



## Vision Charter Academy Board of Stewards Policies

*As of June 1, 2016*

### Governance (GOV) Policies

**GOV 101-** The Vision Charter Academy is governed by Vision Home & Community, Inc. Board of Stewards.

**GOV 102-** The Board of Stewards operates under a set of adopted bylaws. Changes may be made only by following the process outlined in those bylaws.

**GOV 103 –** The Board of Stewards oversees and evaluates the school in order to ensure that it stays true to the mission and philosophy.

**GOV 104 –** Anyone can make a proposal to initiate a new policy or change an existing policy. All policies are adopted by majority vote of currently seated Stewards for approval in accordance with the bylaws. *Waiver 22-32-109 (1)(b)*

**GOV 105 -** The Board of Stewards is responsible for overseeing the hiring, evaluation, and rehiring process for the Executive Director. *Waiver 22-32-126, 22-9-106(4), 22-32-109(1)(f), 22-32-110(1)(h)*

**GOV 106 –** Vision Charter Academy program participants and employees must follow the conflict resolution process procedure in order to address issues, disagreements or disputes. The Executive Director has the final authority in the process. Appeals may be made to the Board of Stewards as defined in GOV 107 and GOV 205. This policy does not change the at will employment agreement of an employee or Vision Charter Academy.

**GOV 107 -** Vision Charter Academy employees must first follow the conflict resolution policy GOV 106. If an employee disagrees with the resolution or decision, the employee may submit an appeal in writing by email, to the Director of Human Resources or Executive Director within seven (7) business days of a failed good faith effort to resolve the issue, disagreement or dispute

through GOV 106. The Board of Stewards has the final authority in this process. Failure to follow the procedures and timeline constitutes a waiver of the right to appeal. *Waivers 22-63-301, 22-63-302, 22-32-110 (1)(h), 22-9-106*

**GOV 108** – The Board of Stewards provides oversight for the Vision Charter Academy budget including approval of employee salary schedules and annual budgets. *Waivers 22-63-401, 22-32-109 (1)(f)*

**GOV 109** – The Director of Business, on a quarterly basis, submits to the Treasurer of the Board of Stewards an update of annual budget projections and expenditures.

**GOV 110** - Vision Charter Academy maintains an Accountability Committee in accordance with state law.

**GOV 201** - Vision Charter Academy values the involvement of parents and learners in the educational process. As such, decisions regarding the educational plan of a learner shall be made by the Consensus Group. The Consensus Group shall consist at minimum of the Highly Qualified Coordinator(s) (HQC), Advisor (secondary learners), parent/primary mentor and learner.

#### **GOV 202 Replaced with GOV 205**

**GOV 203** – If Vision Charter Academy does not have a specific policy, Vision Charter Academy will follow the Delta County School District’s policy.

**GOV 204** - Stewards, officers, and key employees of Vision Charter Academy will disclose potential or actual conflicts of interest regarding financial and educational benefit so transparent determinations can be made, if needed, in conflict of interest situations.

**GOV 205** - Vision Charter Academy participants must first follow the conflict resolution policy GOV 106. If resolution is not found, a participant may submit an appeal in writing by email, to the Executive Director within seven (7) business days of a failed good faith effort to resolve the issue, disagreement or dispute through GOV 106. The Board of Stewards has the final authority in this process. Failure to follow the procedures and timelines constitutes a waiver of the participant’s right to appeal.

#### **Human Resources (HR) Policies**

**HR 101** – Vision Charter Academy is an equal opportunity employer and does not discriminate by race, creed, color, sex, national origin, marital status, sexual orientation, ancestry, age, physical/mental disability, religion, or any other protected class. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. *Waiver 22-32-109 (1)(f)*

**HR 102 Replaced with HR 201.**

**HR 103 Replaced with HR 201.**

**HR 104 Replaced with HR 202.**

**HR 105** - Vision Charter Academy Board of Stewards is responsible for all personnel matters, including but not limited to: candidate searches, employment of all staff, establishing terms and conditions of employment, policies, rules, regulations, agreements, evaluation, improvement plans, promotion, compensation, benefits, disciplinary action, and termination. The Board of Stewards delegates this authority to the Vision Charter Academy Directors. *Waivers 22-63-109 (1)(f), 22-63-201, 22-63-203, 22-63-206, 22-63-301, 22-63-302, 22-63-402, 22-63-403,*

**HR 106** – Employment is with the mutual consent of the employee and Vision Charter Academy. Consequently, both have the right to terminate the employment relationship at any time, with or without explanation, justification, cause or advance notice. This at will employment relationship may not be modified by any oral or implied agreement. *Waivers 22-32-109 (1)(f), 22-32-110 (1)(h), 22-32-110 (1)(ee), 22-32-110 (1)(i)*

**HR 107 Replaced with HR 202.**

**HR 109 Replaced with HR 101.**

**HR 108** – All employees have a job description that outlines the general expectations for their role. Each employee is evaluated according to the respective duties and responsibilities set forth in the job description. All employees with academic oversight are evaluated based on Vision Charter Academy’s effective educator evaluation system (SB 191) which includes 50% of the evaluation being based on learner growth. *Waiver 22-9-106 (4), 22-63-202(New Waiver Request), 22-32-109(1)(f), 22-32-110(1)(b), 22-63-301*

**HR 110** – The Board of Stewards believes that professional staff development is an indispensable part of overall school performance and improvement. Thus, all Vision Charter Academy employees shall participate in group professional development activities specific to the individual role and skills needed in order to fulfill their duties successfully, including, but not limited to, legally required trainings. In addition, all Vision Charter Academy employees shall actively pursue skills identified on their Individual Development Plan. *Waiver 22-32-110 (1) (k) C.R.S. 22-7-407 (2)(e), C.R.S. 22-32-109 (1)(jj), C.R.S. 22-32-109 (1)(n),(z) , C.R.S. 22-32-110 (1)(k)*

**HR 111** – All personnel must report any suspicion of child abuse, self-endangerment, or neglect to the proper authorities.

**HR 112** – All employees will follow the accident prevention and disaster response procedures as outlined in each Campus Safe School Plan.

**HR 113 Replaced with GOV 106 and GOV 107 .**

**HR 114** – The Board of Stewards delegates the authority to the Executive Director to oversee and delegate to the VCA Directors the discipline and/or termination of employees who do not fulfill the duties and responsibilities within their assigned job description and agreement of employment, or do not uphold the policies of Vision Charter Academy. This policy does not change the at will employment agreement of the employee or Vision Charter Academy. *Waivers 22-63-301, 22-63-302, 22-32-110(1)(b), 22-9-106*

**HR 115** – The Board of Stewards approves all employee salary schedules used to determine compensation for all classes of employees. It is the goal of the Board of Stewards to provide compensation within the constraints of the budget that is as competitive as possible. Salary schedules are reviewed and approved on an annual basis. *Waiver 22-63-401*

**HR 116** – Personnel files are confidential with the exception of information that is accessible as per the Colorado Open Records Act (CORA). Only authorized staff members have access to personnel files. Records of non-authorized personnel requests and specific document viewing are maintained. Authorized Vision Charter Academy personnel include the Executive Director, Director of Human Resources, Director of Business, employee’s Supervisor, and Finance Administrator.

**HR 201** - Vision Charter Academy seeks to attract staff from a wide variety of backgrounds, life experiences, professional experiences, workplace experiences and skills to effectively support learners in all departments within the school. Vision Charter Academy follows its hiring procedure for recruitment of new employees. *Waivers 22-63-201, 22-63-402, 22-63-206, 22-32-109-(1)(f)*

**HR 202** - All employees must submit the following documents to the appropriate Human Resource personnel: I-9 form, proof of citizenship, W-4 form, fingerprint card, and transcripts or test results as required by law. *Waivers 22-63-201, 22-63-402, 22-32-109-(1)(f)*

**HR 203** - Individuals who would like to work with learners or provide clerical support at a VCA campus will be approved with the school through completion of an application, have their name

and identifying information run through a background check service and will be approved by the Board of Stewards.

**HR 204** - All highly qualified coordinators, special education teachers, and VCA classroom teachers are evaluated according to the following Colorado Department of Education (CDE) requirements:

To be considered Highly Qualified per the CDE compliance plan, all core content (English, Math, Science, Social Studies) teachers and employees must:

1. Hold a bachelor's degree
2. Demonstrate subject matter competency
3. If a special education teacher, hold current Colorado Teacher Licensure and Endorsement

**Subject Matter Competency: Elementary (Grades K-8)**

Subject matter competency must be shown through at least one of the following:

- Passing a Colorado elementary content test (e.g., PLACE, PRAXIS II),
- Passing an approved elementary content test in another state,
- Passing an elementary assessment for National Board Certification, or
- Passing the elementary HOUSSE provision (if eligible).

**Subject Matter Competency: Secondary (Grades 9-12)**

Subject matter competency must be shown through at least one of the following:

- Earning an endorsement in assigned field,
- Holding a degree in assigned field,
- Passing a Colorado content test in assigned field (e.g., PLACE, PRAXIS II),
- Earning 24-semester hours in assigned field,
- Earning National Board Certification in assigned field, or
- Passing a secondary multi-subject HOUSSE provision (if eligible)

**HR 205** - Vision Charter Academy (VCA) endeavors to maintain the highest ethical standards in all policies, procedures, and programs and to avoid conflicts of interest. VCA has a right to be aware of any situation where the interests of an employee may conflict with those of VCA. Public confidence in VCA is critical to its ability to educate and maintain the safety of its learners. Because its reputation is so important, VCA seeks to avoid not only impropriety but the appearance of impropriety as well. This Code of Conduct and Conflict of Interest Policy (the "Code") is a compilation of a number of policies that govern the conduct of all employees of VCA. Failure to comply with these policies may result in disciplinary action, up to and including termination of employment. These policies should be read in conjunction with any other applicable VCA or Delta County School District policies.

The policies, rules and guidelines contained in the Code are not intended to be a substitute for sound individual judgment. Rather, they are designed as a compilation of major, relevant, legal requirements and basic principles of education and propriety. The Code does not purport to list every conceivable act or omission which could create liability or which would reflect poorly on VCA. The Code, other policies and guidance provided by VCA, and good common sense and judgment provide the general standards to which the employees of VCA must adhere in every specific area and situation in which they are involved.

VCA enjoys an outstanding reputation in communities where it maintains schools. This reputation is the result of the positive attitude and professional image projected by, and reflected in the performance of VCA employees. VCA takes pride in having achieved its fine reputation, and calls on each employee to actively assist in maintaining VCA's reputation.

Conduct that is clearly improper or contrary to the best interests of VCA must be avoided. The following activities illustrate examples of the type of conduct that VCA considers to be unacceptable and that may subject those who engage in such activities to discharge. This list is a general guide and is not all-inclusive. Other non-listed activities may be considered sufficiently serious to warrant dismissal. Neither an employee nor VCA is required to have a reason or cause to terminate the employment relationship at any time.

- Being convicted of a felony or any crime involving dishonesty or moral turpitude;
- Possessing, conveying, consuming, selling, offering to sell, purchasing or being noticeably affected by, any alcoholic beverage, drug or narcotic while on VCA premises. For purposes of this policy, this includes any drug that is illegal under either federal or state law;
- Excessive consumption of alcoholic beverages while on VCA business;
- Using profane, abusive or threatening language in the presence of employees, students or parents/guardians;
- Fighting with, or attempting the injury of, any employee, student or parent/guardian;
- Falsifying any claim, document or record involving VCA or an insurer of VCA;
- Intentionally damaging VCA property or removing such property from VCA premise without proper authorization;
- Sexual or other illegal harassment or discrimination of any employee;
- Engaging in criminal conduct or other behavior, whether inside or outside the workplace, that could harm VCA's reputation or limit its ability to focus resources on its learners, or create concerns in the community about VCA and its employee's qualifications. For purposes of this policy, criminal conduct or other behavior includes any conduct unlawful under either federal or state law.
- Engaging in any unlawful conduct off-duty that: a) relates to a bona fide occupational requirement or is reasonably and rationally related to the employment activities and

responsibilities of a particular employee or a particular group of employees; or b) creates a conflict of interest or the appearance of a conflict of interest with any responsibilities to the employer. This includes any conduct that reflects unfavorably upon VCA.

- Receiving any compensation, in addition to regular salary and benefits, whether the compensation is financial or otherwise, for the performance of duties with respect to which any employee already receives payment from VCA.
- Receiving something of value (in addition to employee's normal salary and benefits) in return for teaching, instructing, or coaching learners assigned to an employee. (This paragraph would ordinarily not prohibit teaching, instructing or coaching at events sponsored by independent organizations (such as athletic camps) where the primary purpose of the instruction is not the fulfillment of regular coursework.)

## **SUSPENDED HR 306**

### **Curriculum (CRR) Policies**

**CRR 101** - The educational program of Vision Charter Academy is nonreligious, nonsectarian and does not discriminate against any student on the basis of race, creed, color, sex, national origin, religion, ancestry, disability, need for special education services, or any other protected class. *Waiver 22-32-109 (1)(t)*

**CRR 102-** At the beginning of each scholastic year, an assigned Consensus Group as defined in GOV 201, including a highly qualified employee, develops and approves an Individual Learning Plan (ILP) per the needs of the learner. The ILP is reviewed and updated as necessary. The highly qualified employee facilitates the creation of specific courses of study in their core academic area dependent upon the needs of the learner. The Consensus Group monitors progress towards goals defined in the ILP. The highly qualified employee provides oversight of the instructional program in their core academic area to ensure compliance with Colorado Academic Standards, provide high, rigorous standards for pupil performance, and ensure the implementation of innovative strategies and proven methods of intervention.

**CRR 103** - Items that are consistent with the goals in the Individual Learning Plan and the Resource Guidelines, and are approved by the Consensus Group as defined in GOV 201, may be accessed or purchased by Vision Charter Academy.

**CRR 104** - All learners of Vision Charter Academy work toward grade level proficiency with respect to the Colorado Academic Standards. Thus, the Colorado Academic Standards are used during the construction of the Individual Learning Plan (ILP). The ILP is developed and assessments determined by the learner's Consensus Group. The Consensus Group, which includes at a minimum the Highly Qualified Coordinator or VCA Teacher, primary mentor, and

learner, chooses the resources and content for the ILP, to achieve grade level proficiency.

*Waiver 22-32-109 (1)(t)*

**CRR 105** - Vision Charter Academy complies with the Colorado Reading to Ensure Academic Development Act (READ Act) focusing upon learners identified as having a significant reading deficiency as defined by the State Board of Education. Full-time learners who are not benchmark proficient have an individual intervention plan called a READ Plan in grades K-3, that meets the requirements of the READ Act. Vision Charter Academy works and communicates with parents as required by the READ Act. If parents choose not to comply with the READ Act requirements, they will be considered non-compliant with Vision Charter Academy. C.R.S. 22-7-1206

**CRR 106** – Vision Charter Academy learners will meet or exceed the state requirements for graduation and receive a Delta County School District diploma.

**CRR 107** - A Highly Qualified Coordinator review Individual Learning Plans and documentation of learner growth regularly for courses with a Primary Mentor as educator of record, with frequency dependent on the classification of the Primary Mentor in the core areas.

*Waiver 22-32-109 (1)(t)*

**CRR 108** – Individual Learning Plans are created by the Consensus Group as defined in VHL 106. Full agreement is sought by all members. In order to address issues, disagreements and disputes regarding the creation of the Individual Learning Plan, the Consensus Group must follow GOV 106 conflict resolution policy and procedures.

**CRR 201** - Vision Charter Academy provides a Graduation Committee to ensure all graduation requirements are being met and maintain necessary documentation. Waiver 22-32-109(1)(t)

**CRR 202**– Early graduation is allowed at Vision Charter Academy. An early graduate is defined as a learner who is at least 17 years old and electing to graduate prior to their regular scheduled May graduation date by completing all graduation requirements by the early graduation date. A Petition for Early Graduation must be submitted by the Consensus Group as defined in GOV 201 and approved by the Executive Director and Vision Charter Academy Board of Stewards.

*Waiver 22-32-109 (1)(t)*

### **Special Education (SPS) Policies**

**SPS 101** - Learners with suspected Learning Disabilities or a Social Emotional Disability can access services through Vision Charter Academy’s Multi-Tiered System of Supports (MTSS). This is a multi-tiered framework designed to maximize achievement for all learners through problem solving methodology used throughout MTSS including research based practices and



scientifically validated interventions/ instruction designed to ensure that all learners receive appropriate and effective instruction. The MTSS process includes a detailed Response to Intervention plan including progress monitoring data. LEGAL REFS.:

1 CCR 301-8, Rules 2220-R-2.08 (*Rules for the Administration of the Children's Act*) 20 U.S.C.; 1401(30); 1414(b)(6) 34 CFR §300.307(b), §300.308, §300.309(b) – (c), §300.310 and §300.311 (*Individuals with Disabilities Education Act*)

**SPS 102** - Vision Charter Academy complies with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, Every Student Succeeds Act, Colorado's Exceptional Children's Education Act, READ Act, and Section 22-24-105 of the Colorado Revised Statutes in reference to servicing learners who are English Language Learners. Any learner identified as a child with disability pursuant to the Individuals with Disabilities Education Act who is between the ages of 3 and 21 and who has not received a regular high school diploma has the right to a free and appropriate public education. These learners with disabilities are provided individualized educational programs appropriate to meet their educational needs. Any individualized education program (IEP) developed for a learner with a disability will specify whether the learner will achieve the school district's adopted content standards or whether the learner will achieve individualized standards which would indicate the learner has met the requirements of his or her IEP. To meet federal and state laws, learners with disabilities will be included in state and school assessments, with appropriate accommodations where necessary. Learners enrolled with Vision Charter Academy are eligible to receive any Special Education support necessary, subject to the terms of the existing charter contract. LEGAL REFS.: 20 U.S.C. §1401 *et seq.* (*Individuals with Disabilities Education Improvement Act of 2004*) 29 U.S.C. §794. (*Section 504 of the Rehabilitation Act of 1973*) C.R.S. 22-7-407 (6) C.R.S. 22-7-409 (1.2)(d)(II) (*assignment of scores on statewide assessments for students with disabilities*) C.R.S. 22-20-104 *et seq.* (Colorado's Exceptional Children's Educational Act)

**SPS 201**- Per Federal and State Laws, Vision Charter Academy assesses the English proficiency of learners when a language other than English is indicated on the Home Language Survey at the time of registration. Learners who qualify for services have an English Language Learner (ELL) Plan administered by a qualified ELL Coordinator. LEGAL REF: C.R.S., Sections 22-20-104, 22-2-107 (1) (a), 22-2-107(1) (c), 22-2-107 (1) (q), 22-20-109, 22-20-116 and 22-24-105.

**SPS 202** - Vision Charter Academy identifies learners as Gifted and Talented (GT) using a body of evidence. Identified learners have an Advanced Learning Plan (ALP) that ensures gifted the learner's growth and achievement through systems of support, programming and advocacy in the area of giftedness, administered by a qualified GT Coordinator. LEGAL REFS.: C.R.S. 22-20-101 through 22-20-114 (*Exceptional Children's Education Act*) C.R.S. 22-26-107

**SPS 203:** Graduation requirements apply to all learners. To provide equal opportunities for attainment of a diploma, the Individual Education Plan team, including the Director of Special Education, may modify specific graduation requirements based on the identified goals in the learner's Individual Educational Plan and transition plan.

**Enrollment (VHL) Policies**

**VHL 101** – Learners enrolled in the school must be age 5-21 and without a diploma or equivalent. Those over age 18 at the start of their senior year must be following a step-by-step process towards a diploma. Any learner who is at least 6 years of age on September 15 may enroll as a part-time or full-time participant. Learners who are age 5 on September 15 may enroll on a part-time basis only.

**VHL 102** – Enrollment is open to any child who resides within the School District and adjacent counties, subject to compliance with the Colorado Public Schools of Choice Law. In all cases, admission is without regard to race, color, creed, national origin, sex, marital status, sexual orientation, religion, ancestry, disability, the need for special education service, or any other protected class. Applicants are considered for admission into Vision Charter Academy in accordance with the Vision Charter Academy enrollment policy VHL 104.

**VHL 103** - Vision Charter Academy complies with all District, State, and Federal requirements to ensure that the needs of learners with disabilities are met. Learners with disabilities are served in the Least Restrictive Environment, with the necessary materials, mandated services, and equipment to support their learning being provided through Special Services. Vision Charter Academy complies with the Individuals with Disabilities Education Act, Section 504 of Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, No Child Left Behind Act, Colorado's Exceptional Children's Act, READ Act, and Section 22-24-105 of the Colorado Revised Statutes in reference to servicing learners who are English Language Learners.

**VHL 104** – All prospective Vision Charter Academy learners complete an application via the website and attend a mandatory information session, after which each learner is placed on the waiting list and then contacted when space is available for enrollment.

**VHL 105** - No tuition is charged for participation in Vision Charter Academy.

**VHL 106-** Once a learner is enrolled in the program, the Consensus Group, as defined by GOV 201, signs an agreement that outlines each party's responsibilities.

**VHL 107**– All learners will conduct themselves respectfully, honoring all Vision Charter Academy agreements and Delta County School District's Student Conduct Code and related policies.

**VHL 108** – Full-time learners, including full-time Kindergarten learners, must complete a minimum of 720 hours per school year. At least 360 hours must be scheduled and completed within the first semester. These hours must be documented within the learning management system and verified by the Consensus Group as defined in GOV 201.

**VHL 109** – Registered homeschoolers, who enroll part-time in Vision Charter Academy, must schedule and complete a minimum of 90 hours per semester in classes taught by VCA teachers on campus, or select a course offering with a VCA approved business that is overseen by a high school advisor or K-8 HQC. Part-time learners must be registered as a homeschooler per the Colorado Homeschool Law. Part-time learners are restricted to a maximum of 180 scheduled hours per semester. These hours must be documented within the learning management system and verified by the Consensus Group as defined in GOV 201.

**VHL 110** – All Vision Charter Academy Learners must participate in required state standardized assessments.

**VHL 111** – All Vision Charter Academy learners must maintain detailed documentation of attendance and complete the attendance record in the learning management system. Attendance at Vision Charter Academy includes hours spent completing school work, as verified by highly qualified employee, presence in classes, and attendance at required meetings. The attendance record must be verified by the Highly Qualified Coordinator or Teacher.

**VHL 112** – An official transcript is created or updated for all Vision Charter Academy learners at the end of each academic school year. The high school Advisor, K-8 HQC or Teacher will email a grade report for each learner to their primary mentor at the end of each semester, along with the grade appeal process. At the end of each school year, a copy of the official transcript is placed into the learner’s cumulative record and into the Delta County School District’s data management system. Upon graduation from the Vision Charter Academy, a copy of the official transcript is given to the Delta County School District Office to be permanently filed. All Individual Learning Plan courses appear on the transcript unless a course is officially dropped by required deadlines. Diplomas and official transcripts are only released for learners in good standing with the program.

**VHL 113** - Issues, disagreements and disputes arising from broken agreements (including but not limited to agreements with the school, employees, other District programs, or other learners) are resolved using GOV 106 conflict resolution. In the case of any disciplinary action, except expulsions, appeals are heard and decided by the Board of Stewards. If concern is unresolved, an appeal may be submitted in writing by email to the Executive Director within seven (7) business days of a failed good faith effort to resolve the dispute via GOV 106. In the case of expulsions, the Delta County School Board of Education has final authority.

**VHL 114** – Vision Charter Academy complies with all record keeping requirements of the School District Board and/or federal or state law and provides in a timely fashion any reports necessary to meet the School District’s reporting obligations to the State Board, Colorado Department of Education, and U.S. Department of Education.

**VHL 115** – Vision Charter Academy complies with all School District Board approved policies, regulations, and applicable federal and state laws, concerning the maintenance, retention, and disclosure of student records. *Waiver 22-63-401*

**VHL 201** – Learners with Individual Educational Plans (IEPs) who live outside of the Delta County School District 50J’s boundaries may be enrolled within Vision Charter Academy if enrollment in the school is determined by the IEP team, including the Vision Charter Academy Director of Instructional Services and the Director of Special Services for Delta County School District, to be the appropriate placement. Requests from the parents/guardians of special education students for admission are considered in accordance with applicable state and federal laws. The learner's current IEP is used by the IEP team to determine if Vision Charter Academy can meet the learner's needs. Once the learner is admitted, a staffing (an official meeting) is conducted to update the IEP.

**VHL 202** - New full-time learners enrolling in Vision Charter Academy who do not have current assessment data to determine grade level placement are required to complete an approved formative assessment.

**VHL 203** - Cooperative Learning Group (CLG) is a group learning situation that involves more than one single subject class or project. While philosophically supportive overall, Vision Charter Academy does not officially endorse the educational model of any specific CLG in our communities. Further, Vision Charter Academy will not enter into a contract or a Memorandum of Understanding with a CLG. CLGs need to avoid operating in ways that could cause the Delta County School District or State of Colorado to determine that a CLG is operating as a school.

**VHL 204** – Vision Charter Academy does not allow concurrent enrollment for students enrolled in another publicly funded school or a private school, although it does allow concurrent enrollment in Cooperative Learning Groups, enrichment programs, approved crossover and college concurrent enrollment classes. School classification determinations are made by the Vision Charter Academy Board of Stewards.

**VHL 205** – Vision Charter Academy will not pay for nor reimburse any membership fee or expenses paid to enroll or participate in a private school or cooperative learning group.

**VHL 206** - Learners are enrolled in Vision Charter Academy (VCA) recurrently until they choose to withdraw or complete graduation requirements. To be officially withdrawn from VCA prior to graduation, a parent or guardian must submit a VCA Withdrawal form and complete the

withdrawal process before official records are released to the new educational institution. If a learner withdraws prior to October 1st of the contracted school year, he or she is required to reimburse VCA for any funds allocated for resources that cannot be returned or for classes taken with an approved business vendor. All non-consumable items are the property of VCA and must be returned upon withdrawal or graduation from the school. No reimbursements are made after the learner's withdrawal date.

### **Conventional School (CON) Policies**

**CON 101** – Vision Charter Academy learners can take up to three classes in a Delta County traditional middle or high school. For each class a learner takes, a crossover form is completed and \$250 per semester is transferred to the traditional school from the allocated Vision Charter Academy Crossover Funds. If Per Pupil Revenue was paid to the district per the state count, then once the learner is enrolled with VCA there will be no crossover fee charged to VCA for the learner. Learners must agree and adhere to the traditional school's policies in their entirety.

**CON 102** – Vision Charter Academy Learners can participate in extracurricular activities governed the Colorado High School Activities Association (CHSAA) by following CHSAA rules and regulations. Any District required participation fees are the responsibility of the individual learner.

**CON 201** – Vision Charter Academy learners can take classes in an adjacent school district's traditional middle or high school per yearly agreement between VCA and other district. For each class a learner takes, a cross-over form must be completed and \$250 per semester per year must be transferred to the traditional school from allocated Vision Charter Academy Crossover Funds. Learners must agree to adhere to the traditional school's policies in their entirety.

**CON 202** - Eligible learners may choose to participate in approved concurrent enrollment programs.

**CON 203** – Eligible Vision Charter Academy approved learners may participate in the ASCENT program.

### **Educator (EDU) Policies**

**EDU 103**- Highly Qualified Coordinators, as part of the Consensus Group defined in GOV 201, will approve course content and learning goals for primary

mentors to ensure that the terms and conditions set forth by the Delta County School District, State of Colorado, and the federal government are being met.

**EDU 201-** In order for a class to be included in the learner's Individual Learning Plan and counted in learner hours, any professional, who is not a Vision Charter Academy employee, teaching those classes must be included on the Vision Charter Academy approved business vendor list. Business vendors are not contracted to provide core academic classes on Vision Charter Academy's Individual Learning Plans.

Vision Charter Academy staff collects, verifies, and compiles potential business vendor's professional credentials including:

- Completing business vendor information form
- Verifying background check policy, passing a VCA background check, or parent completing liability waiver .

**EDU 202-** A Highly Qualified Coordinator (HQC) in the core academic areas will consult with and oversee primary mentors dependent upon their qualification and classification. As per the requirements from the Colorado Department of Education, those categories will be:

Category A - Highly qualified employee of Vision Charter Academy

Category B - Contributing professional employee of Vision Charter Academy overseen by HQC, HQ teacher, or Director of Instructional Services - meets bi-weekly in areas not highly qualified

Category C - Primary mentor – HQC meets weekly

Category D - Highly qualified primary mentor – HQC meets monthly in areas highly qualified and weekly in areas not highly qualified