



**An International Charter
School**

**2018-2019 Parent-Student
Handbook**

**Fort Collins Campus
2130 Horsetooth Rd.
Fort Collins, CO 80526**

Global Village Academy – Fort Collins

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Welcome to Global Village Academy

Welcome to the 2018-2019 school year. Please take time to review the Parent/Student Handbook, so you can experience an enjoyable and productive school year. Each member of our community has a responsibility to ensure a safe and respectable environment for our students. Following the policies and procedures will assist us in keeping one another safe.

In partnership with parents, guardians and families, Global Village Academy (GVA), Fort Collins, strives to provide students a learning environment which stresses academic excellence, 21st century learning skills, while building fluency in English and a second world language. GVA promotes cultural awareness, fosters mutual respect, and develops personal responsibility.

This handbook is provided to explain the procedures by which our school will operate this year. Please read and discuss these policies with your children.

Mission Statement

Global Village Academy students will become fluent and literate in English and a second world language; excel academically in core content subjects, and develop 21st century skills, including cross-cultural understanding.

Vision

All GVA-FC students will gain the academic knowledge, learn problem solving skills, become an asset to the community, and show proficiency in a second language, and increase cross-cultural understanding that will ensure they are ready to succeed in their next step of education and beyond.

Innovation in Education

Global Village Academy (GVA), an international school, is the only public charter school in the country with language immersion (50% in K to 5th grades) in three world languages. Children can study Mandarin Chinese, French, or Spanish at the Fort Collins campus. Our literacy program and state standards are supported by the New York program which combines literacy with social studies.

Our students develop a **GLOBAL** perspective by learning a second language; exploring diverse cultures to cultivate understanding and respect; and developing the skills to live and work with others internationally – all essential elements for life in the 21st century.

With the world as the context for education, students need to find their place, their voice, and their dream. Our **VILLAGES** provide the support and the challenge to motivate students to excel in school and in life. Their success depends upon their own initiative and the support of peers, teachers, parents, and the wider community.

Enrollment Information

Ages of Students Accepted

Global Village Academy – Fort Collins accepts children who have turn or will be 5 years old by October 1st to 12 years old.

Early access testing to kindergarten

Early access testing to kindergarten is for students whose birthday is after October 1st but will turn 5 during the school year, there is a \$30 application and \$225 evaluation fee that is non-refundable. For more information please contact our gifted and talented coordinator.

Required Forms

When enrolling your child, you will need to fill out the Intent to Enroll Application that is available on our website. Once your Intent to Enroll Application is processed, you will be emailed a registration packet. You will need to upload several documents to this packet in order to complete the registration process. The following forms are needed for registering your student:

- *Application*
- *Photo ID of Parent or Guardian*
- *Documentation of Child's*
- *Birth Proof of Address*
- *Immunization Records*
- *Previous School's Records*
- *Free and Reduced Lunch Application (Every Year all families who qualify must fill out a new application.)*

- *After School Care Registration (Every Year all families must fill out a new application.) If you are running late the afterschool program, for a fee, will be able to watch your children until you arrive. The school does not have staff available to care for your children after school hours. You can register for Base Camp at: www.mybasecampkids.org/.*

Other forms:

- *Student Pick-up Authorization:* This parent consent form gives permission for an adult to pick up your student.
- *Permission to Walk Home:* This form authorizes students to walk home without adult supervision.
- *Student Withdrawal:* This form is required to authorize the transfer of records between schools.
- *Permission to Dispense Medication:* This form allows both prescription and over-the-counter medication to be administered during school hours. GVA cannot dispense medication without this signed consent from your doctor.
- *Change of Address:* This form is needed to update your student's demographic and emergency information.
- *Request for Extended Absence:* Non-medical absences in excess of 2 days need administration approval.
- *Transportation Packet (Agreement and Request):* For bus services. We will run only two buses this year (Wellington / Loveland). The in-town bus has been canceled. We will have a breakfast program for students needing to be dropped off early as a result of this change.

Required Fees:

- Busing-One Time Payment

- 2018-19 Regular Rates
- \$540 per family per school year (\$60/month per family)
- \$270 due by September 1, 2018
- \$270 due by January 15, 2019

Full Day Kindergarten Fees:

The full day rate for Kindergarten is \$2,500.00 per year. You may pay the full fee or pay a recurring payment of \$250.00 per month for 10 months. Partial financial aid will be offered to families qualifying for the federal free or reduced – price lunch program. Families receiving aid will still pay \$100.00 per month and must pay at the front desk. Families may choose to have their students attend half day kindergarten at no charge.

Exceptional Student Services

GVA shall comply with all Charter School Institute (CSI) approved policies and regulations, and the requirements of federal and state laws concerning the education of students with special needs. GVA is also in full compliance with the American with Disabilities Act (ADA). Please make sure a transition meeting with the current school takes place before determining final enrollment at GVA.

Inclusion

Non-Discrimination

At Global Village Academy – Fort Collins equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Data collection and dissemination of information will be handled in such a manner as to ensure confidentiality of the names and address or individual families. Staff and children's file are located in a locked filing cabinet. Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our school are confidential and in accordance with FERPA laws.

General Information

Website & Contact Information

Please visit our website at www.gvaschools.org and choose the Fort Collins location.

Main Line 970-282-3767

Attendance Line 970-282-3767 ext.1

Fax 970-282-3766

Address: 2130 W. Horsetooth Rd.
Fort Collins, CO 80526

School Hours/Arrival/Dismissal

The school day at Global Village Academy begins at 8:00 a.m. and dismisses at 3:15 p.m.

Students who arrive after 8:00 a.m. are considered tardy and a parent or guardian must sign them in at the front office.

Students can be dropped off between 7:15-7:35 a.m. for participation in the breakfast program. All Students arriving prior to 7:35 will be placed in the breakfast program for supervision purposes, and parents will be charged for the breakfast. Students arriving after 7:35 will not be allowed to enter the building until 7:45 when staff will be available to supervise children.

Dismissal is at 3:15 pm. For safety reasons, all parents with students in grades Kindergarten – 5th must pick up their students outside the building in the dismissal area. Parents have the option of parking and walking up to the pick-up area and escorting their child back to their car, or they may opt to use the carpool lane.

Parents should have a back-up plan in case they are unable to pick up their child on time. It is strongly advised that you register for BASE Camp as a form of emergency backup in case you are late to pick up your child. Children not picked up by 3:30 p.m. and have previously registered and made arrangements with BASE Camp, will be sent to the camp. However, if your child does not have a registration packet on file with BASE Camp, they CANNOT ATTEND. If a parent or an authorized person does not arrive to pick up a child on time after the school closing time, the staff will attempt to contact the parent. If the staff member is unable to speak with the parent by phone, they will contact the authorized person listed on the registration form. As a result, children not picked up after school are considered “abandoned” and GVA-FC is required to call Child Protective Services in such cases.

Valuables, Toys and Bicycles from Home

As a general rule, children are not allowed to bring toys, stuffed animals, electronic devices (MP3 players, tablets, etc.), valuables (jewelry, accessories, etc.), as well as playing/trading cards (pokemon, baseball, etc.) from home to school. Students are also asked not to bring an excessive amount of money from home unless they are for school expenses (i.e. field trips, lunch/milk money, book fair, etc.).

As a means of transportation to and from school skateboards, scooters, and rollerblades are considered the same as a bicycle. Students are responsible for their transportation equipment storage and bike lock, the school will not replace any stolen or damaged equipment.

Cell Phones

For the purposes of these rules, electrical devices known as “personal communication device” or “PCD” will be defined to include all cell phones, I pads, I pods, cameras, audio/video recorders, gaming devices and other hand-held electronic communication and data storage devices.

Students are allowed to bring PCDs to school, but they are required to be in the student's backpack during the school day unless the teacher has allowed the use of the PCD for a specific assignment, activity or personal reason. The student may be allowed to use a cell phone to make an emergency call only if approved by the teacher.

If there is a conflict with a student's IEP or Section 504 Plan, the conflicting terms of the rule(s) shall not apply with respect to that student.

Students who violate any of these rules are subject to one or more of the following consequences for each violation.

1. Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the teacher, up to and including the remainder of the school day.
2. A student could receive a failing grade with respect to any test or assignment during which the student has used a PCD in violation of the rules, as information can be obtained from the internet.
3. Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the principal or his/her designee, up to and including the remainder of the school year. Confiscated PCDs shall not be returned until after a meeting to discuss the violation is held between the student's parent/guardian and the principal of his/her designee.
4. Discipline, including suspension or expulsion from school.

Birthdays/Food in Classrooms

In order to protect class instructional time, birthdays will be celebrated once a month on international half days. For example, if your child's birthday falls in January, your child will celebrate their birthday on the international half day in January. All summer birthdays will be combined with May birthdays. Only foods that are individually, commercially wrapped may be distributed. Foods made at home may not be distributed within the school. If your child wants to bring a birthday treat, encourage them to bring in a healthy snack or even better; bring an item for the classroom such as a classroom book (signed and dated by your child) or other classroom supplies such as pencils, erasers, etc. The reason for this strict policy is because of the growing number students who struggle with food allergies, diabetes, and childhood obesity. Individually packaged items that would be considered healthy snacks include: pretzels, baked crackers, and granola bars. We are strongly encouraging families to send non-food items.

School Food Authority

The school meal program aims to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost if they are categorically eligible for free meals or if they qualify for free meals based on Federal poverty guidelines. To determine if a family qualifies for free or reduced lunch a parent must submit an application to Pinnacle Food Authority. Global Village Academy does not determine eligibility

Food Charging Policy

To ensure that children do not go without food, the food charging policy of the GVA-FC will allow a student to continue to charge a full breakfast or a full lunch meal. That meal will continue to be charged to the student's account and the family will remain fully responsible for all charged meals.

Parents/Guardians may view their student's account balance by visiting MySchoolBucks.com. In addition to viewing the student balance, a past history of charges may be viewed and "Low Balance" warnings may be set up so prompt notification can be made when funds run low. Please keep in mind, it can take up to 24 hours for payments to be posted to student accounts.

Online Food Payments

Parents/Guardians may make online payments to add funds to their student's food service account. Payments can be made at MySchoolBucks.com.

The food service department will work with families to establish reasonable repayment plans that are manageable for their family's budget. However, if payment plans are not adhered to the Global Village Academy food service department will send remaining balances to an outside collection agency.

Use of GVA Logo

GVA's Logo or Name is the property of Global Village Academy. This logo **may not** be used for any reason without written permission from the school's administration.

Attendance Policies

Because we are concerned about your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent by 9:00 AM. Failure to do this will result in the student receiving an unexcused absence.

Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104

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 years, if officially enrolled, shall attend the public school of choice for at least the following number of hours during each school year:

- (I) One thousand fifty-six hours if a secondary school pupil
- (II) Nine hundred sixty-eight hours if an elementary school pupil in a grade other than kindergarten
- (III) Nine hundred hours, if a full-day kindergarten pupil
- (IV) Four hundred fifty hours, if a half-day kindergarten pupil

Types of Absences are:

Excused:

An absence is excused if due to illness, doctor's appointment, or serious illness, or death of a family member. Additional excused absences accepted due to a physical, mental, or emotional disability. Students must go to the teachers and request make-up work immediately upon their return. The number of days absent plus one will be allowed for every consecutive day missed. The **first five absences** will only require a phone call to be excused. However, any absence after five will require a call and a **doctor's note** upon the return of the student to be excused.

Explained:

An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. This includes family vacations.

Students will be required to obtain assignments for classes to be missed and an assignment form completed prior to leaving the school. The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

Unexcused:

An absence in which the student is out of school that **does not qualify** as excused or explained. When a parent does not call to report an absence by 9:00 AM the morning of an absence, the school will attempt reach the parents at home or work. The principal can determine or change the status of an absence.

Truancy:

A student is truant when he or she is absent from school without a valid and verifiable excuse or when a student leaves school or class without permission. A student may be deemed habitually truant when he or she accrues four total days of unexcused absences in a calendar month, or 10 total days of unexcused absences in a school year. Absences due to suspension or expulsion are considered excused for purposes of calculating habitual truancy.

Habitually truant students may be reported to the County District Attorney. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

Excessive Absences:

1. An email or letter may be sent informing any parent when their child has 8 total absences in a semester. This is meant to serve as a warning that attendance may be becoming an issue. Previously approved absences are exempt from this warning but may receive notification.
2. A letter will be sent informing any parent when their child has 10 total unexcused absences in a semester. This letter is meant to serve as a warning that attendance is becoming an issue. A meeting with school personnel may be required and the parent/guardian may be reported to the local authorities.
3. An administrator may make exceptions for extenuating circumstances at their discretion. Extenuating circumstances may include hospitalization, long-term illness, the death of an immediate family member, etc.

STUDENT FEES POLICY

Overview

Institute Schools, in which fees are charged, must develop a fee policy that aligns with applicable laws. A student fee schedule, detailing a complete list of the student fees, the purpose of each fee, whether the fee is voluntary or mandatory, and the specific activity from which the student will be excluded if the fee isn't paid, shall be adopted by the Institute School's board. The fees shall remain in place until modified or removed by board resolution. All student fees adopted by the Institute School's board shall be used for the purposes set forth in the fee schedule and shall not be spent for any other purposes. All parents shall be informed of the fee schedule and how to apply for a waiver of fees.

Item or Activity	Amount of Fee	Purpose of Fee	Participation	Voluntary/Mandatory*
Kindergarten Full Day	\$2,500/year	Cover the costs of a full day program	Final Fees determined by financial status or additional conditions.	Mandatory Fee. Although the fee is mandatory for full time kindergarten students, there is a free half-day option available.
Uniform Fees	Costs vary by what is purchased (However we have a large supply of uniforms for students needing assistance)	Maintain the school uniform policy	Students required to wear uniforms M-Th. Fridays are free dress days	Mandatory Requirement. We have many donated uniform tops and bottoms in the office available free to offset the costs for families in need.
Busing Fees	\$540/year. Activity trips will have an additional cost depending upon the distance of the trip. Rates will vary.	Off set transportation costs	Final Fees determined by financial status or additional conditions.	Mandatory Fee. However, the fee may be waived for FRL students.

**Students qualifying for free or reduced price lunch under the federal poverty income guidelines, including homeless and foster students, are eligible to receive waiver of all mandatory fees, fines and charges upon request. Transportation fees will be waived for students qualifying for free or reduced price lunch, homeless and foster students, and students with transportation as a related service on their IEP. Teachers and principals will make every effort to ensure that no student is denied the right to participate in field trips or other enrichment activities because of lack of funds. Families who believe they qualify for a fee waiver must contact the School Leader to make such request.*

Permissible Student Fees

Students shall not be charged a fee as a condition of enrollment in school or as a condition of attendance in any course that is part of the academic portion of the Institute School’s educational program except as authorized by law. Among the fees which the board of an Institute School may legally authorize are the following:

1. Tuition as Authorized by Law

Example: Preschool tuition for non-CPP slots, full-day kindergarten

2. Fees for Textbooks and Expendable Supplies and Materials

An Institute School may charge fees that are reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies not provided free of charge. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student.

When the use of textbooks is provided to students, whether free or by rental, the board of the Institute School may require each non-indigent student to make a reasonable loss or damage deposit to cover such textbooks. The board may also require each non-indigent student to make a reasonable loss or damage deposit to cover nonacademic equipment; however, all such deposits shall be refunded to the student when he or she has returned the textbooks or equipment in good condition except for ordinary wear. An Institute School shall not charge loss or damage deposits to indigent students, as defined below.

Example: Textbooks, classroom supplies and materials

3. Certain fees for continuation, evening, and community education programs in accordance with C.R.S. 22-32-118

Example: Summer school, community education programs

4. Miscellaneous Fees

Miscellaneous fees may be collected on a voluntary basis as a condition of participation or attendance at a school-sponsored activity or program not within the academic portion of the educational program. The fee schedule shall clearly state the activity from which the student would be excluded if the fee is not paid. Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs, and transportation costs on activity trips. However, it is incumbent upon the school to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds. Nothing in this Policy is designed to limit an Institute School's ability to implement utilize a sliding scale for free and reduced price lunch students in charging voluntary, miscellaneous fees.

Example: Voluntary field trips, extracurricular activities (clubs, athletics, etc.)

Waiver of Fees

All mandatory fees, fines, and charges shall be waived for indigent students. For purposes of student fees, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines, including homeless and foster children. Students qualifying for a fee waiver shall receive it without unnecessary embarrassment or public exposure of their need.

If an Institute School provides transportation, transportation fees shall be waived for homeless and foster students, students who have transportation as a related service on their IEP, and students qualifying for free or reduced price lunch.

All published information about student fees shall state that the fee will be waived for indigent students. Students qualifying for a fee waiver should receive it without unnecessary embarrassment or public exposure.

No Withholding of Records

An Institute School shall not withhold records required for enrollment in another school or institution of higher education, the diploma, transcript, or grades of any student for failure to pay a fine or fee or to return or replace school property.

LEGAL REF:

Colo. Const. Art. IX, Section 2.

C.R.S. § 22-32-109. Board of education – specific duties.
C.R.S. § 22-32-110. Board of education – specific powers.
C.R.S. § 22-32-113. Transportation of pupils – when.
C.R.S. § 22-32-117. Miscellaneous fees.
C.R.S. § 22-32-118. Summer schools – continuation, evening, and community education programs.
C.R.S. § 22-30.5-507. Institute charter school – requirements – authority – rules.
C.R.S. § 22-45-104. Fees - fines - disposition.

GVA Uniform Policy

Rationale for Uniforms

Before GVA first opened its doors, the Founding Families voted in favor of a mandatory school uniform dress code. These families wanted the best for their children: high academic standards, global citizenship and a safe, learning environment for every student. Research has shown that schools which require school uniforms increase safety by identifying trespassers, reduce social and economic status by promoting equality and improve academic performance by increasing student's attention towards their studies.

The following items are approved uniform attire:

Shirts: GVA logo T-shirts and polos. (Red, purple, royal blue, maroon, dark green, pink, white and gold.)

Jackets: Students may wear a solid color jacket without a GVA logo (any color) in the classroom.

Bottoms: Navy blue or khaki only

Pants: The uniform bottoms must be dress pant material. Denim jeans are unacceptable. Leggings or tights may not be worn unless under a skirt.

Skirts or Shorts: The uniform shorts, skirts and skorts must follow the length requirements (Finger Tip length)

Shoes: Sneakers are required each day. Please no shoes with lights or wheels.
Students and uniforms neat and well groomed.

The following items are NOT permitted:

- Hats/Sunglasses (Only for Recess)
- Baggy pants/shorts
- Ripped/torn clothing
- Low-cut, midriff shirts/blouses
- One-shoulder baring shirts/blouses
- Off-the-shoulder shirts/blouses
- Spaghetti strap shirts/blouses
- Denim jeans
- Corduroy pants
- Sweatpants
- Stretch pants/leggings (unless being worn under uniform skirt)
- Open-toed and open-backed shoes (ex: sandals, flip-flops, crocs, etc.)
- Facial Hair (Beards)
- Dress Boots (Dress boots ruin gym floor) Snow boots are permitted on cold weather days.

Dress Code Violations

First Offense:

- The student will receive a warning and Parent/Guardian will be notified.
- The student will be loaned a gently used uniform for the day if one is available

Second Offense:

- The student will be sent home to change or the parent can bring a change of clothes to the school for the student.

Visitors and Volunteers

Visitors

Due to the safety of our students, we **cannot allow** people to wander the school building. If you are picking up your student early, please sign in at the Front Desk, present your picture ID, sign out your student and we will call your student to the Front Desk. Thank you for your help in keeping our students safe!

Visitors are always welcome at GVA! Please sign in and present a picture ID. Visitors must wear a badge in the building. **Prior arrangements must be made with the classroom teacher (such as volunteer work in the classroom), so as to not disrupt the learning environment.**

Volunteering

An important aspect of the GVA mission includes creating a school environment in which a partnership exists between the school and the families. Each family is asked to donate 30 hours of service or the equivalent to the school each year from K-8. A myriad of volunteer opportunities are available for families to fulfill this requirement, however, it is the responsibility of each family to find ways to meet the requirement. Hours can be met through volunteer help in school, fund-raising events, PTO meetings and other committees. Also, in-kind donations and donations of items approved by school administration are accepted as service hours. Parents will be able to support their child and the school in meaningful ways while being valued as an integral part of the educational process. Families are encouraged to give generously of their time and talents to GVA.

The documentation of the family's hours per enrollment is based on an honor system. The family is responsible for recording their hours at the front desk in the volunteer book. As a gratitude the PTO recognizes those who do their contribution and beyond encouraging more families to participate.

How do we get involved?

- Volunteer in the classroom or at the school
- Serving as room parent
- Chaperone or coordinate field trips
- Donating needed funds or items
- GVA board meetings
- Recess and Lunch Duty

The following is a list of items **that do not qualify** for service hours:

- Drive time to/from meetings, activities or events
- Homework time with your children

Not only is your annual Family Volunteer Hours requested of 30 hours highly valued & appreciated by the school, it is a great modeling opportunity for you as parents to your children!!!

Safety Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, evacuation and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety. Fire Drills will be conducted monthly, Tornado Drills will be conducted each spring, Lockdown and Lock-in Drills will be conducted once a semester, and we will conduct one evacuation drill each year.

Severe Weather Closures or Delays

GVA-FC will follow the Poudre Public School's severe weather schedule. Please watch or listen to your local news channels for updated information.

Communications

It is Global Village Academy's policy to inform parents of what is happening at the school in a timely manner; with that in mind, GVA communicates with parents in several different ways to keep you informed. Information is sent home weekly electronically if you don't have access to the internet hard copies are available at the front desk. It is important that GVA has a valid email address and phone number on file for your family so that you can receive information. The system currently only allows for one email per family for information to be sent. You may want to consider setting up a family email which both parents access. If you do not have internet access at home, a computer with internet access is available for you to use at the school.

FACEBOOK - Join Global Village Academy's Facebook page to learn the latest on upcoming events and connect with other parents. Click the link to [LIKE](#) GVA Fort Collins!

Global Village Academy Newsletter

Parents may register at www.globalvillageacademy.org and click on the link —Join Our Newsletter to receive school emails, upcoming events and volunteer opportunities.

Board of Directors' Meetings

Board of Directors' Meetings are held the third Wednesday each month at 6:30 PM.

Grievance Procedure

GVA values open and proactive communication between the members of the school community, including parents, students, faculty, staff, administration and the Board. Issues that are not dealt with directly can become destructive to the school community and detrimental to the learning process of our students. As adults, we must model for our students a willingness to address conflict directly. GVA's procedures for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible level.

1. Address Issue with Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. If a parent or student has a concern, they must begin a dialogue with the classroom teacher or administrator with whom the conflict exists. Should a parent or student fail to begin the process at the lowest possible level and instead come directly to the principal, the principal will re-direct the person to address the issue directly with those involved.

2. Address Issue with Appropriate Administrator

If satisfactory resolution is not reached after a direct conversation between the conflicted parties,, the situation must be brought to the attention of the supervising administrator. The supervising administrator and the conflicted parties will address the situation and develop goals for conflict resolution. The administrator will monitor this process until resolution is realized.

3. Address Issue with the Principal

If the complaint remains unresolved after step two, a second mediation meeting can be arranged with the principal present.

4. Submit Written Grievance to Appropriate Administrator

If the grievant is not satisfied with the response received via steps two or three, the grievant should submit a formal written grievance to the principal. This written grievance should: 1) describe the incident, decision or practice that gave rise to the complaint; 2) cite the policy or procedure that has been violated and/or rationale for concern; 3) describe what conflict resolution strategies were attempted via steps one and two; and 4) explain what corrective action is being requested. All grievances, including those about the principal, must follow step four.

It is the principal's responsibility to manage the ultimate resolution of conflicts between parents, students, staff and administrators, excepting those that pertain to the principal him/herself or to the principal's execution of a school-wide policy or procedure. Should a grievant feel that they were not treated equitably, or that the concern did not receive the attention it deserved throughout the grievance process, s/he is free to submit a new grievance about the principal's dealings with the grievance procedure. Such a grievance would need to follow these procedures sequentially, beginning again with step one.

5. Provide Written Grievance to the Board

After the administrator has been given one week to respond to this formal grievance the grievant should bring the matter to the attention of the Board only if the matter has not been satisfactorily resolved, and only if it pertains to the principal or to the execution of school-wide policy or procedure. The written grievance should be delivered to the President or Secretary of the Board at least one week prior to the next scheduled Board meeting. The President or Secretary will review with the individual the above process and ensure that the proper steps were taken before adding the issue to a meeting agenda. Grievances should not be brought to the Board as a matter of Public Comment as this does not give the Board sufficient time to consider the issue(s) and address them through the collective governance process. The Board will not hear matters that do not follow this grievance process.

It is important to the integrity of our school that grievance be handled in an informed, direct, fair and equitable manner. Any concern or grievance must be examined through the lens of the mission of the school.

4. **Submit a Written Grievance to the Colorado Charter School Institute (“the Institute”) Executive Director.** If the grievant is not satisfied with the School Board’s determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board. After review, the Institute’s Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School’s Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at [\(303\) 866-3299](tel:3038663299) or csi_info@csi.state.co.us.

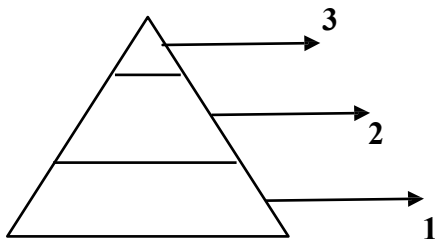
Discipline

GVA’s Student Conduct and Discipline Policy is based on the principle of civil obedience and mutual respect for all mankind, including obedience for school leadership. Every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority at the school. Learning to respect fellow students from all cultures, teachers and other school personnel, and all those with whom students come into contact in and out of the school community, is an essential lesson to qualify one for the duties of citizenship. This policy applies to conduct at school, at school-sponsored activities and events(whether or not the school-sponsored activity or event is on or off campus) and under circumstances where off-campus behavior is detrimental to the welfare or safety of others.

The school’s main focus for support in developing positive behavior habits is based upon the following;

- 1) Respect for Self
- 2) Respect for Others
- 3) Respect for the School

GVA has adopted a Positive Behavior Support model to ensure students have every support necessary to thrive the school setting. The discipline model is based on a three tiered system.



Tier 1 includes minor infractions that are usually addressed within the classroom by the teacher with parent support.

Tier 2 infractions are of a more serious nature or habitual tier 1 behaviors. Infractions of this nature are sent to the TOSA (Teacher on Special Assignment) or Administrator for disciplinary action. School Personnel will communicate with the parents. The student may be placed on an intervention plan that will provide corrective instruction.

Tier 3 infractions are serious in nature or habitually disrupting of academic learning or the interventions are having no effect on the target behavior. The TOSA and other administrative staff, along with the parents, will meet to discuss further actions to provide a safe environment for all students.

Bullying

GVA has a zero tolerance policy on bullying. Bullying discipline falls within the 3-tiered Positive Behavior Support protocol. Please notify your teacher, TOSA or other Administrator immediately if your student reports bullying behavior.

Bullying Prevention & Education –

The purpose of this policy is to define bullying behavior, to encourage students to report bullying behavior, to promote consistency in our approach to this problem and to help create a climate in which all types of bullying are regarded as unacceptable. This will require deliberate, planned intervention and will not be tolerated.

Bullying is any repeated word, look, sign or act or pattern of such behavior that inflicts, or threatens to inflict, physical or emotional injury or discomfort upon another person's body, feelings or possessions. For purposes of this policy, the school environment includes school buildings, grounds, and vehicles, crossing walks, parking and all school-sponsored activities and events

Base Camp

GVA Before and After School Program

This licensed program provides child care and enrichment activities for the children and families of Global Village Academy. Programs are fee - based and self-supporting. They are governed and regulated by the by the Colorado Department of Human Services, Division of Child Care. For more information contact Base Camp at 970-226-1734.

Academics

GVA's model of Global Literacy in response to our core values outlined with our Mission Statement. It is built on the following five key educational components:

World Class Academics: GVA follows the Colorado Academic Standards. In addition, the school uses the *Engage New York* program for Literacy and Math (Grades K - 5) which incorporates social studies. Science is incorporated throughout the program following state expectations.

Second Language Immersion: All students learn to read, write, and speak a second language. GVA utilizes dual language immersion approach. Therefore, K– 5th grade students receive 50% of their instruction in English and 50% in their target language. ELL students (both native speakers of a language other than English and heritage speakers who are exposed to a language other than English at home) build on the inherent advantage they have as bi-lingual students, using fluency and literacy in Spanish, Mandarin, and French to support academic performance in English.

Cultural Competency: Our students develop a global perspective by learning a second language; exploring diverse cultures to cultivate understanding and respect; and by developing the skills to live and work with others internationally – all essential elements for life in the 21st century.

21st Century Learning Skills: Students develop 21st Century skills involving critical thinking, information literacy, collaborative learning, research, and creativity, necessary for success in the future.

Additional Notifications for Parents

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day that Global Village Academy – Fort Collins receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Global Village Academy – Fort Collins to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school

district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §

99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Global Village Academy – Fort Collins, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Global Village Academy – Fort Collins may disclose appropriately designated “directory information” without written consent, unless you have advised the Global Village Academy – Fort Collins to the contrary in accordance with Global Village Academy – Fort Collins procedures. The primary purpose of directory information is to allow the Global Village Academy – Fort Collins to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Global Village Academy – Fort Collins to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Global Village Academy – Fort Collins in writing by October 1st. Global Village Academy – Fort Collins has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Parent Right to Know Letter

To: All Parents

From: Global Village Academy Fort Collins/Global Village Charter Collaborative

Date: August 9, 2018

Re: Parent Right to Know Letter

As a parent of a student at Global Village Academy Fort Collins, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student’s teacher for the grades and subjects taught.
- Whether CDE has decided that your student’s teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar para-educators provide services to your child and, if they do, their qualifications.

Please contact Julie Rossi at 970-282-3767 email: jrossi@gvaschools.org if you would like to receive any of this information.

Global Village Academy - Fort Collins Parent and Family Engagement Policy

Global Village Academy - Fort Collins works closely with parent leaders, families and community stakeholders to raise awareness about the importance of parental engagement at the school level, and encourages parents to invest in building relationships with teachers, principals, and school-based staff. The school staff is focused on empowering and supporting parent and family engagement on multiple levels.

Among their myriad duties, the school principal assists in forming the School Accountability Committee (SAC). The School Accountability Committee represents a school-wide approach to ensuring that parents have a voice in decision-making and the school improvement process.

Our goal is for parents to be aware of all aspects of the operations and processes within the school setting that can be legally released. Parents are always welcomed to visit the school and meet with school administration to discuss more personal issues. We believe transparency is essential for the growth of this school.

Title I School Parental Involvement Policy Global Village Academy - Fort Collins

Global Village Academy - Fort Collins has developed a written Title I parental involvement policy with input from Title I parents. The school developed the policy based on best practices and provided opportunities for parents to review and provide feedback. It has distributed the policy to parents of Title I students. The policy is updated on our website and distributed electronically and/or hard copy to parents. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at **Global Village Academy - Fort Collins**, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Parents are informed about Title I requirements through the Annual Title I meeting which is associated with a Back to School event, PTO meeting, or Coffee with the Principal as these events attract a large number of parents.

- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening, as described above.
- The school provides parents of Title I students with timely information about Title I programs through regular newsletters and website updates.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet at the Annual Title I meeting, through SAC meetings, Parent-Teacher Conferences, Student-led Conferences, and Parent Data Talks.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children through the SAC meetings, Parent Roundtable discussions, Coffee with the Principal, or direct meetings with school administration and/or teachers.

**It may be helpful to include the parental involvement policy review in annual parent conferences or during parent input into the UIP or end of year survey.*

***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

Building Capacity for Involvement

Global Village Academy - Fort Collins engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children through Curriculum Nights, Parent-Teacher Conferences, and parent classes that guide parents on how to support their children with the standards while at home.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement as described above.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners through educating staff members and staff development.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children as described above.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. As a language immersion school, this is an area where parent communication is provided in a variety of languages and is one of our many strengths.
- The school provides support for parental involvement activities requested by Title I parents as described throughout this policy.

Accessibility

Global Village Academy - Fort Collins provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory

students. Information and school reports are provided in a format and language that parents understand. All school communications are provided in languages in order to meet the needs of our parent population.

SCHOOL-PARENT COMPACT

Global Village Academy, Fort Collins , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during 2018-2019 school year.

School Responsibilities

Global Village Academy School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** GVA-FC follows the Colorado Academic Standards. In addition the schools uses the Engage New York program for literacy and math which incorporated social studies. Science is incorporated throughout the program following state expectations. Students receive instruction in a 50/50 immersion model.
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:** Conferences will be held twice a year on November 1st and 2nd and April 4th and 5th. Both day and evening conference's will be offered to families.
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:** Assessments reports will be provided to families annually. Report cards will be provided to family on a quarterly basis.
- 4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:** Parents may volunteer for special events, such as international nights, field day, and field trips. Parents may also volunteer when needed in the classroom after having completed a background check.

Parent Responsibilities

- We, as parents, will support our children's learning in the following ways:
 - Monitoring attendance.
 - Making sure that homework is completed.
 - Monitoring amount of television their children watch.
 - Volunteering in my child's classroom.
 - Participating, as appropriate, in decisions relating to my children's education.
 - Promoting positive use of my child's extracurricular time.
 - Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
 - Serving, to the extent possible, on policy advisory groups.

Records Requests

All records requests made of the Organizations by mail, fax, courier, e-mail or other means shall be immediately provided to the GVCC Custodian of Records, who may refer it to legal counsel. The Custodian of Records will be designated, from time to time, by the GVCC CEO or Board. All records that may be

responsive to specific requests for information must be provided to the Custodian of Records as soon as possible. The Custodian of Records will respond to all CORA requests except in extraordinary circumstances.

The Custodian of Records will only accept records requests made in writing or electronically via e-mail or fax. Records requests or requestors that cite the federal Freedom of Information Act will be treated as though they were made pursuant to the Colorado Open Records Act.

When responding to a records request, the Organizations shall make every effort to respond within three working days as required by § 24-72-203(3)(b), C.R.S. The Custodian of Records or counsel can issue up to a seven-working-day extension if he or she finds extenuating circumstances exist, as described in § 24-72-203(3)(b), C.R.S. A request is received by the Organizations the day an e-mail, fax or letter containing a request is opened. The three working day response time begins the first working day following receipt of the request. A request received after 4 p.m. or any day an affected Organization's business office is closed will be considered received as of the following working day.

No employee of the Organizations may modify, redact or omit any records they are required to provide to the Custodian of Records. Decisions about the applicability of CORA to particular writings will be made by the Custodian of Records with assistance, if needed, from legal counsel. Organizations staff should never assume a document is exempt from CORA and should always consult the Custodian of Records or legal counsel before making a final determination.

The Organizations will not create new documents, narrative explanations, or respond under CORA other than to produce existing records. The Custodian of Records or legal counsel will prepared, if needed, redacted copies that remove information on which CORA either forbids disclosure or permits the Organizations to decline to disclose certain information. Privileges of the Organizations will not be waived by the Custodian of Records or legal counsel, but may be referred to the Board. Upon request the Custodian of Records will support any redaction with a log reflecting the reasons for redaction.

When feasible, the Organizations will endeavor to provide electronic copies or files to requestors if such alternative is significantly less burdensome. The Custodian of Records may grant exceptions where the Organizations, requestors or the records produced require special consideration.

Fees for document retrieval, review, copies and release of records

When a request requires the production of more than 25 pages of documents or the use of more than one hour of staff time to locate or produce records — with the exceptions noted below, the Organizations will charge the requestor for all copying expenses and reasonable, actual costs associated with staff time in accordance with § 24-72-205(5)(a) & (6)(a), C.R.S. and applicable law.

- The Organizations will not charge for providing a parent with one copy of a student's cum file, discipline file, special education file or other core "educational records," if any.
- The Organizations will not charge parents or students for duplicate transcripts.
- For all other records, the Organizations will keep a record of staff and/or contractor time for researching, retrieving, reviewing, redacting and producing records for a requestor. After one of hour of such time, the Organizations will charge a fee of \$30 per hour and may charge \$0.25 per page for hard copies.
- Any costs charged to a requestor shall not exceed the actual cost of producing the records.
- Attempts by a requestor or by persons clearly acting in concert as requestors to subdivide a large request into one-hour or less than one-hour increments may be treated as part of a single request, in the discretion of the Custodian of Records, for purposes of applying this section.

For requests where the Organizations anticipates more than one hour of staff time will be consumed, the Custodian of Records may provide a requestor with advance notice and an estimate of compliance costs. The Custodian of Records may requires that such costs be paid in full before the work to produce records is undertaken or completed, unless alternative arrangements have been made through the Custodian of Records.

The format of records produced The Colorado Open Records Act guarantees that all public records must be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise specifically provided by law (§ 24-72-201, C.R.S.). CORA does not guarantee access to public records in a specific format. When the production or inspection and review of records in a specific format would interfere with the regular discharge of duties of Organizations employees (§ 24-72- 203(1)(a), C.R.S.) or otherwise levy an undue burden upon the Organizations, the Custodian of Records will determine the appropriate format for the records to be produced. Records maintained electronically may be produced electronically at the Organizations' discretion; this may or may not mean records are provided in their native format.

The Organizations may require that members of the public or press only be allowed to review copies of documents. This will be the case when the Custodian of Records determines that allowing access to originals could interfere with the regular discharge of duties of the Organizations or its staff or production of original records could jeopardize the condition of the records.