

DCSD Waiver Request Template for Charter Schools

Use the template below to list the *non-automatic waiver(s)* from policy and rule and the related replacement plans that the charter school requests.

Contact Information
School Name: SkyView Academy
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Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan
<p>Policy Citation and Title: Budget, Accounts Payable, Expense Reimbursements</p> <ul style="list-style-type: none">• DK Payment Procedures 01.18.05,• DKC Employee Expense Authorization 08.28.16,• DKC-R-1 Employee Expense Reimbursement Mileage Tolls and Parking 08.28.16,• DKC-R-2 Employee Expense Reimbursement Travel Without Students 08.28.16,• DKC-R-3 Employee Expense Reimbursement Travel With Students 08.28.16,
<p>Rationale: SkyView Academy conducts annual budgeting, accounts payable procedures, and expense reimbursements independent of the school district. All purchases must fall into the approved SkyView Academy budget. Individual employees may be reimbursed for expenditures that have received prior approval from their immediate supervisor. Expenditures made without prior approval may not be reimbursed. SkyView Academy cannot pay or reimburse sales tax.</p>

Replacement Plan: [SVA Financial Policies](#) page 3

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: SVA Financial Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. Administrators collect data from various sources (independent audits, charter school sector best practices, GASB regulations, and regular reflection on current practices). The committee considers the input from administrators and makes fiscally responsible decisions.

Expected Outcome: SkyView Academy expects to maintain autonomy and continue to operate with fiscal health, stable debt service ratios, required reserves, and internal controls.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Banking Policies

- [DG Banking Services Deposit of Funds Authorized Signatures and Check Writing 08.16.16,](#)
- [DG-R Banking Services \(and Deposit of Funds\) Regulation 08.04.16](#)

Rationale: School district banking policies do not apply to charter schools. SkyView Academy bank accounts are independent of district accounts and check-writing procedures, and expense approvals are independent of the district. SkyView Academy is a large organization and often pays bills in large amounts. However, for fraud protection purposes, the Head of the School and the Board President must sign checks for amounts greater than \$50,000.

Replacement Plan: [SVA Financial Policies](#) page 3

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: SVA Financial Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. The committee considers input from administrators collected from various sources (independent audits, charter school sector best practices, GASB regulations, and regular reflection on current practice).

Expected Outcome: SkyView Academy expects to maintain autonomy, hold accounts independent of the school district, and maintain internal controls for credit card use, check writing, and expense approvals.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Purchasing, Bidding, and Vendor Policies

- [DJ District Purchasing 08.20.19](#),
- [DJ-R Purchasing Procedures 01.23.06](#),
- [DJA Purchasing Authority 09.04.19](#),
- [DJE Bidding Procedures 09.04.19](#), [DJG-DJGA Vendor Relations, Sales Calls and Demonstrations 01.23.06](#),
- [FEG Construction Contracts Bidding and Awards - General Contractors 03.10.16](#)

Rationale: SkyView Academy has its internal policies since school district purchasing, bidding, and vendor policies do not apply to charter schools.

Replacement Plan: [SVA Financial Policies](#)

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: SVA Financial Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. The committee considers input from administrators collected from various sources (independent audits, charter school sector best practices, GASB regulations, and regular reflection on current practice).

Expected Outcome: SkyView Academy expects to maintain autonomy and continue to manage purchasing, bidding, and vendor relations independently of the school district.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Employee Policies

- [DKA Payroll Procedures-Schedules 12.13.94,](#)

Rationale: SkyView Academy has independent employee policies and procedures for payroll, benefits, hiring, background checks, conduct, health and safety which is reviewed annually by the Employer's Council, legal counsel, and approved by the board of directors. SVA's Employee handbook is comprehensive, aligned with the law, and meets the organization's needs.

Replacement Plan: [Employee Policies & Procedures Handbook](#) page 34-35

Payday

All SVA employees will be paid on the 20th of each month. If the pay date falls on a weekend, employees will be paid on that Friday before the pay date.

All time sheets for hourly, non-exempt employees are due to the Business Office by the 11th of the month. The calendar pay date range is from the 11th to the 10th of the month.

Hours of Work

SVA is normally open for business Monday through Friday, from 8:00 a.m. to 4:00 p.m. Your shift's starting and ending times may change from time to time according to the needs of the school or your department.

You may be required to work overtime. For the purposes of calculating overtime, the workweek begins Sunday at 12:00 AM. and ends at 11:59 PM. the following Saturday.

Paycheck Deductions

Various payroll deductions are required by law, such as federal income tax and state income tax, Medicare, and P.E.R.A. Any other deductions from paychecks must be authorized by the employee in writing.

Paycheck stubs will itemize amounts that have been withheld. It is essential that employees keep this information for tax purposes. If questions arise about deductions, please talk to the Business Office. SVA complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Error in Pay

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. SVA is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

If an employee was overpaid, the employee must report it immediately to Human Resources. The employee will be expected to pay back the overpayment to the School. If overpayments are made, you will be expected to authorize in writing the appropriate deductions from the following paycheck or paychecks, depending on the circumstances.

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: SVA Employee Policies are reviewed annually by the Employer’s Council, legal counsel, and the Policy Committee, which serves as an advisory committee to the board of directors.

Expected Outcome: SkyView Academy expects to maintain autonomy from school district employee policies and remains a high-quality employer.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Facilities & Property Policies

- [DN School Properties Disposal Procedure 09.03.19](#),
- [DN-R Property Disposal Procedure Regulation 07.15.14](#)
- [FBC-R School Capacity Standards 08.19.03](#),
- [FF Naming New Facilities 08.20.19](#),
- [FF-R Naming New Facilities and Areas of Facilities 02.25.08](#),

Rationale: SkyView Academy owns its facility and manages capacity, naming rights and disposal of property independent from the district and within the covenants of municipal bond holder requirements.

Replacement Plan: [SVA Financial Policies](#), [SVA Sponsorship & Naming Rights Policy](#)

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: All of SVA's Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. This includes the Financial Policies and the Sponsorship & Naming Rights Policy. The committee considers input from administrators collected from various sources (independent audit, charter school sector best practice, GASB regulations, and regular reflection on current practice).

Expected Outcome: SkyView Academy expects to maintain autonomy and continue to operate and manage the facility it owns independently from the school district and within the covenant requirements of the bondholders.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Student Dress Code

- [JICA Student Dress 09.15.20](#)

Rationale: SkyView Academy has a uniform policy (PK-8) and dress code (9-12) that is independent of the district. Student's attire significantly influences the learning environment of any school. The purpose of SVA's PK-8 Uniform Policy is to promote school unity and pride, lessen peer pressure, and minimize the distractions and disruptions that some clothing may attract while establishing habits of neatness, good grooming, modesty, and cleanliness. All students are expected to dress appropriately while on school premises or at any school-sponsored activity. Enrollment in SVA constitutes acceptance of this Policy, agreement to adhere to it, and acknowledgment of discipline for noncompliance. The SVA High School Dress Code is designed to produce an environment conducive to learning by requiring all students to dress with respect and

modesty. The purpose of SVA's High School Dress Code is to minimize distractions and disruptions. All students are expected to dress appropriately at all times, on school premises, or at any school-sponsored activity. Enrollment in SVA constitutes acceptance of this Dress Code, agreement to adhere to it, and acknowledgment of discipline for noncompliance.

Replacement Plan: [SVA Uniform Policy](#) and [High School Dress Code](#)

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: All of SVA's Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. This includes the PK-8 Uniform Policy and the High School Dress Code. The committee considers input from administrators that have been collected from various sources.

Expected Outcome: SkyView Academy expects to maintain autonomy and continue to require uniforms in grades PK-8 and a dress code for high school students that is independent of the school district. Student uniforms and dress will ensure alignment with SVA's Vision and Mission as well as accomplish the purpose of the dress policy.

Non-Automatic Waivers: Policy Description and Rationale and Replacement Plan

Policy Citation and Title: Graduation Requirements

- [IKF Graduation Requirements 10.18.16](#)

Rationale: SkyView Academy has graduation requirements independent of the district. SkyView Academy focuses on delivering a comprehensive classical education for our high school students. The depth and breadth of a student's knowledge are key indicators of

his or her ability to comprehend reading, think critically, and solve problems. School leaders ensure the development and implementation of the academic curriculum are consistently aligned with the mission and vision of the school.

SkyView Academy's High School program aligns classical content and pedagogy with current college preparation standards while emphasizing critical thinking and analysis, depth of knowledge, and the development of value-centered human beings. We value the important balance between providing engaging content-expert teachers and empowering students to drive their learning.

At the same time, we are committed to preparing students for the very best colleges in the country. It follows that the rigorous classical course content taught in class will address Common Core, state, college board, and ACT standards as necessary. Technology is a tool needed to prepare students for the modern world and collegiate experience. This integrated approach helps ensure students are exposed to the standards and skills that drive assessment and college entrance.

High school students are required to take core subjects. They can choose from various electives, including, but not limited to, visual and graphic art, ceramics, photography, publishing, instrumental music, choir, drama, and theater. In addition, our high school students may opt for honors-level and/or AP-level courses. Our college counseling office is committed to guiding and supporting students with the support of the Naviance software program.

Replacement Plan: [SVA Graduation Requirements](#)

Financial Impact: None

How the Impact of the Waivers Will be Evaluated: All of SVA's Policies are reviewed annually by the Policy Committee, which serves as an advisory committee to the board of directors. This includes graduation requirements. The committee considers input from administrators that have been collected from various sources. Additionally, the SVA

administration will maintain yearly evaluations of the graduation requirements as they align with the CDE and College Board expectations.

Expected Outcome: SkyView Academy expects to maintain autonomy and continue to use the graduation credit requirements for high school students, which is independent of the school district. Further, SVA expects to ensure Graduation Requirements meet both state standard expectations as well as the expectation outlined in the vision and mission of SVA as outlined in the curriculum expectations outlined above.