

Ben Franklin Academy Automatic Waiver Request Template

*Use the addendum template below to list **automatic waiver(s)** from policy and rule and the related replacement plans that the charter school is requesting.*

Automatic district waivers still require a developed plan, process, or policy on record. DCSD has streamlined this process with its “Automatic Waiver Request Template” document. This document allows charter schools to reference their replacement policy using existing material (e.g., Staff or Student Handbook, Application, Policy Handbook, etc.). This process is not intended to be exhaustive, rather it aims to help protect the autonomy of the charter school.

Contact Information
School Name: Ben Franklin Academy
School Address (mailing): 2270 Plaza Drive Highlands Ranch, Co 80126
Charter School Waiver Contact Name: Diana Simpson
Charter School Waiver Contact’s Phone Number: 720-937-3409
Charter School Waiver Contact’s Email: dsimpson@bfacademy.org

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process
Policy Citation and Title BBBE Unexpired Term Fulfillment_Vacancies 06.18.19
Replacement Plan, Process or Policy Link: This policy is covered in Article III.9 of the BFA Bylaws. https://www.bfacademy.org/wp-content/uploads/2016/09/BFA20Bylaws.pdf

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title: [BC School Board Member Conduct 06.18.19](#)

Replacement Plan, Process or Policy Link: This policy is covered in BFA's Code of Ethics and Board Director Agreements.

[Board Of Directors Agreement](#)
[BFA's Code of Ethics](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:[BCA_E_1 Code of Ethics for School Board Members 08.20.19](#)

Replacement Plan, Process or Policy Link: This policy is covered in BFA's Code of Ethics and Board Director Agreements.

[Board Of Directors Agreement](#)
[BFA's Code of Ethics](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:[BCB School Board Member Conflict of Interest 06.18.19](#)

Replacement Plan, Process or Policy Link: This policy is covered in the BFA Board Conflict of Interest policy as well as in Article III.12 of the BFA Bylaws.

[Conflict of Interest Policy](#)
<https://www.bfacademy.org/wp-content/uploads/2016/09/BFA20Bylaws.pdf>

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title: [BE School Board Meetings 04.20.2021](#)

Replacement Plan, Process or Policy Link: This policy is covered in Article II of the BFA Bylaws.

<https://www.bfacademy.org/wp-content/uploads/2016/09/BFA20Bylaws.pdf>

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title: [BEAA Electronic Participation in School Board Meetings \(Special Meetings Only\) 08.20.21](#)

Replacement Plan, Process or Policy Link: This policy is covered in Article II.7 of the BFA Bylaws.

<https://www.bfacademy.org/wp-content/uploads/2016/09/BFA20Bylaws.pdf>

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[EEAA Transportation Eligible Students 08.13.2020](#)

[EEAC School Bus Scheduling and Routing 09.02.03](#)

[EEAC-R School Bus Scheduling and Routing 02.09.09](#)

Replacement Plan, Process or Policy Link: BFA families are responsible for their own transportation to and from school. These policies relate to transportation services of students coming to and from school, therefore they are not practical policies for BFA and should be waived.

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:[GBEBA Staff Dress Code 06.09.2020](#)

Replacement Plan, Process or Policy Link: BFA manages its own work agreements and employee expectations for its staff in its Staff Handbook, on pg. 37 as well as in the Staff Dress Policy.

[Staff Handbook](#)

[Staff Dress Policy](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:[GBI Electronic Email 08.05.03](#)

Replacement Plan, Process or Policy Link: BFA manages its own work email communication expectations as outlined in the Staff Handbook on pg. 24.

[Staff Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[GCKAA Teacher Displacement 06.09.2020](#)

[GCQA Instructional Staff Reduction in Force 06.09.2020](#)

[GCQA-R INSTRUCTIONAL STAFF REDUCTION IN FORCE 12.8.2020](#)

[GCQF Discipline, Suspension, Nonrenewal and Dismissal of Licensed Staff 06.09.2020](#)

[GDA SUPPORT STAFF POSITIONS 12.08.2020](#)

[GDBC Support Staff Supplementary Pay/Overtime Overtime and Compensatory Time 12.08.2020](#)

[GDG Part-Time and Substitute Support Staff Employment 12.08.2020](#)

[GDQB Resignation of Support Staff 12.8.2020](#)

Replacement Plan, Process or Policy Link: BFA does not fundamentally disagree with any of these DCSD Employment policies, including their language and intent. BFA does not have matching policies to replace these individually, but BFA is responsible for its own work agreements with its employees where expectations are communicated in the Staff Handbook.

[Staff Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[GCN-R-1 Evaluation Regulation Process 12.03.15](#)

[GCO Evaluation of Licensed Personnel 06.09.2020](#)

Replacement Plan, Process or Policy Link: BFA's evaluation procedures for Licensed staff will be added to our Staff Handbook.

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[IGA Curriculum Development 05.2012](#)

[IGA-R Curriculum Development 11.07.18](#)

Replacement Plan, Process or Policy Link: Pursuant to BFA's Charter Contact with DCSD, BFA has the authority to determine the educational programs, learning resources, and textbooks to be used at the school. Section 7 of the BFA Parent Handbook outlines the school's curriculum.

[BFA Parent Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[IJ Textbook and Instructional Materials Selection and Adoption 07.15.14](#)

[IJ-E Textbook and Instructional Materials Selection and Adoption Request Checklist 03.06.19](#)

[IJ-E-1 Proposal to Adopt a Textbook 03.2019](#)

[IJ-E-3 District Initiated Textbook_required curriculum materials adoption proposal 7.2020](#)

[IJ-R Procedures for Reviewing and Recommending Textbooks and Instructional Materials 03.06.19](#)

Replacement Plan, Process or Policy Link: Pursuant to BFA's Charter Contact with DCSD, BFA has the authority to determine the educational programs, learning resources, and textbooks to be used at the school. Section 7 of the BFA Parent Handbook outlines the school's curriculum.

[BFA Parent Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[IIA Selection of Controversial Learning Resources 05.2012](#)

[IIA-E-3 Guest Speaker Permission Form 05.2012](#)

[IIA-R Selection of Controversial Learning Resources 05.2012](#)

[IIB-R Instructional Use of Media Resources 05.2012](#)

[IIC Instructional Resources 09.15.15](#)

[IIL Library Materials Selection and Adoption 05.2012](#)

Replacement Plan, Process or Policy Link: Pursuant to BFA's Charter Contact with DCSD, BFA has the authority to determine the educational programs, learning resources, and textbooks to be used at the school. Section 7 of the BFA Parent Handbook outlines the school's curriculum.

[BFA Parent Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[IJOA Field Trips and Excursions 11.28.05](#)

Replacement Plan, Process or Policy Link: BFA manages its own field trips and liability and risk management, and so requires its own policies and procedures. Field Trip procedures can be found in the Field Trip Policy.

[Field Trip Policy](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[JIHA Student Possession and Use of Portable Electronic Devices \(Including Cellular Phones\) 05.21.13](#)

Replacement Plan, Process or Policy Link: BFA has a Mobile Electronic Device Use Policy.

[Mobile Electronics Device Use Policy](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[JK Student Discipline 11.27.18](#)

Replacement Plan, Process or Policy Link: BFA will meet the intent of this policy but govern its own student discipline. This is communicated in our Discipline Policy as well as in our Parent Handbook (pg. 24-25).

[Student Discipline Policy](#)

[BFA Parent Handbook](#)

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[KF Community Use of School Facilities 03.16.04](#)

[KF-R-1 Community Use of School Facilities 04.03.13](#)

[KFA Use of School Facilities for Telecommunications Equipment 12.05.00](#)

Replacement Plan, Process or Policy Link: BFA complies with the intent of these policies, but is responsible for and manages the use of its facilities at the school level, therefore these policies should be waived.

Automatic Waivers: Policy Description and Rationale and Replacement Plan / Process

Policy Citation and Title:

[KHB Advertising in the School District and Revenue Enhancements 02.02.99](#)

[KHB-R Advertising in the School District and Revenue Enhancements 01.17.06](#)

[KHC Distribution Of Non-District Related Materials 02.16.10](#)

[KHC-E Distribution of Non-District Materials Sample Letter 09.27.18.](#)

[KHC-R Distribution of Non-District Material Non Profit Organizations 02.16.10](#)

Replacement Plan, Process or Policy Link: BFA complies with the intent of these policies, but is responsible for and manages all advertising and distribution of materials as it sees fit to best support its community and school mission.

BFA Mission: The mission of BFA is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.