

NSA DCSD Waiver Request 2022

Contact Information

School Name: North Star Academy

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

Policy Citation and Title:

[DB Annual Budget 08.20.19](#)

[DB_R Annual Budget \(SBB Model\) Regulation 08.20.19](#)

[DFA Cash Management and Investment Policy 03.05.19](#)

[DFA-R Cash Management and Investment Regulation 03.05.19](#)

Rationale: NSA has policies in place for fiscal management including the responsibility to manage the budget. Each year we have an audit to ensure fiscal accountability.

Replacement Plan: This policy is covered in Section 8.0 of the NSA Bylaws. Fiscal Accounting and Reporting. The Business Director and /or Chief Financial Officer shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of NSA. The Business Director and /or Chief Financial Officer shall exercise his or her responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by the Board, and lends itself to auditing. Financial statements shall be prepared for presentation and reporting on at least a quarterly basis to the Board. Financial statements will be made available to Board members in the Board packets prior to the scheduled meeting. Preparation and Adoption of Annual Operating Budget The annual budget is the financial plan for the operation of NSA. The annual operating budget will be based on a fiscal year that runs from July 1 to June 30. It

provides the framework for both expenditures and revenues for the fiscal year, and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the vision and mission of NSA. The Board assigns to the Business Director and /or Chief Financial Officer the overall responsibility for the preparation and administration of the budget. The annual budget shall contain the following sections and corresponding detail: Revenues broken down by per pupil revenue, mill levy override, fundraising and other categories as necessary, Operating Expenses broken down by salaries, benefits, purchased services, purchased property services, supplies and materials, property, and other categories as necessary. The annual budget for the upcoming year shall be submitted for review by the Board during the April board meeting and revised budget for the year shall be submitted for review, by the Board, during the November board meeting or such other schedule as required to be the DCSD timelines. Financial Statement Audits In accordance with state law, the financial statements of NSA shall be audited annually at the close of each fiscal year. The Board shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government/nonprofit accounting to conduct the audit. The independent auditor shall submit a report to the Board that includes the audited financial statements and an opinion regarding those financial statements. The auditor will also include in the report any information and documentation required by the District. The independent auditor shall report directly to the Board.

[Board of Directors Policy Manual:](#)

Financial Impact: North Star Academy believes that the requested waiver will have no financial impact upon the North Star Academy budget. North Star Academy reports the budget to DCSD each year. NSA anticipates that the requested waivers will have no financial impact upon the Douglas County School District Re 1. NSA must operate within its own budget for all aspects of the school.

How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to fiscal management.

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

Policy Citation and Title

[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](#)

[DK Payment Procedures 01.18.05](#)

[DKA Payroll Procedures-Schedules 12.13.94](#)

[DKC Employee Expense Authorization 08.28.16](#)

[DKC-R-1 Employee Expense Reimbursement Mileage Tolls and Parking 08.28.16](#)

[DN School Properties Disposal Procedure 09.03.19](#)

Rationale: NSA has policies in place for fiscal management including the responsibility to manage the budget. Each year we have an audit to ensure fiscal accountability.

Replacement Plan: These policies are covered in Section 8.0 of the NSA Bylaws and the internal NSA policy manual.

NSA Bylaws:

<https://4.files.edl.io/7f2a/07/12/22/213732-7c8b04b3-8539-4430-ba92-54dcd81b9c2b.pdf>

The financial statements of North Star Academy shall be maintained on a modified accrual basis of accounting in accordance with generally accepted accounting principles as applicable to governmental entities (GAAP). Internal financial reporting may also be presented on a cash basis as deemed appropriate by the internal users of the financial statements.

The financial statements of North Star Academy include those of the school itself and those organizations for which North Star Academy is financially accountable (NSA Building Corporation) and those organizations which raise funds in support of North Star Academy (North Star Academy Foundation). The financial records to which these policies apply are those of North Star Academy and the North Star Academy Foundation. While North Star Academy has access to review the financial records of the NSA Building Corporation, those records are maintained by the trustee for the outstanding bonds.

All of the underlying financial records of the organization shall be properly maintained in a locked cabinet or area with limited access by only the Business Director, Principal, Chief Financial Officer and Board Treasurer.

The Business Director shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of North Star Academy. The Business Director, Principal, Chief Financial Officer and Board Treasurer shall exercise their responsibilities to the highest ethical standards and shall conform to GAAP.

NSA Board Policy Manual:

<https://4.files.edl.io/f7e1/08/16/21/202922-810e9d6b-a607-4abf-81ff-8bc6c64cfd70.pdf>

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

Policy Citation and Title

[EBCE School Closings and Cancellations 09.02.03](#)

[EBCE-R School Closings and Cancellations Regulation 09.02.03](#)

Rationale: North Star Academy (NSA) will for the most part follow the closing and delay schedules announced for the Douglas County School District (DCSD) however, we may be on a closed or delayed schedule that is different from DCSD. NSA may be closed due to weather related issues or emergencies, building failures within the school, local or national emergencies, as well as other situations as determined by the School Director and/or Governing Board.

Replacement Plan: NSA's Principal will dismiss school early, late, or cancel school in the event of severe weather or other emergencies that threaten the health, safety, or welfare of students. Every effort shall be made to notify building staff and parents as soon as possible. Except for teachers and staff members who work only on student days, all personnel shall report to work as soon as possible on emergency days unless notified otherwise by the administration.

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to school closures and cancellations.

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

Policy Citation and Title

[FAAA Facilities Development Priority Objectives Airports 08.19.03](#)

[FAAA-E Facilities Development Priority Objectives Airports 08.19.03](#)

[FAAA-R Facilities Development Priority Objectives Regulation 08.19.03](#)

[FBC-R School Capacity Standards 08.19.03](#)

[FEF Construction Contracts Bidding and Awards - General Contractors 03.10.16](#)

[FEH Supervision of Construction 08.19.03](#)

[FF Naming New Facilities 08.20.19](#)

[FF-R Naming New Facilities and Areas of Facilities 02.25.08](#)

Rationale: NSA's BOD and Principal maintains the facility which includes the responsibility to pay for the building, maintain the building, naming new facilities, contracts for improvements and supervises construction.

Replacement Plan: NSA works with the district to choose site location. School facilities should be situated such that children may access the site in a safe fashion and remain clear of potential danger when on the site or in the building.

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to facilities development.

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

Policy Citation and Title

[GBEB Staff Conduct 06.09.2020](#)

Rationale: All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies. As representatives of NSA and role model for students, all staff members shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of NSA and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Replacement Plan: The code of conduct is found on page 8 and 9 of the NSA staff Handbook. Staff Code of conduct.

NSA Handbook:

<https://4.files.edl.io/bac4/07/08/22/180447-33e32044-9222-441d-a0b8-93fa48b1c56f.pdf>

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to staff conduct and ethics.

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

Policy Citation and Title:

[GBJ Personnel Records and Files 11.27.06](#)

Rationale: A personnel file for each employee shall be accurately maintained and secured by the Principal, and Business Manager at NSA. NSA follows EEOC requirements.

Replacement Plan: Files including the application for employment and references, compensation, evaluations, and such other information as may be considered pertinent will be maintained and secured. All personnel records of individual employees shall be considered confidential and therefore shall not be open for public inspection, except as otherwise provided by law. The evaluation reports of certificated personnel, with the exception of those portions of the superintendent's evaluation report specified in law, and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators and officials with a legitimate supervisory interest, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.

NSA Facility Use Policy:

<https://4.files.edl.io/d464/07/11/22/233456-9e9d7803-1a92-4d8a-97b7-f371424f264e.pdf>

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to personnel records.

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

Policy Citation and Title:

[JH Student Attendance 09.15.20](#)

Rationale: NSA has its own student attendance policy which is in compliance with State regulations. Every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

Replacement Plan: Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. Duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Student Absence Procedures If your child is absent or tardy, we ask that you please do the following: ■ Call the school attendance line (720-851-7827, ext.

1) to report an absence as soon as possible or email attendance@nstaracademy.org This will eliminate a call to you at home or work by the "automatic dialer." A child or a sibling cannot call to report the absence. The parent or guardian must make the absence call. An absence is unexcused until a parent or guardian calls, and will only be excused for one of the reasons listed below. Parents are asked to give the following information when they call:

1. Month and day of absence being reported.
2. Student's full name.
3. Name of student's teacher.

4. Person reporting the absence.

- Parents are asked to notify the front office, in writing, when they have prior knowledge of upcoming absences and/ or early dismissals (preferably via email to attendance@nstaracademy.org).
- Upon returning from an absence, bring your child's teacher a note explaining the absence. The following are the only reasons for an excused absence:
 - A student who is temporarily ill or injured or whose absence is approved by the Principal on a prearranged basis.
 - A student who is absent for an extended period due to physical, mental or emotional disability.
 - A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the Principal.
 - Excused absences include funerals, illness, injury, legal obligations, medical procedures, observances of religious holidays, and extenuating circumstances determined by the Principal.
 - A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting. NSA may require suitable proof regarding the above exceptions, including written statements from medical sources.

NSA Handbook:

<https://4.files.edl.io/1779/09/23/21/165707-132a6d15-21f4-47f8-a443-db6da4ad8a12.pdf>

<https://4.files.edl.io/bac4/07/08/22/180447-33e32044-9222-441d-a0b8-93fa48b1c56f.pdf>

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to attendance.

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

Policy Citation and Title:

[JICA Student Dress 09.15.20](#)

Rationale: North Star academy has its own dress code approved by the NSA board of directors and Principal.

Replacement Plan: The North Star Academy Dress Code can be found in the Student Uniform policy. In order to fulfill the mission, vision, and goals of the school, North Star Academy (NSA) has chosen to require Uniforms for its students. The learning environment of any school is significantly influenced by a student's attire. The purpose of NSA's School Uniform Policy is to promote school unity and pride, lessen peer pressure; and to minimize the distractions and disruptions that ordinary clothing tends to attract. Enrollment in NSA constitutes acceptance of this Policy, agreement to adhere to it, and acknowledgement of discipline for noncompliance.

NSA Student Uniform Policy:

<https://4.files.edl.io/26cb/06/24/22/164231-6280fb69-358d-44c1-bd01-7874d9f048c0.pdf>

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to dress code.

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

Policy Citation and Title:

[JICC Student Conduct on School Buses 10.15.02](#)

[JICC-R-1 Procedural Guidelines 05.05.09](#)

[JICC-R-3 Bus Passes 06.03.08](#)

Rationale: Student bus transportation is not provided on a daily basis. NSA does not provide bus passes. NSA 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 NSA and should be waived. Buses may be provided for field trips and this will not follow the DCSD policy because some of our students are out of district.

Replacement Plan:

All NSA students will have access to school buses for field trips. Students who do not conform to all regulations and directives concerning discipline, safety, and conduct, or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus, may have their bus riding privileges suspended or revoked

Financial Impact: North Star Academy believes that the requested waiver will have no financial impact upon the North Star Academy budget. North Star Academy reports the budget to DCSD each year. NSA anticipates that the requested waivers will have no financial impact upon the Douglas County School District Re 1. NSA must operate within its own budget for all aspects of the school.

How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to school buses.

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

Policy Citation and Title:

[JLCC Communicable Diseases and Long-Term Illnesses 12.07.2021](#)

Rationale: North Star Academy is required to make educational services available to all children who are residents of the District. North Star Academy recognizes, however, that communicable/infectious diseases may impact a student's ability to attend school. Parents are requested to notify the school if their child contracts a communicable disease, infectious condition, or illness and to keep any child temporarily affected thereby out of school until the condition is no longer communicable or until he or she has fully recovered.

North Star Academy will manage common communicable diseases consistent with any applicable local, state, or federal mandates, and appropriate state and local health department information and guidelines. A student who exhibits symptoms of a readily transmissible communicable disease may be temporarily excluded from school attendance.

Replacement Plan: Students who complain of illness at school may be referred to the school nurse and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

When information is received by a staff member that a student is afflicted with a serious, readily transmissible disease, the staff member will promptly notify the school nurse or principal to determine appropriate measures to protect student and staff health and safety.

North Star Academy reserves the right to require a health care provider's statement authorizing the student's return to school.

In the case of a broader communicable disease (e.g., COVID 19), North Star Academy will seek to work with the Douglas County School District administration and that of other charter schools to ensure the health and safety of all District children. This commitment includes sharing data and information related to its mitigation strategies and soliciting the same.

Long-Term Illnesses

A child suffering from a long-term physical illness by which he or she is unable to receive reasonable benefit from the ordinary educational program may be determined to be a child with disabilities under state and federal law. Any child determined to have a long-term illness, disease, or infectious condition that is known or reasonably suspected to be communicable, shall be evaluated, staffed, and placed in an appropriate educational program in accordance with applicable law. When appropriate, the Colorado Department of Public Health and Environment may be requested to become involved. Temporary actions may be taken by North Star Academy to protect the health, safety, and welfare of children or others. Neither this policy nor the placement of a child in any particular program shall preclude the North Star Academy administration from taking any temporary actions, including removal from the classroom, as deemed necessary to protect the health, safety, and welfare of the child.

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How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to communicable diseases and long term illnesses.

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

Policy Citation and Title:

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

[GCO Evaluation of Licensed Personnel 06.09.2020](#)

Rationale: The North Star Academy Principal evaluates all employees including teachers and may not necessarily hold a Type D certificate. Should any other designated administrator or assistant principal not have a Type D certificate, this should not preclude him or her from administering the evaluations. Additionally, North Star Academy will not be required to report their teacher evaluation ratings as part of the commissioner's report as required by C.R.S. 22-2-112(1)(q)(l).

Replacement Plan: North Star Academy uses its own evaluation system as agreed to in the Charter School Agreement and with Douglas County School District. North Star Academy's evaluation system will continue to meet the intent of the law as outlined in the statute. Staff has been trained in this evaluation system and the methods used for North Star Academy's evaluation system includes expectations that are specific to the administrators' and teachers' roles and responsibilities, and have the goal of improving student academic growth, and meet the intent of the quality standards established in SB 10-191. North Star will provide the online evaluation system upon request. North Star Academy will not be required to report their teacher evaluation data through the TSDL collection, however teacher performance data will be reviewed by the school and used to inform hiring practices and professional development. Core course level participation will continue to be reported PURSUANT TO 22-11-503.5 as this is a non-waivable statute.

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operate within its own budget for all aspects of the school.

How the Impact of the Waivers Will be Evaluated: Per Colorado State Statutes, NSA will complete an annual audit which is reported to the Douglas County School District.

Expected Outcome: As a result of these waivers, NSA will be expected to maintain its own policies and procedures with regards to evaluation of licensed personnel.