

SCHOOL VISIT REVIEW REPORT

Leman Academy Of Excellence (5225)

Prepared By:

Douglas County Colorado
Choice Programming
Douglas County School District

620 Wilcox St.
Castle Rock, CO 80104
Phone: 720-433-1238

Released By:

Kristin Schmidt on 11/15/22

1. Educational Program

Visit Date:

1.1	The school implements its mission, vision, and the educational program characteristics as stated in the approved charter.	Reviewed by Kristin Schmidt on 10/28/22 7:23 PM	Meets
1.2	The curriculum implemented by the school meets or exceeds the Colorado Academic Standards and is consistent with the school's vision and mission.	Reviewed by Kristin Schmidt on 10/28/22 7:23 PM	Meets
1.3	<p>Special Education Services: Special education and related service providers at the school hold appropriate CDE licensure.</p> <p><i>Monitor Comments: Reviewed Sped Dept.</i></p>	Reviewed by Kristin Schmidt on 11/15/22 4:40 PM	Meets
1.4	<p>Special Education Services: Special education and related services are being delivered as outlined on the students' IEP.</p> <p><i>Monitor Comments: Reviewed Sped Dept.</i></p>	Reviewed by Kristin Schmidt on 11/15/22 4:40 PM	Meets
1.5	<p>Special Education Services: Special education and related services are being delivered as outlined on the students' 504 plan.</p> <p><i>Monitor Comments: Reviewed Sped Dept.</i></p>	Reviewed by Kristin Schmidt on 11/15/22 4:40 PM	Meets
1.6	<p>Special Education Services: The school adheres to all IDEA, ECEA, and District procedures for determining eligibility and placement in the least restrictive environment, development of the IEP, and providing special education and related services to students with disabilities. (Appropriate dates/timelines, Parental Involvement, Notice of Meeting requirements, IEP Team Membership, Prior Written Notice, Parental Consent, etc.)</p> <p><i>Monitor Comments: Reviewed Sped Dept.</i></p>	Reviewed by Kristin Schmidt on 11/15/22 4:40 PM	Meets
1.7	<p>English Language Development: The school provides resources and supports to English Language Learners to ensure learners are given meaningful access to grade level content, acquire proficiency in English, and achieve grade level standards.</p> <p><i>Monitor Comments: I am relieved that Lemman has hired an additional ELD teacher who is not responsible for teaching kindergarten as well as ELD. Reviewed by Remy</i></p>	Reviewed by Kristin Schmidt on 11/15/22 4:40 PM	Meets

1.8	<p>English Language Development: The school follows district procedures for identifying, assessing, monitoring, and exiting English Language Learners.</p> <p><i>Monitor Comments: Reviewed by Remy</i></p>	<p>Reviewed by Kristin Schmidt on 10/31/22 5:21 PM</p>	Meets
1.9	<p>Gifted & Talented Programming: School demonstrates evidence of a process for testing students who are nominated and/or who qualify based on screening, and have a standard procedure for identification of students based on qualifying evidence as outlined by the Colorado Department of Education.</p> <p><i>Monitor Comments: Reviewed by Natasha</i></p>	<p>Reviewed by Kristin Schmidt on 10/31/22 5:21 PM</p>	Meets
1.10	<p>Gifted & Talented Programming: Identified students have Advanced Learning Plans which are updated annually (hard copies are filed in cumulative folders).</p> <p><i>Monitor Comments: Reviewed by Natasha</i></p>	<p>Reviewed by Julie Naab on 10/28/22 3:25 PM</p>	Meets
1.11	<p>Students participate in all age appropriate state assessment programs.</p>	<p>Reviewed by Kristin Schmidt on 10/31/22 5:21 PM</p>	Meets

2. Facilities

Visit Date:

2.1	Copies of the facility's current certificate of occupancy and lease or closing statement are current and on file.	Reviewed by Kristin Schmidt on 10/5/22 7:25 PM	Meets
2.2	The school maintains documentation of insurance coverage and holds appropriate amounts according to the charter contract.	Reviewed by Kristin Schmidt on 10/5/22 7:25 PM	Meets
2.3	The school maintains a Transportation Management Plan which is used to develop the school's Traffic Impact Analysis, when applicable.	Reviewed by Kristin Schmidt on 10/31/22 7:55 PM	Meets

3. Personnel

Visit Date:

3.1	Lead administrator evaluations are conducted annually by the Charter Board and copies of the evaluations are on file at the school.	Reviewed by Kristin Schmidt on 10/5/22 7:26 PM	Meets
3.2	Employee evaluations are conducted annually by the appropriate personnel and copies of the evaluations are on file at the school.	Reviewed by Kristin Schmidt on 10/5/22 7:26 PM	Meets
3.3	All staff have been fingerprinted and have undergone background checks and these records are on file at the school.	Reviewed by Kristin Schmidt on 10/31/22 5:22 PM	Meets

4. Safety & Security

Visit Date:

4.1	There is a sign-in and sign-out process for visitors, including volunteers and outside staff. <i>Monitor Comments: Reviewed by Jonny Grusing</i>	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.2	There is documentation that all volunteers have been properly screened and cleared to work with students.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.3	There is a procedure in place to ensure that all non-screened visitors are supervised by authorized staff at all times during student hours.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.4	There is a sign-in procedure for students arriving late to school and a sign-out procedure for early dismissal students.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.5	There is a procedure for verifying the identification of adults authorized to pick-up students from school.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.6	Evacuation Routes are posted in all rooms.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.7	Emergency contact numbers for the health department, fire department, police department, etc. can be immediately accessed within the building. There is a procedure for accessing emergency assistance from outside the building in cases of evacuation.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.8	All appropriate drills have been scheduled and conducted according to the approved schedule.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets
4.9	Employees are easily identifiable by first responders.	Reviewed by Kristin Schmidt on 10/31/22 5:20 PM	Meets

5. Access & Equity

Visit Date:

5.1	The school implements a student recruitment and retention plan that includes deliberate, specific strategies that the school uses to ensure the ongoing provision of equity before, during, and after enrollment.	Reviewed by Kristin Schmidt on 10/28/22 7:24 PM	Meets
5.2	The school eliminates barriers to program access by ensuring that information regarding non-discriminatory enrollment practices and the availability of specialized services are readily available to parents, students, and the general public.	Reviewed by Kristin Schmidt on 10/28/22 7:24 PM	Meets
5.3	The school uses an application form and enrollment process that ensures program access and equity for all students eligible to attend the school.	Reviewed by Kristin Schmidt on 10/28/22 7:25 PM	Meets
5.4	The school's volunteer policy does not condition the continued enrollment of any student on the commitment of the student's parents to provide any number of volunteer hours or donations in lieu thereof.	Reviewed by Kristin Schmidt on 10/28/22 7:25 PM	Meets

6. Student Data

Visit Date:

6.1	Cumulative records are maintained in a file cabinet in a secure location.	Reviewed by Kristin Schmidt on 10/28/22 7:25 PM	Meets
6.2	Procedures are in place for accessing/checking out student records to ensure that confidentiality is maintained. <i>Monitor Comments: will look at DCSD procedure</i>	Reviewed by Kristin Schmidt on 10/28/22 7:25 PM	Meets
6.3	The administration has a planned procedure for reviewing cumulative records with parents upon request. <i>Monitor Comments: will look at DCSD records request process</i>	Reviewed by Kristin Schmidt on 10/28/22 7:25 PM	Meets

7. School Governance

Visit Date:

7.1	<p>All board members have completed online charter school governing board training modules recommended by CDE within one year of being seated on the board or within one year of the execution of the contract, whichever comes first.</p> <p><i>Monitor Comments: Missing one member, he helped create the board trainings for CDE. Will provide a letter.</i></p>	<p>Reviewed by Kristin Schmidt on 10/31/22 7:56 PM</p>	Meets
7.2	<p>The school makes adopted policies, meeting agendas and minutes, SAC committee meeting agenda and minutes, and related documents publicly available on the school's website.</p> <p><i>Monitor Comments: Reviewed by Julie - Missing Meeting minutes and Agenda for September and October Board meetings</i></p>	<p>Reviewed by Julie Naab on 10/12/22 3:51 PM</p>	Partially Meets
7.3	<p>Policies/procedures are in place for parents to contact board members, register a complaint, register an item on the board agenda, or speak at the board meeting.</p> <p><i>Monitor Comments: Reviewed by Julie</i></p>	<p>Reviewed by Julie Naab on 10/12/22 3:52 PM</p>	Meets
7.4	<p>The school's Articles of Incorporation and updated Bylaws are provided and do not conflict with the school's obligation in the charter contract.</p> <p><i>Monitor Comments: Reviewed by Julie</i></p>	<p>Reviewed by Julie Naab on 10/12/22 3:55 PM</p>	Meets
7.5	<p>The school holds an annual yearly strategic planning session to update the school's strategic plan.</p> <p><i>Monitor Comments: Combined with UIP</i></p>	<p>Reviewed by Kristin Schmidt on 10/28/22 7:30 PM</p>	Meets
7.6	<p>The school's governing board has adopted and strictly enforces a conflict of interest policy.</p> <p><i>Monitor Comments: Reviewed by Julie</i></p>	<p>Reviewed by Julie Naab on 10/12/22 3:46 PM</p>	Meets
7.7	<p>Information about Charter governing board members, board meetings, and financial information and audits are publicly available on the school's website.</p> <p><i>Monitor Comments: Reviewed by Kristen Haneke</i></p>	<p>Reviewed by Kristin Schmidt on 10/28/22 7:31 PM</p>	Meets

8. Operations

Visit Date:

8.1	<p>Nutrition Services: The school provides food services that complies with state and federal regulations for in order to meet all student food service needs.</p> <p><i>Monitor Comments: Use districts in January</i></p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:50 PM</p>	Meets
8.2	<p>Transportation: If the school provides transportation, the school ensures that any transportation services provided comply with state and federal regulations for all transportation needs.</p> <p><i>Monitor Comments: No busses</i></p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:50 PM</p>	Meets
8.3	<p>Transportation: The school has an adequate plan for how transportation will be provided to include field trips, before and after school, and extracurricular activities (e.g. through the district, private transportation service, school-purchased buses, etc.).</p> <p><i>Monitor Comments: Chartered buses</i></p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:51 PM</p>	Meets
8.4	<p>Health Services: Current emergency contact information for a student is on file, and it includes medical information, medical provider preferences and authorized adult contact persons.</p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:52 PM</p>	Meets
8.5	<p>Health Services: There is documentation that the staff member(s) assigned to administer medication(s) and/or nursing procedures have been trained and delegated by a licensed professional school nurse.</p> <p><i>Monitor Comments: Delegates 2 health aids and front office staff</i></p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:52 PM</p>	Meets
8.6	<p>Health Services: There is documentation that all students with health concerns, allergies, etc. have been identified, confidentiality has been maintained, and all staff who have a need to know have been informed.</p>	<p>Reviewed by Kristin Schmidt on 10/5/22 7:53 PM</p>	Meets