382,362	(39,760)
0400 · Purchased Prop. Services	68,598	92,230	70,015	84,737	67,564	73,457	71,245	73,632	86,533	64,180	72,246	69,130	872,356	893,566	21,210
0500 · Other Purchased Services	34,119	68,299	48,904	34,590	49,481	36,757	(168,731)	(18,292)	32,767	33,506	32,673	28,944	417,556	213,018	(204,538)
0600 · Supplies	4,793	13,061	6,033	3,274	1,633	3,372	4,480	2,913	4,804	3,468	2,663	211	71,852	50,707	(21,145)
0700 · Property	34,910	-	2,760	8,259	(3,841)	-	-	-	-	-	-	-	81,000	42,088	(38,912)
0800 · Other Objects	2,027	32	-	13	23	104	1,374	5	130	3,180	175	10,010	67,232	17,073	(50,159)
	273,813	299,026	256,936	266,223	234,529	226,574	9,374	167,495	241,110	224,241	233,357	240,458	3,053,366	2,673,134	(380,232)
Net Income	(35,748)	(66,565)	(19,484)	(36,086)	(60,941)	(54,639)	165,943	14,482	(46,839)	(37,963)	(52,107)	141,704	81,730	(88,243)	(169,973)

SUMMARY RECAP

Beginning Cash Balance	331,445	522,639	445,023	384,689	344,753	237,280	155,085	170,539	189,289	146,684	92,571	95,530			
Current Month Income/(Loss)	(35,748)	(66,565)	(19,484)	(36,086)	(60,941)	(54,639)	165,943	14,482	(46,839)	(37,963)	(52,107)	141,704			
Non-Current AP & Misc.	226,942	(11,051)	(40,850)	(3,850)	(46,533)	(27,556)	(150,489)	4,269	4,234	(16,150)	55,066	(70,802)			
Ending Cash Balance	522,639	445,023	384,689	344,753	237,280	155,085	170,539	189,289	146,684	92,571	95,530	166,432			

\$ 75,046 TABOR

Unaudited



-Cash flow forecasts are for presentation purposes to facilitate a board discussion.

Unaudited
Addendum

**COLORADO SKIES ACADEMY
CASH FLOW PROJECTIONS**

INCOME

	Forecast Jul 23	Forecast Aug 23	Forecast Sep 23	Forecast Oct 23	Forecast Nov 23	Forecast Dec 23	Forecast Jan 24	Forecast Feb 24	Forecast Mar 24	Forecast Apr 24	Forecast May 24	Forecast June 24	FY24 Adopted Budget
1000 · Local Revenue Source	45,848	45,848	45,848	45,848	45,848	45,848	45,848	45,848	45,848	45,848	45,848	45,848	646,074
3000 · State Revenue	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	6,271	33,632	92,794
4000 · Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	2,250	2,250
5700 · PPR	140,972	140,972	140,972	140,972	140,972	140,972	140,972	140,972	140,972	140,972	140,972	140,972	1,708,382
	193,092	193,092	193,092	193,092	193,092	193,092	193,092	193,092	193,092	193,092	193,092	222,703	2,449,500

EXPENSE

0100 · Salaries	76,003	76,003	76,003	76,003	76,003	76,003	76,003	76,003	76,003	76,003	76,003	76,003	912,038
0200 · Employee Benefits	26,259	26,259	26,259	26,259	26,259	26,259	26,259	26,259	26,259	26,259	26,259	53,620	342,464
0300 · Purchased Profess and Tech Serv	25,585	25,585	25,585	25,585	25,585	25,585	25,585	25,585	25,585	25,585	25,585	25,585	307,017
0400 · Purchased Prop. Services	68,187	68,187	68,187	68,187	68,187	68,187	68,187	68,187	68,187	68,187	68,187	68,187	110,626
0500 · Other Purchased Services	46,509	46,509	46,509	46,509	46,509	46,509	46,509	46,509	46,509	46,509	46,509	46,509	558,111
0600 · Supplies	5,731	5,731	5,731	5,731	5,731	5,731	5,731	5,731	5,731	5,731	5,731	5,731	68,777
0700 · Property	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
0800 · Other Objects	400	400	400	400	400	400	400	400	400	400	400	400	56,051
	249,674	249,674	249,674	249,674	249,674	249,674	249,674	249,674	249,674	249,674	249,674	277,035	2,367,084
	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(54,332)	82,416

Net Income

SUMMARY RECAP

Beginning Cash Balance	166,432	109,850	53,267	(3,315)	(59,898)	(116,480)	(173,063)	(229,645)	(286,227)	(342,810)	(399,392)	(455,975)
Current Month Income/(Loss)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(56,582)	(54,332)
Non-Current AP & Misc.	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash Balance	109,850	53,267	(3,315)	(59,898)	(116,480)	(173,063)	(229,645)	(286,227)	(342,810)	(399,392)	(455,975)	(510,307)

- Cash flow forecasts are for presentation purposes.
- Assumptions/Forecasts are subject to change.
- Unsecured fundraising/grants are not included in the forecast.
- This forecast assumes that Debt Withholding will continue at the rate specified in the July funding sheet from CCSD.
- Debt restructuring per the budget is still in process.'BOARD SUMMARY'!
- Contingency has been removed from the forecast for 0800.
- Cash projections are based on MLN's monthly bill for services (\$21,667) staying current.

Colorado Skies Academy
Profit & Loss Budget vs. Actual Expanded
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1000 · Foundation Revenue				
1740 · Fees & activities	22,126	35,200	-13,074	63%
1750 · Fundraisers	13,245	2,000	11,245	662%
1760 · Gifts and Contributions	19,239	12,000	7,239	160%
1900 · Other Revenue from Local Source	0	0	0	0%
1920 · Grants - Foundations	68,515	680,000	-611,485	10%
1954 · Mill Levy Funds	420,496	411,173	9,323	102%
1955 · Mill Levy Funds-O+M	125,084	115,808	9,276	108%
1990 · Miscellaneous Revenue	26,550	20,000	6,550	133%
1000 · Foundation Revenue - Other	0	0	0	0%
Total 1000 · Foundation Revenue	695,254	1,276,181	-580,927	54%
3000 · State Revenue				
3113 · Capital construction	76,032	69,737	6,295	109%
3140 · English Language Prof Act-ELPA	32,315	2,036	30,279	1,587%
3898 · State Pension Contribution	0	25,265	-25,265	0%
Total 3000 · State Revenue	108,348	97,038	11,310	112%
4000 · Other Federal grants				
4367 · Title II	2,800	1,587	1,213	176%
4414 · ESSER III	79,300	79,300	0	100%
4420 · ESSER II	0			
4424 · Title IV	1,263	663	600	190%
Total 4000 · Other Federal grants	83,363	81,550	1,813	102%
5554 · Transfer In	0	0	0	0%
5710 · Per Pupil Revenue-PPR	1,697,927	1,680,328	17,599	101%
Total Income	2,584,891	3,135,097	-550,206	82%
Gross Profit	2,584,891	3,135,097	-550,206	82%
Expense				
0100 · Salaries				
0110 · Salaries of regular employees				
0110.1 · Salaries Admin	160,608			
0110.2 · Salaries Professional	612,884			
0110.4 · Salaries Paraprofessional	50,731			
0110.5 · Salaries Clerical	528			
0110 · Salaries of regular employees - Ot	0	827,050	-827,050	0%
Total 0110 · Salaries of regular employees	824,751	827,050	-2,299	100%
0150 · Stipends	0	15,100	-15,100	0%
0190 · Bonuses				
0190.2 · Bonuses Professional	4,202			
0190.5 · Bonuses Clerical	0			
Total 0190 · Bonuses	4,202			
Total 0100 · Salaries	828,953	842,150	-13,197	98%
0200 · Benefits				
0211 · Life & STD Expense				
0211.1 · L&STD Insurance Admin	255			
0211.2 · L&STD Insurance Professional	1,527			
0211 · Life & STD Expense - Other	0	1,070	-1,070	0%
Total 0211 · Life & STD Expense	1,782	1,070	712	167%
0221 · Medicare				
0221.1 · Medicare Admin	3,106			
0221.2 · Medicare Professional	8,349			
0221.4 · Medicare Paraprofessional	709			
0221.5 · Medicare Clerical	7			
0221 · Medicare - Other	0	12,211	-12,211	0%
Total 0221 · Medicare	12,170	12,211	-41	100%
0222 · Social security				
0222.2 · Social Security Professional	911			
Total 0222 · Social security	911			
0230 · Retirement-PERA				
0230.1 · PERA Admin	45,332			
0230.2 · PERA Professional	132,213			
0230.4 · PERA Paraprofessional	10,789			
0230.5 · PERA Clerical	112			
0230 · Retirement-PERA - Other	0	180,220	-180,220	0%
Total 0230 · Retirement-PERA	188,446	180,220	8,226	105%
0250 · Health insurance				
0250.1 · Health Admin	2,647			

Colorado Skies Academy
Profit & Loss Budget vs. Actual Expanded
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
0250.2 · Health Professional	38,497			
0250 · Health insurance - Other	0	56,428	-56,428	0%
Total 0250 · Health insurance	41,143	56,428	-15,285	73%
0251 · Dental insurance				
0251.2 · Dental Professional	688			
0251 · Dental insurance - Other	0	1,763	-1,763	0%
Total 0251 · Dental insurance	688	1,763	-1,075	39%
0252 · Vision Expense				
0252.2 · Vision Professional	226			
Total 0252 · Vision Expense	226			
0280 · State Pension Contribution	0	25,265	-25,265	0%
0290 · Other employee benefits	0	2,140	-2,140	0%
Total 0200 · Benefits	245,368	279,097	-33,729	88%
0300 · Professional svcs-assessments				
0313 · Banking service fees	15,835	20,000	-4,165	79%
0320 · Professional education svcs*				
0320c · Educational	323,726			
0320 · Professional education svcs* - Oth	4,750	351,096	-346,346	1%
Total 0320 · Professional education svcs*	328,476	351,096	-22,620	94%
0331 · Legal services	4,827	7,079	-2,253	68%
0332 · Audit & accounting svcs	6,750	6,000	750	113%
0334 · Consultant services				
0334c · Leadership Coaching/Training	960			
0334 · Consultant services - Other	3,200	21,700	-18,500	15%
Total 0334 · Consultant services	4,160	21,700	-17,540	19%
0335 · Medical Services	20,000	7,517	12,483	266%
0340 · Technical services	0	1,550	-1,550	0%
0390 · Other Purchased Services	2,315	2,693	-378	86%
0300 · Professional svcs-assessments - Othe	0	4,488	-4,488	0%
Total 0300 · Professional svcs-assessments	382,362	422,123	-39,761	91%
0400 · Purchased Property Services				
0410 · Utilities	42,902	44,000	-1,098	98%
0421 · Trash Service	4,044	4,345	-301	93%
0422 · Snow Removal	3,875	1,751	2,124	221%
0423 · Custodial Services	47,880	52,920	-5,040	90%
0424 · Lawn Care	5,298	6,127	-830	86%
0430 · Repairs & Maintenance	39,709	21,663	18,046	183%
0441 · Rental of land & buildings	744,480	722,321	22,159	103%
0442 · Rental of equipment	3,253	10,409	-7,156	31%
0490 · Other Purchased Property Servic	2,124	8,819	-6,695	24%
Total 0400 · Purchased Property Services	893,566	872,355	21,211	102%
0500 · Other Purchased Services				
0513 · Contracted Field Trips	7,522	1,945	5,577	387%
0520 · Insurance Expense	63,245	56,105	7,140	113%
0525 · Unemployment insurance	1,634	3,833	-2,199	43%
0526 · Workers' comp insurance	27	6,569	-6,542	0%
0531 · Telephone/fax/telecom	9,894	18,746	-8,852	53%
0533 · Postage & Delivery	510	1,576	-1,066	32%
0534 · Online Services	23,302	22,970	332	101%
0540 · Advertising & Marketing	16,313	15,000	1,313	109%
0550 · Printing	2,665	1,382	1,283	193%
0580 · Travel, Registration, Entr-PD				
0580A · Food (Staff)	1,233	5,206	-3,973	24%
0580 · Travel, Registration, Entr-PD - Oth	2,019	8,042	-6,023	25%
Total 0580 · Travel, Registration, Entr-PD	3,252	13,248	-9,996	25%
0594 · District Purchased Services				
0594A · District Services-SPED	44,101	225,772	-181,671	20%
Total 0594 · District Purchased Services	44,101	225,772	-181,671	20%
0595 · District purchased svcs-admin	40,554	50,410	-9,856	80%
Total 0500 · Other Purchased Services	213,018	417,556	-204,538	51%
0600 · Supplies				
0610 · General supplies	3,476	7,000	-3,524	50%
0611 · Office supplies	6,005	10,000	-3,995	60%
0612 · Classroom Supplies	8,365	13,000	-4,635	64%
0613 · Custodial/Building Supplies	22,893	20,000	2,893	114%
0614 · Fundraising Supplies	1,825			
0615 · Continuation Supplies	67			
0616 · Assesment Supplies	175	1,000	-825	18%
0630 · Food (Student)	1,890	3,000	-1,110	63%
0640 · Books & periodicals	650	5,000	-4,350	13%

Colorado Skies Academy
Profit & Loss Budget vs. Actual Expanded
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
0650 · Electronic media-software	5,361	12,852	-7,491	42%
Total 0600 · Supplies	50,707	71,852	-21,145	71%
0700 · Property				
0710 · Land and Improvements	2,760	5,000	-2,240	55%
0722 · Leasehold Improvements	8,259	8,000	259	103%
0730 · Equipment	31,069	30,000	1,069	104%
0723 · Major Renovations	0	28,000	-28,000	0%
0733 · Furniture & fixtures	0	2,000	-2,000	0%
0735 · Non-capital equipment	0	8,000	-8,000	0%
Total 0700 · Property	42,088	81,000	-38,912	52%
0800 · Other Objects				
0810 · Dues & fees	4,065	6,822	-2,757	60%
0840 · Contingency	0	50,410	-50,410	0%
0851 · Transportation/field trips	2,975	0	2,975	100%
0890 · Misc. expenses-fundraising	10,033	10,000	33	100%
Total 0800 · Other Objects	17,073	67,232	-50,159	25%
Total Expense	2,673,134	3,053,365	-380,231	88%
Net Ordinary Income	-88,243	81,732	-169,975	-108%
Net Income	-88,243	81,732	-169,975	-108%

Unaudited

Colorado Skies Academy
Bank Transaction Details
As of June 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
1072 · Bill.com Money Out Clearing							0.00
Bill Pmt -Check	06/02/2023	Bill.com	Cintas	https://app02.us.bill.com/BillPay?id=blp02JSHSLGFUT1fuoho	7421B · Accounts Payable Bill.com	-506.60	-506.60
Bill Pmt -Check	06/02/2023	Bill.com	Xcel Energy	https://app02.us.bill.com/BillPay?id=blp02OBBEZBXEU1fuows	7421B · Accounts Payable Bill.com	-1,462.37	-1,968.97
Bill Pmt -Check	06/02/2023	Bill.com	Frontier Business Products	https://app02.us.bill.com/BillPay?id=blp02ZIHVXR1IK1fu oak	7421B · Accounts Payable Bill.com	-530.50	-2,499.47
Bill Pmt -Check	06/02/2023	Bill.com	Cintas	https://app02.us.bill.com/BillPay?id=blp02TQOKWXTZJ1funzj	7421B · Accounts Payable Bill.com	-498.06	-2,997.53
General Journal	06/02/2023	Bill.com		BILL 06/02/23 Payables Funding	8101A · Checking	2,997.53	0.00
Bill Pmt -Check	06/08/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02ODWMHETCV1gilq7	7421B · Accounts Payable Bill.com	-1,502.59	-1,502.59
Bill Pmt -Check	06/08/2023	Bill.com	John Cutler & Associates, LLC	https://app02.us.bill.com/BillPay?id=blp02ELFAYOLUO1gilsI	7421B · Accounts Payable Bill.com	-750.00	-2,252.59
Bill Pmt -Check	06/08/2023	Bill.com	Frontier Business Products	https://app02.us.bill.com/BillPay?id=blp02WOWHPOPSF1giluc	7421B · Accounts Payable Bill.com	-237.40	-2,489.99
Bill Pmt -Check	06/08/2023	Bill.com	Holly Pierce	https://app02.us.bill.com/BillPay?id=blp02VOVDHBADE1gij61	7421B · Accounts Payable Bill.com	-383.97	-2,873.96
Bill Pmt -Check	06/08/2023	Bill.com	Frontier Business Products	https://app02.us.bill.com/BillPay?id=blp02ZNVLXKSF1gilw6	7421B · Accounts Payable Bill.com	-35.94	-2,909.90
Bill Pmt -Check	06/08/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02YSJYKATGH1gim1h	7421B · Accounts Payable Bill.com	-1,500.77	-4,410.67
Bill Pmt -Check	06/08/2023	Bill.com	Mile High Gliding	https://app02.us.bill.com/BillPay?id=blp02XATIIBFSA1gijgz	7421B · Accounts Payable Bill.com	-1,365.00	-5,775.67
Bill Pmt -Check	06/08/2023	Bill.com	Paper Wise	https://app02.us.bill.com/BillPay?id=blp02GFDTWBAVM1gim8	7421B · Accounts Payable Bill.com	-40.00	-5,815.67
Bill Pmt -Check	06/08/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02AMBXXHUIZ1giltI	7421B · Accounts Payable Bill.com	-5,000.00	-10,815.67
Bill Pmt -Check	06/08/2023	Bill.com	Mile High Gliding	https://app02.us.bill.com/BillPay?id=blp02JAJAGXWFZ1gijol	7421B · Accounts Payable Bill.com	-1,260.00	-12,075.67
Bill Pmt -Check	06/08/2023	Bill.com	Motley, Meredith (V)	https://app02.us.bill.com/BillPay?id=blp02ICSHYCOWD1giln9	7421B · Accounts Payable Bill.com	-884.63	-12,960.30
Bill Pmt -Check	06/08/2023	Bill.com	ACWWA	https://app02.us.bill.com/BillPay?id=blp02SNTNLTQW1gim5e	7421B · Accounts Payable Bill.com	-994.09	-13,954.39
General Journal	06/08/2023	Bill.com		BILL 06/08/23 Payables Funding	8101A · Checking	13,980.37	25.98
General Journal	06/08/2023	5.31.26 P		BILL 06/08/23 Credit P23030602 - 2619182	8101A · Checking	-25.98	0.00
Bill Pmt -Check	06/20/2023	Bill.com	Airgas USA, LLC	https://app02.us.bill.com/BillPay?id=blp02AOHGXRGE1hklws	7421B · Accounts Payable Bill.com	-23.52	-23.52
Bill Pmt -Check	06/20/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02QXOKFQIU1hkltm	7421B · Accounts Payable Bill.com	-5,000.00	-5,023.52
Bill Pmt -Check	06/20/2023	Bill.com	Total Cleaning Option Inc	https://app02.us.bill.com/BillPay?id=blp02MBUSELHMY1hko7z	7421B · Accounts Payable Bill.com	-4,830.00	-9,853.52
Bill Pmt -Check	06/20/2023	Bill.com	Spectrum Enterprise	https://app02.us.bill.com/BillPay?id=blp02HIFMORMMZ1hklqd	7421B · Accounts Payable Bill.com	-1,384.80	-11,238.32
Bill Pmt -Check	06/20/2023	Bill.com	Xcel Energy	https://app02.us.bill.com/BillPay?id=blp02ERZZGFQLG1hknev	7421B · Accounts Payable Bill.com	-1,388.27	-12,626.59
Bill Pmt -Check	06/20/2023	Bill.com	Spectrum Enterprise	https://app02.us.bill.com/BillPay?id=blp02JTCZDAWML1hknsq	7421B · Accounts Payable Bill.com	-1,384.80	-14,011.39
Bill Pmt -Check	06/20/2023	Bill.com	Airgas USA, LLC	https://app02.us.bill.com/BillPay?id=blp02VNYAWXLSY1hknyw	7421B · Accounts Payable Bill.com	-22.95	-14,034.34
General Journal	06/20/2023	Bill.com		BILL 06/20/23 Payables Funding	8101A · Checking	14,034.34	0.00
Bill Pmt -Check	06/22/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02NYEKTFFQJ1hzkw0	7421B · Accounts Payable Bill.com	-3,220.50	-3,220.50
Bill Pmt -Check	06/22/2023	Bill.com	Maker Learning Network	https://app02.us.bill.com/BillPay?id=blp02HDEVLS DAR1hzkpy	7421B · Accounts Payable Bill.com	-396.08	-3,616.58
General Journal	06/22/2023	Bill.com		BILL 06/22/23 Payables Funding	8101A · Checking	3,616.58	0.00
Total 1072 · Bill.com Money Out Clearing							0.00
8101A · Checking							95,530.20
General Journal	06/02/2023	Bill.com		BILL 06/02/23 Payables Funding	1072 · Bill.com Money Out Clearing	-2,997.53	92,532.67
Check	06/03/2023	ACH	PERA	September 2022	-SPLIT-	-20,663.78	71,868.89
Deposit	06/05/2023			Deposit	-SPLIT-	6,401.07	78,269.96
Check	06/07/2023	Debit Card	Costco		-SPLIT-	-175.12	78,094.84
Deposit	06/07/2023			Deposit	4414 · ESSER III	79,300.00	157,394.84
General Journal	06/08/2023	Bill.com		BILL 06/08/23 Payables Funding	1072 · Bill.com Money Out Clearing	-13,980.37	143,414.47
General Journal	06/08/2023	5.31.26 P		BILL 06/08/23 Credit P23030602 - 2619182	1072 · Bill.com Money Out Clearing	25.98	143,440.45
Check	06/08/2023	ACH	The Hartford		0520 · Insurance Expense	-373.82	143,066.63
Deposit	06/09/2023			Square	1740 · Fees & activities	84.33	143,150.96
Deposit	06/12/2023			Deposit	-SPLIT-	87.00	143,237.96
Check	06/12/2023	1688	Jataun Pye		0890 · Misc. expenses-fundraising	-10,000.00	133,237.96
Check	06/13/2023	ACH	Wex Health		-SPLIT-	-129.00	133,108.96
Check	06/13/2023	ACH	Wex Health		74710 · Flexible Spending	-55.00	133,053.96

Colorado Skies Academy
Bank Transaction Details
 As of June 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	06/14/2023	Debit Card	Uhaul		0442 · Rental of equipment	-100.68	132,953.28
Check	06/15/2023	ACH	Bill.com		0313 · Banking service fees	-156.35	132,796.93
Deposit	06/15/2023			Deposit	1760 · Gifts and Contributions	3,800.00	136,596.93
Check	06/16/2023	ACH	GoTo Communications Inc.		0531 · Telephone/fax/telecom	-946.18	135,650.75
Check	06/16/2023	ACH	Wex Health		74710 · Flexible Spending	-86.00	135,564.75
General Journal	06/20/2023	Bill.com		BILL 06/20/23 Payables Funding	1072 · Bill.com Money Out Clearing	-14,034.34	121,530.41
Check	06/20/2023	1703	Uta Stelson		0222.2 · Social Security Professional	-344.57	121,185.84
General Journal	06/22/2023	Bill.com		BILL 06/22/23 Payables Funding	1072 · Bill.com Money Out Clearing	-3,616.58	117,569.26
Check	06/23/2023	ACH	Wex Health		74710 · Flexible Spending	-20.00	117,549.26
Check	06/28/2023	ACH	Gravie Administrative Services, LLC		-SPLIT-	-4,176.07	113,373.19
Check	06/29/2023	ACH	Wex Health		74710 · Flexible Spending	-10.82	113,362.37
Deposit	06/29/2023			Payments paycom PR	7471 · Payroll liabilities	5,566.24	118,928.61
General Journal	06/30/2023	6.30.23 PR	Instruction 1000-1999:0020 - General Middle Educati	Direct Deposits	0110.2 · Salaries Professional	-56,947.58	61,981.03
General Journal	06/30/2023	6.30.23 PR	Instruction 1000-1999:0020 - General Middle Educati	Checks	0110.2 · Salaries Professional	0.00	61,981.03
General Journal	06/30/2023	6.30.23 PR	Instruction 1000-1999:0020 - General Middle Educati	Tax	0110.2 · Salaries Professional	-10,352.35	51,628.68
General Journal	06/30/2023	6.30.23 PR	Instruction 1000-1999:0020 - General Middle Educati	Trust	0110.2 · Salaries Professional	0.00	51,628.68
General Journal	06/30/2023	6.30.23 PR	Instruction 1000-1999:0020 - General Middle Educati	Billing	0110.2 · Salaries Professional	-175.91	51,452.77
Deposit	06/30/2023			Square	1740 · Fees & activities	27.95	51,480.72
General Journal	06/30/2023	AP Fix			-SPLIT-	13,480.72	64,961.44
General Journal	06/30/2023	6.30 PPR	Support Program - 2000-5000:2300 - Central Services PPR pmt		0595 · District purchased svcs-admin	101,470.80	166,432.24
Total 8101A · Checking						70,902.04	166,432.24
TOTAL						70,902.04	166,432.24

Unaudited



Director's Report CSA Board: July 20, 2023

Curriculum Moment

NASA SPARX Elective

Next Gen STEM SPARX (Sparking Participation and Real-world eXperiences in STEM) emphasizes engineering to connect students to STEM in a way only NASA can! The Engineering Design Process (EDP) is an iterative process involving a series of steps that engineers use to guide them as they solve problems and is crucial to mission success at NASA. SPARX provides educators with hands-on, standards-based activities, and related training resources, to bring EDP to their students.

This SPARX activity challenges students in grades 6-8 with becoming engineers to help the Mars rover AstroBioBot complete its mission. Students will utilize the engineering design process to learn about the challenges and difficulties of exploring other worlds. Participants will build wheels and robotic arms, design devices and tools to search and explore, and learn about the difficulties encountered when landing on other worlds. By completing these challenges, participants join NASA as part of the next generation of explorers!

Recent and Upcoming Events

- July 1 – Recruiting @ Wings Over the Rockies Exploration of Flight Breakfast Fly-In
- July 8 – Recruiting @ Wings Over the Rockies Exploration of Flight RV Aircraft Showcase
- July 8 – Recruiting @ Wings Over the Rockies Air & Space Museum Cockpit Demo Days
- July 11 – Summer Family Night – Fly Into the Danger Zone piloted by Shane Cronin
- July 18 – Summer Family Night – Rocket Engineering piloted by Subba Pratti
- July 22 – Recruiting @ Wings Over the Rockies Exploration of Flight Gliders/Tow Plane Showcase
- July 25 – Summer Family Night – Rocketry Blast Off piloted by Holly Pierce
- July 29 – Recruiting @ Wings Over the Rockies Exploration of Flight Airport Operations Showcase
- July 31 – New Hire Orientation at CSA
- August 1 – Summer Family Night – Make Your Own Cartesian Diver piloted by Meredith Motley
- August 1-11 – CSA Staff Camp Make & Back to School Prep
- **TBD – CSA Board of Directors Dinner (an evening during back to school prep)**
- August 5 – Recruiting @ Wings Over the Rockies Exploration of Flight Breakfast Fly In
- August 8 – Recruiting @ Wings Over the Rockies Exploration of Flight Yak Attack Showcase
- August 9 – New Learner and Family Orientation
- **August 9 – All School Block Party - Board presence requested**
- August 12 – Recruiting @ Wings Over the Rockies Exploration of Flight Seaplane Showcase
- August 19 – Recruiting @ Wings Over the Rockies Air & Space Museum National Aviation Day
- September 23 – Recruiting @ Wings Over the Rockies Exploration of Flight Women/Girls in Aviation

Celebrations

Welcome to CSA for 23/24 Academic Year

Holly Pierce - Facilitator
Mary Gispan - Facilitator
Subba Pratti - Facilitator
Shane Cronin - Facilitator
Jennifer Tilghman - Office Manager
Uta Stelson - Care Team
Laura King - Care Team
Erin Regan - Care Team

Enrollment

Enrollment has increased from 102 in mid-May to roughly 139 with 10-15 pending enrollments as of July 18th. [We've picked up 14 new intents in the last two weeks!](#) There are three more summer family night events planned, and we will continue to host weekly day and evening tours once school starts.

2023-2024 Learner Enrollment				
Grade	Complete	Acceptance	Intent	Potential Enrollment
6	43	39	2	84
7	39	8	6	53
8	33	9	1	43
Total	115	56	9	180

Facts to Know:

1. The Makers will be onsite at CSA August 1-4 to deliver training to staff for Camp Make.
2. Lucy Howlett will be onsite Aug 3-4 to assist with the grade-level project planning for Q1.
3. Anne Wodetzki will be onsite for a portion of the second week of Camp Make to teach iRespect and Hacking School Discipline and Culture and continues to provide leadership support to CSA administration

Current openings: English Language Arts, Science, Math, Makery, School Counselor (All dependent on enrollment except ELA & Science)

For Review / Approval

- [Revised 2023-2024 Learner/Family Handbook](#) (Approval Required)
- [Revised Employee Handbook](#) (Approval Required)



COLORADO
SKIES
ACADEMY

2023-2024

Family Guidebook

CSA Board for Approved: July 20, 2023

Introduction

Mission & Vision

Methodology

Curriculum

Individualized Learning Plans (ILPs) & Learner Led Conferences (LLCs)

Learner Conduct Expectations for School Behavior

Core Values / Learner Creed

CSA Core Beliefs of Behavior

Consequences

Social and Emotional Learning (SEL)

Bullying Prevention and Education

Squadron Members

Honor Squadron

CSA Bias Responsive Policy

Bias Incident Response Protocol

Definitions

Restorative Justice

Expectations & Guidelines

Academic Honesty

CSA Dress Code and Guidelines

After School Programs

Field Trips

Health Care Plan

Symptoms to keep Home From School

CSA Excused Absence Policy

Tardies

Homework Policy

Absence/Make-Up Policy

Food Service

Technology & Electronics

Use of the Internet and Electronic Communications Policy

Chromebook Care

Acceptable Use

Unacceptable Use

Software Installation

Filtering and Blocking

Cell Phones, Internet Usage and Other Electronic Devices

Cyberbullying

Vandalism

Additional Information

Classroom Parties and Celebrations

Class Videos

Parent Board

Parent-Accountability Committee (PAC)

Reports of Progress/Report Cards/Grading Scale

Grade Appeals

Standardized Testing

Learner Services

Religious Expression

School Closure or Weather Delays

School Safety Building Emergency/Crisis: Standard Response Protocol

Supervision

Video Cameras

Traffic and Parking

Alternate Dismissal Procedures

Tutoring

Visitors

Volunteering and Annual Family Giving

Waitlist, Admissions and Withdrawal Policies

Lottery and Enrollment Process

Elective / Schedule Changes

Fees

Colorado Skies Academy History and Governance

Notification of Nondiscrimination

Title IX - Sexual Harassment Regulations

Communication

Family Agreement

Introduction

Welcome to Colorado SKIES Academy Charter School! Colorado SKIES Academy (CSA) is an aerospace-focused middle school. At CSA, we inspire successful careers in the aerospace industry with an academically rigorous, project-based curriculum that prepares learners for advanced secondary and post-secondary choices.

You are part of a ground-breaking, innovative program designed to meet your child's individual needs and to foster in them a love of learning and the desire to be a leader of the future. Colorado SKIES Academy Charter School may be different from some of your child's previous educational experiences.

First, your child will participate in an interdisciplinary academic learning environment where they will make connections among various areas of study including language arts, history, science, the arts and technology. This setting will allow your child to move at his/her own pace through inquiry-based learning strategies.

Your child will also learn experientially through many field trips visiting local parks, organizations, businesses, and museums. Participation in these experiences will help your child apply his/her classroom learning. Finally, your child's growth will be measured along a continuum and in a variety of ways that demonstrate learning. In essence, your child will be empowered to take ownership of their learning experience.

Your experience as a parent at Colorado SKIES Academy may also be different from what you have experienced at your child's previous schools. To make the transition a smooth one for your learner(s) and yourself, we encourage families to keep updated and informed about school events and parent programs. We encourage and depend upon our parents to be actively engaged both in and outside of their learner's classroom.

You will work harder here as a parent, but your rewards will be tenfold. If you feel that you need support in any given area, please do not hesitate to ask for a meeting with your child's classroom facilitator, or another adult on campus who can advocate for you or your child.

We work as a team in this environment and the only effective way to do so is to communicate and ask questions. The Family Guidebook is designed to share the Colorado SKIES Academy philosophy and create a partnership with you.

Mission & Vision

Vision: Colorado SKIES Academy envisions being a middle school dedicated to fostering creative, innovative, and critical thought through an aerospace focused curriculum. We see all learners being provided with the opportunity to explore, develop, and achieve their dreams in aerospace and beyond. Our school will produce successful and fearless young leaders who demonstrate integrity, grit, and honesty through academic excellence.

Mission: Colorado Skies Academy will inspire learners to take flight academically and personally through relevant project-based learning instruction. Using comprehensive STEAM and SEL programs, our young people will be prepared to pursue goals and succeed in future educational endeavors and careers. They will create meaningful aerospace connections and develop positive relationships to support their journey.

Colorado SKIES is...

- A diverse and inclusive culture
- Social-emotional learning
- Diversity, Equity, and Inclusion
- Empowering learners to find their passions in aerospace and engineering
- Hands-on relevant project-based learning

Methodology

Project-Based Learning (PBL) Over the past 100 years, the world we live in has radically changed. If we, as a society are going to keep up, the way we educate our children must also change. PBL is a teaching methodology that actively engages learners by challenging them to deeply investigate a personally interesting and complex interest area.

Project-Based Learning's time has come. The experience of thousands of teachers across all grade levels and subject areas, backed by research, confirms that PBL is an effective and enjoyable way to learn and develop deeper learning competencies required for success in college, career, and civic life. Why are so many educators across the United States and around the world interested in this teaching method? The answer is a combination of timeless reasons and recent developments. Through the PBL methodology, our learners develop the skills, aptitudes, and attitudes necessary to discover their own paths and lead the way into the future. The development of rigorous, authentic projects helps learners bridge the gap between simply remembering instructions and becoming independent lifelong learners.

PBL makes school more engaging for learners. Today's learners, more than ever, often find school to be boring and meaningless. In PBL, learners are active, not passive; a project engages their hearts and minds and provides real-world relevance for learning.

PBL improves learning. After completing a project, learners understand content more deeply, remember what they learned, and retain it longer than is often the case with traditional instruction. Because of this, learners who gain content knowledge with PBL are better able to apply what they know and can do to new situations.

PBL builds success skills for college, career, and life. In the 21st century workplace and in college, success requires more than basic knowledge and skills. In a project, learners learn how to take initiative and responsibility, build their confidence, solve problems, work in teams, communicate ideas, and manage themselves more effectively.

PBL helps address standards. The Common Core and other present-day emphasize real-world application of knowledge and skills, and the development of successful skills such as critical thinking, problem solving, collaboration, communication in a variety of media,

speaking, and presentation skills. PBL is an effective way to meet these goals.

PBL provides opportunities for learners to use technology. Learners are familiar with and enjoy using a variety of tech tools that are a perfect fit with PBL. With technology, facilitators and learners can not only find resources and information to create products, but also collaborate more effectively and connect with experts, partners, and audiences around the world.

PBL makes teaching more enjoyable and rewarding. Projects allow teachers to work more closely with active, engaged learners completing high-quality, meaningful work, and in many cases, rediscover the joy of learning alongside their learners.

PBL connects learners and schools with communities and the real world. Projects provide learners with empowering opportunities to make a difference, by solving real problems and addressing real issues. Learners learn how to interact with adults and organizations, are exposed to workplaces and careers, and can develop career interests. Parents and community members can be involved in projects.

Not just knowing but also DOING. PBL allows learners to apply their learning in real-world scenarios.

High levels of engagement. PBL gives learners a voice in their own education, activating their interest, which allows for greater and deeper learning!

True learning. PBL allows us to teach, observe, and measure growth of marketable 21st Century skills such as communication, critical thinking, and collaboration.

Focusing on your learner, not the curriculum, brings learning to life. PBL develops self-empowered learners who can analyze the world they live in, design a better tomorrow, and go create it!

***What is PBL? and PBL Outcomes** from [Buck Institute](#)

Curriculum

The research-based instructional approach of Project-Based Learning at CSA is differentiated to engage learners through hands-on, serious, authentic experiences across subject areas. This

methodology allows facilitators to address learners' individual differences, variations in learning styles, intelligence and abilities. Rather than rely on any one series of books, textbooks, or guides, we employ multiple materials, resources, and strategies to best meet the needs of individual learners.

Curriculum is implemented with the following best practices in education:

- **Global Understanding:** 21st Century learners are faced with the challenge of engaging in an increasingly interdependent world where knowledge is constantly developing and evolving. Rigorous curriculum covering global connectivity will give learners a sense of belonging in our ever-changing world and prepare them to thrive in the global marketplace upon graduation and post-college. Exploring diverse cultures will give learners a positive attitude toward learning and greater understanding of the world around them.
- **Engaging Curriculum:** Our curriculum delivers the Colorado state standards through relevant learning experiences that engage learners' interests as they discover underlying concepts and develop a deep understanding of subject matter. Learners are active participants in meaningful exploration, and they engage in hands-on activities and experiences that build on their prior knowledge. Projects are used as a teaching tool to focus on higher order thinking and real-world skills. We will encourage learners to apply their understanding in projects that gradually introduce more complexity and more learner-driven choice of topics and products. The goal is to foster self-motivation and self-directedness, as each learner discovers his/her unique strengths.

Individualized Learning Plans (ILPs) & Learner Led Conferences (LLCs)

Each year, learners along with their facilitator(s) create an ILP to guide instruction. Each learner, along with their family and facilitator, work together to monitor the ILP and make adjustments, as needed. The primary goal of the ILP is to ensure that each child will be treated as an individual and therefore will be working toward attainable goals appropriate to their individual development.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time. Throughout the year, learners will

meet with their facilitators and their parent(s) to look critically at what they have accomplished both in formal settings as well as at home with their families.

In the fall and spring semesters, our learners will present their progress in the LLC Presentations. Portfolio-based LLCs will help ensure that learners are accountable to themselves, their families, their teachers, and the school community as a whole. Additionally, the experience creates a powerful incentive for learners to develop their skills, through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

Learner Conduct Expectations for School Behavior

Colorado SKIES Academy strives to present our learners with opportunities that exceed those available at most traditional schools. Our learners also accept a sense of responsibility that in many ways exceeds that which is expected at a traditional school. We expect each child to do their best, both academically and behaviorally. If there's a problem, we personally speak with the learner, discuss the options for making good decisions, set appropriate consequences, and strive to help the learner internalize the importance of taking responsibility for their own learning and behavior. As a framework for this, we have expected learning results. At CSA we utilize Love and Logic® to embrace each learner's uniqueness while modeling and expecting appropriate behavior.

Core Values / Learner Creed

Growth vs. Fixed Mindset



Core Values

As a Learner at CSA, I choose to **GROW**:

Greatness: I am a learner that strives for greatness; my learning is remarkable, my opportunity outstanding. I am powerful and can be influential. I am enthusiastic about my education, and carry myself with distinction. I will do my best to help make CSA a school that is well known and talked about by many people for its greatness in education and opportunities.

Respect: I am an appreciative learner who gives proper care and attention to those who are important and in authority. I will not interfere or intrude upon my fellow learners or their education. I will show consideration for them, treat them courteously and kindly.

Ownership: I am the owner of my education. I choose to take responsibility and ownership of my learning. If I fail, I will not blame others, I will look through the lens of reality and identify what went wrong. I will continually assess my performance and strive for improvement. I will ask questions and listen carefully to the answers. I will be humble and admit my mistakes. I will help and support my fellow learners.

Wonder: I am curious to know about the world around me and will approach my learning with an attitude of interest. I will activate my mind, think critically, and allow myself to be amazed by what I learn. I will actively seek out information and be curious to know more.

Learner Creed

As a learner at CSA, I will do my best to walk in integrity and honor those around me and avoid intentionally offending others. I will not accept the improper conduct of others, and will GROW in Greatness, Respect, Ownership and Wonder every day to make every moment of learning count. I promise to be an active participant in my education.

Colorado Skies Academy

Core Beliefs of Behavior

1. We believe that learners should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
2. We believe that learners should be guided and expected to think about and then solve the problems they create without making problems for anyone else.
3. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
4. We believe that misbehavior should be handled with natural consequences instead of punishments whenever possible with a logical connection between the misbehavior and resulting consequences.
5. We believe that learners should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair, while maintaining the dignity of both the adult and the learner.

Growth mindset

Embraces challenges

Accepts criticism and negative feedback as constructive

Equates reward with effort

Persists in the face of setbacks

Never gives up

Learns from failure

“Talent is developed”

“What more can I do?”



Fixed mindset

Avoids challenges

Rejects criticism and is hurt by negative feedback

Expects reward without effort

Lets setbacks derail them

Gives up easily

To fail once is to fail completely

“I’m no good at this”

“Why should I bother?”



CSA expectations for school behavior are:

- I will do nothing to harm myself or others
- I am responsible for my behavior
- We are each other's keepers
- I take pride in myself and in my work
- I will leave it better than I found it

At the beginning of the school year, and at intervals throughout the year, we discuss these goals and principles with the learners, come to a common understanding of what they mean and why they are important, and then help our learners to incorporate them into their daily lives. Parents are encouraged to participate in Love and Logic® courses offered at CSA throughout the year.

Consequences

In addition to Love and Logic, our school focuses on **Restorative Practices**. This is an approach to resolving conflict and is used for preventative measures.

Restorative Practices refer to a range of approaches including talking circles and peer mediation and utilizes strategies to rebuild relationships. There are appropriate consequences for not adhering to the behavior guidelines. Along with the Restorative Practice approach, family and staff will work together to make decisions that are in the best interest of the child. The following are examples of consequences that allow flexibility for individuals and varying situations.

- **Warning and reminder:** This may take place in or out of the classroom.
- **Reflection time:** This allows children to cool off and the situation to diffuse before it becomes a larger issue. A reflection time may take place in the office or outside of a classroom.
- **Respectful, related consequence:** This step allows the flexibility for a child or adult-created consequence. For instance, if a child wrote on a table, the consequence may be to clean the tables.
- **Disciplinary referral to the office:** This consequence reflects the seriousness of the situation. At this time, the learner will meet with an administrator, describe what happened, what she or he could have done differently, and what could prevent this from

happening again.

- **Suspension/parental supervision:** The child would not be allowed to attend school. This would include extra-curricular activities during the suspended time period. Coursework must still be completed independently and in a timely way.

CSA adheres to the State's Conduct Code and Related Policies—A Guide for Parents and Learners. Additionally, CSA follows specific administrative policies developed to enforce behavioral expectations. Pursuant to Colorado statute 22-33-106, serious violations in a school building or in or on school property shall result in mandatory expulsion. CSA learners being recommended for expulsion by the Director, for any reason, shall be referred first to the CSA Board of Directors. The Director shall have the authority, pursuant to Colorado statute 22-33-106, to suspend a learner. The CSA Board President shall be notified when an out-of-school or in-school suspension of more than 5 school days is given or receives any suspension where the aggregate days of suspension total more than 5 in one school year.

CSA enforces a fair but strict discipline policy. Consequences shall be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state and federal law. According to Colorado statute 22-33-106, a learner is defined as habitually disruptive after three or more significant instances of discipline. This may result in immediate suspension or recommendation for expulsion.

Grounds for Suspension, Expulsion, and Refusal of Admission. Specific grounds for suspension, expulsion and denial of admission are found in CRS 22-33-106. The federal Gun Free School Act requires mandatory expulsion for one calendar year and referral to law enforcement for bringing or possessing a firearm at school.

A child with a disability may not be expelled if the actions are a manifestation of the child's disability.

The following shall be grounds for suspension or expulsion of a child from a public school during a school year:

Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel;

Serious violations in a school building or in or on school property, including, but not limited to, carrying, bringing, using, or possessing a deadly weapon as defined in section 18-1-901 (3)(e), C.R.S., the sale of a drug or controlled substance as defined in section 12-22-303, C.R.S., or the commission of an act which if committed by an adult would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., for which suspension or expulsion shall be mandatory;

- Repeated interference with the school's ability to provide educational opportunities to other learners;
- Having been expelled from any school district during the preceding twelve months;
- Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or school personnel;
- No suspension shall exceed five (5) school days.
- The administrator must directly contact the parent/guardian regarding the learner suspension and the reasons why.
- The learner must be given the right to appear at a conference before the Administrator. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against them, and shall be given the opportunity to present their version and evidence in their defense.
- A written notice of suspension must be sent or given within one school day to the parent, guardian, or custodian of the learner. The notice must contain the reasons for the suspension and the right of the learner to appeal the suspension.
- A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) calendar days of the written notice of suspension. The Administrator shall immediately forward this written appeal to the appeals officer assigned by CSA Board of Director's designee.

Note: A learner under a suspension shall have the right to make up all academic work missed. From the day they return to school, the number of days given to accomplish this make-up work shall equal the number of suspension days.

Learner Search: The School Director or administrative designee may search the person of a learner, the learner's locker, backpack or purse if there is a reasonable suspicion to believe the learner may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

Electronic Nicotine Delivery Systems (E-CIGARETTES):

The School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers, and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Learners using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Release of Learner to Peace Officer:

If a CSA official releases your learner from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify the parent/guardian or a responsible relative of the learner, except when a learner has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6]

Parent Responsibility:

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children, which result in death or injury to other learners, school personnel, or school property. Parents are also liable for any school property loaned to the learner and willfully not returned. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC 48900.1]

Social and Emotional Learning (SEL)

It takes more than book-smarts to be an effective leader in the 21st century. Today's leaders must possess the ability to successfully manage themselves and others. In the digital world we live in, these vital skills are becoming more and more scarce. If schools are not teaching them, we are not preparing our learners. Social and Emotional Learning (SEL) teaches learners to manage their emotions, resolve conflict, and make responsible and well thought out decisions.

Implementation and evaluation (assessment) of SEL has become an integral part of our approaches to teaching and learning through Project-Based Learning.

Based on practices such as [the 7 Habits of Highly Effective People/Kids/Teens®](#) (Stephen/Sean Covey) and [Character Lab®](#) aspects (Learner Outcomes), we measure and report SEL progress as part of every project, ILP (Individualized Learning Plan) goals, and Reports of Progress. We have also developed SEL and Academic Rigor rubrics that add a well-balanced approach to mindfulness and reflective practice for facilitators, learners, parents, and administrators. Other elements for SEL implementation, practice, and assessment include: Learner Led Conferences (LLCs); Presentations of Learning (POLs); Passion Projects; Advisory Program; Learner Driven Ambassador Groups and Class Greeters.

Bullying Prevention and Education

CSA supports a secure school climate, conducive to teaching and learning that is free from threats, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person.

Bullying can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any learner for any reason, including but not limited to any such behavior that is directed toward a learner on the basis of their academic performance, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

Bullying is prohibited on CSA property or CSA-sanctioned activities and events, or off school property when such conduct has a nexus to CSA or any CSA curricular or non-curricular activity or event.

A learner who engages in any act of bullying and/or a learner who takes any retaliatory action against a learner who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related CSA policies and procedures. Learners targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

CSA Anti-Bullying Program

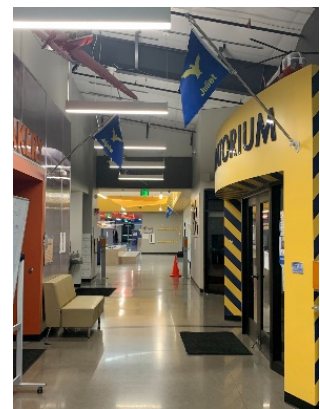
The CSA Anti-Bullying program contains many key elements. Several are related to creating a positive atmosphere at school that encourages all learners to treat each other fairly and with kindness. There are also components that are related to discipline that will be used if one learner bullies another. CSA employs an anti-bullying program and curriculum.

Squadron Members

Every CSA learner is part of a squadron (classroom group). Each squadron focuses on building a sense of community within our school. This is fostered through our Advisory class periods as well as the leadership embedded content. Our goal is for all CSA learners to learn leadership and conflict resolution skills in order to help their CSA community.

Honor Squadron Program

To encourage positive behavior and honor learners who go above and beyond the community expectations, CSA has decided to implement a friendly squadron competition. Facilitators already collecting points for students going above and beyond the community expectations (ie. “We are one another’s keeper”). The squadron with the most points by the third week of the month will be named the Honor Squadron of the month. As such, they will be rewarded for their Positive Behavior during the following month.



Squadron Guidon Flags - Definition

In the United States Army, Navy, Air Force, Marine Corps and Coast Guard, a guidon is a military standard or flag that company/battery/troop or platoon-sized detachments carry to signify their unit designation and branch/corps affiliation or the title of the individual who carries it.

The significance and importance of the guidon is that it represents the unit and its commanding officer. When the commander is in service, his or her guidon is displayed for everyone to see. It is an honor to be the guidon carrier for a unit, known as a "guidon bearer" or "guide". He or she stands in front of the unit alongside the commander (or the commander's representative) and is the rallying point for troops to fall into formation when the order is given.

The guidon is a great source of pride for the unit, and several military traditions have developed around it, stemming back from ancient times. Any sort of disgrace toward the guidon is considered a dishonor of the unit as a whole. In the Air Force, guidons are ultramarine blue wool and gold in nylon, nylon, or polyester bunting, to end of the swallowtail. An Air Force yellow American Eagle design appears on the front of the guidon and on the reverse side as if printed through. Above the design is the designation of the parent unit; below it is the designation of the squadron.

Streamers are decorations attached to military flags to recognize achievements or events of a military unit or service. Attached to the headpiece of the assigned flag, the streamer often is an inscribed ribbon with the name and date denoting participation in a particular battle, military campaign, or theater of war; the ribbon's colors are chosen accordingly and frequently match an associated campaign medal or ribbon bar. They often are physical manifestations of battle honors, though this does not mean all streamers are battle honors (e.g. gala or parade streamers not connected to a battle). **At CSA, each squadron has a guidon hanging above their Squadron Door. Streamers will be used to indicate Honor Squadron, extracurricular activities and other accolades.**

CSA Bias Responsive Policy:

Colorado SKIES Academy does not discriminate on the basis of race, color, national origin, sex, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the school's activities and programs. Colorado SKIES Academy also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance officer or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building 1244 North Speer Blvd., Suite #310, Denver, CO 80204.

Bias Incident Report Protocol

Colorado Skies Academy (CSA) is committed to providing a safe learning environment for all learners, facilitators, and staff. The aim of this **Bias Incident Response Protocol** is to provide the means by which alleged incidents of bias at CSA will be reported and addressed.

Purpose

This protocol outlines an organized response to reported bias incidents that occur within the Colorado Skies Academy community involving learners, facilitators, and staff. The primary focus of this document is to outline a set of responses that will provide assistance and support for targeted individuals and groups who are harmed by a bias incident.

The primary objectives of the Bias Incident Response Protocol process are to achieve the following:

- Support the well-being of all CSA learners, facilitators, and staff
- Offer learners, facilitators, and staff consistent and efficient means to report alleged bias incidents
- Provide immediate and direct support to learners, facilitators, and staff who have

experienced a bias incident

- Provide an appropriate response to the CSA community
- Document and monitor all bias incidents to respond appropriately and to identify incident trends
- Use cumulative bias report information as a basis to develop comprehensive and effective intervention and prevention strategies
- Reaffirm CSA's strong commitment to integrity, honesty, respect and support for an inclusive community.

Definitions

Bias Incident: an act - either verbal, written, physical, non-verbal or psychological - that threatens or harms a person or group on the basis of actual or perceived disability, race, creed, color, religion, sex, sexual orientation, marital status, familial status, national origin and ancestry, gender expression, and gender identity.

Bias can include name-calling, slurs, or casual putdowns regarding race, ethnicity, gender, size, abilities, perceived sexual orientation or gender identification. It can be blatant, such as a hate symbol drawn on a desk or subtle like rumors texted from person to person. In some cases, intent is obvious, in others it may be the result of ignorance rather than malice. What matters is *impact*: these behaviors can cause fear, damage and injury to individuals and the entire school community.

Principles of BIAS Reporting Prevention: Stop it before it starts. Actions, which are motivated by hatred toward others on the basis of actual or perceived disability, race, creed, color, religion, sex, sexual orientation, marital status, familial status, national origin and ancestry, gender expression, and gender identity must be made known to CSA to aid in prevention of bias incidents.

Monitoring: Know the trouble spots. Identification of issues and indicators, which may give rise to actions motivated by bias, is critical to prevention efforts.

Responding to bias incidents conveys important messages about our school's culture and values. Effective responses communicate that our school community not only values holistic education but is committed to protecting historically marginalized people, whether they are widely represented in our school community or not.

Questions for Ongoing Review:

- Are we fostering a culture where learners feel comfortable discussing bias incidents with school facilitators and staff?
- Do learners know what to do when an incident occurs? Are there trusted adults in the building to whom they can turn for help?
- Is our reporting mechanism safe, confidential and anonymous (if desired)?
- Does our reporting ensure safety and inclusion for vulnerable learners?
- Do facilitators and staff know what to do when an incident is reported to them?
- Is there clarity among facilitators and staff with respect to who reviews and investigates reports?
- Beyond administering corrective action and intervention, how can we continue to educate the learners who perpetrate bias incidents?

Response: Manage the situation when a bias incident occurs. Timely and accurate reporting of and intervention in a bias incident and response to the individuals/community involved is required when an incident occurs.

1. Put safety first.
2. Stop biased, harmful language and actions in the moment by using Compassionate Dialogue. Your response can be coupled with longer conversations and contextualized lessons in the future in partnership with the Equity Learning Team.
3. Provide comfort and aid to learners who were targeted and impacted. Provide space for them to process their emotions. Ensure they are heard and seen.
4. Isolate the offenders as necessary.
5. Protect confidentiality and the rights of all involved parties, including the learner(s)

allegedly responsible for the bias incident.

6. Contact the CSA director or members of the Equity Learning Team. These staff members will be the first point of contact, responsible for investigating the initial report and making recommendations for resolution. Every reported incident will be responded to in a serious manner to reassure the CSA community that biased language and actions are unacceptable. The impact of an incident on our school community—and therefore our response—will vary based on the type of bias and the method of dissemination.

Questions for Consideration:

- Does the incident involve an imminent threat to learner safety or the safety of others? If so, do school safety resources need to be activated?
- Who needs to be included in the response to this incident?
- Do staff, families, community organizations, media and/or others need to be involved from the onset?
- Who is reaching out to those who are impacted, and how?
- How will we ensure that those who are impacted feel safe and that their needs are addressed?
- How will we ensure transparency about the investigation without compromising confidentiality and safety?

Reporting: Ensure that facts of a bias incident are reported to the appropriate individuals. By reporting a bias incident, appropriate personnel can respond and provide support, intervention, and education. In addition, reporting bias incidents informs systemic school supports and interventions.

If you believe you have experienced or witnessed a bias incident, you may report the incident, in person, by phone, or via email to the CSA Director or any member of the Equity Learning Team.

Individuals may also report an alleged bias incident on our website using a reporting form (Anonymous Reporting at Navaid) at this link: [HERE](#). This form will go to the CSA Director for review and will be shared with the Equity Learning Team.

The Equity Learning Team is charged with responding to reported bias incidents, following the protocols detailed in this document, supporting the persons harmed, making recommendations for corrective action and intervention for the perpetrator(s), and communicating information to the CSA community. The Equity Learning Team will take reported issues seriously, invest the time to listen before engaging in problem-solving and maintain confidentiality whenever possible.

Investigation: Investigate all allegations of bias incidents swiftly, thoroughly and seriously. No two incidents are exactly alike. Approach each case individually.

The CSA Director and Equity Learning Team will carry out a thorough investigation, and provide resources to support it:

- Identify participants.
- Collect and confiscate all physical evidence. Secure in a locked cabinet.
- Photograph all physical evidence.
- Conduct search when appropriate, using “reasonable suspicion” criteria
- Identify and interview all witnesses as soon as possible to collect fresh recollections.
(Use CSA witness statement/report document.)
- Investigate the incident with an eye toward whether it is part of a larger pattern.
- Obtain written statements, make sure to have the witness sign and date the form.
- Document all conversations, with all parties, related to incident investigation.

Note: While it is necessary to be alert to bias or bigotry in any learner conflict, it is also important not to jump to conclusions before facts are gathered. Not every conflict involving learners of different races is motivated by racial bias, for example. Younger learners may make bigoted comments or carry out other apparent acts of bias without understanding the full significance of his or her actions. We will approach each incident with an open mind and ask questions to determine if a learner was acting out of ignorance rather than malice. This understanding will help us frame our response to the incident.

Communication: Silence or a lack of response allows fear, confusion, misinformation and distrust to grow

When a bias incident affects the school:

- Determine who in the school community needs to be informed.
- Describe the nature of the incident (e.g., “swastika on the bathroom wall”). Be transparent and specific. If slurs or offensive language were used, make sure to use censored words (for example, r-word) to not perpetuate the harm.
- Use thoughtful, inclusive language, and choose terms that respect how affected communities self-identify.
- Denounce the incident and reaffirm our school’s values.
- Protect the identities and rights of the learners involved.
- When appropriate, announce an immediate investigation of the incident.
- When ready, present a clear plan of action moving forward.
- State what steps the school has taken in response to the incident (meetings with the learners and families, counseling for learners, types of corrective actions and interventions associated with the type of incident, discussions with facilitators and other staff about school climate and support needs).
- Emphasize that discipline will be handled in an equitable manner appropriate to the offense based on school policy and educational code.
- Indicate if the incident and aftermath surfaced a need for more work to be done, particularly in the areas of Diversity, Equity, and Inclusion.
- Provide opportunities for all members of the school community to discuss and process their thoughts and feelings about the incident and bias more generally.

Restoration: Leverage opportunities for healing as part of the response.

- Restoration enables the development of new prevention strategies and ways to improve school climate and culture.
- Utilize community and restorative circles in the healing process.
- Coordinate disciplinary, behavioral, and educational interventions for learners

responsible for the bias incident. Equitable corrective actions and interventions for the perpetrator(s) will be issued in a manner appropriate to the offense based on school policy and educational code.

- Review and update policies and protocols based on lessons learned.

Restorative Justice:

The goal of restorative justice (RJ) practices is to support the social and emotional well-being of our learners. There are two components of restorative justice:

1. **Proactive Circles** are class-wide discussions that provide learners with an outlet, allow them to develop empathy and compassion and make connections with other learners. The circles also give facilitators an opportunity to identify learners who need additional support.
2. **Conflict Resolution** is another component of restorative justice. These structured conversations allow learners to work through a conflict in a positive and collaborative way. There are two outlets for this resolution.
 - a. Learners may request mediation through a facilitator.
 - b. Facilitators or administration may determine a restorative justice meeting is needed.

Safe2Tell:

Colorado SKIES Academy uses the district Safe2Tell program. Safe2Tell allows learners to anonymously report anything that concerns or threatens them, their friends, their family or their community. The number to make that call is 1-877-542-7233. Learners or community members can make an anonymous tip on the website, located at: [Safe2Tell](#).

Digital Citizenship: CSA supports digital citizenship and 21st Century skills, utilizing Common Sense Education for middle learners.

Expectations & Guidelines

Academic Honesty:

The school expects learners to do their own work and to succeed in school by their own efforts. Academic dishonesty includes using someone else's answers, writings, or ideas and submitting the work as their own. It also involves using answer keys, teacher's editions, the internet, and/or a mobile device to find answers without permission. Additionally, providing answers or allowing someone to use their work is not allowed. For any learner caught plagiarizing (copying) the writings or ideas of another, providing work for another to copy, or cheating by any other means, disciplinary actions will be taken as deemed appropriate by the facilitator and/or School Director or designee.

CSA Dress Code:

Colorado SKIES Academy learner Dress Code supports equitable educational access and does not reinforce stereotypes. To ensure effective and equitable enforcement of the Dress Code, CSA staff shall enforce the Dress Code consistently, so that it does not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance. Learners attending the school do lots of walking, running, sitting on the carpet, art, etc. Therefore, our parents and learners have found that loose-fitting, comfortable clothing and closed-toed sneakers or comfortable walking shoes work best at our school. Learners will also participate in Physical Education Courses and will need clothing that is appropriate for movement. Clothing is expected to be modest, unbiased, and refrain from offense. Learners with inappropriate clothing or messaging will be asked to resolve the violation, to go to the office and change into CSA designated spirit wear, or call home for a change of clothing.

CSA Dress Code Guidelines:

The CSA Dress Code guidelines shall apply to regular school days as well as any school related events and activities. Any learner who violates the Dress Code will be asked to see the Director. The learner shall be required to change into appropriate clothing (school shirts can be provided) or make arrangements to have clothing brought to school immediately. Repeated failure to comply with the Dress Code may result in disciplinary consequences.

After School Programs:

Colorado SKIES Academy offers after-school activities for CSA learners. The registration link will be shared in the Monday Message and on the [CSA website](#). During after school programs CSA learners are expected to adhere to all CSA expectations.

Field Trips:

CSA makes use of community and regional resources that support the curriculum. Parent permission is required for each learner, and some trips may require a fee to help offset admission charges or transportation costs.

Throughout the school year, learners will have the opportunity to take many trips, often planned through facilitator and parent collaboration. These trips are a part of CSA's project-based curriculum and may include walking trips, trips by private or school vehicles, and buses. Participation is a vital part of the learning process and is strongly encouraged. A walking field trip permission slip is completed as part of the enrollment packet. Signing the form indicates you have granted your child permission to participate in CSA's ongoing walking field trip program throughout the school year. This ensures CSA has parent permission for their child to walk to Wings Over the Rockies Exploration of Flight and within the vicinity of Centennial Airport, throughout the school year. Field trip permission slips will be required for all other field trips. Learners must have a permission slip on file in order to participate in a field trip.

Approved volunteers are encouraged to accompany learners on a field trip. Facilitators or CSA staff members will inform parents of the need for field trip volunteers in advance of each trip.

Food Allergies

CSA recognizes that many learners are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among learners, we set forth the following requirements:

Health Care Plan:

The school nurse in conjunction with the learner's medical provider shall develop and implement a health care plan for each learner with a diagnosis of a potentially life-threatening food allergy. Facilitators/staff are provided with food allergy information.

Reasonable Accommodations:

Reasonable accommodations shall be made to reduce the learner's exposure to agents that may cause anaphylaxis within the school environment.

Access to Emergency Medications:

Emergency medications for treatment of the learner's food allergies or anaphylaxis shall be kept in the school health clinic accessible to all school staff. The learner's parent/legal guardian shall supply the school with the medication needed for treatment of the learner's food allergies or anaphylaxis.

Staff Training:

All school staff receive training in emergency anaphylaxis treatment. The training prepares staff with a basic understanding of food allergies, the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a learner suffers an anaphylactic reaction. The training also includes instruction in the administration of self-injectable epinephrine.

Forms:

All forms are under the Parent Tab on the CSA website.

Grievances:

It is always our intent to resolve concerns in the simplest manner for all. If a parent has a classroom concern, it is expected that they will try to resolve the concern with the classroom facilitator. If the concern is not resolved, please bring your concern to the school administration. Every effort will be made to find a fair resolution through a personal conference or a meeting between the parties involved.

Health Information:

The health, safety and medical needs of learners are important for success at school. The school also contracts with Cherry Creek School District to provide qualified registered nurse to manage health/wellness services and standards and provide delegation. The nurse provides resources, training, screening, and medication/health oversight, and is available to discuss your child's needs and coordinate care. School health is a team effort in the school environment and research supports that health and academics are related. (CDC. (2014, May). School policies and practices for health services follow applicable current federal and state laws. Some of the Colorado governing bodies may include the local school district, Public Health (CDPHE), Department of Education (CDE), Board of Health, Board of Education, Board of Nursing, and the Department of Human Services (DHS), along with accrediting agencies and associations. Local governments may override some policies if/as necessary for public health. (6 CCR 1010-6, 6.3A3 pg.2).

Please complete a health history for your child each year and refer to the Medication Administration Policy if medication is to be administered at school. If your child has a health condition and you choose to not share that information with the school, or you choose to not provide daily or emergency medication and applicable forms if needed or prescribed, the undersigned parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have arising regarding the consequences of this choice, and are aware that 911 may be called in an emergency. A parent may request that the school take into consideration specific health needs of a learner and schedule a meeting to determine next steps.

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities (such as extreme signs of tiredness, unexplained irritability or persistent pain).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

Children with the following symptoms or illness should be kept (excluded) from School:

SYMPTOM Must a Child Be at Home?
DIARRHEA Frequent, loose or watery Yes – if child looks or acts ill; if child’s stool compared to child’s normal has diarrhea with fever and behavior pattern; not caused by diet or change; if child has diarrhea with medication vomiting; if child has diarrhea that is not contained in the toilet
FEVER with behavior changes or Yes – when fever is accompanied by illness, behavior changes or other symptoms of illness, such as malaise, rash, sore, throat, vomiting, etc.
FLU SYMPTOMS Fever over 100 F Yes – for at least 24 hours after there with a cough or sore throat. Other flu is no longer a fever, without the use of symptoms can include fatigue, body fever-reducing medicine aches,

vomiting and diarrhea

COUGHING

severe, uncontrolled

Yes - medical attention is necessary

coughing or wheezing, rapid or difficulty breathing Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment

MILD RESPIRATORY OR COLD

No - may attend if able to participate

SYMPTOMS Stuffy nose with clear in school activities drainage, sneezing, mild cough

RASH WITH FEVER

Note: Body rash

Yes - seek medical advice. Any rash without fever or behavior changes that spreads quickly, has open, usually does not require exclusion weeping wounds and/or is not healing from school, seek medical advice should be evaluated

VOMITING

Two or more episodes of
Yes - until vomiting resolves or a
vomiting in the past 24 hours health
care provider decides it is not
contagious. Observe for other signs of
illness and watch for signs of
dehydration

CHICKEN POX

Yes - until blisters have dried and
crusted (usually 6 days) if blister
occurs after vaccination, refer to
Health Dept Guidelines

CONJUNCTIVITIS (PINK EYE) OR

Yes - until 24 hours after treatment
Pink color of eye and thick starts If
your health provider decides
yellow/green discharge not to treat
your child, a note is needed

CROUP (SEE COUGHING)

No - Seek medical advice

COVID

Yes - Learners should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care. If a child tests positive for COVID the child should remain out of school for 10 days since symptoms first appeared and 24 hours with no fever without the use of fever-reducing medications and Other symptoms of COVID-19 are improving*

FIFTH'S DISEASE

No – child is no longer contagious once rash appears

HAND FOOT AND MOUTH DISEASE

No – may attend if able to participate (Coxsackie virus) in usual activities, unless the child has mouth sores and is drooling

HEAD LICE OR SCABIES

No- May return after treatment starts

HEPATITIS A

No-
May return after treatment starts

HERPES

Yes - if area is oozing and cannot be covered, such as mouth sores

IMPETIGO

Yes - for 24 hours after treatment starts

RINGWORM

No -
May return after treatment starts
Keep area covered for the first 48 hours of treatment

ROSEOLA

Note: A child with rash and **Yes** - seek medical advice no fever may return to school

RSV (Respiratory Syncytial Virus)

No -
Seek medical advice. Once a
Note: A child does not always need to child in the group has been infected, be excluded unless them is not well spread of illness is rapid

<p>enough to participate in usual activities</p>
<p>STREP THROAT</p> <p>Yes - for 24 hours after treatment starts and the child is able to participate in usual activities</p>
<p>VACCINE PREVENTABLE</p> <p>Yes - until determined not infectious DISEASES Measles, Mumps, Rubella by the health care provider. Consult (German Measles), Pertussis with the RN or Health Department. (Whooping Cough)</p>
<p>YEAST INFECTIONS</p> <p>Including thrush</p> <p>No - may attend if able to participate or candida diaper rash in school activities Follow good hand washing and hygiene practices</p>

Please contact the school health assistant or the school nurse consultant with any questions or concerns for your child.

[Report an Absence on the Colorado Skies Website](#)

CSA UNEXCUSED ABSENCE POLICY

1st Unexcused Absence: Advisory facilitator will conference with learners. Parents are contacted by the CSA office.

2nd Unexcused Absence: Administrator/ Director Conferences with learner and calls parent to inform him/her of the consequences.

3rd and Subsequent Unexcused Absences: Will result in increasingly serious consequences. Parents are contacted by the Director.

TARDIES

In an effort to improve the learning environment as well as reduce the impact of classroom disruptions, a single tardy can result in disciplinary action. In general, tardiness will be handled on a per- incident basis; multiple infractions will result in increasingly serious consequences.

Homework Policy:

As a school that utilizes the project-based learning model, Colorado SKIES Academy makes every effort to provide learners with ample time to complete their work in class. Any daily classwork not completed will be considered homework. We encourage homework to be self-driven, where learners WANT to do some additional research on a particular topic because they want to know more. We strive to create inquiring minds, ready and willing to ask questions and seek out the answers to those questions, to create truly life-long learners. We take every opportunity to prepare our learners for high school and careers and use classwork, homework, and make-up work as a time for learners to learn and practice time management, personal responsibility, and self-advocacy. If a learner is absent, we expect the learner to assume personal responsibility and to follow these steps the day they return to class:

- Access Schoology where class assignments and any handouts are available for the class time missed.
- Access PowerSchool to see when the assignment is due and/or if the assignment was turned

in at the end of class.

- Discuss with the facilitator the scope of missing work and:
 - Establish the due date, providing a minimum of two (2) days to complete the assignment for every day absent.
 - Discuss next steps so the learner can stay current with the class. Identify any work time in class the learner can use to make up assignments. (Note: Class work time to make-up for missed work is not guaranteed.) The rest of the missing work will need to be completed at home in order to catch up with the rest of the class. We appreciate parent support when missed classwork needs to be completed at home.

If a parent has any questions about what is missing, we ask parents to have their learner email the facilitator, and copy the parents, for further details about what work is missing. This helps learners build necessary communication skills, self-advocacy, and personal responsibility with parent support.

Absence/Make-Up Policy:

For every day a learner is absent, the learner will have a maximum of two (2) days to make up missing work. Facilitators use Schoology to post classwork, handouts, and assignments, and learners turn in much of their work in Schoology. Learners will additionally have assignment notebooks that will travel from school to home. It is the learner's daily assignment to record work, missing work and work not completed to take home and share with the learner's family. PowerSchool, our learner information system, documents graded assignments and missing assignments also. Colorado SKIES Academy provides time and opportunity for learners to demonstrate mastery by completing missed assignments and/or resubmitting low scoring assignments until the end of the project.

All work, including make-up work and/or resubmitted work should be turned in on the due date or within the project completion period unless the learner has permission from the facilitator and parent to extend the deadline. Work submitted past the deadline will be graded as 50% of the assignment. Uncompleted work will count as a 0. Access to learners' Schoology (with "read only " permission) can be provided to parents/guardians by sending an email

request to the facilitator. Facilitator email addresses can be found in the "Contact Info" tab within each facilitator's weekly newsletter. Please use the link on the website to [Report an Absence](#) to ensure that your learner is excused from the school day(s).

Lost and Found:

All personal items should be labeled with the learner's name. CSA is not responsible for lost or stolen items, including electronic items such as cell phones, iPods, tablets, and/or laptops. Lost and found items are placed in bins located by the back door. Please check lost and found regularly, as unclaimed items are donated to a local charity.

Lunch /Recess:

Lunch and Recess are great times to relax and enjoy other learners. Please be kind, considerate and respectful. Learners should cooperate with Care Team Members to make sure the Village is safe, clean and enjoyable for everyone. Learners will be asked to pick up any food they have dropped on the floor or any trash from their lunch before leaving the Village.

Food Service

Cherry Creek School District (CCSD) will offer meals for ALL learners for the 2023-2024 school year! All meals will be free. Meal applications and menus can be viewed at family.titank12.com – for assistance, please call Indira at 720-886-7172. Learners will need to have their scan card to receive meals and purchase snacks.

Technology & Electronics

Use of the Internet and Electronic Communications Policy:

The Internet and electronic communications (including but not limited to email, chat rooms, file-sharing and other forms of electronic communication) have vast potential to support curriculum and learner learning. The Board of Education believes these resources should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require learners to think critically, analyze

information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for learners to participate in distance learning activities, ask questions of and consult with experts, communicate with other learners and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which learners may access materials and information from many sources, including some that may be harmful to learners. While it is impossible to predict with certainty what information learners might locate or come into contact with, the district shall take reasonable steps to protect learners from accessing material and information that is obscene, pornographic or otherwise harmful to minors. learners shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

Chromebook Care

Taking Care of Your Chromebook:

Learners are responsible for the general care of the Chromebook they have been issued by Colorado SKIES Academy.

- No food or drink is allowed next to your Chromebook. Cords, cables, and removable devices must be inserted carefully into the Chromebook.
- Learners should not carry the Chromebook while the screen is open, by the hinges, screen, etc. unless directed to do so by the facilitator.
- Chromebooks must remain free of any writing, drawing, stickers, or labels not placed by the Technology Department.
- Chromebooks should remain in the classroom and must never be taken outside, into the restroom, to physical education, or to the village.
- Learners are responsible for returning Chromebooks to their place and plugging them in so that the battery is charged for school each day.

Personal Use of the Chromebook:

- Inappropriate media may not be accessed or viewed on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol,

drug, gang-related symbols or pictures will result in disciplinary actions.

- Learners can connect the device to home wireless networks as needed to complete school work. This work is still being filtered and managed while at home (see Filtering and Blocking).
- Learners may not add personal accounts to Chromebooks.
- Learners may be selected at random to provide their Chromebook for inspection.

Device Identification:

Learner Chromebooks will be labeled in the manner specified by CSA. Chromebooks can be identified in the following ways:

- Record of serial number
- School asset tag

Learners use their school issued Google account on the Chromebook. This account allows the Technology Department to monitor usage statistics, sites visited, and recently modified files.

School's Responsibilities:

- Record and provide fully functional devices at the beginning of the year.
- Respond initially to tickets submitted by learners and staff within 48 hours.
- Perform random checks for quality assurance.
- Communicate repairs through the ticketing system with learners and family.
- Provide notification of damage using the Damage Notification form within 48hrs to the family of the child responsible.
- Use our preferred vendors for best pricing on parts, ensuring best repair costs for families.

Parent's Responsibilities:

- Talk to your child about the values and standards that they should follow regarding the use of the Internet.
- Supervise child's use of the Chromebook if used at home.
- Assume responsibility for any damage done to the Chromebook while under your

learner's care.

- Discuss Internet safety with your child.
- Help your learner fill out tickets to communicate issues with your learner's Chromebook if at home.

Learner's Responsibilities:

- Use Chromebook in a responsible and ethical manner. (see Unacceptable Use)
- Obey general school rules.
- Help Colorado SKIES Academy fix any issues by reporting problems right away through the ticketing system.
- Monitor all activity on their account.
- Report any technology misuse to school administration.
- Follow all classroom expectations involving Chromebooks.
- Use safe Internet practices.
- Report any suspicious activity to a trusted adult.
- Follow copyright laws.

Acceptable Use:

To gain access to these resources, learners and parents must sign the form before taking possession of the device. While these materials are provided to enhance educational goals and objectives, learners may find ways to access other materials that may not be considered educational or find ways to use hardware beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action. When applicable, law enforcement agencies may be involved.

Unacceptable Use:

Unacceptable use of CSA Network and Computer Resources are prohibited. Learners shall not use the CSA Network or Computer Resources including access to the internet, intranet,

collaboration tools, bulk communication tools, social media or email to use, upload, post, mail, display, store, or otherwise transmit in any manner any content, communication or information that, among other unacceptable uses:

- is hateful, harassing, threatening, libelous, defamatory, or otherwise meant to bully or intimidate others;
- is offensive or discriminatory to persons based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, physical or mental illness or disability, marital status, economic status, immigration status, religion, personal appearance or other visible characteristics;
- constitutes or furthers any criminal offense, or gives rise to civil liability, under any applicable law, including, without limitation, U.S. export control laws or U.S. patent, trademark or copyright laws;
- constitutes use for, or in support of, any obscene or pornographic purpose including, but not limited to, the transmitting, retrieving or viewing of any profane, obscene, or sexually explicit material;
- constitutes use for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or “stalk” another individual;
- contains a virus, trojan horse, ransomware or other harmful component or malicious code;
- constitutes junk mail, phishing, vishing, spam or unauthorized broadcast email;
- violates the security of any other computer or network or constitutes unauthorized access or attempts to circumvent any security measures;
- obtains access to another individual’s CSA’s Network account, files or data, or modifies their files, data or passwords;
- impersonates any person, living or dead, organization, business, or other entity;
- degrades the performance of, causes a security risk, or otherwise threatens the integrity or efficient operation of the CSA Network or Computer Resources;
- deprives an authorized individual from accessing CSA Network or Computer Resources;
- obtains Computer Resources or CSA Network access beyond those authorized
- engages in unauthorized or unlawful entry into a CSA Network system;
- enables or constitutes wagering or gambling of any kind;

- accesses, distributes, downloads or uses games except when an assigned educational activity;
- promotes or participates in any way in unauthorized raffles or fundraisers;
- plagiarizes any information gained on or through use of the CSA Network or Computer Resources;
- engages in private business, commercial or other activities for personal financial gain, or with the intent to break other school policies;
- accesses or distributes unauthorized information regarding user passwords or security systems;
- falsifies, tampers with, or makes unauthorized changes, additions, or deletions to data located on the CSA Network or school systems;
- installs, downloads, or uses unauthorized or unlicensed software or third party system;
- violates the terms of use specified for a particular Computer Resource, CSA Network system, or school system;
- violates any express prohibition noted in this policy or the Learner Code of Conduct;
- engages in hacking (intentionally gaining access by illegal means or without authorization) into the CSA Network or school system to access unauthorized information, or to otherwise circumvent information security systems;
- engages in inappropriate sexual conduct, including unwelcome sexual contact, indecent exposure, transmitting sexually suggestive images, or other sexual activities;
- downloads unauthorized games, programs, files, electronic media, and/or stand-alone applications from the internet that may cause a threat to the CSA Network;
- constitutes use that disrupts the proper and orderly operation of the school; ● use of proxy servers or virtual private networks to bypass network security systems (firewalls, etc.); or
- accesses, distributes or downloads non-educational materials or inappropriate content or materials.

Software Installation:

Learners are not authorized to install software on CSA equipment unless supervised and approved as part of an educational program or task. CSA may remove learner-installed

software at any time in order to preserve or protect the CSA Network or Computer Resources or for any other reason deemed necessary by CSA. If a software is requested by the learner through the ticketing system, it will be investigated and if possible, the software will be issued.

Filtering and Blocking:

CSA is required to protect learners from online threats, block access to inappropriate content, and monitor internet use by minors on school networks in accordance with CIPA. CSA is responsible for managing the school's internet filter and will work with school administrators to ensure the filter meets the academic and operational needs of each school while protecting minors from inappropriate content per CIPA. The school's use of filtering software does not negate or reduce a learner's obligation to abide by the terms of this policy and to refrain from disabling filters or accessing inappropriate content online. Parents should be aware that despite the school's good faith efforts at filtering, objectionable content might be available either due to an individual using unauthorized means to bypass filtering or as a result of the creation of objectionable content that has not yet been identified by filtering software.

Passwords:

Learners are required to adhere to password requirements set forth by CSA when logging into school computers, networks, and online systems. Learners are not authorized to share their password under any circumstance.

Access Privilege:

Learner use of the CSA Network and Computer Resources is a privilege, not a right. When a learner uses the CSA Network or Computer Resources in a manner that violates this policy or the Learner Code of Conduct, their access may be suspended or revoked. Anyone not contracted directly by the school is not to break any seals or make any repairs on any technology of any kind.

School Makes No Warranties:

The school makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the

content, nor does the school make any guarantee as to the accuracy or quantity of information received. The school shall not be responsible for any damages, losses or costs a learner suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the learner's own risk.

Revised: December 10, 2012

Adopted: January 9, 2012

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000) 47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries) 20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001) C.R.S. 22-87-101 et. seq. (Children's Internet Protection Act) CROSS REFS.: AC, Nondiscrimination/Equal Opportunity EGA, Electronic Mail EGAD,

Copyright/Royalties EHC, Networked Electronic Resources EHCA, Web and Internet Publishing JB, Equal Educational Opportunities JICDA,

Conduct and Discipline Code JICJ, Learner Use of Electronic Communication Devices

Cell Phones, Internet Usage and Other Electronic Devices:

All personal electronic communication devices including cell phones are to be turned off and stowed away during the school day. Cell phones are to remain in backpacks, silenced or turned off. Electronic communication devices (cellphones, iPad, apple watches) may be used outside before or after school. All electronic communication devices including cell phones may be confiscated at any time should the device in question disrupt the learning environment or otherwise be used in a manner that violates the privacy or safety rights of others. All confiscated electronics will be held by the facilitator/supervising adult and must be picked up and signed out by a parent or guardian. Parents must come to the school to pick up the device.

Learner - Computer Home Use Policy:

Each Colorado SKIES Academy learner will have access to a learner computer for use during the school day. If a learner needs to use a device outside of school (take home), they will be asked to complete the Technology Take-Home Permission Form and return it to the CSA office 24 hours prior to home use.

No Expectation of Privacy:

School technology devices are owned by the school and are always intended for educational purposes. Learners shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. This includes online services and technology provided by the school designated for learner use, including but not limited to email and document storage on any device. All material and information accessed/received through school technology devices shall remain the property of the school.

Cyberbullying:

Colorado SKIES Academy provides learners with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates learners about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Parents/guardians, learners, and community members also may be provided with similar information. Any learner who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with school policy. If the learner is using a social networking site or service that has terms of use that prohibit posting of harmful material, the School Director or designee may also file a complaint with the Internet site or service to have the material removed.

Vandalism:

Vandalism or willful damage to CSA property will result in school disciplinary action up to suspension, expulsion and/or legal action. Vandalism is defined as any malicious or intentional

attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Use of Personal Computers:

Learners will have access to a school device and will not be allowed to use a personal device without prior approval from the school director. The school district and CSA are not responsible for any loss or damage to the learner's computer while it is connected to the CSA Network, including but not limited to losses or damage caused by hardware failure, data loss or the incurring of a virus.

Additional Information

Classroom Parties and Celebrations:

As a school, CSA expects facilitators to keep both the number of parties and time spent away from academic study to a minimum. Facilitators are traditionally asked to use the advisory period of the day for a party. CSA does not celebrate religious holidays. CSA wishes to make sure that all learners feel included. Celebrations will be a regular part of assemblies, advisory, and school announcements.

Class Videos:

There are many opportunities within our curriculum to show videos in the classroom setting, and in some cases, movies are shown as class rewards, etc. All facilitators are expected to inform Administration of any video being shown in the classroom PRIOR to its viewing. If a video is rated PG-13, the facilitator will send home a permission slip for the parent to sign, indicating that their learner has permission to watch that particular movie. Any learner not receiving permission will be given the opportunity to read or work outside the classroom. Movies viewed by CSA learners must always have an educational purpose. In every case, the CSA staff member must preview the movie in advance. Facilitators must always preview even "safe" movies like Discover, NOVA, etc., as many of these movies are inappropriate.

Movie Rating Guidelines for CSA Learners:

- G OK for all grades – no permission slip needed.
- PG OK for grades 5-8 w/o permission slip.
- PG-13 OK for grades 5-8 with permission slip.
- R NOT permissible for any grades under any circumstance

Parent Board:

CSA is managed by an elected governing board, known as the Board, made up of parents with learners at the school and community members. The Board meets a minimum of ten times per year for open-forum meetings and work sessions. Additional executive sessions may be held on an as-needed basis to handle employment, contract, and legal issues.

Parent-Accountability Committee (PAC):

CSA is fortunate to have a very active and effective PAC. In addition to the President and the PAC officers, there are numerous committees. Check the CSA website for meeting times and opportunities to volunteer through the PAC.

Pet Policy:

Animals on Campus: Personal pets are not allowed on the school campus unless they are in a vehicle during carpool time, have an educational purpose, or serve as a service animal. Class pets must be pre-approved by Administration. Mammals or birds are discouraged due to the possibility of them carrying pathogens or causing allergic reactions.

Reports of Progress/Report Cards/Grading Scale:

CSA assesses learner progress in all subject areas in grades 6-8 using traditional letter grades.

All graded work is assigned a grade according to the following scale:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% and below
- (+ /- grades are 2% above or below the letter grade)

Quizzes and tests are graded according to the number of answers correct out of the total number of questions. Other assignments, projects, and graded activities are given a numerical score which corresponds to a description and percentage.

- 5 = Exceptional = 100%
- 4 = Above Expectation = 93%
- 3 = Proficient = 85%
- 2 = Approaching Proficient = 72%
- 1 = Not Yet = 60%
- 0 = Missing = 0%

A “3,” or Proficient score, indicates that the learner completed the work according to expectations. Therefore, a B level grade is indicative of proficient grade level performance, and earning an A is only possible if a learner demonstrates effort and performance above grade level expectations.

Report cards will be available through PowerSchool the week following the end of each quarter.

Online login information is updated each school year. Please contact the Registrar for a parent login if you do not have one.

Grade Appeals:

Grade appeals must be requested within two weeks after issuance of reports of progress. The learner or parent/guardian, wishing to appeal a final grade in a course, must submit a written grade appeal request to the course facilitator. The learner will be required to resubmit any past completed assignments where reevaluation is requested. The course facilitator will respond to the learner's questions in writing. If the learner/guardian is not satisfied, they may request an evaluation of the identified course grades by the School Director.

Standardized Testing:

Standardized testing serves an important role in the assessment of learner performance at Colorado SKIES Academy. We administer CMAS testing as mandated by the Colorado Department of Education. This program currently requires statewide testing of various subjects at differing grade levels. We also administer NWEA MAP, Northwest Evaluation Association Measures of Academic Progress, Gifted and Talented diagnostics, and ACCESS depending on learner needs.

Learner Services:

CSA operates in accordance with all federal and state guidelines in meeting the needs of all learners and works very closely with CCSD in providing necessary services. An "inclusive" model is used at CSA unless otherwise specified in a learner's IEP. If a parent has a concern regarding their learner's learning, they should speak to the classroom facilitator. If testing is to be considered, the facilitator will schedule a meeting with the problem-solving team regarding that learner. Parents will be notified of the outcome after this meeting.

Religious Expression:

CSA maintains a non-religious, non-sectarian status. The educational program of CSA shall be non-religious, non-sectarian and shall not discriminate against any learner on the basis of religion. CSA shall operate, in all respects, as a nonsectarian, nonreligious, non-home based public school. CSA shall not be affiliated with a non-public sectarian school or religious

organization. CSA shall comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of religion.

The basic guidelines that staff are expected to follow in respect to religion at CSA are:

- Staff may not endorse religious activity or doctrine, nor coerce participation in religious activity.
- Staff may not forbid learners acting on their own from expressing their own religious beliefs provided these expressions do not intrude on the rights of others. Factual and objective teaching about religion, the impact of religion and religious-based ideas and ideals are included in the classroom as a part of the curriculum.
- Factual and objective teaching about religion is to be distinguished from the teaching or promotion of religion.

Consequently, staff shall not:

- Use instructional materials that promote or encourage non-religion, religion, religious viewpoints, religious groups or religious activities.
- Conduct assemblies and/or programs that promote or encourage religion or non-religion.
- Offer any form of religious instruction, workshop, exercise, or persuasion.
- Attack or promulgate religion, the absence of religion, or any particular belief system.
- Question the religious belief or absence of religious belief of any learner.
- Require a learner to declare a religious preference. Classroom displays and decorations pertaining to religion or religious symbolic holidays shall relate to instruction that is based solely upon the objective study of that subject. No public-school funds, property, or facilities shall be used for a decorative display of religious symbols. This shall not infringe upon the rights of learners to wear symbols in a manner that is not materially or substantially disruptive of the educational process or school dress code. Religious musical selections may be included on the basis of their particular musical and educational value and/or traditional secular usage and be presented with other musical works that are non-religious in nature. Musical pieces should be selected and performed as works of art.

School Closure or Weather Delays:

CSA receives input from the CCSD policy regarding school closure or delayed start in regard to the weather. Should weather result in the closing of district schools or adjustment to school starting times, parents will be notified via the District Blackboard Connect phone message system. This information will also be posted on the school's website (www.coloradoskiesacademy.org), on local television and radio broadcasts, and on the CCSD's Weather Delay and Closure Hotline: 720-554-4702. Weather-related schedule decisions will be made by geographic area by the CCSD Superintendent.

Since CSA is a commuter school, weather may be drastically different at your home compared to weather at the school. CSA will make the best decision considering commuting families. We encourage you to make the best decision for your own safety even if CSA is open.

Delayed Start refers to a 90-minute (9:30 am start time) delay for Colorado SKIES Academy.

School Hours:

- Monday – Thursday: 8:00 am – 3:30 pm
- Friday: 8:00 am – 1:00 pm

School Safety Building Emergency/Crisis: STANDARD RESPONSE PROTOCOL

Emergency Communications

In the event of a school emergency affecting the entire campus or school, Colorado Skies Academy will use the **Standard Response Protocol (SRP)**, which distills emergency responses down to four actions: **Lockdown, Lockout, Shelter and Evacuate**. Colorado Skies Academy also communicates and works with local emergency services, law enforcement and Arapahoe County Sheriff's Office during emergencies.

Please read more about the [Standard Response Protocol here](#).

Colorado Skies Academy will use the voice, text and/or email feature available through PowerSchool as our primary means of communicating emergency messaging. All registered families are automatically added to our Emergency Communication list at the beginning of August, and the list is updated periodically from PowerSchool.

Please note that the school district (CCSD) uses a different emergency communications system to reach all CCSD parents and it is NOT related to Colorado Skies Academy emergency communications.

During an emergency, Colorado Skies Academy Communications will communicate with parents as soon as is reasonably possible, given the particular circumstances. **In any emergency, the safety of the students in our building will always be our FIRST priority, occasionally at the expense of more immediate communication.** At the beginning of any emergency situation, we will be busy securing student safety *first*, and then working with emergency services, law enforcement and safety and security at the district to ensure we have the correct information. Communications will be sent to parents as soon as we have that information to share, as soon as possible. **Please do NOT call or email the school during an active emergency situation -- for safety's sake, our focus must remain on your students.**

Supervision:

All entry doors are kept locked at all times. All visitors must check-in using the Raptor system to gain admittance to the school.

Before School:

There is no learner supervision before 7:00am. Learners are supervised in the Village by assigned staff between 7:00am and 7:50am.

After School:

Learners will be dismissed depending on their class and the learner's carpool schedule. Please refer to the Traffic and Parking section for more information. Learners left at school 15 minutes after their dismissal time from classes or from after school activities such as clubs, team sports, or tutoring, will be sent to the after-school program and parents will be charged a supervision fee.

- All families participating in after school activities must complete the online after school club registration and purchase club punch passes. Any learner participating in after school activities should be picked up no later than 15 minutes after the activity is scheduled to end.
- CSA is NOT RESPONSIBLE for the safety of learners after their dismissal times. Siblings of a

learner in after school events may NOT wait on campus and must be picked up by parents at the end of the school day.

Use of Video Cameras:

At CSA, the Board of Directors recognizes the continuing responsibility to maintain and improve discipline and to promote the health, welfare, and safety of its staff and learners. After having weighed carefully and balanced the rights of privacy of learners with the school's duty to promote discipline, health, welfare, and safety of staff and learners, Colorado Skies Academy will follow CCSD's video camera use policy JICA.

Video cameras may be used to monitor learner behavior in school facilities. Learners in violation of conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing learner conduct and discipline. CSA shall comply with all applicable state and federal laws related to video recordings. Video surveillance shall be used only to promote the order, safety, and security of learners, staff, and property.

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) 42 U.S.C. § 1201 et seq. (Americans with Disabilities Act)

34 U.S.C. § 99.1 et seq. (FERPA Regulations)

Traffic and Parking:

In order to avoid traffic backups on County Line Road, please use the map on our website to drop off and pick up students during car line.

Entry: From E. County Line Road, turn North onto S. Warren Court and then East (right) on Isbill Drive. Drive past the entrance to the Wings Over the Rockies parking lot and turn left into the CSA driveway. Drive around the circle to the front of the building to drop off or pick up your learner(s). **Cars may enter the CSA parking lot no earlier than 15 min prior to dismissal**

Exit: from the CSA parking lot, turn right on Isbill and then left onto Warren Court.

During afternoon dismissal, please have your carpool number(s) displayed in your front window on the driver side. This will enable us to get the correct students outside quickly (as long as they're paying attention in class!).

Alternate Dismissal Procedures:

Student safety is Colorado Skies Academy's first priority. In the event of a Lock Out, unsafe temperatures, extreme precipitation, lightning, network system failure, or other unfavorable circumstances during afternoon pick-up, the school may opt to use an alternate dismissal procedure. For specific details on what each dismissal procedure entails, please check the CCSD website.

Communication of Alternate Dismissal Procedure

We will communicate with families via our emergency communications system, our school website, and social media. All registered families are automatically added to our Emergency Communication list at the beginning of August and the list will be updated periodically using PowerSchool (only legal parents or guardians will be added to our Emergency Communication list).

Patience and Respect

Alternate pick-up procedures are *by definition* not ideal or as efficient as the regular pick-up procedure, and as such, they are hard on staff and students as well as parents. However, in an emergency, convenience and efficiency are sacrificed in exchange for safety. **Please be respectful of staff and follow instructions during any alternate procedure.** *Staff will always do their best to keep things moving as quickly as possible while ensuring your student's safety under non-ideal circumstances. Please remember your learner's safety is our highest priority.*

Tutoring:

Tutoring will be available on an "as-needed" basis to support learners who have below passing grades. Parents will be notified during progress reports and will need to request tutoring.

Visitors:

Visitors are always welcome at Colorado SKIES Academy. CSA uses Raptor School Check-In for its Visitor and Volunteer Management System. To be allowed entrance to CSA, you will need to present a valid State-issued ID. The ID will be run through the School Check-In system and a badge will be printed that you must wear at all times while in the building. Visitors and Volunteers must enter through the double doors at the main entrance near the Exploratorium.

Visitors must remove their hats when they enter the building for security reasons so that all visitors can be identified on our security cameras. If you are picking up a learner before dismissal (before 3:30 p.m.), please check in at the Main Office. The front desk will call the necessary classroom for the learners to be dismissed.

Learners will be called out of the classroom when parents have arrived and not prior. Please allow enough time for your learner to pack up. If you are leaving an item for your learner (lunch, Chromebook, etc.), please leave it at the front desk. CSA staff will ensure that the learner receives it.

To ensure the least disruption to the educational process and the highest and best parent/facilitator communications, the following procedures will be applicable to all parent visits to a learner's classroom:

- The visitor must check into the office to make his/her presence in the building known and must indicate the purpose of the visit.
- 24-hour notice is preferred so the facilitator can be notified of the parent's visit.
- Every effort will be made to accommodate the requested visit. However, the request may be denied and another date suggested in the event the date and time of the visit conflicts with scheduled or proposed exams, field trips, special projects or other school events which could be disrupted by the inclusion of an outside visitor.
- Visits to classroom activities normally should be limited to 20 minutes, but no more than one class period. This may be extended under exceptional, unusual, or emergency circumstances. Additionally, visits on successive or continuous days may be denied unless unusual, exceptional, or emergency circumstances dictate the appropriateness of such visits.

If there are issues with a school visit, please see Cherry Creek School District's Policy KI-R that outlines the actions CSA may exercise.

Volunteering and Annual Family Giving:

Annual Family Giving is a tradition at many charter schools. As a charter school, Colorado SKIES Academy receives less per-child funding from the state than a traditional school would get. In addition to reduced funding, Colorado SKIES Academy directly pays for all buildings rather than being supported by a school district.

The Annual Family Giving Campaign donations directly benefit every learner by providing playground equipment, hands-on curriculum, state-of-the-art technology, art materials, professional development, and the day-to-day operating expenses that are not funded by the state of Colorado.

The Annual Family Giving Campaign is an important part of strengthening your child's school as well as demonstrating our collective commitment to Colorado SKIES Academy. While family giving is voluntary, our school expenses are mandatory, and no financial gift is too small.

Colorado SKIES Academy seeks to make education a community passion. To this end, parent participation is essential to the success of the education process. We request that parents participate in the operation of the school as an integral part of the support team with the charter staff in the development and successful completion of the individual learning plan for your child.

Volunteer time may vary from year to year based on the needs of the school. Currently, a suggested time commitment is 3 hours per month or 30 hours per family, per academic year. Not all volunteer activities require a background check.

NOTE: All volunteers working with children must have a current background check. A background check is required only once and can be obtained at various locations. Please see the Main Office for more information and required forms if you choose to volunteer in this capacity.

All families shall sign a confidentiality agreement before completing any privacy-sensitive volunteer work (such as grading). Parents shall log all hours by using the School Check-In

system provided in the CSA Main Office used upon entry to the school. Parents, Grandparents or Legal Guardians may earn volunteer hours for the following activities:

- Volunteering in the classroom
- Volunteering with individual/groups of children (please do not bring younger children with you)
- Volunteering in school sponsored events
- Volunteering in Watchdog program
- Volunteering with take-home work for facilitators
- Volunteering with any elective facilitators
- Volunteering in the lunchroom
- Volunteering as Chaperones on CSA approved field/grade trips
- Carpooling team members to a CSA event (must be other learners in addition to your own child)
- Volunteering with the PAC
- Volunteering with traffic (Drop off and pick up)
- Volunteering on Board Committees (parents/legal guardians only)
- Parents, Legal Guardians, Grandparents, and Family Members (over middle school age – 7th or 8th grade) may gain volunteer hours for the following activities:
 - Volunteering on school grounds (playground clean up, etc) during off school hours
 - Volunteer on summer building work Donating your volunteer hours to another family is not permitted.

Volunteer hours may be earned for the current school year within the effective dates of July 1st through June 30th of each year. CSA-based extra-curricular activities (i.e. Civil Air Patrol, etc.), conducted with the consent of the School Director, but not a part of the CSA curriculum, may be logged as volunteer hours.

We request that any family with circumstances prohibiting their ability to perform volunteer hours to contact the School Director.

Any hours completed over thirty hours are noted and greatly appreciated by the facilitators and staff. Volunteer hours are often included in grant application criteria.

We are proud of our commitment to volunteering and all our great volunteers.

Waitlist, Admissions, and Withdrawal Policies:

Colorado SKIES Academy is a tuition-free, public charter school for grades 6, 7, and 8, a charter school authorized by Cherry Creek School District. CSA is committed to the premise that its school population will represent the educational community of the Cherry Creek School District in terms of gender, ethnicity, and economic status. The educational program of Colorado SKIES Academy will be nonreligious and nonsectarian. Admitted learners may continue their enrollment from year to year.

Colorado SKIES Academy follows all state and federal laws prohibiting discrimination. Colorado SKIES Academy will not discriminate in its enrollment on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services or need for English language support services.

Colorado SKIES Academy will comply with all applicable, approved policies and regulations and the requirements of federal and state law concerning the education of children with disabilities. No learner will be denied admission because of academic performance.

Please see “Successful Learner Characteristics” on our website for further details.

Currently Enrolled Learners:

December 1 – 31:

Each year, current Colorado SKIES Academy learners will submit an “Intent to Return” for the following school year during the month of December. This will reserve their enrollment in the next grade level. Current learners who miss the December 31st deadline for re-enrollment, and cannot justify having missed the deadline, will be placed in the lottery as though they are a new learner. Based on current learner re-enrollment, the school will determine how many open slots it has per grade level.

New/Prospective Learners:

“Intent to Enroll – Waitlist”: The date on which Colorado SKIES Academy receives your completed “Intent to Enroll” places your learner on the appropriate waitlist, based on priority status, of prospective learners.

Names are placed on the waitlist according to:

1. Priority status (see below)
2. Date of “Intent to Enroll”

A single waitlist is maintained for each grade level based on the priority list and date of the “Intent to Enroll”. Please complete an “Intent to Enroll” for each child, if you are enrolling more than one child at CSA. Be ready to complete the Enrollment Application during the open enrollment period from January 15 – January 31.

January 15-31:

The open enrollment period for new/prospective Colorado SKIES Academy learners is held. The Enrollment Application for new learners who will be attending the school for the coming school year are completed online during this time frame. If a learner completed an “Intent to Enroll” prior to January 15th, the date of the Intent to Enroll is used to determine the date within the priority status. Open Enrollment is open to any learner who resides within the state of Colorado and subject to Colorado SKIES Academy’s total enrollment limitations.

February 10:

On or before February 10th of each year, Colorado SKIES Academy will first enroll learners with priority status in each grade level, and then by enrollment date, and notify families. Then, the school will determine the number of open slots in each grade level. Priority Status:

Priority status for enrollment is given to:

1. Current learners re-enrolling
2. Siblings of currently enrolled learners
3. Children of past/current board and staff members (referred to as the “founding family”) both full time and part time. This will occur on a first-come, first-served basis, up to 20% of total enrollment. For purposes of this policy a “staff member” is any individual formally employed by Colorado SKIES Academy who receives(d) an I.R.S. Form W-2 from Colorado SKIES Academy.
4. In-district learners who reside in Cherry Creek School District boundaries
5. Out-of-district learners

If a grade level is overenrolled, Colorado SKIES Academy will use a random selection lottery and then a waiting list format for enrollment of all learners who do not have priority status.

Lottery and Enrollment Process

Lottery held annually on February 11 or on closest business day:

A lottery will be conducted to determine the order of enrollment for learners in the next school year for any grade level that is oversubscribed. Each learner who applied to be included during the open enrollment period will be added in rank order to the list created by the lottery. The list will be grouped based on priority, namely:

- In-district learners will always be placed higher on the list.
- Out-of-district learners.
- A lottery list created each year will be added to the end of the existing wait list from the previous year. (Note: In-district learners will always be placed higher on the list than out of district learners.)
- Open slots in each grade level will be filled in the order in which a learner's name is on the list, maintaining the rank order generated by each year's lottery for each group. Parents or guardians of learners selected for enrollment will be notified of their learner(s)'s selection by phone and email (if provided by parent/guardian) and will be given 72 hours from the date of notification to confirm their continued interest in enrolling their learner(s) in Colorado Skies Academy.
- If the parent/ guardian declines enrollment or fails to respond within the 72 hours, the next learner on the list will be notified, until full enrollment is reached in that grade level.
- Once full enrollment is reached in each grade level, the lottery list will be converted into a waiting list, or added to the existing wait list. Families new to Colorado SKIES Academy who are still on the waiting list will receive notification of their status with updates if their status changes.

Enrollment Process After Lottery:

Once a learner is notified of their selection for enrollment, but prior to being officially enrolled, a registration packet must be submitted.

- Submit a complete registration packet online (Enrollment Application) within five (5) business days of being notified of selection.
- If a learner fails to submit a complete registration packet within five business days of being notified of selection, Colorado SKIES Academy may move the learner to the end of the waitlist and notify the next learner from the waitlist for that slot.
- Depending on any changing requirements, the registration packet consists of items such as:
 - Admission Form
 - Learner Information Form
 - Documentation of Age (i.e., copy of birth certificate, etc.)
 - Documentation of Last Grade Completed (i.e., copy of last report card)
 - Copy of Immunization Record
 - Information Regarding IEP/504/GT or other educational plans**
 - Language Survey
 - Photography/Video Permission
 - General Field Trip Permission
 - Other documents as required by Cherry Creek School District or the State of Colorado

Colorado SKIES Academy reserves the right to grant an extension to the deadline to complete the registration packet.

**Enrollment of learners with educational plans or other special education needs who are selected by the lottery will be done in accordance with Colorado SKIES Academy's charter contract and applicable state and federal laws.

Enrollment for any open slot or for a spot on the waitlist will be accepted through the first few days in October. After the lottery is completed, interested learners will be added to the end of the waitlist in the order that they complete an enrollment form, except in-district learners will always be placed before district learners on the waitlist.

Learners that remain on the waitlist after all slots have been filled will be carried over to the next year, remaining in the same order on the waitlist.

Delay/Omission of Completing Registration:

If any learner does not show up or fails to complete the registration packet prior to the first day of school, Colorado SKIES Academy will make an effort to contact the family to understand their intentions.

If after two days the learner still has not shown up for school, there is no communication from the family, or the registration packet is still incomplete, the slot may be offered to the next learner on the waiting list, continuing this process until the slot is filled or the wait list is exhausted.

Elective/Schedule Changes

A great amount of time and effort is devoted to creating schedules. Schedule changes at the Middle School level are a rare occurrence and require administrative approval. No schedule changes will be granted exclusively to change teams, teachers, or class periods. All schedule withdrawals will be completed on or before the 10th class day, or from a full-year course on or before the 25th class day.

Other Enrollment Policies:

New learners will be assessed the first week of school for placement in reading and math groups. Current learners will be assessed at the end of the prior school year for the same purpose. The Registrar follows the procedures used by Cherry Creek School District Schools for the transfer of learner records to and from Colorado SKIES Academy. Learners who exit

Colorado SKIES Academy before the end of the school year are required to complete the Withdrawal Form and take care of any outstanding debts before records will be released by CSA. For learners transferring in or out of CSA, learner records will go through CSA's Main Office first before being sent to the receiving school or district.

Fees:

CSA Board implements learner fees to offset costs associated with consumable supplies retained by the learner; textbooks, one to one computing devices, registration fees, tests, and supplies for special projects; field trips; materials/use fees for STEM. In addition, user fees for computer programs , athletic sports, outdoor labs, and technology.

These fees are waivable for learners who qualify for free or reduced lunch and are verified as homeless, unaccompanied, and/or foster children. In addition, waivers of certain fees are granted for learners with individual education plans (IEP) when the service or program is written in as a related service on their IEP.

CSA may require learners not eligible for free or reduced lunch to make a reasonable loss or damage payment to cover equipment, textbooks and technology repairs, in accordance with law.

CSA Families may select payment options by paying quarterly installments or pay in full. Fee payments can be made electronically via CSA website beginning August 1, 2023. A late fee of \$25 will be assessed if not paid by August 14, 2023.

Colorado SKIES Academy Learner Fees for 2023 - 2024 School Year:

- \$200.00 - Individual Learner Grades 6-8
- \$200.00 - for 1st Learner 2nd Learner \$100 = \$300.00 per family
- \$200.00 - for 1st Learner, 2nd Learner \$100, 3rd Learner \$100 = \$400.00 per Family

Colorado Skies Academy History and Governance:

Colorado Skies Academy's governing board is composed of community leaders passionate about providing innovative educational opportunities. They serve with the vision and ability to create and maintain successful schools. For a list of current board members, please visit the [Colorado Skies Academy website](#). The board is part of a public benefit corporation with IRS 501c3 tax-exempt status. The school is subject to the bylaws of the corporation.

Decisions made by the board will be on a majority basis. The board will oversee Colorado SKIES Academy's policies and general operations and will receive regular reports on the school's academic, financial, and operational progress.

Governing board meetings are open to the public and held monthly on the campus of Colorado SKIES Academy or online. For a current schedule, please see the Colorado SKIES Academy website.

[Board Agenda and Locations Board and Public Information](#)

Notification of Nondiscrimination:

Colorado SKIES Academy, which is a part of the Cherry Creek School District No. 5 ("District"), does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Colorado SKIES Academy does not discriminate in enrollment or access to any of its available programs. The lack of English language skills shall not be a barrier to admission or participation in Colorado SKIES Academy activities and programs. Colorado SKIES Academy also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Ms. Stephanie Davies, Cherry Creek School District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building North, 1244 Speer Blvd., Suite 310, Denver, CO 80204

Title IX - Sexual Harassment Regulations Sexual Harassment:

The Board of Directors recognizes that sexual harassment can interfere with a learner's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which learners can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the board's policy concerning unlawful discrimination and harassment.

Colorado SKIES Academy's Commitment:

Colorado SKIES Academy is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass learners or for learners to harass other learners or staff members through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Colorado SKIES Academy shall investigate all indications, informal reports and formal grievances of sexual harassment by learners, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed learner whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Prohibited:

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the learner being harassed are the same sex and whether or not the learner resists or submits to the harasser, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a learner's participation in an education program or activity.
2. Submission to or rejection of such conduct by a learner is used as the basis for education decisions affecting the learner.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a learner's ability to participate in or benefit from an education program or activity or it creates a hostile

or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a learner toward a staff member or by a staff member to a learner is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment, as defined above, may include but is not limited to:

Sex-oriented verbal “kidding,” abuse or harassment Pressure for sexual activity,
Repeated remarks to a person with sexual implications,
Unwelcome touching, such as patting, pinching or constant brushing against the body of another, suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or similar personal concerns,
Sexual violence.

Reporting, Investigation and Sanctions:

Learners are encouraged to report all incidences of sexual harassment to either a facilitator (teacher), counselor or school director in their school building and file a complaint, through the school’s complaint and compliance process.

All reports and indications from learners, district employees and third parties shall be forwarded to the Title IX coordinator. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any learner found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable

law. Conduct of a sexual nature directed toward learners shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

Title IX Coordinator

Christa Coryell

Colorado SKIES Academy School Director (720) 400-7612

Communication

Website:

The best way to keep updated with current events and activities at Colorado SKIES Academy Website: <https://coloradoskiesacademy.org/>

Monday Message:

Each Monday, school information and reminders are sent home via the Monday Message by email to those subscribed to our email list. Please see our website to enroll in the email list. Past Monday Messages will be posted on the website.

Email:

All CSA staff can be reached through email. The address is: firstname.lastname@coloradoskiesacademy.org (no spaces).

Facebook: You can follow our journey at: [Colorado SKIES Family Facebook](#)

Cherry Creek Schools:

All additional personal information, such as email address, must be updated on the CCSD parent forms website (my.cherrycreekschools.org). Please use the username and password you created when filling out CCSD enrollment and re-enrollment forms. Once a change is made, please print out a copy of the change and bring it to the CSA front desk or email it to admissions@cherrycreekschools.org

Displaying and Posting Information:

All materials to be displayed and/or posted at CSA must first be approved by the School Director. This includes informational posters for CSA, the CSA Foundation, and the CSA Learner Council activities as well as information for any non-school related organization or activity. All materials should be approved 3 days before distribution. Materials should be taken down as soon as the scheduled event is over.

CSA Family Agreement

As a Colorado SKIES Academy parent/guardian, I acknowledge that I have read and agree to following all the guidelines, and expectations communicated in the Colorado Skies Academy Family Guidebook.

I understand:

- CSA is governed by a Parent and Community Board of Directors.
- Volunteering is an essential part of enrollment at CSA.
- Good school attendance is necessary for success at Colorado SKIES Academy.
- A Positive School Community exists when the administration, parents, facilitators, staff members, and learners work together in the child's best interest. When questions, conflicts, or difficulties arise, I will resolve the matter with peace and integrity.
- I agree to follow all the guidelines, policies and expectations mentioned in the CSA Family Learner Guidebook, including the Technology agreement portion.
- I will support Colorado SKIES Academy through volunteering to meet the requested 30 hours per year.

Parent Signature: _____

Learner(s) Name(s): _____

Date: _____



Colorado SKIES Academy

Employee Guidebook 2023/24

CSA Board Approved: July 20, 2023

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FROM THE LEADERSHIP

Welcome to Colorado SKIES Academy! Our goal is to assist employees in becoming acquainted with our school mission, goals, and operations as soon as possible. This handbook serves as one of many tools to assist employees in becoming familiar with our school guidelines, practices, and necessary information. School leadership is available to respond to employees' questions so you may be clear on expectations and avoid any misinterpretations.

It is the responsibility of each employee to be familiar with certain specific laws, board policies, and building and/or district regulations. Colorado SKIES Academy has the responsibility to make these documents available to you, but you should read and seek answers to any questions about the law, policy, or regulation.

The work we do here is among the most important done in our society. We wish for you, the school staff, to do this work as effectively and professionally as possible. Our overall goal is to produce superior citizens who will go on to lead successful, productive lives. The path to success for you is to follow closely the information provided in this handbook.

We want to thank you for joining Colorado SKIES Academy and becoming a member of our team.

The Colorado SKIES Academy Board of Directors

MISSION AND VISION STATEMENT

VISION -

The vision of Colorado SKIES Academy (CSA) envisions being a middle school dedicated to fostering creative innovative and critical thought to an innovative aerospace focused curriculum. We see all learners being provided with the opportunity to explore, develop, and achieve their dreams in aerospace and beyond. Our school will produce successful and fearless young leaders who demonstrate integrity, grit, and honesty through academic excellence.

MISSION -

Colorado Skies Academy will inspire learners to take flight academically and personally through relevant project based learning instruction. Using comprehensive STEAM and SEL programs, our young people will be prepared to pursue goals and succeed in future educational endeavors and careers. They will create meaningful aerospace connections and develop positive relationships to support their journey.

We recognize that our greatest asset is our team of employees. We value the many talents and abilities of our employees and strive for an environment of teamwork, open communication, mutual support, and professionalism.

We designed this Employee Guidebook to provide you with general information about our policies, procedures and guidelines. We always strive to improve, and we encourage your ideas or suggestions. Please take some time to review this Guidebook and if you have any questions, please contact your Supervisor or Employee Services.

The information contained in this Guidebook applies to all employees at Colorado SKIES Academy (“CSA”). It is important that all employees read, understand and follow the provisions in this Guidebook. It is not intended to create any expectations of continued employment or as a contract between CSA and any of its employees.

This Guidebook supersedes any previously issued Guidebooks, policies, benefit statements and/or memoranda, whether written or verbal. CSA reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice with or without notice to you.

Once you have reviewed this Guidebook, please sign the employee acknowledgement forms at the end of this Guidebook, keep one for your files and provide the other to Employee Services. This signed acknowledgement demonstrates to CSA that you have read, understand and agree to comply with the policies outlined in the Guidebook.

HIRING POLICIES AND PROCEDURES

AT WILL EMPLOYMENT

We hope to have a long and mutually beneficial relationship with you. Your employment with CSA is voluntary and is subject to termination by you or CSA at will, with or without cause, and with or without notice, at any time. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause and with or without notice at any time. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will or limit CSA’s right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This Guidebook does not reflect a contract of employment, either express or implied, between you and CSA.

No CSA representative is authorized to modify this policy for any employee, unless in writing and approved in writing by the Governing Board of Directors.

OPEN DOOR POLICY

At some time or another, you may have a suggestion, complaint, or question about CSA, your job, your working conditions, or the treatment you are receiving. We welcome your concerns, suggestions, complaints, and questions, and encourage you to bring them to our attention. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will attempt to provide a solution or explanation. If the problem is still not resolved, you may present it to Employee Services or the Executive Team, preferably in writing, who will address your concerns.

WORKPLACE VIOLENCE

CSA is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, CSA has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on CSA-related business, or while operating any vehicle or equipment owned or leased by CSA. This policy applies to all employees.

In order to achieve our goal of providing a workplace that is secure and free from violence, CSA must enlist the support of all employees. Compliance with this policy and CSA's commitment to a zero-tolerance policy with respect to workplace violence is every employee's responsibility.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their supervisor or Employee Services. If these individuals are not available, report the incident to any other supervisor and report the incident to the Employee Services as soon as possible. All reports will be investigated by CSA and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact law enforcement authorities by dialing 911. Immediately after contacting law enforcement authorities, the employee must report the incident to Employee Services.

Employees should immediately inform their supervisor or Employee Services about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

In certain circumstances, CSA may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

IMMIGRATION COMPLIANCE

CSA does not discriminate against any individual because of his or her national origin, citizenship or intent to become a U.S. citizen. It is, however, the policy of CSA to only employ those individuals that are authorized to work in the United States. Therefore, CSA requires each prospective employee to provide documents verifying his or her identity and authorization to be legally employed in the United States.

As a condition of employment, each new employee must properly complete, sign and date the first section of the USCIS Form I-9, on or prior to the first day employment commences and present documentation establishing identity and employment eligibility within three business days after he or she begins work. If the employee cannot verify his/her right to work in the United States within three business days of employment, CSA will be required to terminate his/her employment immediately.

DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION, AND COMPLAINT PROCEDURES

CSA adopted the following policies in compliance with state and federal laws regarding discrimination, unlawful harassment, and retaliation.

CSA is committed to providing a professional work environment free from discrimination, unlawful harassment, and retaliation. Accordingly, CSA has adopted the following policies, which are designed to prevent unlawful conduct in the workplace, encourage professional and respectful behavior in the workplace, promote the reporting of potential violations, and foster taking corrective action where appropriate, even if the violation does not rise to the level of unlawful conduct.

All employees are expected to assume responsibility for maintaining a professional work environment in accordance with the following policies. As such, all employees who experience potential violations of the following policies are strongly encouraged to promptly report so that CSA may have an opportunity to address and resolve any concerns. All other employees (particularly supervisors) are required to immediately report any

potential violations of the following policies. CSA is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

EQUAL EMPLOYMENT OPPORTUNITY (DISCRIMINATION)

Covered Individuals: This policy protects all employees of CSA as well as interns, volunteers, and potential employees (applicants). All employees of CSA are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Discrimination: As used in this policy, “discrimination” means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual’s protected category. Discrimination may include, but is not necessarily limited to, factoring an individual’s protected category in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

Adverse Employment Action: As used in this policy, “adverse employment action” may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee’s work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers’ compensation, military, domestic violence); or any other unequal treatment based on the individual’s protected category resulting in an adverse employment action.

Protected Categories: CSA’s policy prohibits discrimination based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religion (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Scope of Policy: CSA is an equal employment opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities. As such, CSA makes employment decisions, including, but not limited to, hiring, recruiting, firing, promotion, demotion, training, compensation, qualifications/job requirements, on the basis of merit and/or business necessity. Employment decisions are based on an individual’s qualifications as they relate to the job under consideration pursuant to legitimate business purposes.

If you believe you have been subjected to, witnessed, or have knowledge about discrimination, please follow the complaint procedure outlined below

UNLAWFUL HARASSMENT

Covered Individuals: This policy protects all employees of CSA as well as interns, volunteers, and potential employees (applicants). All employees of CSA are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. CSA will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including customers, clients, vendors, contractors, and suppliers, who have workplace contact with our employees.

Protected Categories: CSA's policy prohibits harassment based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religion (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to *any of the above protected categories*:

- *Verbal conduct* such as unwanted sexual advances including flirting, sexually suggestive innuendos, conversations regarding sexual activities, and sexual invitations or comments, racial slurs or epithets, sexist or misogynistic comments, ethnic insults or jokes, religious aspersions or mockery, disability insults or ridicule, homophobic epithets or slurs, transphobic comments or derision, derogatory comments regarding gender, gender identity or gender expression, disparaging remarks regarding military or veteran status, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or mockery of an accent of language or its speakers, negative remarks regarding marital status, or any other belittling, negative or derogatory comments regarding any protected characteristic ("hostile work environment" harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above ("hostile work environment" harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual ("hostile work environment" harassment).

- *Visual conduct* such as derogatory and/or sexually oriented posters, photography, cartoons, objects, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- *Physical conduct* such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

Scope of Policy: CSA is committed to providing a work environment free of unlawful harassment. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from CSA’s premises, such as a business trip, business-related social function, or social media activity (depending on the circumstances).

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the CSA staff to harass another staff member or students through conduct or communications of a sexual nature. All staff members of CSA are charged with the duty of responsible implementation of this policy. The following definition shall apply as sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns

Staff members who believe they have been subject to sexual harassment should report the incident to the school administrator through use of the accompanying grievance procedure. If the alleged harasser is the school administrator, with whom a grievance routinely would be filed, the staff member may file the grievance with the CSA Governing Board. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.

Policy and Procedure for Title IX Sexual Harassment

Colorado SKIES Academy is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the School's Educational Programs and Activities. The following policy and procedure is designed to ensure an adequate and appropriate response to allegations of Sexual Harassment in the School's Educational Program and Activities, as described herein.

The Title IX Coordinator for the School is: Christa Coryell , School Director

The Title IX Coordinator may be contacted at the following:

13025 Wings Way
Englewood, Colorado
720-400-76412
Christa.Coryell@coloradoskiesacademy.org

To file a Title IX Formal Complaint visit:

1. Reporting

Any individual who believes that they or someone else has been a victim of or witness to Sexual Harassment or Retaliation as defined in this policy are encouraged to make a Report of their concern to the Title IX Coordinator. All employees of the School must make a Report to the Title IX Coordinator of any Sexual Harassment of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee. Other members of the community are encouraged to make a Report of concerns regarding the same to the Title IX Coordinator. Anyone, even if they are not the individual who experienced the Sexual Harassment, can make a Report to the Title IX Coordinator.

A concern or Report may be submitted to the Title IX Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the Report or concern. The Title IX Coordinator will make and maintain notes from any verbal Reports made.

It must be noted that an employee making a Report of concerns for Title IX purposes is separate and distinct from an employee's mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Title IX Coordinator does not satisfy this requirement. It should not be assumed that reporting for Title IX purposes will satisfy an employee's other mandatory reporting obligations.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlines above, including sexual harassment, please use the following complaint procedure. Colorado SKIES Academy expects employees to make a timely complaint to enable Colorado SKIES Academy to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the school leader or Employee Services who will investigate the matter and take corrective action. Your complaint will be kept confidential as practicable.

If Colorado SKIES Academy determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

COMPLAINT RESOLUTION

If an employee disagrees or is dissatisfied with a work-related matter, they are encouraged to use the following procedure:

1. Discuss the situation promptly with an administrator, when or if appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the ability to resolve concerns. The majority of misunderstandings can be resolved at this level.
2. If the solution offered is not satisfactory, or if it is inappropriate to go through an administrator, the employee is encouraged to take the problem to the next higher-level leader.
3. Should further resolution be required, the employee may submit a written complaint to Colorado SKIES Academy Board of Directors. Colorado SKIES Academy Board of Directors will respond in writing to the employee, and their decision is final.

RETALIATION

Covered Individuals: This policy protects all employees of CSA as well as interns, volunteers, and potential employees (applicants). All employees of CSA are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Retaliation: As used in this policy, "retaliation" means taking any adverse employment action against an employee because he or she engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of this policy; cooperating or participating in investigations or proceedings arising out of a violation of this policy; or engaging in any other activity protected by applicable law.

Adverse Employment Action: As used in this policy, "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee's work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an

accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

COMPLAINT PROCEDURE—DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION

Duty to Report: At CSA, we encourage all employees to be vigilant and aware of how we are treating others. Each Supervisor has the responsibility to maintain a workplace and educational environment free from any form of sexual or other unlawful harassment. All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are strongly encouraged to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the procedures set forth below. Immediate reporting allows CSA to quickly and fairly resolve any complaints in the workplace.

In addition to reporting, any employee who experiences or witnesses conduct that the individual believes is unlawful is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

Where to Report Complaint to CSA: Submit a complaint to Supervisor and/or Employee Services. If these individuals are not available, or in the event you believe that one of these individuals has engaged in inappropriate behavior in violation of these policies, submit a complaint to any other supervisor as soon as possible. There is no requirement to report your complaint to any designated supervisor within CSA. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. If you have a complaint that involves the School Administration, submit the complaint directly to the Chair of the Board of Directors.

Should a supervisor become aware of any conduct that may constitute unlawful harassment, discrimination, retaliation, or other prohibited behavior, the supervisor must report the conduct to Employee Services immediately so that action may be taken to address and remediate such conduct. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Contents of Complaint: Your report should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation.

Response to Complaint (Investigation): Upon notice of conduct requiring an investigation, CSA will look into the facts and circumstances of the alleged violation, as appropriate. CSA will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” CSA’s investigation methods will vary

depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

CSA may investigate conduct in the absence of a formal complaint if CSA has reason to believe that an individual has engaged in conduct that violates CSA policies or applicable law. Further, CSA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

All employees are required to fully cooperate with CSA's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, CSA will provide regular progress updates, as appropriate, to those directly involved. CSA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, CSA will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

Corrective Action: If CSA determines that violations have occurred, CSA will take appropriate corrective action in accordance with the circumstances involved, including appropriate action to deter future conduct. Examples of potential corrective action include, but are not limited to, written or verbal disciplinary action, suspension, reassignment, demotion, or termination, among others. In addition, the offending individual may be legally liable for his or her conduct, depending on the circumstances. Due to privacy protections, CSA is not able to fully disclose its entire decision regarding corrective action to the complainant.

No Retaliation: There will be no retaliation against any employee who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Please refer to CSA's Retaliation Policy above for further information.

TRAINING REQUIREMENTS

CSA requires all employees to abide by Colorado's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

ANTI-BULLYING POLICY

In addition to CSA's commitment to providing an environment free from unlawful harassment, discrimination, and retaliation, CSA prohibits workplace bullying.

Any employee who believes that he or she has been bullied, is being coerced to participate in bullying or who has information about bullying conduct by a coworker, supervisor, agent, client/customer, vendor or other third party not employed by CSA should provide a written or verbal report to Employee Services, or his or her supervisor. If the employee's supervisor is the individual about whom the employee has a complaint, or concern, the employee should make a report to Employee Services.

CSA will look into any complaints of workplace bullying. CSA will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible. If a complaint of bullying is substantiated, appropriate disciplinary action, up to and including discharge, may be taken.

CSA will not tolerate retaliation against any employee who makes a good faith complaint regarding workplace bullying.

DISABILITY ACCOMMODATION

To assist our fellow coworkers who are disabled or become disabled and to comply with applicable laws ensuring equal employment opportunities to individuals with disabilities, CSA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to CSA.

Any applicant or employee who requires an accommodation should contact Employee Services and request such an accommodation. The individual with the disability should specify in writing what accommodation he or she needs to perform the job. CSA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If the accommodation is reasonable and will not impose an undue hardship on CSA and/or a direct threat to the health and/or safety of the individual or others, CSA may make the accommodation. CSA may also propose an alternative accommodation. The individual is required to fully cooperate with CSA in seeking and evaluating alternatives and accommodations. Supervisors that become aware of information that an employee may need a reasonable accommodation to perform the essential functions of his or her job must report it to Employee Services. CSA will engage in the interactive process in compliance with applicable law. CSA may require medical verification of both the disability and the need for an accommodation.

CSA will also consider requests for reasonable accommodations for medical conditions related to pregnancy and childbirth where supported by medical documentation and will make lactation accommodations in accordance with the policy in this handbook.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined above.

RELIGIOUS ACCOMMODATION

We value the diverse backgrounds of our employees and will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs, including time off for religious holidays and accommodations related to dress and grooming practices, unless doing so would cause an undue hardship on CSA. If you desire a religious accommodation, please make the request in writing to your supervisor or Employee Services as far in advance as possible. If you believe you have been subjected to discrimination, please follow the complaint procedure outlined above.

RETALIATION POLICY

In accordance with applicable law, CSA prohibits retaliation against any employee because of the employee's refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. CSA also prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistle-blowing" activity against a former employer.

EMPLOYEE CLASSIFICATION

CSA's employees are classified in the following categories: Exempt, Non-Exempt, Full-Time, Part-Time, Temporary/On Call. Because all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and CSA. Accordingly, either the employee or CSA can terminate the employment relationship at-will, at any time, with or without cause or advance notice.

Exempt: Exempt employees are those employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis and are not entitled to overtime pay.

Non-Exempt: Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. These employees are paid on an hourly basis and are entitled to overtime wages for overtime worked in accordance with the law.

Full-Time: Full time employees are those employees who are regularly scheduled to work at least 30 hours in a week.

Part-Time: Part time employees are those employees who are regularly scheduled to work less than 30 hours in a week.

Temporary/On Call: These are positions that require work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an ongoing but irregular schedule OR to work short-term temporary schedules OR to work on-call. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by Employee Services.

Part-Time and Temporary employees are eligible to accumulate paid sick leave under the Healthy Family and Workplaces Act. If you have any questions about your classification, please consult with Employee Services.

FAMILIAL AND RELATED CONFLICT OF INTEREST

CSA wants to preserve a working environment that has clear boundaries between personal and professional relationships. All employees must avoid situations involving actual or potential conflicts of interest.

Some situations such as the ones described below can create conflicts of interest requiring CSA to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of actual or perceived favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest or situations of actual or perceived favoritism. If such a relationship arises, both employees should notify CSA so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

If a staff member forms a special social relationship or begins dating a parent of an CSA learner, the staff member should ensure that he or she does not treat the learner differently from other learners in any manner and under any circumstances. If a conflict arises, the staff member must notify CSA so that appropriate measures may be taken to address the situation.

An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, CSA may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest may constitute grounds for disciplinary action.

FINANCIAL CONFLICT OF INTEREST

While employed by CSA, employees owe a duty of loyalty to CSA and are required to avoid any situation that presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CSA's business dealings.

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which CSA does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CSA. The receipt of occasional flowers, candy or gifts worth less than \$250.00 from clients, customers, or vendors fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from Employee Services before accepting any item worth in excess of \$250.00 from clients, customers, or vendors.

Failure to comply with the Conflicts of Interest Policy may result in disciplinary action, up to and including termination.

TUBERCULOSIS TESTING

To protect the health of our learners and team, new employees should provide either proof of an examination within the 60 days from the start of employment and that he or she is free of active tuberculosis, or complete and submit the CSA Adult Tuberculosis (TB) Risk Assessment Questionnaire and TB Physician's Certification in accordance with applicable laws.

Employees transferring from other public or private schools within the State of Colorado may either provide proof of an examination within the previous 60 days or a certification showing that he or she was examined within the past four years and was found to be free of communicable tuberculosis. It is also acceptable practice for the employee's previous school employer to verify that it has a certificate on file that contains the showing that the employee was examined within the past four years and was found to be free of communicable tuberculosis.

If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intradermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs or provide the Risk Assessment and Physician's Certification

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by CSA.

Each employee is required to have the appropriate documentation on file with CSA. An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if directed by the Board upon recommendation by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. CSA shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

CRIMINAL BACKGROUND CHECKS

As a condition of employment, CSA requires applicants for employment to complete fingerprinting and background checks consistent with legal requirements. CSA will not employ any applicant until it has a completed check of the state criminal history file as provided by law. CSA shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification to the extent permitted by law.

Employee Services and/or the Executive Team shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

EMPLOYEE-LEARNER RELATIONS POLICY

BOUNDARIES DEFINED

For the purposes of this policy, the term “Boundaries” is defined as acceptable professional behavior by employees while interacting with a learner. Trespassing beyond the Boundaries in interactions with learners is deemed an abuse of power and a betrayal of public trust.

UNACCEPTABLE AND ACCEPTABLE BEHAVIOR

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a learner or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and learners but to prevent relationships that could lead to, or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Employees that have interactions with any learners of schools which CSA services must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. If a learner specifically

requests that he or she not be touched, then that request must be honored. Violations could subject the staff member to discipline up to and including termination. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with learners fosters the charter mission of academic excellence, employee-learner interaction has Boundaries regarding the activities, locations, and intentions.

The following is an illustrative list of unacceptable behavior, which includes, but is not limited to:

- Giving gifts to an individual learner that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the School Director. It is recommended that any such gifts be filtered through the School Director along with the rationale therefore.
- Kissing of ANY kind
- Massage (Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.)
- Full frontal or rear hugs and lengthy embraces
- Sitting learners on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with learners or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a learner in a private situation
- Intentionally being alone with a learner away from CSA and/or a client school site
- Furnishing alcohol, tobacco products, or drugs to a learner or failing to report knowledge of such items
- "Dating" or "going out with" a learner
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of learners for personal use or posting online
- Undressing in front of a learner

- Leaving campus alone with a learner
- Sharing a bed, mat, or sleeping bag with a learner
- Making, or participating in, sexually inappropriate comments
- Sexual jokes or jokes/comments with sexual double entendre
- Seeking emotional involvement (which can include intimate attachment) with a learner beyond the normative care and concern required of an educator or caretaker
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a learner
- Becoming involved with a learner so that a reasonable person may suspect inappropriate behavior
- Giving learners a ride to/from CSA, a client school site and/or school activities without the express, advance written permission of the School Director and the learner's parent or legal guardian
- Being alone in a room with a learner with the door closed
- Allowing learners in your home without signed parent permission for a preplanned and precommunicated educational activity that must include the presence of another educator, parent, or other designated school volunteer
- Excessive attention toward a particular learner
- Sending emails, text messages, instant messages, social media messages, or letters to learners if the content is not about CSA activities and not in accordance with applicable CSA policies or in violation of CSA's Social Media Policy
- Being "friends" with a learner on any personal or non- CSA social media website
- Communicating with learners or parents/guardians in violation of CSA's Social Media Policy
- Engaging in inappropriate and/or unprofessional communications with learners on CSA's social media
- Using profanity with or to a learner
- Involving learners in non-educational, non-school or non-CSA related issues, including, but not limited to, the employee's employment issues

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact

- Placing TK through second grade learners on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining parents' written consent for any after- school activity on or off campus (exclusive of tutorials)
- Obtaining formal approval (CSA and parental) to take learners off CSA's property or any school sites for activities such as field trips or competitions including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- E-mails, text messages, phone conversations, and other communications to and with learners must be professional and pertain to CSA activities or classes, and communication should be initiated via CSA-based technology and equipment
- Keeping the door wide open when alone with a learner
- Keeping reasonable and appropriate space between you and learners
- Stopping and correcting learners if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a learner
- Keeping after-class discussions with a learner professional and brief
- Asking for advice from senior staff or administrators (such as Employee Services) if you find yourself in a difficult situation related to Boundaries
- Involving your supervisor if conflict arises with a learner
- Informing Employee Services about situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a learner's fixation on an adult)
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of learners and/or coworkers
- Asking another employee to be present if you will be alone with any learner who may have severe social or emotional challenges

- Asking another employee to be present, or within close supervisory distance, when you must be alone with a learner
- Giving learners praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high five's, and handshakes
- Keeping your professional conduct a high priority during all moments of learner contact
- Asking yourself if any of your actions that go contrary to these provisions are worth sacrificing your job, your career, and the reputation of CSA

This policy does not prevent: 1) touching a learner for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

REPORTING VIOLATIONS

When any employee, parent, or learner becomes aware of an employee having crossed the Boundaries specified in this policy, he or she must promptly report the suspicion to Employee Services. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect learners, the suspected employee, any witnesses, and CSA as a whole. Employees must also report to Employee Services any awareness of, or concern about, learner behavior that crosses Boundaries or any situation in which a learner appears to be at risk for sexual abuse.

INVESTIGATING

Employee Services will promptly investigate any allegation of a violation of the Employee-learner Relations Policy, using such support staff or outside assistance as he or she deems necessary and appropriate under the circumstances, unless the allegation also constitutes a reportable allegation under Colorado law. In the event the allegation also constitutes such a reportable allegation, Employee Services shall comply with the legal requirements of immediately reporting the allegation to a child protective agency and shall follow up such report with a written report with thirty-six (36) hours.

If the allegation is only a violation of the Employee-learner Relations Policy, but not a violation of Colorado law, Employee Services or other appropriate administrator shall conduct an investigation as set forth above. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect the privacy interests of any affected learner(s) and/or employee(s), including any potential witnesses, to the fullest extent possible.

VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

DRUG AND ALCOHOL FREE WORKPLACE

Our employees are our most valuable resource, and we are committed to providing a safe working environment to protect our employees and others, and to minimize the risk of accidents and injuries. It is CSA's policy to maintain a drug and alcohol free workplace. No employee may use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils or on CSA property at any time. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, illegal drugs or other intoxicating substances.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Marijuana" means and includes medicinal marijuana, marijuana vaping or other recreational marijuana use, "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, marijuana and/or illegal drugs in any detectable manner.

CSA prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol on CSA property at any time or at an CSA client site;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol while attending an CSA function or event;
- Storing alcohol (if unauthorized), illegal drugs, marijuana or drug paraphernalia in a locker, desk, automobile, or other repository on CSA's premises or the premises of an CSA client;
- Refusing to submit to an inspection or testing when requested by CSA;
- Being under the influence of illegal drugs, marijuana, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on any client sites or premises and/or attending an CSA function or event;
- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

Engaging in any of the activities above shall be considered a violation of CSA's policy and the violator will be subject to discipline, up to and including termination. CSA complies with all federal and state laws and regulations regarding drug use while on the job.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by CSA where alcohol is served or while entertaining clients and prospective clients of CSA. However, employees must remember their obligation to conduct themselves appropriately at all times while at CSA-sponsored functions or while representing CSA.

Any employee who is convicted of a violation of any criminal drug statute for a violation occurring in the workplace shall notify CSA no later than five days after such conviction.

PRESCRIPTION DRUGS

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' prescription drug use or nonprescription medication may affect their job performance, such as by causing dizziness or drowsiness. If you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Employee Services. CSA will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and learners.

DRUG TESTING

CSA may require a test by intoxicator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom CSA reasonably suspects of using, possessing, or being under the influence of an illegal drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug, marijuana or alcohol or is acting in such a manner that they may harm themselves or another employee or learners.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. CSA shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

COUNSELING AND REHABILITATION

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Abuse Policy is a condition of employment at CSA. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, CSA may report such illegal drug activities to an appropriate law enforcement agency.

HEALTH, SAFETY AND SECURITY POLICIES

CSA is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, CSA has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. The Injury and Illness Prevention Program is kept by Employee Services and is available for your review.

All employees are expected to know and comply with CSA's general safety rules and to follow safe and healthy work practices at all times. Please immediately report to your supervisor any potential health or safety hazards and all injuries or accidents.

CSA has also developed guidelines to help maintain a secure workplace. It is important for all employees to be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Report any suspicious persons or activities to security personnel or to your supervisor. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your workstation that may be accessible. You should immediately notify your supervisor when keys are missing or if security access codes, identification materials, or passes have been breached. The security of the facilities, as well as the welfare of our employees and our learners, depends upon the alertness and sensitivity of every individual.

EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive their own vehicle on approved CSA business will be required to show proof of a current, valid license and proof of current, effective insurance coverage. To the extent permitted by law, CSA retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or who fails to maintain personal automobile insurance coverage. Employees who drive their own vehicles on approved CSA business will be reimbursed at the per mile rate established by the Internal Revenue Service. As a condition of employment, employees who drive their own vehicle on approved CSA business are required to use good judgment.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Safety must come before all other concerns. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and

safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is also prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by CSA or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves, learners, or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

Violations of this policy will be subject to disciplinary action, up to and including termination.

SMOKING

In an effort to provide a healthy and comfortable work environment for everyone, smoking is prohibited in the school building or on school grounds. All CSA buildings and facilities, as well as client sites, are non-smoking facilities. All types of tobacco use are prohibited, including nicotine and non-nicotine cigarettes including herbal cigarettes and marijuana, cigars, pipes as well as e-cigarettes and vaping. Employees who wish to smoke must limit their smoking to meal and rest periods if taken off premises.

HOUSEKEEPING

CSA strives for a clean, safe and sanitary environment. All employees are expected to keep the premises orderly and to clean up after themselves, which includes leaving their work areas, common areas, the kitchen and the refrigerator neat and clean.

CSA PROPERTY & INSPECTIONS

CSA is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, CSA provides property and facilities to its employees to carry out business on behalf of CSA. Employees may also have access to property and facilities at client sites. Desks, files, copiers, storage areas, work stations, file cabinets, lockers, and supplies, both office and household, are CSA property or the property of clients and must be maintained according to CSA rules and regulations. They must be kept clean and are to be used only for work-related purposes. Accordingly, employees do not have a reasonable expectation of privacy when using any CSA property or facilities or any property or facilities at client sites. In accordance with these policies, all such facilities and property may be inspected by CSA or its clients at any time, with or without prior notice to the employee. CSA reserves the right to deny entry to any person who

refuses to cooperate with any inspections by CSA or its clients. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Prior authorization must be obtained before any CSA property or property of its clients may be removed from the applicable premises. All CSA property must be immediately returned upon request, an extended leave of absence and/or termination of the employment relationship.

For security reasons, employees should not leave personal belongings of value in the workplace. Employees are responsible for the security of their personal belongings. The CSA is not responsible for any lost or stolen personal items at work.

Terminated employees should remove any personal items at the time they leave the CSA. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination, unless the parties have arranged otherwise.

SOLICITING/CONDUCTING PERSONAL BUSINESS WHILE ON DUTY

In order to maintain and promote efficient operations, discipline, and security, CSA maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and break periods.
2. No employee shall distribute or circulate any written or printed material, other than those approved by management for business purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed.
3. No employee shall enter or remain in CSA work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for the day is completed. Work area does not include CSA parking lots, gates, or other similar outside areas unless an employee is assigned to work in such areas.
4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on CSA property.

5. Non-employees must sign in at the front office before entering CSA property.

Violations of this policy may result in disciplinary action, up to and including termination.

USE OF CSA COMMUNICATION EQUIPMENT AND TECHNOLOGY

CSA has a commitment to protect our employees and our learners. One of the ways to protect our employees and learners is to monitor and limit technology use within safe boundaries.

CSA's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks. All CSA-owned Communications Systems remain the property of CSA and are provided to the employee to carry out business on behalf of CSA, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using CSA owned equipment and technology. Communications (including any attached message or data) made using CSA owned communications equipment and technology are subject to review, inspection and monitoring at any time by CSA.

Protecting our learners and the children at CSA is one of our top priorities. In order to do so, CSA uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the learner Internet Use Policy and Agreement. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voicemail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by CSA personnel for any number of business reasons. As a result, employees do not have an expectation of privacy in this regard. Employees that do not safeguard their passwords from unauthorized learner use, or that allow a learner to access computers in violation of the learner Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

PROHIBITED USE

The Communications Systems is provided solely for the purpose of conducting CSA business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt CSA business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems. Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the

Communications Systems without the appropriate prior written authorization. Employees are not permitted to use CSA's Communications Systems to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and Internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of a Protected Category as defined in the Discrimination, Unlawful Harassment, Retaliation and Complaint Procedures policy herein or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. CSA has policies against discrimination, harassment, and retaliation, and those policies apply to the use of the Communications Systems. Users are also prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.

The e-mail system and Internet access is not to be used in any manner that is against the policies of CSA, contrary to the best interest of CSA or for personal gain or profit of the employee against the interests of CSA. Employees must not use CSA's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding learners.

Users must not alter, copy, transmit, or remove CSA information, proprietary software, or other files without proper authorization from CSA.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter employee's express permission. Each employee is responsible for the content of the messages sent out using his/her CSA issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless the latter employee expressly authorizes such use. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

CONFIDENTIALITY AND PRIVILEGES

Information stored on the Communications Systems is intended to be kept confidential within CSA. CSA has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside CSA, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

ACCESS AND DISCLOSURE

CSA, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right for legitimate business reasons, upon authorization of the Executive Team, Director of Employee Services or Supervisor, to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although CSA entrusts you with the use of voice mail, e-mail, computer files, software, or similar CSA property, you should keep in mind that these items have been installed and maintained at great expense to CSA and are only intended for business purposes. At all times, they remain CSA property. Likewise, all records, files, software, and electronic communications contained in these systems also are CSA property. You are advised that electronic files, records, and communications on CSA computer systems, electronic communication systems, or through the use of CSA telecommunications equipment are not private. Although they are a confidential part of CSA property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voicemail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by CSA personnel for any number of business reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages, except in necessary situations or when exceptions are specifically sanctioned by management. Voicemail messages and e-mail messages should be routinely deleted when no longer needed. CSA is not responsible for costs incurred when employees use CSA telephones or e-mail systems for personal matters.

You should be advised to use voicemail and email as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after “deletion.”
- May be accessed by authorized service personnel.
- May be examined by management without notice for business purposes.

There will be times when CSA, in order to conduct business, will utilize its ability to access your email, voicemail, computer files, software, or other CSA property. CSA also may inspect the contents of your voicemail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when CSA suspects that CSA property is being used in an unauthorized manner.

CSA reserves the right to use and disclose any electronic communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

DISCIPLINE FOR VIOLATIONS OF POLICY

Any person who discovers misuse of the Internet access or any of CSA's Communications Systems should immediately contact Employee Services. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

POLICY MAY BE AMENDED AT ANY TIME

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. CSA reserves the right to amend this policy at any time through an authorized writing from an authorized CSA representative.

EMPLOYEE BLOGS AND SOCIAL NETWORKING

SCOPE

In light of the explosive growth and popularity of social media technology in today's society, CSA has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to CSA; (2) engage in social media activities during working hours; (3) use CSA equipment or resources while engaging in social media activities; (4) use your CSA email address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with CSA; or (6) interact with CSA learners or parents/guardians and/or with the learners, parents and guardians of the schools CSA services (regarding CSA-related business) on the Internet and on social media sites.

For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, YouTube, Instagram, TikTok and SnapChat, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, CSA's other policies, rules, and standards of conduct. For example, CSA policies on confidentiality, use of CSA equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all CSA policies whenever your social media activities may involve or implicate CSA in any way, including, but not limited to, the policies contained in this Handbook.

STANDARDS OF CONDUCT

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of CSA policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of CSA's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with CSA.
- Do not post confidential information (as defined in this Handbook) about CSA, its employees, or its learners. Remember that most learner information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the learner. Publicizing learner work and accomplishments is permitted only if appropriate consents are obtained.
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with your job duties or responsibilities. Do not use your CSA-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with CSA's background check procedures.
- Be knowledgeable about and comply with CSA's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from Employee Services.
- We encourage you to be fair and courteous to fellow employees, learners, parents, vendors, customers, suppliers, or other people who work on behalf of CSA. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, learners, parents, vendors, customers, suppliers, or other people who work on behalf of CSA, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to

be false about CSA, fellow employees, learners, parents, vendors, customers, suppliers, people working on behalf of CSA, or competitors.

- Never represent yourself as a spokesperson for CSA unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with CSA, make it clear that you are not speaking on behalf of CSA and that your views do not represent those of CSA, fellow employees, learners, parents, vendors, customers, suppliers, or other people working on behalf of CSA. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of CSA.”
- Never be false or misleading with respect to your professional credentials.

CREATING AND USING CSA SOCIAL MEDIA

Employees are only permitted to communicate and connect with learners on social media that is owned and operated by CSA. Employees are only permitted to communicate and connect with learners’ parents or guardians regarding CSA-related matters on social media that is owned and operated by CSA. All communications with parents or guardians regarding CSA-related matters on non-CSA or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with learners on non-CSA or personal social media may result in disciplinary action, up to and including termination.

The IT Department, in addition to Employee Services and members of the Marketing Team, are responsible for approving requests for CSA social media, monitoring CSA social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). CSA has final approval over all content and reserves the right to close the social media at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up social media that is owned and operated by CSA in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create CSA social media from your supervisor.
- Contact the IT Department to set up social media. Provide the IT Department with the username and password that you would like assigned to the account. If you change the username and/or password, you must immediately update this information with the IT Department. Failure to do so may result in disciplinary action, up to and including termination.

Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

ACCESS

Employees are reminded that CSA's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, email accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of CSA. All communications and information transmitted by, received from, or stored in these systems are CSA records.

As a result, CSA may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. CSA may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with CSA has engaged in a violation of this, or any other, CSA policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to CSA's various electronic communications systems.

DISCIPLINE

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

RETALIATION IS PROHIBITED

CSA prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

QUESTIONS

In the event you have any questions about whether a particular social media activity may involve or implicate CSA, or may violate this policy, please contact Employee Services.

Social media is in a state of constant evolution, and CSA recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each CSA employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

PARTICIPATION IN RECREATIONAL OR SOCIAL ACTIVITIES

To encourage teamwork at CSA, we encourage participation in recreation and social activities sponsored or supported by CSA. Please note that employee participation is strictly voluntary and employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such

participation. An employee's participation in social and recreational activities is at the employee's own risk and CSA disclaims any and all liability arising out of the employee's participation in these activities.

PERSONNEL FILES AND RECORD KEEPING PROTOCOLS

At the time of your employment, a personnel file is established for you. CSA strives to keep accurate and up to date personnel records. Please keep Employee Services advised of changes that should be reflected in your personnel file. Such changes include: change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable CSA to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of an CSA representative, at a mutually convenient time. A request for information contained in the personnel file must be in writing and directed to Employee Services.

Current and former employees, or employee representatives, may also request inspection through the use of an CSA-provided request form. Please contact Employee Services to schedule a convenient time. If you desire, you may add a written statement to your file explaining any disputed item.

Access to information in personnel files is restricted. Only authorized managers and management personnel will have access to your personnel file. However, CSA will cooperate with—and provide access to your personnel file to—law enforcement officials or local, state or federal agencies or as otherwise required in accordance with applicable law.

HOURS OF WORK, OVERTIME AND ATTENDANCE

WORK HOURS AND SCHEDULES

CSA's normal working hours are from **7:30 a.m. – 4:00 p.m.**, Monday through Friday. The work schedule for full-time non-exempt employees is normally 40 hours per week. Your supervisor will assign your work schedule. Employees are expected to be punctual and ready to start work at their scheduled time.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime.

For purposes of calculating overtime, CSA's standard work week begins on Saturday at 12:00 a.m. (midnight) and ends on Friday at 11:59 p.m.. CSA's standard workday is 12:00 a.m. (midnight) to 11:59 p.m. each day.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked. Any overtime must be pre authorized in writing by the Supervisor.

MEAL AND REST PERIODS

Meal Periods: All non-exempt employees shall be entitled to an uninterrupted and duty-free meal period of at least 30 minutes if their workday exceeds 5 hours. Such meal period shall be, to the extent possible, at least one (1) hour after the commencement of the workday, and at least one (1) hour prior to the end of the workday.

During meal periods, employees are absolutely prohibited from performing work of any kind or any amount. Employees are excused from all duties and are free to leave the premises. Non-exempt employees must record the exact start and stop times of each meal period through CSA's timekeeping system so that CSA may monitor time records for compliance. Where a 30-minute uninterrupted or duty-free meal period is impractical, based upon the nature of the work, then the employee may consume a meal while on duty, and will be paid for that time.

Rest Periods: All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute rest period every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour workday. The first rest period should be taken roughly in the middle of the 4-hour work period prior to lunch, and the second rest period should be taken roughly in the middle of the 4-hour work period following lunch. You do not need to record the times of these rest periods. You will be paid for the time spent on your rest periods.

Employees are eligible for the following number of rest periods:

Length of Work Period in Hours	# of Rest Periods	Explanation
0 to < 2.0	0	An employee whose work period is less than 2.0 hours is not entitled to a rest period.
≥ 2.1 to ≤ 6	1	An employee whose work period is 2.1 hours up to and including 6 hours is eligible to take one rest period.
> 6 to ≤ 10	2	A non-exempt employee whose work period is more than 6 hours up to and including 10 hours is eligible to take two rest periods.
> 10 to ≤ 14	3	A non-exempt employee whose work period is more than 10 hours up to and including 14 hours is eligible to take three rest periods.

During your rest periods, employees are absolutely prohibited from performing work of any kind or any amount. You are excused from all duties. In addition, please understand that you may not join together required rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier.

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a Daily Meal Period and Rest Period Reporting Form. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor on the same workday that he or she experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a rest period, the employee is not entitled to additional pay for that rest period. If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to be paid for that missed break or for the time spent during the meal period. Employees must report the reason for the non-compliant meal or rest period on the Daily Meal Period and Rest Period Form.

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or Employee Services.

Failure to comply with CSA's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

LACTATION ACCOMMODATION POLICY

Employees have the right to reasonable time and access to a private area during the workday to express milk. In compliance with state and federal law, CSA provides a supportive environment to enable nursing mothers to express breast milk during the work day.

CSA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods already provided to the employee. If required, a reasonable amount of additional time will be provided.

If the lactation break time cannot run concurrently with rest and meal periods already provided or additional time is needed for the employee, the lactation break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with the Supervisor and/or Employee Services regarding scheduling and reporting the extra break time as unpaid.

Because exempt employees receive their full salary during weeks in which they work and they are not normally required to identify break and meal times, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as “unpaid.”

A private location to express breast milk will be provided in close proximity to the employee’s work area. The employee’s normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, CSA shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee’s work area. If a refrigerator cannot be provided, CSA may provide another cooling device suitable for storing milk, such as a CSA-provided cooler. Employees should discuss with the Supervisor the location for storage of expressed milk. Employees may also provide their own portable small storage unit or cooler for keeping expressed breast milk cold.

To request the above, please contact the Supervisor or Employee Services. CSA will respond accordingly, generally within two business days.

PAY DAYS

Employees who are salary employees will be paid once per month on the last day of each month. All other employees (i.e., those on an hourly basis, etc.) will have paydays scheduled on the 5th and 20th of each month (see Employee Services for the schedule). Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the day of work before the day(s) off. Employees are required to report any overpayment of wages to the Payroll Department. Any discrepancies or shortages in the calculation of wages should be reported as soon as possible after payday.

ATTENDANCE POLICY

CSA strives for a healthy and positive work environment. Good attendance and punctuality are an important part of the day-to-day operations. Excessive absenteeism and/or tardiness might place a burden on fellow employees and CSA.

Employees are expected to adhere to regular attendance and to be punctual. If you find it necessary to be absent or late, you are expected to arrange it in advance with the Supervisor to the extent possible. If it is not possible to

arrange your absence or tardiness in advance, you must notify the Supervisor no later than one-half hour before the start of your workday or as soon as reasonably practicable, if you are absent or tardy in accordance with CSA's sick leave policy. Because voicemail messages may go unheard for significant periods of time, leaving a voicemail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission.

If you are a facilitator and need a substitute for any absence other than those taken under CSA's sick leave policy, you are responsible for communicating with the designated contact for your specific site and submitting a request for the designee to arrange for a substitute. This request must be submitted in advance. Please see CSA shared drive and guidelines for more information. If you are absent from work longer than one day please communicate this with your Supervisor or designated contact.

Excessive unexcused absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, CSA will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

TIME RECORDS

To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked. This means non-exempt employees must record their time whenever they begin, cease, or resume working during the course of a workday. While you need not record when you begin or end your rest periods, you must record when you begin and end your meal periods. Under no circumstances may one employee record time for another employee. Exempt employees may also be expected to record their time worked and report absences from work due to personal needs or illness.

If instructed by your supervisor, you will be expected to record time worked on a timesheet for each pay period. Recording inaccurate time on your timesheet or recording time on another employee's timesheet is a violation of CSA policy and may result in discipline, including immediate termination. Employees are strictly prohibited from working "off the clock" or failing to record all time worked. Falsification of any timecard may result in disciplinary action, up to and including termination.

STANDARDS OF CONDUCT

PERSONAL APPEARANCE

CSA encourages all employees to maintain professionalism in appearance and in behavior. Employees are expected to wear clothes that are neat, clean and professional while on duty. Employees are expected to appear well groomed and appear within professionally accepted standards suitable for the employee's position, and must at all time wear shoes. Your supervisor will inform you of any specific dress requirements for your position.

PROHIBITED CONDUCT

CSA expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by CSA. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by CSA.

- Unexcused absence and/or lack of punctuality
- Release of confidential information without authorization
- Violation of CSA's Drug and Alcohol Free Workplace policy
- Theft or embezzlement
- Willful destruction of property
- Falsification, fraud or omission of pertinent information when applying for a position
- Any willful act that endangers the safety, health or wellbeing of another individual
- Horseplay
- Any act of sufficient magnitude to cause disruption of work or gross discredit to CSA
- Misuse of CSA property or funds
- Possession of firearms, or any other dangerous weapon, while acting within the course and scope of your employment with CSA
- Acts of discrimination or unlawful harassment based on gender, ethnicity or any other basis protected by applicable law or policies
- Failure to comply with CSA's safety procedures
- Insubordination such as a failure to follow a supervisor's legitimate and legal direction.
- Failure to follow any known policy or procedure of CSA or gross negligence that results in a loss to CSA
- Violations of federal, state or local laws affecting the organization or your employment with the organization
- Unacceptable job performance
- Dishonesty
- Failure to keep a required license, certification or permit current and in good standing
- Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.

- Unauthorized use of CSA equipment, materials, time or property
- Working unauthorized overtime or refusing to work assigned overtime
- Failure to take meal and/or work breaks
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from CSA.
- Sleeping or malingering on the job
- Unfit for service, including the inability to appropriately instruct or associate with learners.
- Performing unauthorized work on CSA time.
- Unauthorized use of cameras or other recording devices on CSA's premises.
- Making false or malicious statements about any employee or CSA.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with learners, parents, or other employees at any time on CSA's premises or while performing duties on behalf of CSA.
- Violation of the Employee-learner Relations policy
- Violation of any safety, health, security, or other CSA policies, rules, or procedures.

Although employment may be terminated at will by either the employee or CSA at any time, without following any formal system of discipline or warning, CSA may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken, no formal order or procedures are necessary.

This statement of prohibited conduct does not alter or limit the policy of employment at will. Either you or CSA may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

CONFIDENTIAL INFORMATION

It is important to CSA to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, all parent and learner information, parent and learner lists, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance. This policy also encompasses any and all identifying or confidential information of all former and current learners which is protected under the Family Educational Rights and Privacy Act.

CSA devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of CSA you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by CSA. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of CSA, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except

through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to CSA during extended leaves of absence or upon termination of employment.

During your employment with CSA, you will not be permitted nor required to breach any obligation to keep in confidence, proprietary information, knowledge, or data acquired during your former employment. You must not disclose to CSA any confidential or proprietary information or material belonging to former employers or others.

Although some written and electronic materials owned by CSA may be considered to be public records, employees must refer any person seeking school records or information to Employee Services for handling.

CSA prohibits audio or video recordings in the workplace, during working hours and/or at any client sites without authorization of CSA due to privacy and confidentiality concerns and protections.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CHILD NEGLECT AND ABUSE REPORTING

An employee who knows or reasonably suspects a child has been the victim of child abuse or neglect shall report the instance to the Colorado Department of Children and Family Services. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child's parents. Child abuse is broadly defined as "a physical injury that is inflicted by other than accidental means on a child by another person." CSA employees that are mandated reporters are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, an CSA Site Director, an CSA counselor, coworker or other person shall not be a substitute for making a mandated report to **Colorado Department of Children and Family Services**. In addition, employees must also complete annual training as required by law. Employees who have any questions about these reporting requirements should contact Employee Services.

OUTSIDE EMPLOYMENT

Employees are required to inform CSA, before accepting any employment or consulting relationship with another person or entity while employed by CSA. While CSA does not uniformly prohibit outside employment, employees

will not be permitted to accept outside work that is competitive with CSA, that creates a conflict of interest that interferes with the employee's work for CSA or that reflects negatively on either the employee or CSA.

EXPENSE REIMBURSEMENTS

CSA will reimburse employees for reasonably necessary expenses incurred in the furtherance of CSA's business. In order to be eligible for reimbursement, employees must follow the protocol set forth in CSA's policy regarding expenditures. In general, all expenses must have been previously approved in Purchase Order form by the Supervisor. Purchase Orders may be obtained and completed through the CSA Office Manager. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted on a timely basis in accordance with CSA's expenditure policy to the Business Office for payment process.

EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

CSA is happy to provide eligible employees with a wide range of benefits. The description of Benefits that follows is only a brief summary for your general information. For details and exact information, please contact Employee Services.

PAID SICK LEAVE

CSA enacted this policy in accordance with the Colorado Health Family and Workplaces Act ("CHFVA") to provide paid sick leave ("PSL") to eligible employees.

ELIGIBLE EMPLOYEES

All employees (including full-time, part-time and temporary employees) in Colorado are eligible to accrue PSL under the accrual rate and caps set forth in this policy.

PERMITTED USE

Employees may use PSL hours as soon as they are earned. The allowable reasons for use of PSL are limited to the following:

1. An employee has a mental or physical illness, injury, or health condition that prevents the employee from working;
2. An employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;

3. An employee needs to obtain preventative medical care;
4. An employee needs to care for a family member who has a mental or physical illness, injury, health condition; or who needs to obtain a medical diagnosis, care, or treatment; or who needs to obtain preventative medical care.
5. An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment; or for the employee or employee's family member to obtain services from a victim services organization, mental health or counseling, or to seek relocation due to the domestic abuse, sexual assault, or harassment; or to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
6. Due to a public health emergency in which a public official has ordered the closure of the Employer or the school or place of care of an employee's child and the employee needs to be absent from work to care for the employee's child.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. "Child" means a biological child, a foster child, an adopted child, a step child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by Colorado law.

ACCRUAL RATE, MAXIMUM, AND CARRYOVER

Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

All Regular Full-Time Exempt Employees: CSA provides exempt employees with up to 12 days (or 96 hours) of PSL each year (July 1-June 30) at an accrual rate of 1 day (or 8 hours) per month beginning immediately upon hire or on July 1, whichever occurs first. The accrual of PSL is capped at a maximum of 12 days (or 96 hours). Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap of 96 hours.

All Other Employees: Eligible employees will accrue one hour of PSL for every 30 hours worked beginning immediately upon hire or on July 1, whichever occurs first. There is a cap on PSL accrual. Employees may accrue up to a maximum accrual of 72 hours of PSL. Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

LIMITS ON USE

Eligible employees may use accrued PSL beginning on the 90th day of employment in accordance with the maximum amounts listed below:

All Regular Full-Time Exempt Employees: Each year (July 1-June 30), employees may only use a maximum of 12 days (or 96 hours) of their accrued PSL.

All Other Employees: Each year (July 1-June 30), employees may only use a maximum of 48 hours of their accrued PSL.

PSL may be taken in minimum increments of one hour. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use accrued PSL to make up for the absence.

NOTIFICATION

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

TERMINATION

Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

NO DISCRIMINATION OR RETALIATION

CSA prohibits discrimination or retaliation against employees for using their PSL

WAGE HISTORY AND DISCLOSURE OF PAY RATE

In determining an employee's pay the School will not inquire about or rely on the wage history of the prospective employee. The School will not discriminate or retaliate against prospective employees for failing to disclose their wage history. The School will not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employee or other person because the employee or person inquired about, disclosed, compared, or otherwise discussed the employee's pay rate.

JOB POSTINGS

The School will disclose in all job postings, including but not limited to promotional opportunities, a good faith description of the hourly rate or salary compensation (or a range thereof, with lower and upper limits) that the School plans to pay for the position; a general description of any bonuses, commissions, or other forms of compensation that are being offered for the job; and a general description of all employment benefits the School is offering for the position, including health care benefits, retirement benefits, any benefits permitting paid days off (including sick leave, parental leave, and paid time off or vacation benefits), and any other benefits that must be reported for federal tax purposes, but not benefits in the form of minor perks.

The School may ultimately pay more or less than the posted range, so long as the posted range was the School's good-faith and reasonable estimate of the range of possible compensation at the time of the posting.

PROMOTIONAL OPPORTUNITIES

The School will make reasonable efforts to announce, post or otherwise make known, in writing, any promotional opportunities to all current employees (even if they aren't eligible or qualified) on the same calendar day and prior to making a promotion decision, including for "in-line" promotions where a promotion is specific to an individual employee's career trajectory (e.g., from junior to senior positions, or from training to full positions). Applications may only be open to employees who meet the minimum qualifications. A "promotional opportunity" exists when the School has or anticipates a vacancy in an existing or new position that could be considered a promotion for one or more employee(s) in terms of compensation, benefits, status, duties, or access to further advancement. A "vacancy" in a new position occurs when the School adds a position or gives an existing employee a new position by changing their title and/or materially changing their authorities, duties, and opportunities.

- All employees may access posting and promotional opportunities on the CSA website.
- The promotional opportunities posting requirement will be subject to the following exceptions:

1. A promotional opportunity need not be posted to all employees if the School has a compelling need to keep a particular opening confidential because the position is still held by an incumbent employee who, for reasons other than avoiding job posting requirements, the School has not yet made aware they will be separated. However, if any employees are told of the opportunity, all other employees must be told who either (1) meet the minimum qualifications or (2) have a job "substantially similar" to any employees being told of the opportunity. If the need for confidentiality ends before any deadline to apply for the job, the School will then promptly comply with typical posting requirements.

2. No promotion posting to other employees is required for a promotion within one year of an employee being hired with a written representation (whether in an offer letter; in an agreement; or in a policy published to employees) that the School will automatically consider the employee for promotion to a specific position within one year based solely on their own performance and/or the School's needs.

3. No immediate promotion posting is required to fill a position on a temporary basis (i.e. "acting" or "interim" positions) for up to six months where the hiring is not expected to be permanent. If the hire may become permanent, the required promotion posting must be made in time for employees to apply for the permanent position.

SURVEILLANCE CAMERAS

Surveillance cameras have been installed in locations where the security of either property or people will be enhanced, including, but not limited to, inside and outside of buildings and on our school buses. Surveillance cameras will not be used in locations where there is a reasonable expectation of privacy, as defined by law.

Video and/or audio recordings may be used as evidence in any disciplinary action, administrative or criminal proceeding, and may become a part of a student's education record or an employee's personnel file. All recordings of illegal activities of employees, students, or others will be forwarded to the appropriate law enforcement authority. CSA will comply with all requirements of the Family Educational Rights and Privacy Act (FERPA) prior to releasing any recordings to parents or guardians of students involved in disciplinary matters. Surveillance camera video recordings will be kept for a limited period of time, to be determined by a record retention policy.

INSURANCE BENEFITS

INSURANCE

Full-time employees are entitled to insurance benefits offered by CSA. These benefits will include medical, dental, vision and AFLAC. CSA will have a defined contribution towards the employee's insurance premiums that are CSA sponsored insurance plans. This amount will be determined on an annual basis. The employee's portion of monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

Full-time employees will also be covered under an insurance policy that includes Life, Short-Term Disability, and Long-Term Disability at no cost to the full time employee. Additional voluntary insurance plans will be offered through CSA, which will be the employee's responsibility to pay all premiums.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in Colorado State Disability Insurance (SDI), which is a partial wage- replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries. Employees may also be eligible for SDI for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Employee Services.

WORKERS' COMPENSATION INSURANCE

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

LEAVES OF ABSENCE

At CSA, we understand employees may experience personal or medical matters during their time of employment here. If an employee has a need for a Leave of Absence, please notify your supervisor and follow the guidelines outlined below.

Under certain circumstances, CSA may grant leaves of absence to employees. Employees must submit requests for leaves of absence in writing to Employee Services as far in advance as possible. To open the lines of communication, while on leave, we ask employees to keep in contact with Employee Services and notify Employee Services if the date to return to work changes. If an employee's leave expires and the employee fails to return to work without contacting Employee Services, it will be presumed that the employee abandoned his/her position with CSA and employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated as permitted by law.

This Guidebook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc. Therefore, employees should contact Employee Services to request specific information relating to a particular leave policy. Employee benefits, including, but not limited to, paid sick leave, do not accrue during a leave of absence unless otherwise required by law or by applicable CSA policies.

While out on a leave of absence, employees may not accept employment with another employer or person unless agreed to in advance in writing by Employee Services. Acceptance of employment in violation of this policy will be considered an abandonment of the employee's position with CSA, and employment may be terminated. Employees shall not apply for unemployment compensation insurance while out on leave.

Family and Medical Leave (FMLA) /

Under the Family and Medical Leave (FMLA) eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by CSA for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of CSA within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use CSA's request form, which is available upon request from Employee Services. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;

2. the care of the employee's spouse, child or parent with a "serious health condition";
3. (CFRA ONLY) the care of the employee's grandparent, grandchild, sibling or registered domestic partner with a "serious health condition";
4. the "serious health condition" of the employee;
5. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, grandparent, grandchild, sibling or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide CSA with a medical certification from your health care provider establishing eligibility for the leave, and you must provide CSA with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to CSA in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Employee Services.

FMLA/CFRA leave may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued PSL during unpaid family and medical leave that is due to your own serious health condition. If mutually agreed upon between CSA and the employee, PSL may be used for the care of a qualifying family member or in connection with the birth, adoption or foster care of a child. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and CSA may mutually agree to supplement such benefit payments with available PSL.

Benefit accrual, such as PSL and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained

as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or a comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as may be required by law. In certain circumstances under FMLA leave, “key” employees may not be eligible for reinstatement following a family and medical leave. CSA will provide written notice to any “key” employee who is not eligible for reinstatement.

PROCEDURES FOR REQUESTING AND SCHEDULING FMLA LEAVE

An employee should request FMLA/CFRA leave by completing a Request for Leave form (available from Employee Services) and submitting it to the Supervisor. An employee asking for a Request for Leave form will receive a copy of CSA’s then-current FMLA/CFRA leave policy.

As mentioned above, employees should provide not less than 30 days’ notice of their intent to take FMLA leave or if such notice is not possible, employees should provide notice as soon as is practicable, for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her qualifying family member.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee’s regular position.

If an FMLA leave request is granted, CSA will notify the employee in writing that the leave will be counted against the employee’s FMLA leave entitlement. This notice will explain the employee’s obligations and the consequences of failing to satisfy them.

PREGNANCY DISABILITY LEAVE

CSA provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider’s statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to CSA. Employees returning from pregnancy disability leave must submit a health care provider’s verification of their fitness to return to work.

CSA will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee’s health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, CSA may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee’s regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and CSA may mutually agree to supplement such benefit payments with available sick leave.

Benefit accrual, such as sick leave and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide CSA with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Employee Services.

UNPAID LEAVE OF ABSENCE (MEDICAL)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, CSA may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to CSA. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay.

Employees will be required to use any accrued PSL during any unpaid portion of this leave. Benefit accrual, such as paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, CSA does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

UNPAID LEAVE OF ABSENCE

Under emergency circumstances, for personal, or other reasons, you may need to be temporarily released from the duties of your job with CSA. It is the policy of CSA to allow its eligible employees to apply for and be considered for certain specific leaves of absence not otherwise set forth in this handbook.

Failure to return to work as scheduled from an approved leave of absence, or failure to inform Employee Services of an acceptable reason for not returning as scheduled, will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to Employee Services. Each request shall provide sufficient detail, including the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Regular full time employees who have completed one year of service are eligible for an unpaid personal leave of absence of thirty (30) calendar days. During that time, you may remain covered under CSA's medical plans subject to plan eligibility and requirements and must continue to pay their portion of the applicable premiums.

A request for a personal leave will be evaluated on a number of factors, including anticipated operational and staffing requirements during the proposed time of absence. In the case where the initial 30 calendar days are insufficient, consideration may be given for an extension of 30 more days if your manager is informed in writing.

If you are on leave for more than 30 days, you must pay the full costs of your insurance benefits. CSA will resume payments when you return to active employment.

FUNERAL/BEREAVEMENT LEAVE

CSA employees will be allowed up to 5 consecutive working days off to arrange and attend the funeral of an immediate family member (3 days in-state or 5 days out of state). Regular exempt full-time employees will receive this time with pay. For all other employees, the time off will be unpaid.

For purposes of this policy, an employee's immediate family member includes a current spouse, parent, legal guardian, sibling, child, current parent-, sister-, or brother-in-law, grandparent, grandchild, or domestic partner.

In certain circumstances, CSA may offer up to two weeks of additional paid bereavement leave. Such leave will be allowed only at the discretion and approval of Employee Services.

MILITARY LEAVE OF ABSENCE

All employees who leave CSA for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

Time spent on military leave counts for purposes of determining "length of service." However, you will not accrue sick leave or receive holiday pay during military leave.

FAMILY MILITARY LEAVE

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per

week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to Employee Services within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

The employee may take this time off without pay unless otherwise required by applicable law.

DRUG AND ALCOHOL REHABILITATION LEAVE

CSA will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program, provided that the accommodation does not impose an undue hardship on CSA. CSA will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact Employee Services. CSA will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use paid sick leave, if any, during requested leave.

Nothing in this policy shall prohibit CSA from refusing to hire or from discharging an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others. This policy in no way restricts CSA's right to discipline an employee, up to and including termination of employment, for violation of CSA's Drug and Alcohol Abuse Policy.

TIME OFF TO ATTEND CHILD'S SCHOOL DISCIPLINE

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact the Supervisor to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

TIME OFF TO ATTEND CHILD'S SCHOOL ACTIVITIES

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance.

You may be asked to provide documentation from the school or day care facility that you participated in the activity to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid.

TIME OFF FOR JURY AND WITNESS DUTY

CSA encourages employees to serve on jury or witness duty when called. An employee must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Time off for jury and witness duty is unpaid. Any jury pay or mileage may be kept by the employee. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek.

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

In the event that the employee must serve as a witness within the course and scope of his or her employment with CSA, CSA will provide time off with pay.

RIGHTS FOR VICTIMS OF CRIME OR ABUSE

Right to Time Off

If you are the victim of stalking, domestic violence, sexual assault, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or if your immediate family member is deceased because of a crime, you are permitted to be absent from work to seek relief related to the crime or abuse. Relief includes, but is not limited to, obtaining a temporary restraining order, a restraining order, or other injunctive relief to help ensure the health, safety, or welfare of you or your child. You are permitted to take leave for this purpose whether or not any person is arrested for, prosecuted for, or convicted of committing the crime. All employees can also take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking.

Employees may use available accrued PSL. Otherwise, the time off is unpaid. In general, employees are not required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

Right to Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking

Employees have the right to ask CSA for help or changes in their workplace to make sure they are safe at work. CSA will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. CSA may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. CSA will maintain confidentiality regarding any requests for accommodations under this policy.

Prohibition on Retaliation and Discrimination

CSA is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of a crime or abuse.
- The employee asked for time off to get help.
- The employee asked CSA for help or changes in the workplace to ensure safety at work.

Right to File a Complaint

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor

TIME OFF FOR VICTIMS OF CRIME

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony, or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid.

The types of verification CSA may require for an unscheduled judicial processing include: documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel (including an officer, employee or member of a disaster medical response entity sponsored or requested by the state) who intends to perform emergency duty during work hours, please alert your supervisor so CSA is aware of the fact that you

may have to take time off to perform emergency duty. In the event any employee needs to take time off for this type of emergency duty, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed 14 days per calendar year. In the event you need to take time off for this type of emergency duty/training, you must notify your supervisor and Employee Services in advance.

CIVIL AIR PATROL LEAVE

CSA will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, CSA will not retaliate against an employee for requesting or taking Civil Air Patrol leave, which is unpaid.

CSA will provide not less than 10 days per year of leave but no more than 3 days at a time to employees who are volunteer members of the California Wing of the Civil Air Patrol unless the emergency is extended by the entity in charge of the operation and CSA approved the leave. Employees must have been employed by CSA for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay, or other benefits, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee.

TIME OFF TO VOTE

CSA encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If you do not have sufficient time outside of working hours to vote and have not requested an absentee ballot, you may receive up to two hours of paid time off to vote. Any additional time off will be without pay.

Employees must request time off from their supervisor at least two working days before election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work schedules.

If approved for time off, you will not incur any attendance infractions for missing work to vote. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

WORKERS' COMPENSATION LEAVE

CSA will grant you a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, CSA may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law (if eligible) and is unpaid (although certain wage replacement benefits may be available).

An employee who sustains a work-related injury or illness should inform his or her supervisor and Employee Services immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

LEAVE FOR BONE MARROW AND ORGAN DONORS

CSA will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, CSA will also provide up to 30 business days of paid leave within a one-year period and up to 30 business days of *unpaid* leave within a one-year period to an employee who donates an organ to another person. This one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

CSA requires that bone marrow donors use up to five days of available accrued sick time during the course of the leave. Organ donors must use up to ten days of available accrued PSL time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide CSA with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, CSA will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give CSA as much notice as possible of the intended dates upon which the leave would begin and end.

ADULT LITERACY LEAVE

CSA will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on CSA. CSA does not provide paid time off for participation in an adult literacy education.

EMPLOYMENT EVALUATION AND SEPARATION

EMPLOYEE REVIEWS AND EVALUATIONS

To encourage open communication with employees and supervisors, CSA supports the Performance Review also known as the Reflective Supervision process. CSA strives to conduct employee performance reviews annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

There are several advantages to work planning:

- It helps you and your supervisor establish priorities among different work activities. It sets standards or goals that can help you increase your own productivity by providing a focus on your efforts in relation to goals.
- It provides an opportunity for you to share your ideas on doing your job better.
- It establishes expectations in advance, together with the results that will be used to determine success, which will help to ensure that your performance is judged fairly.

The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or retention of your job. Salary increases and promotions are solely within the discretion of CSA and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Supervisor, and that you are aware of its contents. The evaluation system in no way alters the employment at-will relationship. Failure by CSA to conduct a performance review will not prevent CSA from terminating your employment.

DISCIPLINE AND INVOLUNTARY TERMINATION

Violation of CSA's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. CSA's disciplinary system is informal and CSA may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

VOLUNTARY TERMINATION

Either the employee or CSA may terminate the employment relationship at any time, with or without notice and with or without cause. We hope that you will enjoy your employment with CSA. However, if you decide to resign, while it is not required, CSA requests that you give as much advance notice as possible (preferably two weeks) to allow CSA to plan for your departure.

CSA values its employees and is committed to providing a positive, rewarding and productive work environment. As a result, we appreciate your honest feedback during your exit interview. An exit interview may be scheduled on

the last day of work with Employee Services. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any CSA property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at CSA. Final pay will be provided in accordance with state law.

RETURN OF PROPERTY

Employees are required to return CSA property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. We may also take all action deemed appropriate to recover or protect CSA property.

REFERENCES

All requests for references and employment verifications must be promptly directed to Employee Services. When contacted for a reference or employment verification, CSA will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verification.

LICENSURE AND INDUCTION

All facilitators at Colorado SKIES Academy must be licensed with the Colorado Department of Education (CDE) or enrolled in a licensure program. Licensure is a regulatory state function, and is the official recognition by CDE that a facilitator has met state mandated requirements and is approved to practice as a licensed facilitator in the state.

Participation in an alternative licensing program may be required to obtain an initial license. Induction programs are for the purpose of moving from an initial to a professional license or to change licenses. To progress from an initial license to a professional license, the facilitator inductee must complete the process of the Induction Program, or participate in the Partners in Education (PIE), or Teacher in Residence (TIR), and meet other state requirements. The inductee has the responsibility of submitting all forms, fees, and paperwork to the CDE for a professional license upon recommendation from the induction team.

Professional license renewal requires the completion of semester or quarter hours through college or university course work, in-service, or other acceptable evidence activities as defined by CDE. The facilitator has the responsibility of submitting all forms, fees and paperwork to CDE for professional license. A copy of all licenses should be provided to Colorado SKIES Academy to be placed in the facilitator's personnel file.

ACKNOWLEDGEMENT OF GUIDEBOOK AND AT WILL EMPLOYMENT

I acknowledge that I have received the Employee Guidebook. I have read the Guidebook and understand the contents of the Guidebook. I agree to abide by all of the Colorado SKIES Academy (“CSA”) policies.

I understand and agree to my at-will employment status as described in the Guidebook, summarized as follows:

- This Guidebook does not in any way reflect a contract of employment, either expressed or implied between CSA and me.
- CSA is an at-will employer. I am free to terminate the employment relationship with CSA at any time; CSA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, CSA may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Guidebook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and CSA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that no supervisor or representative of CSA has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the Board of Directors has the authority to make any such agreement and then only in writing signed by the Board of Directors.

Employee’s Name: _____

Employee’s Signature: _____

Dated: _____

[TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE]