



STEM School Highlands Ranch

Board of Director's Meeting

Published on May 30, 2025 at 4:37 PM MDT

Amended on June 2, 2025 at 8:09 AM MDT

Date and Time

Tuesday June 3, 2025 at 5:30 PM MDT

Location

8920 Barrons Blvd

P-TECH Mechatronics Room

Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1>

Passcode: 631204

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A.	Record Attendance		2 m
B.	Call the Meeting to Order		1 m
C.	Pledge of Allegiance	Ishmeet Kalra	1 m
D.	Reciting of the Mission Statement	Erin Quigley	1 m

	Purpose	Presenter	Time
Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.			
II. New Terms - Community and Parent Members			5:35 PM
A. New Community Member terms	Vote	Carla Gustafson	5 m
Approve directors for new 3 year terms through May 31, 2028: Carla Gustafson Darrell Lomelino			
B. Class A Parent Election	Vote	Carla Gustafson	5 m
Motion to accept election results, with Adelita Campbell as new Class A board member, term ending May 31, 2028			
III. Approve Meeting Minutes			5:45 PM
A. Board Meeting May 12th	Approve Minutes	Carla Gustafson	2 m
B. Special Board Meeting May 21st	Approve Minutes	Carla Gustafson	2 m
IV. CIO Annual Review			5:49 PM
A. CIO Annual Evaluation	Vote	Erin Quigley	5 m
Approval of CIO Evaluation Report Summary			
B. CIO Employment Agreement Renewal	Vote	Carla Gustafson	10 m
V. Community Members - Fill Vacant Seats			6:04 PM
A. New Community Members - filling vacant seats	Vote	Carla Gustafson	5 m
Approve directors to fill vacant seats: Kevin Leung to fill seat vacated by Kelly Reyna with term through May 31, 2026			

	Purpose	Presenter	Time
Cory Wroblewski to fill seat vacated by Linda Davison with term through May 31, 2027.			
VI. STEM School Highlands Ranch Updates			6:09 PM
A. STEM ED Presentation	Discuss	LynAnn Kovalesky	20 m
<ul style="list-style-type: none"> • STEM Updates • Presentation on SAC spring parent survey results and Q&A 			
B. 2025/26 Parent/Student Handbook and Fees	Vote	LynAnn Kovalesky	10 m
Approval of proposed updates to Parent/Student Handbook and Fees for 2025/26 school year			
C. Present Preliminary 2026/2027 School Calendar	Discuss	LynAnn Kovalesky	10 m
Present Preliminary Proposed 2026/27 School Calendar. Board will approve in Fall 2025.			
VII. KOSON Schools			6:49 PM
A. CIO Update - Strategic Updates	Discuss	Matt Cartier	20 m
Updates from Growth Task Force			
B. DCSD Replication Application	Vote	Matt Cartier	5 m
Present proposed next steps for Board approval			
C. Littleton School District - Letter of Intent	Vote	Matt Cartier	5 m
Proposed Resolution for Board approval to prepare and submit a Letter of Intent to submit a charter school application in Littleton School District.			
D. Lease Agreement - Office Space	Vote	Matt Cartier	5 m
Proposed lease agreement for office space at 1101 W. Mineral Ave, Littleton, CO 80120 for Board Approval			
E. Board Officers for 2025/2026	FYI	Carla Gustafson	5 m
The following officers were approved for 2-year terms June 4, 2024. New officers will be elected in June 2026, with the plan that the Vice Chair will transition to Chair.			
President/Chair - Carla Gustafson			
Vice President/Vice-Chair - Erin Quigley			

	Purpose	Presenter	Time
Treasurer - Darrell Lomelino Secretary - Ishmeet Kalra			
VIII. Consent Agenda			7:29 PM
A. Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m
1. Lighthouse Building Corporation - Revised Bylaws, Approved 5-21-2025 2. Lighthouse Building Corporation - Resolution for 1151 W. Mineral, Approved 5-27-2025			
IX. Board Committee Updates			7:34 PM
A. Academic Excellence Committee Update	FYI	Ishmeet Kalra	5 m
B. CIO Support & Evaluation Committee Update	FYI	Erin Quigley	5 m
C. Finance Committee Update	Vote	Sean Milner	15 m
Present 24/25 Supplemental Budget, for Board approval			
D. Governance Committee Update	Vote	Carla Gustafson	5 m
Updates to Community Use of Facilities Policy, for Board approval			
E. Growth Task Force Updates	FYI	Darrell Lomelino	5 m
X. Public Comment			8:09 PM
This is the time to voice opinions and provide feedback about specific agenda item(s) prior to any Board action. Speakers must complete the Public Comment Form and submit it electronically no later than 12 p.m. the day of each Board meeting. If written testimony or a handout is submitted, presenters are asked to supply one (1) copy via email to communications@stemk12.org			
A. Public Comment Sign up link			10 m
https://forms.gle/AM9H5q4sfTKYmYSp6			
XI. Oath of Office - New Board Members			
All new board members or board members with new terms will affirm their oath of office:			

	Purpose	Presenter	Time
Adelita Campbell			
Carla Gustafson			
Kevin Leung			
Darrell Lomelino			
Cory Wroblewski			
XII. Board of Director's Updates			8:19 PM
A. Preview of Next Meeting	FYI	Carla Gustafson	5 m
Board Retreat and Training - June 13th			
Propose Working Session in late July - Confirm Committee assignments			
Next Regular Meeting - August 5th			
XIII. Closing Items			8:24 PM
A. Adjourn Meeting	Vote	Carla Gustafson	
Adjournment			

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

Coversheet

Board Meeting May 12th

Section:	III. Approve Meeting Minutes
Item:	A. Board Meeting May 12th
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board of Director's Meeting on May 12, 2025

APPROVED



STEM School Highlands Ranch

Minutes

Board of Director's Meeting

Date and Time

Monday May 12, 2025 at 5:30 PM

Location

8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/95946455730?pwd=mFd7jeABtahZB41bD0bmpbpWx0nukZ.1>

Passcode: 243105

Directors Present

C. Gustafson, D. Lomelino, E. Quigley, G. Shick, G. Wing, I. Kalra, R. Lukez

Directors Absent

None

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

Cory Wroblewski, A. Cardinal, Adelita Campbell, Kelly Reyna, Kevin Leung, L. Kovalesky, Laurie Veldhuizen, M. Pritchard (remote), Ryan Alsup, S. Milner

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Monday May 12, 2025 at 5:37 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

E. Outgoing Board Member Appreciation

Thank you to all outgoing Board members for their service.
Welcome to new incoming Board members.

II. Approve Meeting Minutes

A. Board Meeting April 1st

I. Kalra made a motion to approve the minutes from Board of Director's Meeting on 04-01-25.

G. Shick seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Lomelino	Aye
E. Quigley	Aye
R. Lukez	Absent
C. Gustafson	Aye
I. Kalra	Aye
G. Shick	Aye
G. Wing	Aye

B. Special Board Meeting April 18th

D. Lomelino made a motion to approve the minutes from Board Meeting - Special Meeting on 04-18-25.

G. Wing seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

I. Kalra	Aye
R. Lukez	Absent
G. Wing	Aye
C. Gustafson	Aye
D. Lomelino	Aye
G. Shick	Abstain
E. Quigley	Abstain

C. Special Board Meeting April 30th

E. Quigley made a motion to approve the minutes from Board Meeting - Special Session on 04-30-25.

G. Wing seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

E. Quigley	Aye
D. Lomelino	Abstain
R. Lukez	Absent
I. Kalra	Aye
C. Gustafson	Aye
G. Shick	Aye
G. Wing	Aye

III. STEM School Highlands Ranch Updates

A. Student Advisory Committee Presentation

Student Advisory: Student Survey Results (MS/HS)

Safety and cell phone policies have wide acceptance

SBG results not included

Students request: Home Economics, science electives, CS and Engineering classes

Positive results for inclusion, respecting differences, comfortable with seeking out trusted adults

B. Executive Director Update

LynAnn Kovalesky

Enrollment: Potential 1500 total

Hiring Updates: Social Studies, MS Counselor; PE; Spanish (possible PT); ASL (possible PT)

Elementary and SPED completely hired

25/26 Parent and Student Handbook Changes - will be up for Board Vote next month

C. Standards Based Grading Changes - Secondary

G. Shick made a motion to Approval of proposed updates to Standards Based Grading for 25/26 for Secondary (MS and HS). No changes to Elementary.

E. Quigley seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

G. Shick	Aye
I. Kalra	Aye
R. Lukez	Absent
G. Wing	Aye
C. Gustafson	Aye
E. Quigley	Aye
D. Lomelino	Aye

IV. KOSON Schools

A. CIO Update - Strategic Updates

DCSD Charter Replication Application

Timeline:

- 5/6 - Presentation to DCSD BOE
- 5/14 - Staff Recommendation
- 5/27 - Public Hearing #2 and Board Decision

Working on endorsements

Highlighting processes and assets

Summer Projects planned

- Playground
- Paint
- Master Plan
- Other Projects: carpet replacement, elementary school bathroom renovations; elementary noise reduction; classroom moves

Fundraising Highlights: Moving to School committee rather than Board committee

- Accelerator Fund (PTO/Academic)(Booster club/Athletics); year-end giving; designated gift
- Parent Ambassadors launched for outward facing parent leaders
- Events: no golf tournament; still working on details for additional events, probably a gala in April connected to student showcase

- Policy update for fundraising

Strategic Plan Update

- Matt shared strategic plan workbook to share details
- New website launch in summer

B. KOSON Core Values

Core Values Working Document: Action-oriented

Excitement around building more cohesive values/identity

V. Board Committee Updates

A. Finance Committee - Budget approval

Material Changes to makes sure keeping competitive salary edge for STEM educators

Also increasing salary and benefits to make sure right sized on personnel

Purchased Services increased

Increase to local school revenue (adjustment)

Increase to MLO & PPR

Increased in revenue/expenditure from proposed to adopted budget (projected \$900).

Will provide a detailed budget next month

G. Shick made a motion to approve the resolution of appropriation for 2025-2026.

G. Wing seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

R. Lukez Absent

I. Kalra Aye

G. Shick Aye

E. Quigley Aye

D. Lomelino Aye

G. Wing Aye

C. Gustafson Aye

Discussion on 3rd Quarter and Supplemental budget

Possible expansion of PD for teachers, student data dashboard

B. Governance Committee - Update

Committee Look Back survey

Parent Election Results: Adelita Campbell

C.

Governance Committee - Community Member Candidates

Proposed community members: Kevin Leung, Cory Wroblewski

Community member renewal: Carla Gustafson, Darrell Lomelino

D. CIO Support & Evaluation Committee

May 19th - zoom meeting for CIO contract renewal

VI. Consent Agenda

A. Vote for Consent Agenda Items

I. Kalra made a motion to approve consent agenda.

G. Shick seconded the motion.

Review of DCSD purchase agreement

The board **VOTED** to approve the motion.

Roll Call

D. Lomelino Aye

I. Kalra Aye

G. Shick Aye

R. Lukez Absent

G. Wing Aye

C. Gustafson Aye

E. Quigley Aye

VII. Public Comment

A. Public Comment Sign up link

No Public Comment

VIII. Executive Session

A. Executive Session Discussions

I. Kalra made a motion to enter into executive session pursuant to CRS 24-6-402(4)(e)(I) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Discussion of contract renewal terms for KOSON CIO. and pursuant to CRS 24-6-402(4)(f)(I) for Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of section 22-63-302 (7)(a), C.R.S., shall govern in lieu of the provisions of this subsection (4). Discussion of CIO end of year evaluation.

D. Lomelino seconded the motion.

Entered executive session at 7:25pm
The board **VOTED** to approve the motion.

Roll Call

R. Lukez Absent
G. Shick Aye
C. Gustafson Aye
G. Wing Aye
I. Kalra Aye
E. Quigley Aye
D. Lomelino Aye

Resume public session @ 10:28pm

IX. Board of Director's Updates

A. Preview of Next Meeting

Next Special Meeting:

- CIO Support and Evaluation - Present CIO EOY Evaluation Summary and Approve CIO 25/26 Contract

Next Month's Meeting:

- CIO Support and Evaluation - Approve CIO EOY Evaluation Summary
- SAC Parent Survey Results
- Confirm results of Parent Board Member election
- Approve new Community Board Members
- Board officers for 25/26

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:29 PM.

Respectfully Submitted,
I. Kalra

Documents used during the meeting

- Student Pulse Survey Data Report (2025).pdf
- May Board Presentation 24_25.pdf
- Proposed - 2025-2026 STEM Parent Student Handbook.pdf

- Proposed SBG Changes.pdf
- CIO Board Presentation 20250512.pptx.pdf
- CORE VALUES WORKING DOCUMENT 20250507.pdf
- Adopted Budget FY 25-26.pdf
- 25-26 BOD Budget Resolution_May 2025.pdf
- Spring 2025 - Parent Election Results.pdf
- Spring 2025 - Proposed Community Members.pdf
- Draft_MC_2025-26_Proposed_Contract_20250417.pdf
- Draft Charter Purchased Service Agreement 2025_26.docx.pdf

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Coversheet

Special Board Meeting May 21st

Section:	III. Approve Meeting Minutes
Item:	B. Special Board Meeting May 21st
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting - Special Meeting on May 21, 2025

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Meeting

Date and Time

Wednesday May 21, 2025 at 5:30 PM

Location

Zoom Webinar

Public Session Access:

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/96554859813?pwd=RTBrlaAZogFljLGvAzY0M0ckGKESUa.1>

Passcode:356677

Directors Present

C. Gustafson (remote), D. Lomelino (remote), E. Quigley (remote), G. Shick (remote), G. Wing (remote)

Directors Absent

I. Kalra, R. Lukez

Guests Present

Mattie Murphy (remote), S. Milner (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Wednesday May 21, 2025 at 5:36 PM.

II. Finance Committee Update

A. Board approval of 2024/25 funding adjustment

Darrell gave background on basis of underfunding. DCSD provided offer of \$210K for ppr portion of funding (net with DCSD payback per charter). The difference we wouldn't receive is MLO (approx \$42K) and capital construction funding that is provided on a per pupil basis. The difference we would not be receiving if we settled for \$210K is estimated at \$100K. There is uncertainty of the actual value we would receive after the audit process and potential negotiations. DCSD is paying the funding out of their general fund.

Sean was told by DCSD that a change in MLO money would actually impact other charter schools because the sum would be redistributed based on full student account across the district. Sean was told that capital construction funding is a CDE decision, so that's why it's not part of DCSD offer. It's a DCSD decision to waive out of the audit, not on a per school (charter) basis.

Discussed that there may still be some negotiations regarding adding MLO funding to the offer, at least part of the \$42K

G. Wing made a motion to Accept DCSD proposal to pay October 2024 student count difference at a rate of at least \$210K for 21 students, instead of waiting 2 to 3 years for CDE audit to potentially provide full funding.

E. Quigley seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Gustafson Aye

D. Lomelino Aye

R. Lukez Absent

G. Shick Aye

G. Wing Aye

I. Kalra Absent

E. Quigley Aye

Sean left the meeting at 6:00

III. CIO Support & Evaluation

A. CIO End of Year Evaluation

Erin led the discussion reviewing the CIO End of Year Evaluation report. There is an internal report for the Board and a summary report provided in the agenda. Erin and Carla met with Matt and reviewed the report with him earlier this week. The report summarized strengths, where we encourage focus for next year, and Board commitments to support the CIO.

Discussed that an area for focus includes financial transparency. The director level budgets were not fully setup with reporting this year, even though that was the original plan for the year, so this is a focus for next year.

Another key area for focus is redefining roles and responsibilities in support for growth and replication. We expect that Matt's role will shift to be more head of Koson and less focused on STEM.

B. CIO Employment Agreement for 25/26 School Year

Discussion about adjusting schedule for contract renewal to mid-year (Jan). Plan is to amend the contract in January 2026 to extend through December 2026, so that the renewal timeline would change to mid school year. This will be an action for the CIO Support and Evaluation committee and it was pointed out that the Board will need to make a decision on any salary increase on that new timeline.

D. Lomelino made a motion to Approve CIO Employment Agreement for 2025/26 School Year.

E. Quigley seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

I. Kalra	Absent
G. Wing	Aye
G. Shick	Aye
E. Quigley	Aye
C. Gustafson	Aye
R. Lukez	Absent
D. Lomelino	Aye

IV. Closing Items

A. Adjourn Meeting

G. Wing made a motion to Adjourn at 6:34 pm.

E. Quigley seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:34 PM.

Respectfully Submitted,

C. Gustafson

Documents used during the meeting

- DRAFT_EOY CIO Report Summary May 2025.pdf
- MC_2025-26_Proposed_Contract_20250520.pdf

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

Coversheet

CIO Annual Evaluation

Section:	IV. CIO Annual Review
Item:	A. CIO Annual Evaluation
Purpose:	Vote
Submitted by:	
Related Material:	EOY CIO Summary Report_May 2025.pdf

Summary Report

As the 2024–25 school year comes to a close, the Koson Board of Directors would like to publicly recognize the significant leadership efforts and progress made by our Chief Innovation Officer (CIO), Matt. This year's leadership review process included Matt's self-reflection, staff feedback from the Shared Services team, and insights from the board.

The following summary reflects areas of strength and shared focus as we look to the year ahead.

Strengths and Accomplishments

Strategic Leadership

This year marked the successful development and rollout of Koson's strategic plan, new branding, and early steps in charter replication. These efforts reflect a bold, forward-thinking approach that positions the organization for long-term success.

Team Culture and Leadership Development

The board commends the strength of the Shared Services team. Staff consistently express high levels of trust, morale, and alignment with the mission. This culture of professionalism and collaboration provides a strong foundation for continued growth.

Mission and Identity Alignment

Stakeholders across the organization recognize a clear and unified identity that consistently informs decision-making, operations, and communications.

Shared Areas of Focus for the Year Ahead

Strategic Pacing and Prioritization

As Koson continues to grow, we recognize the importance of sequencing initiatives thoughtfully. We support continued development of systems that help pace the work, reduce redundancy, and provide opportunities for reflection and feedback along the way.

Leadership Development and Delegation

As Koson's leadership team expands, clear ownership and predictable communication structures will be key. We support continued efforts to empower team members with the clarity and support they need to lead effectively.

Financial Communication and Clarity

While progress has been made in budgeting systems, we see an opportunity to further strengthen how financial decisions are communicated. Ensuring alignment between leadership priorities and staff understanding will help reinforce trust and transparency.

Fundraising Strategy and Execution

We look forward to seeing continued progress on development efforts, including the launch

of a signature fundraising event and deeper engagement with community and industry partners that reflect Koson's STEM focus.

Board Commitments

As a board, we recognize that shared leadership requires clear communication and coordinated action. In that spirit, we commit to:

- **Clarifying the Board's Role in Fundraising**
We will use our upcoming retreat to refine how the board supports development efforts and coordinates with staff-led fundraising activities.
- **Supporting Strategic Pacing and Focus**
We will collaborate with leadership to maintain clarity around three core goals, protect space for deep strategic work, and support opportunities for reflection and thoughtful adjustment.
- **Improving Committee Coordination and Role Definition**
We are committed to creating greater clarity around board committee functions, especially around what requires board approval versus regular updates. In the coming year, we will also continue clarifying the distinct priorities of committees such as Growth, Fundraising, Academic Excellence, and the School Accountability Committee (SAC).
- **Maintaining Transparency and Alignment**
We will continue to communicate openly and constructively, ensuring that board transitions do not disrupt alignment on shared priorities. We are committed to ensuring all board members understand Koson's vision and how it is being brought to life through current initiatives.
- **Exploring Contract Process Improvements**
In response to leadership feedback, we are open to reviewing the timeline and structure of the evaluation and contract process to ensure it best supports strong leadership and organizational stability.

We are grateful for the progress Koson has made this year and for Matt's ongoing leadership in service of our mission. We look forward to another year of shared purpose, intentional focus, and continued growth.

– Koson Board of Directors

Coversheet

STEM ED Presentation

Section:	VI. STEM School Highlands Ranch Updates
Item:	A. STEM ED Presentation
Purpose:	Discuss
Submitted by:	
Related Material:	June Board Presentation 24_25.pdf

ED Presentation

June 3rd, 2025

LynAnn Kovalsky, Executive Director

UPDATES



2024 - 25 Enrollment

Elementary	Middle	High	Total	Potential
505 (-4)	463 (-3)	411 (-2)	1,379 (-7)	1,379

Elementary School	
Kinder	72
First	65
Second	76
Third	96
Fourth	80
Fifth	116

Middle School	
Sixth	128
Seventh	163
Eighth	172

Pending Enrollments	
Extended Absences	-
S2 Transfers - In	-
S2 Transfers - Out	-

High School	
Ninth	114
Tenth	104
Eleventh	94
Twelfth	87
13/14	12

Data - IC Student Enrollment Summary
Report 3/31/2025 + 2024-25 Admin
Transfers; () Net change from prior
month.



2025 - 26 Open Enrollment Numbers - Projections

Elementary	Middle	High	Total	Net Increase
558	502	483	1,543	144 (11%)

Elementary School	
Kinder	88
First	92
Second	69
Third	87
Fourth	113
Fifth	109

Middle School	
Sixth	168
Seventh	171
Eighth	163

Open Enrollment - New Enrolled	
Round 1	191
Round 2 (5/31/2025)	127
Total	318

High School	
Ninth	161
Tenth	109
Eleventh	104
Twelfth	99
13/14	10

Projections as of 5/31/2025 - Based on 5% attrition.



STEM Updates

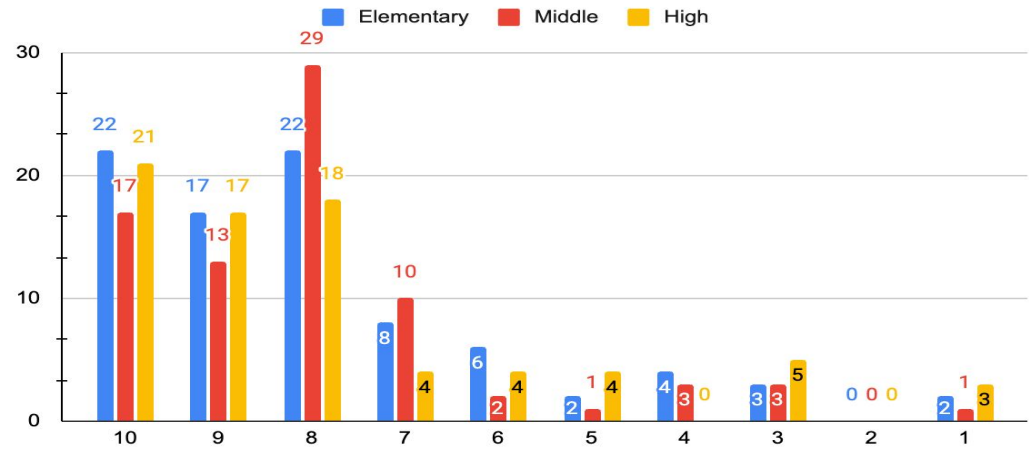
- Hiring Update
 - MS English
 - Gifted and Talented
 - Instructional Aides
 - In House Substitute



24/25 SAC Survey Results

Customer Satisfaction Index

I would recommend STEM to my family and friends.

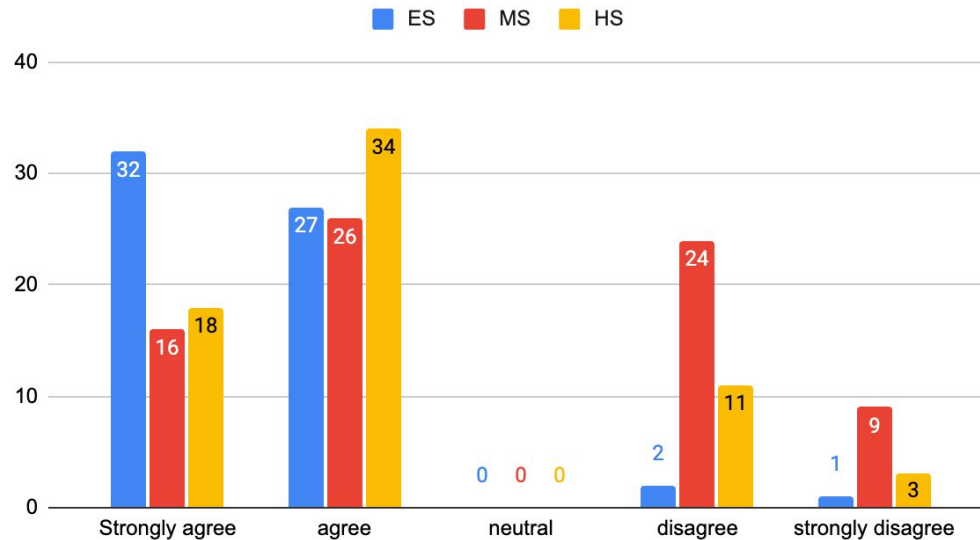


	23/24	24/25
Responses	91	229
	39%	28%

Parent Teacher Conferences

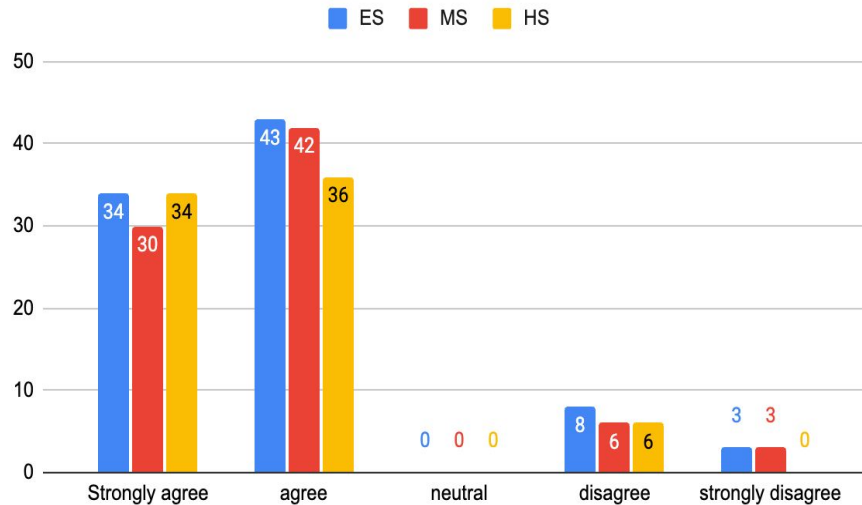
****Secondary conferences were adjusted to 2 nights for Spring conferences. We will keep this for 25/26 school year.**

Conference are a valuable experience

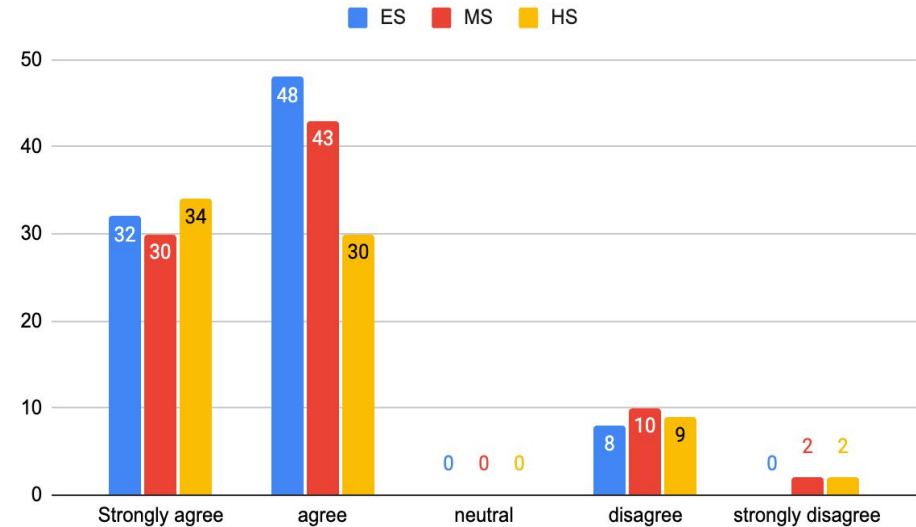


Academics

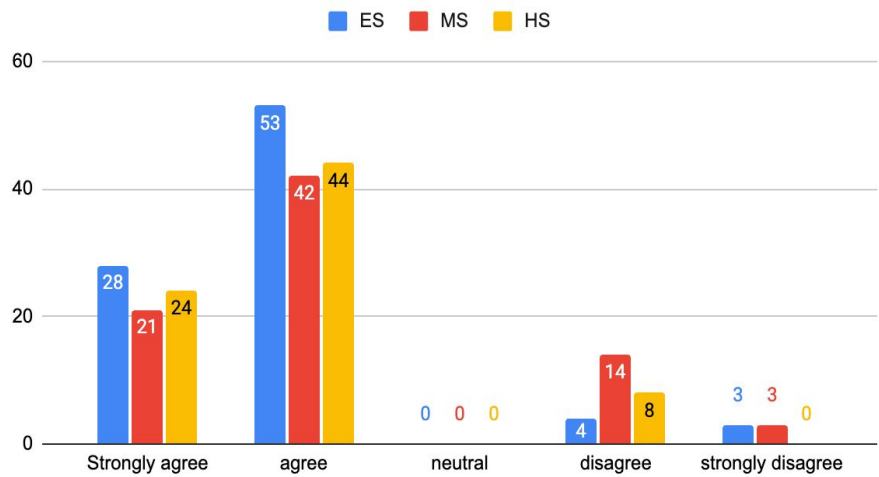
My student is academically challenged through rigorous curriculum at STEM.



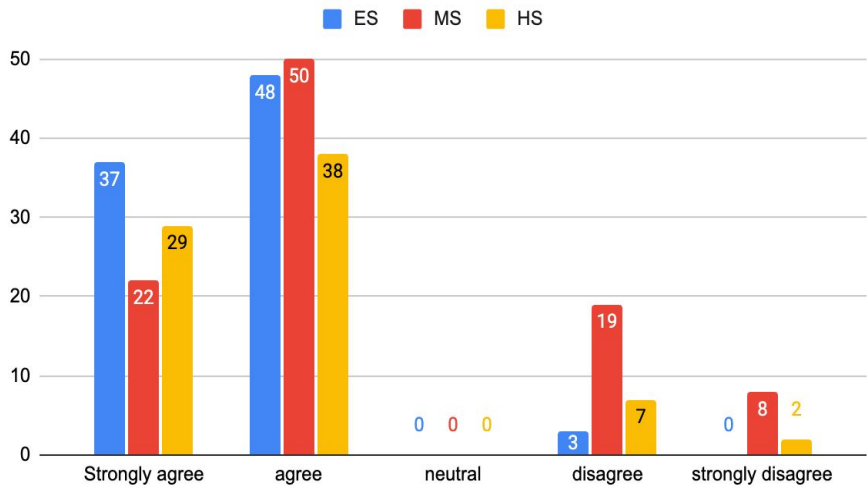
I feel my student is being prepared for the future.



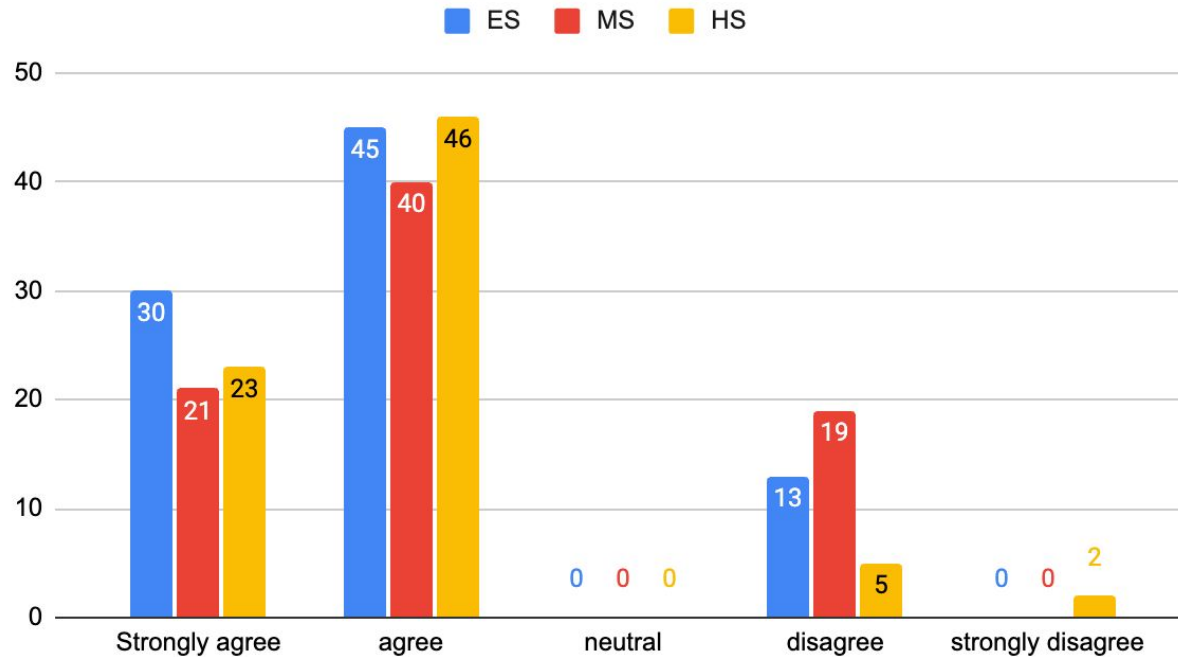
I am aware of the specific academic needs of my student and feel that those needs are being met.



STEM concepts such as real world application, problem based learning, and integrated technology are effectively embedded into all courses.

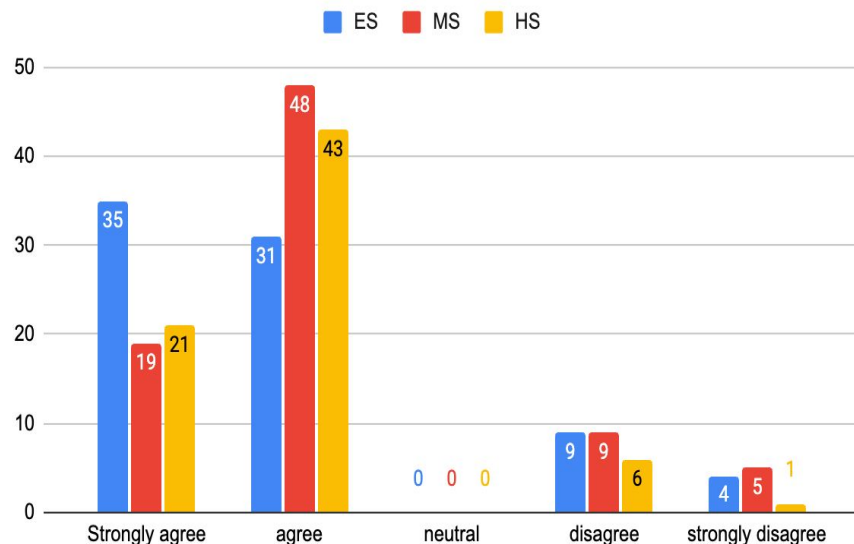


The workload is in line with the rigor that you expect from students at STEM.

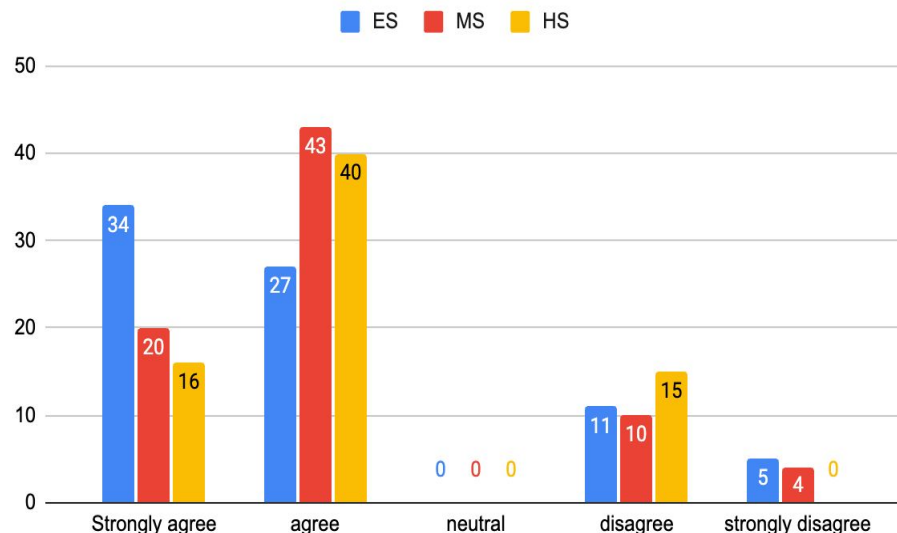


Grading

Teaching staff use Canvas effectively for assignment feedback [Classroom teacher and Language Arts].

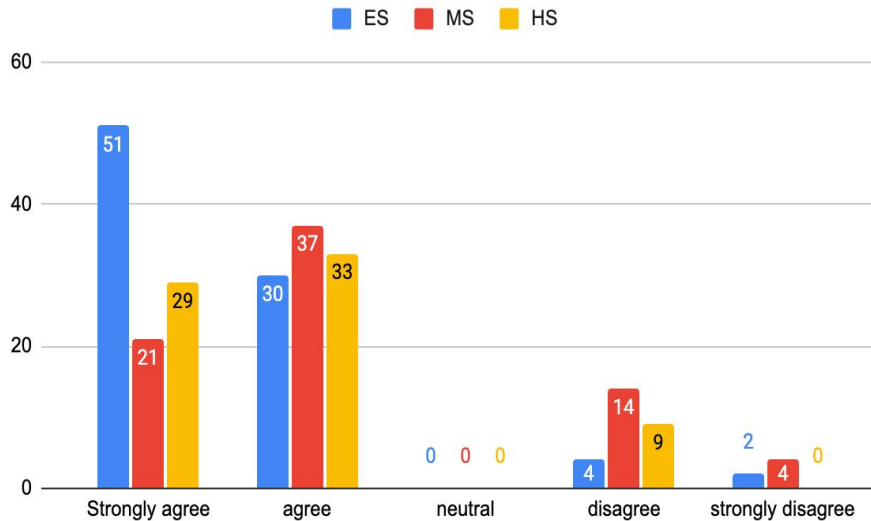


Grades are posted in Canvas or Mastery Connect in a timely manner [Classroom teacher and Language Arts].

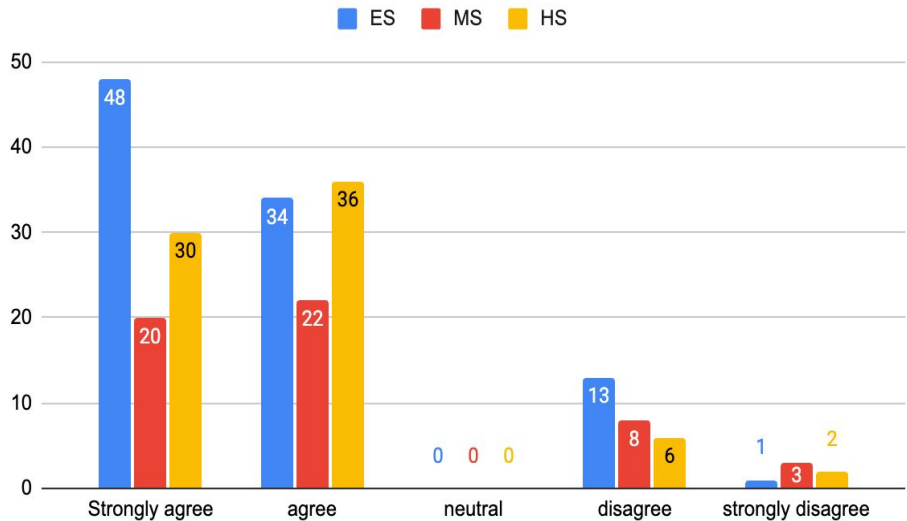


Student Support

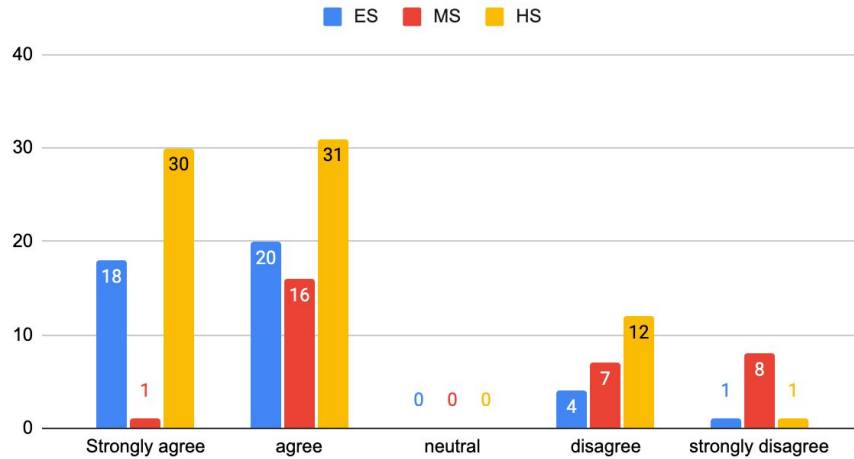
When my student is having class-related issues, his/her teacher is helpful in resolving them [Elementary Teacher and Core Subjects].



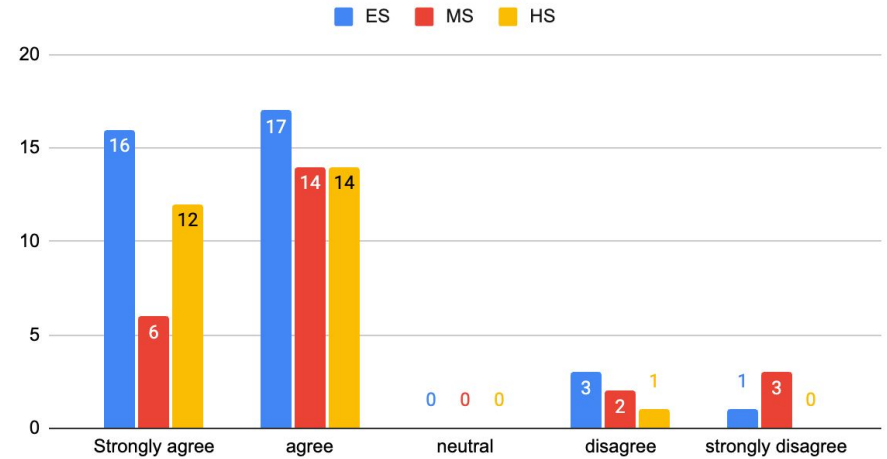
Teachers are supportive of the individual academic needs of my student and I feel those needs are being met [Elementary Teacher and Core Subjects].



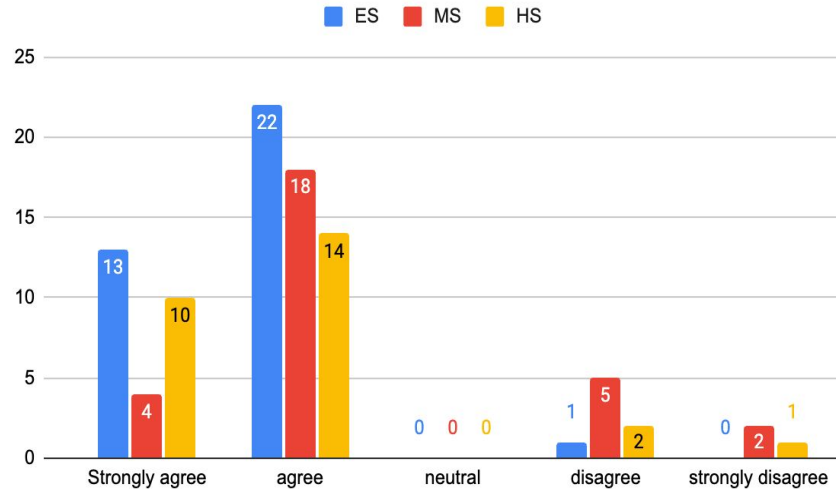
The following staff are supportive in meeting my student's individual need [School Counseling].



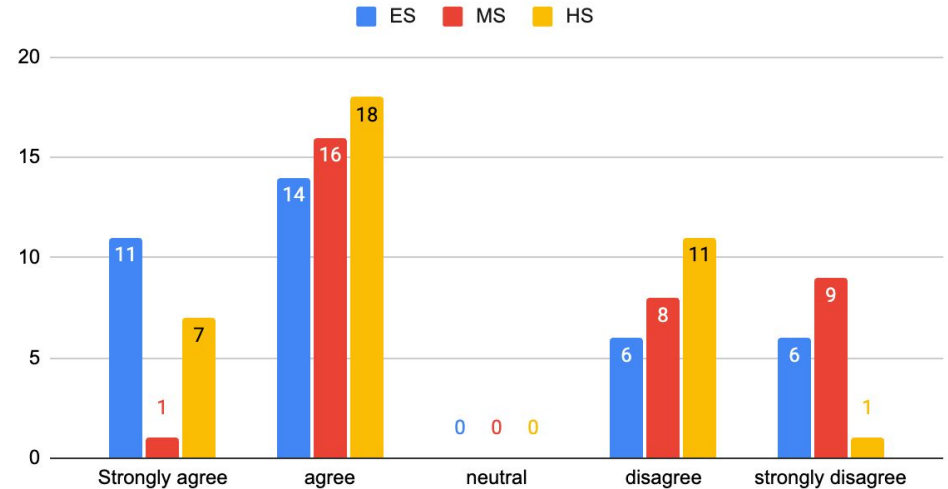
The following staff are supportive in meeting my student's individual need [Special Education].



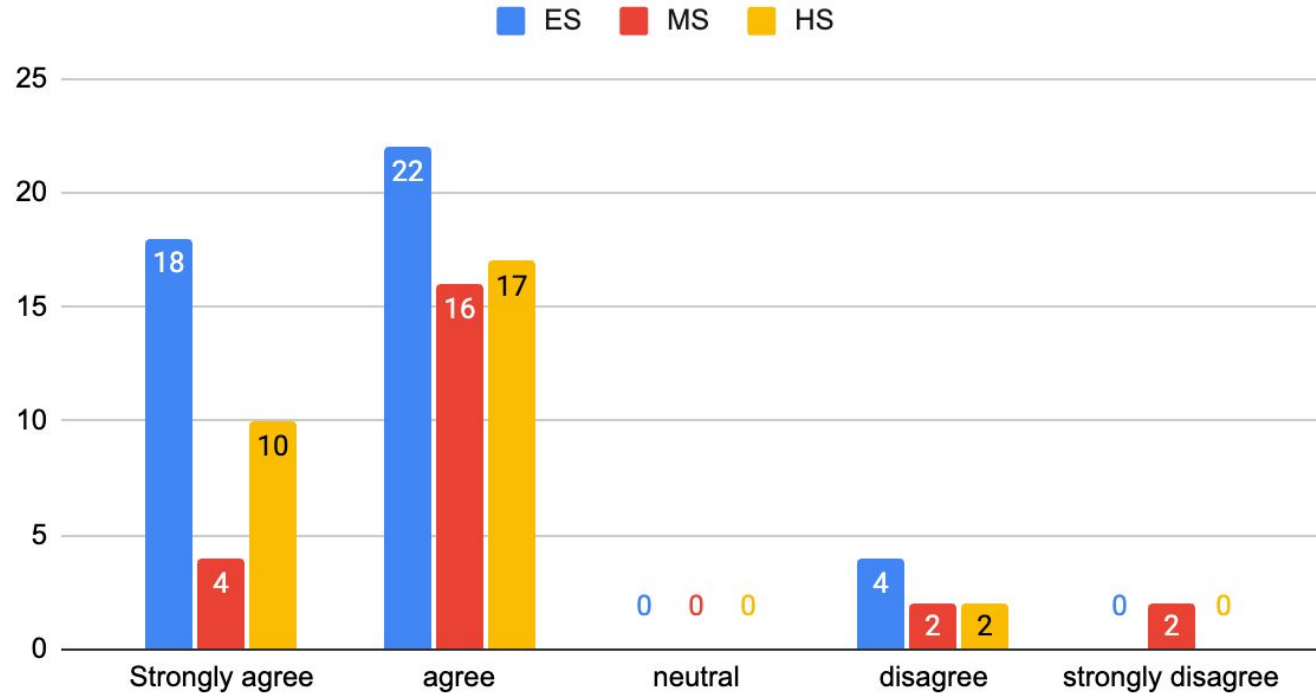
The following staff are supportive in meeting my student's individual need [MTSS].



The following staff are supportive in meeting my student's individual need [Gifted & Talented].

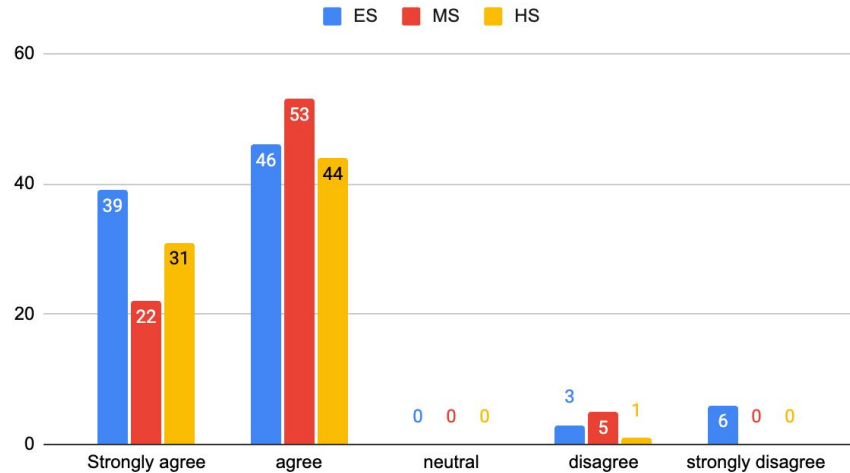


The following staff are supportive in meeting my student's individual need
[English Language Development].

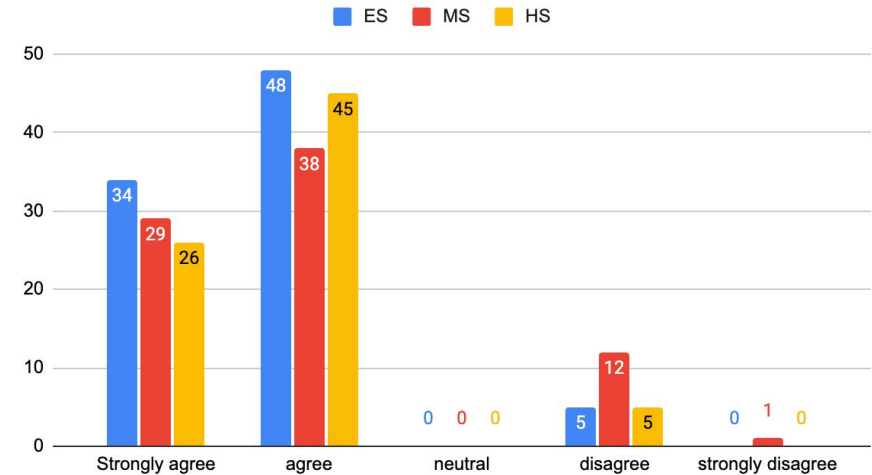


Safety and Security

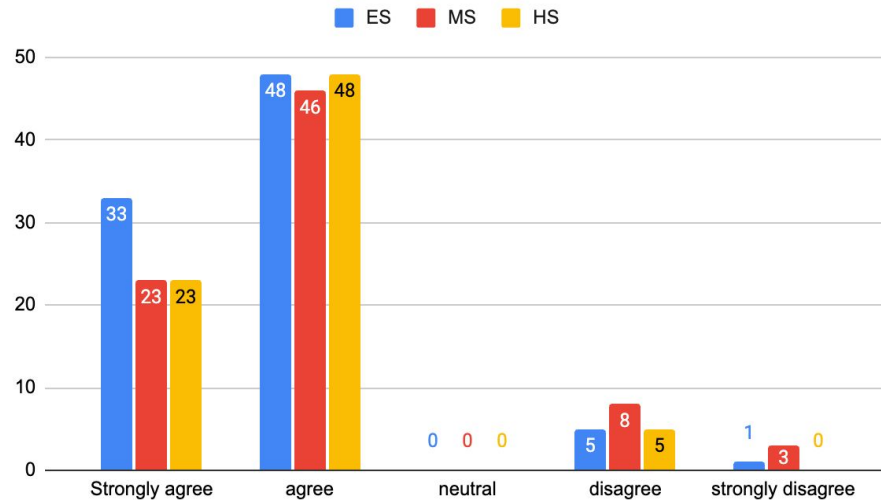
My student feels safe at school.



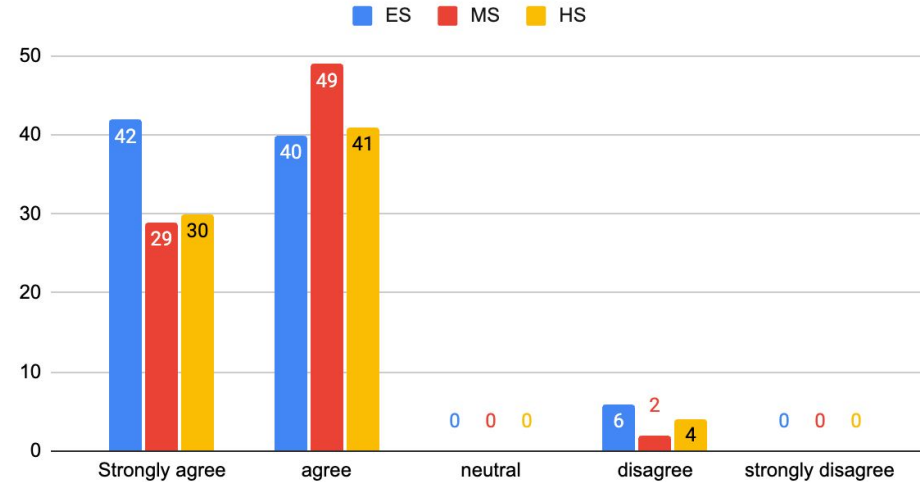
My student feels like he/she fit in and is respected.



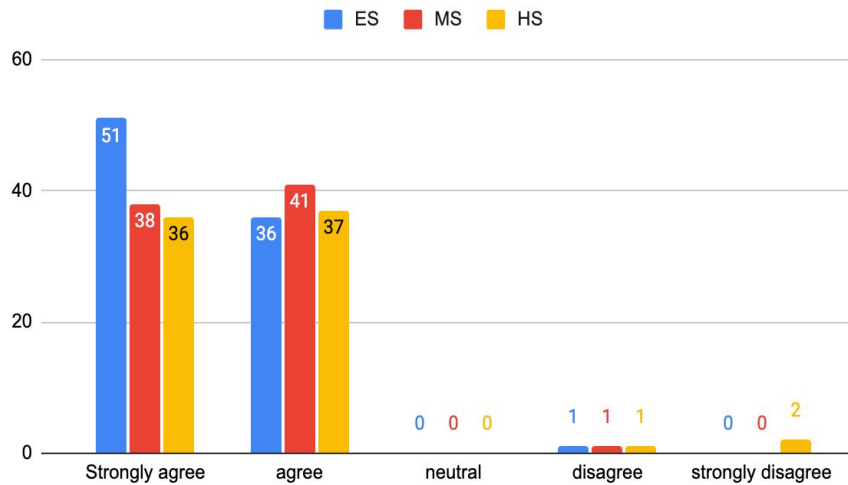
My student's social and emotional needs are supported.



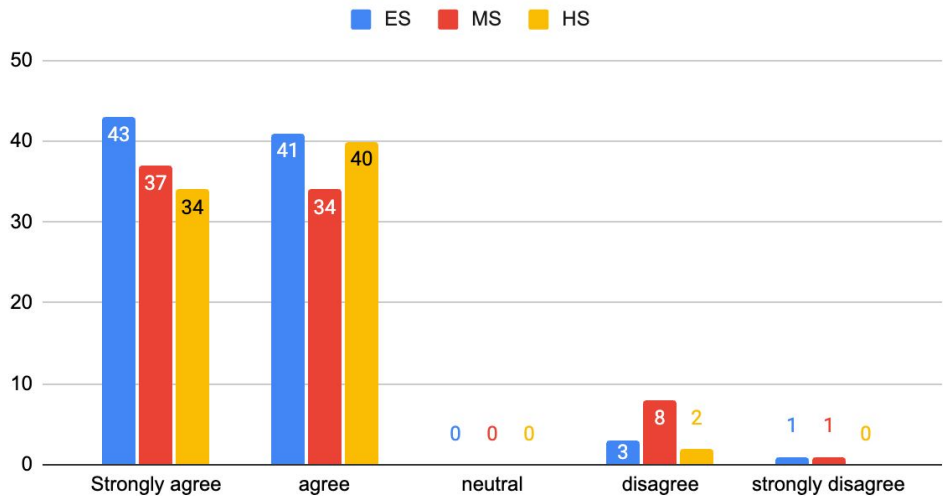
Security measures are in place that promote a culture of safety across the school community.



My student understands the STEM Formula for Character (Honesty, Integrity, Respect, Responsibility, and Empathy).

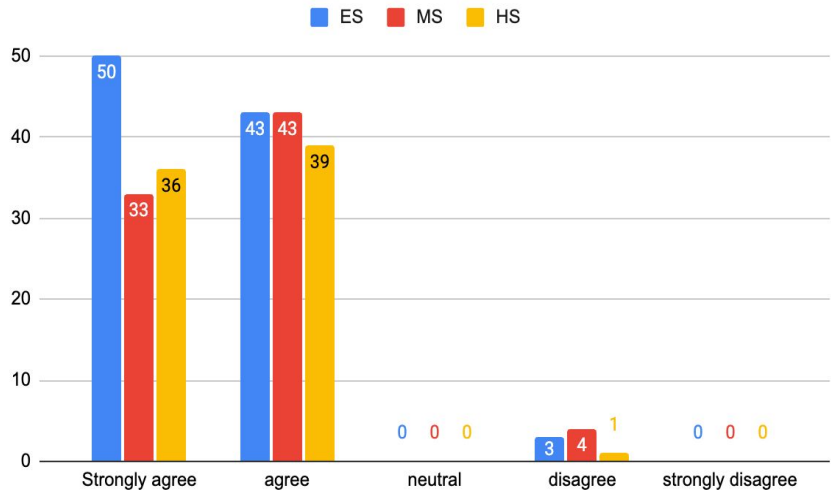


My student has at least one staff member that they feel comfortable going to for help.

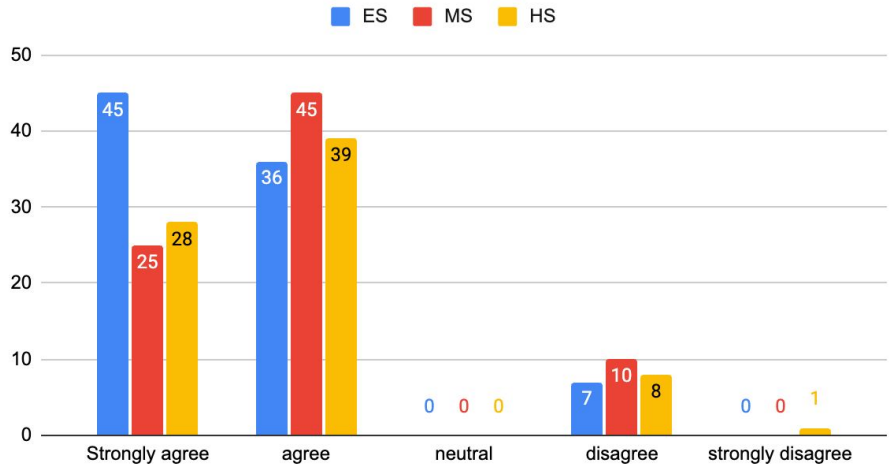


Culture and Diversity

School staff respect and value the diversity of the families in the school.

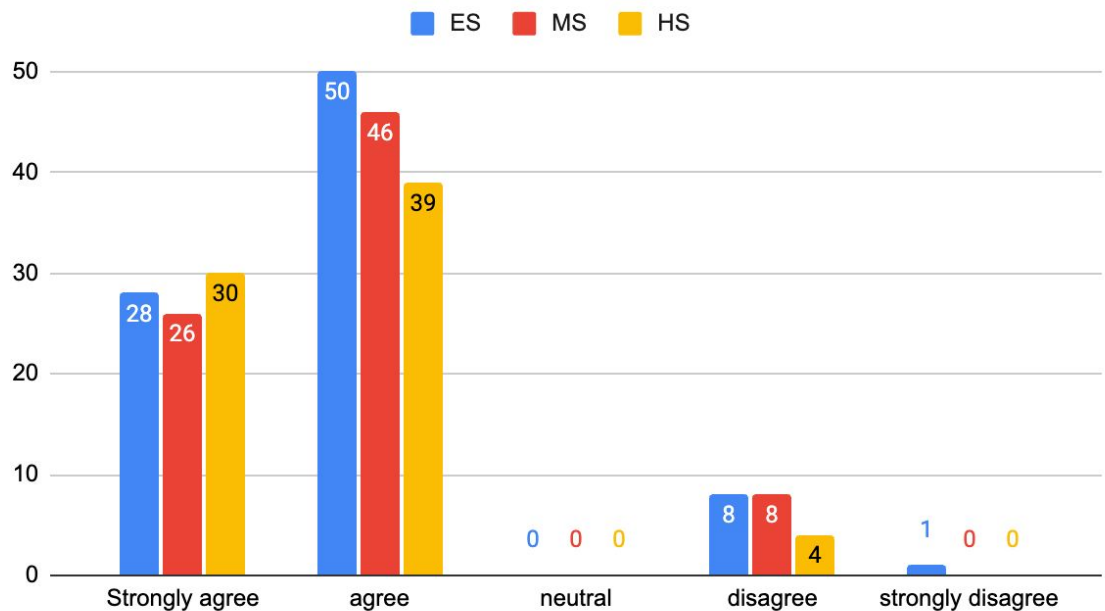


The school's racial and cultural diversity is recognized and openly discussed in a constructive way that includes staff and family.



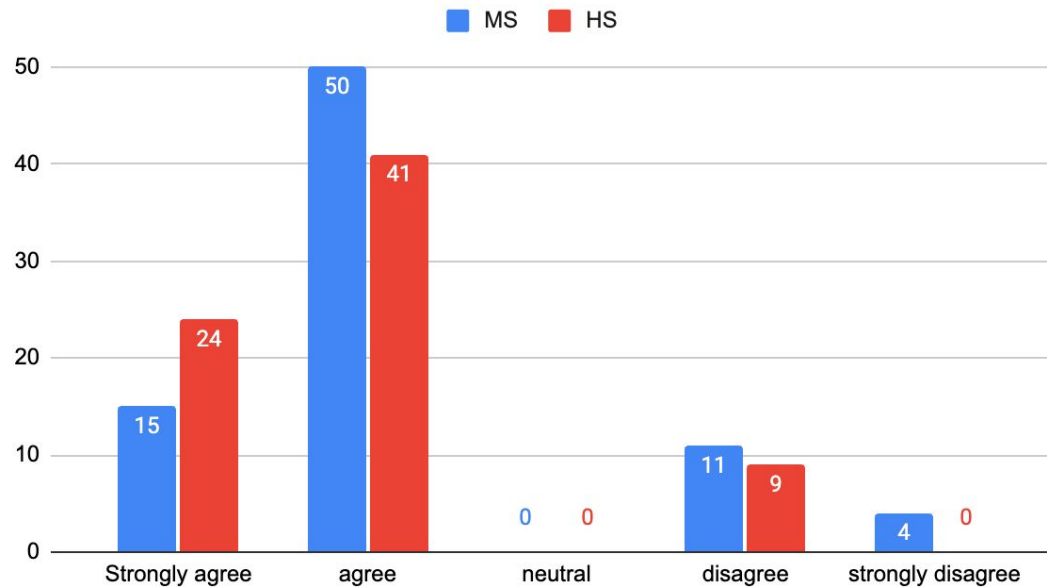
Enrichment

Enrichment: STEM provides a variety of enrichment activities.



Athletics

Athletics: I know what athletic programs STEM offers and how to register.



Coversheet

2025/26 Parent/Student Handbook and Fees

Section:	VI. STEM School Highlands Ranch Updates
Item:	B. 2025/26 Parent/Student Handbook and Fees
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 STEM Student Fees.pdf 2025-2026 STEM Parent Student Handbook .pdf

Student Fees for 2025-2026 School Year**Table 1. Annual Required Fees Schedule (Per Student)**

Fee Category	Annual Student Fee (paid before Aug. 12, 2025)	Annual Student Fee (paid after Aug. 12, 2025)
Kindergarten	\$250	\$275
Grades 1-5 (*Technology Usage Fee incl.)	\$265	\$290
Grades 6-7 (*Technology Usage Fee incl.)	\$325	\$350
Grade 8	\$250	\$275
Grades 9-12	\$300	\$325

*The **purpose** of the fee is to recover part of the cost of instructional materials, supplies, and consumables.*

Not included in fees.

AP test fees, AP books, field trips, yearbook, computer device, bus fees, optional locker rental, student parking fees, BASE, Enrichment fees, CHSAA fees, and other individual costs.

Payments

- See the pay schedule above.
- STEM purchases instructional materials over the summer for our August start date.
- Payment plans are available. Please contact STEM's business office.

Fee waivers

STEM waives Student Fees for students who qualify for free or reduced lunch programs. For qualified families, as determined by US government guidelines, the application process is totally anonymous, and DCSD processes the applications. Simply click the correct tab on STEM's website launch page. All required fees automatically zero out in Infinite Campus, so no STEM staff member determines if a student participates in an assisted lunch program.

Refund policy

- Transfers prior to July 15, 2024 – 100% refund
- Transfers from July 16, 2024 to August 31, 2024 – 90% refund
- Transfers post August 31, 2024 – No Refund

Graduation fee

Graduating seniors have a required \$75 fee to cover the graduation venue expenses- waived for students who qualify for free or reduced federal lunch programs.

Additional Fees

Students may be assessed fines or other penalties in accordance with applicable laws for lost, damaged, or defaced books, materials, or equipment.

***Technology Usage Fee** To ensure continued access to digital learning tools while managing the cost of device maintenance, we are implementing a Technology Usage Fee for all students issued school-owned devices. The policy outlines coverage terms, repair fees, and parent responsibilities regarding Chromebook and Windows laptop usage.

Coverage Includes:

- Accidental damage (e.g., cracked screen, keyboard issues not caused by misuse)

Coverage Excludes:

- Negligence or abuse (e.g., liquid damage, intentional damage, inappropriate storage)
- Lost or damaged chargers
- Loss of device or theft (without a filed police report)
- Replacement of missing asset tags

The fee covers the first two instances of accidental damage to the device during the school year. After these two incidents, standard repair costs will apply.

Repair Costs (Effective 2025-2026)

Item	Repair Cost
Keyboard (Windows	\$75
Keyboard (Chromebook)	\$95
Screen (All Devices)	\$95
Charger (Damaged or Lost)	\$35
Asset Tag Replacement	\$5
Single Key Replacement	\$25
Total Replacement Cost	\$250

Frequently Asked Questions Regarding STEM Student Fees

1. **Why does STEM need to charge fees if it is a tuition-free public school?** Colorado has one of the lowest state per-pupil base funding levels in the United States. To provide quality programming, schools may charge parents fees to support extra programs important to their mission and objectives. Our families expect more, and the fees help us meet their instructional expectations.
2. **Does the Douglas County School District charge STEM fees for specific services?** Yes. See Table 2 below. Our required fees to DCSD represent about 5 percent of STEM's total budget. Approximately \$940,000 is paid to DCSD at \$683 per pupil. Student fees offset these charges.

Table 2. STEM Expenses for District Services

Douglas County School District Service Fees		Annual Cost/Student
a	Infinite Campus software, emergency management plus district support staff, Gmail <i>STEM licenses and deploys Canvas as our Learning Management System (LMS) to provide students and their families with one system for all class assignments. DCSD requires Infinite Campus for our data warehouse. We pay for both systems.</i>	\$78.26
b	CDE testing fee	\$23.75
c	Special education services fees are paid for every enrolled student at STEM. <i>STEM pays for its special education staff in addition to this fee, which offsets DCSD costs at neighborhood schools. 1375 students=\$728,750 paid to DCSD</i>	\$530
d	Gifted Education Support English Language Development Support	\$8.95 \$163.84/ELD student
e	Intra-district mail and treasurer fee	\$17.22
f	Health Oversight/Crisis Team Support	\$6.03
g	Other required and optional purchased services to DCSD	\$18.30
h	DCSD art show and spelling bee	Varies
Paid by STEM per student to Douglas County School District Central Office		\$682.51 per enrolled student

3. **Are there budgeted items for student activities?** Yes. Please see Table 3 for examples.

Table 3. STEM Student Activities and Supplies Budget Line Items

a	Classroom instructional materials – per department	\$7,000-\$40,000
b	Classroom supplies – per teacher as coordinated through the dept. chair	\$200
c	Student government programs – elementary and middle school (grades 2 to 8)	\$1,000
d	Student government programs – high school (grades 9 to 12)	\$3,000

4. **How are STEM's school finances and purchases monitored?**

1. A finance committee with STEM board members and parents provide oversight and guidance on all budget items.
2. All school purchases must go through an approval process.
3. Every expense is part of our independent audit which is available on STEM's website.

5. **Are there differences between how public tax dollars are allocated for charter and neighborhood schools?** Yes.

Unlike neighborhood schools, charter schools must pay for their building, regular maintenance and all utilities. This is about 17 percent of our total budget. Salaries use the largest portion of state funds allocated annually to STEM.

6. **Does STEM charge for Kindergarten tuition?**

Colorado Governor Jared Polis signed [House Bill 19-1262](#) into law providing state funding for full-day kindergarten across the state. This means that free, full-day Kindergarten* will be offered at STEM School Highlands Ranch.

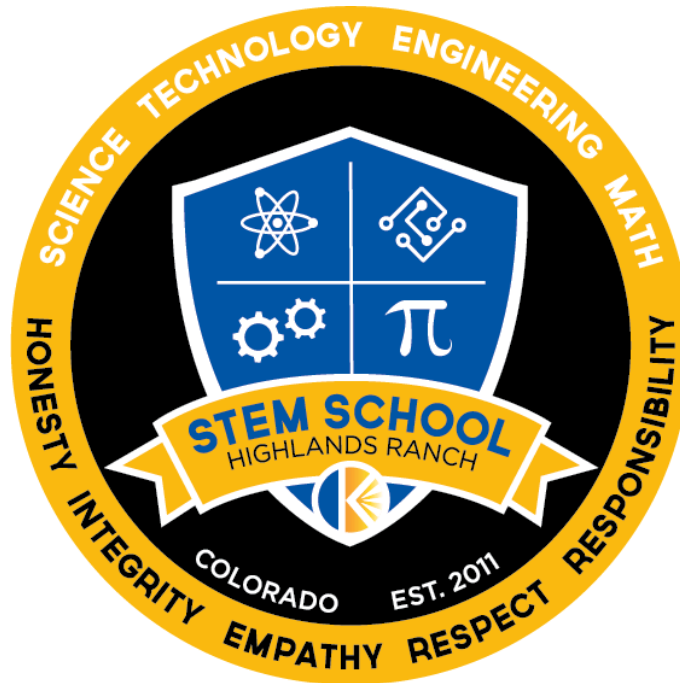
*testing may be needed to assess.

7. **What additional fees does STEM incur?**

1. **BASE-** before and after school care for grades K-through age 12 provided through BASE located in the elementary program.

STEM SCHOOL

HIGHLANDS RANCH



Student Parent Handbook

2025-2026

Our Mission

Never Stop Innovating

Our Vision

We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity, and character to thrive, lead, and succeed in an ever-changing future.

Table of Contents

Our Mission	2
Our Vision	2
Table of Contents	3
Handbook Overview	6
District Authorizer Policies	6
Legal Supremacy	6
Equal Education Opportunity Notice	6
Title IX Notice	7
Notice of Non-Discrimination	7
Students Experiencing Homelessness - McKinney Vento Act	8
STEM Formula for Character	9
STEM School Highlands Ranch Student Honor Code	9
Behavior Expectations- Elementary	9
Behavior Expectations- Secondary	9
Assembly Behavior - All Students	10
Bullying, Harassment, and Intimidation	10
Inappropriate Behaviors	11
Prohibited Student Conduct Toward Staff	11
Roles in the Disciplinary Process	11
Dean of Students	11
Counselors	12
Teachers	12
Property Damage/Vandalism	12
Gang Activities Prohibited	12
Consequences for Inappropriate Behavior	13
Dress Code Expectations	13
Minimum Requirements	14
Additional Requirements	14
Suspension/Expulsion	15
Parent Contact for Suspension	16
Effect of a Suspension	16
Make Up Work for Suspended Students	17
Student Statements	18
Items Not Allowed at School	19
Search and Seizure	19
Guidelines for Searches and Seizure	20
Anonymous Reporting	20
Office Procedures and Support	21
Health and Medication	21

Hearing and Vision Screenings	21
Student Immunizations	21
Student Fees	22
Lockers	22
Lost and Found	22
Messages and Item Drop Off	22
Parent Involvement and Volunteering	23
Visitors	23
Parking	23
Senior Parking Space Painting	24
Way to Go (School Carpool)	25
 School Pictures	 25
Student ID Cards	25
Curriculum and Academics	25
Problem Based Learning	25
Standards Based Grading	26
Rationale and Benefits of SBG:	26
Field Trips	26
Academic Honesty and Integrity	27
State Assessments and Opt-Out	28
Parent Opt-Out	28
Assessment Notification	29
School Related Student Publications	29
Activity Eligibility	30
Athletics	31
Canvas	31
Homework Expectations	32
Make Up Work	32
Late Assignments	33
For Regular Assignments	33
For Problem Based Learning Assignments	33
Exceptions: AP and Concurrent Enrollment	33
Graduation Requirements and Participation in Graduation Exercises	33
Progress Reports	34
Promotion/Retention Requirements	34
READ Act Requirements	34
Honor Roll	35
Academic Letter	35
Instructional Technology	35
Apps and Resources	35

School Issued computers	36
Cell Phone Expectations	36
Guidelines:	36
Netiquette (Internet Étiquette)	38
Social Media:	38
Technology Acceptable Use Expectations	39
Classroom Technology Monitoring	39
Information Technology	39
Student Support	40
Special Education	40
Multi-Tiered System of Support (MTSS)	41
English Language Development	41
Section 504	42
Gifted and Talented Education	43
Secondary Counseling	43
Enrichment	44
School Day Procedures	44
Arrival and Departure	44
Secondary Students	44
Elementary Students	45
Late Pick-Up Policy	45
Attendance, Absences, Tardiness, and Truancy	46
Attendance	46
Absences	46
Excused Absences	47
Extended Absences	48
Tardiness	48
Truancy	48
Closed Campus	49
Leaving School	50
Emergency Closing, Delayed Openings and Early Dismissals	50
Delayed Opening	50
Early Dismissal	50
Closing School	50
Emergency Protocol	50
Communication Pathways	51
Change of Contact Information (Address, Phone Number, etc.)	51
Complaint and Whistleblower Policy	52

Handbook Overview

The STEM School Highlands Ranch Student and Family Handbook contains a summary of the expectations, policies, and procedures that guide our School. Any reference in policies to a student's "parent" also includes the legal guardian of a student. Students and parents are responsible for knowing and following all school policies and procedures. The policies contained in this handbook are intended to be a guide and summary and are not necessarily all-inclusive of the School's policies, procedures, or practice.. The rules in this handbook are subject to interpretation and modification at any time by the School.

Students and parents will be notified via email of any material changes to the contents of this handbook via updates to the handbook on the School's website.

District Authorizer Policies

As a public charter school the School is subject to the policies of its authorizing school district, unless those policies are not applicable or are waived. This handbook attempts to note where a district policy applies, but there could still be instances where a district policy applies to a given circumstance or situation, especially if it is not covered by this Handbook. If a parent is uncertain about the applicability of a district policy, he or she may contact the School to inquire.

Legal Supremacy

This handbook is not intended to violate any local, state, or federal law. The laws regulating Schools change on almost an annual basis, and at times more frequent, with new statutes, regulations, and court rulings interpreting, changing, or adding to the applicable body of legal rules with which Schools must comply. No provision or policy of the School applies or will be enforced if it conflicts with or is superseded by any applicable legal requirement or prohibition. This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by the School.

Equal Education Opportunity Notice

The educational programs, activities and employment opportunities offered by the School are offered without regard to any protected class status, including disability, race, creed, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, marital status, religion, ancestry, age, genetic information, need for special education services, or any other applicable status protected by federal, state, or local law. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under or in any District program or activity on the basis of any legally applicable protected status.

In compliance with the Colorado Crown Act, any references in any handbooks or policies of the School or practices related to prohibiting discrimination on the basis of an individual's race shall include a

person's hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race; specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

Title IX Notice

The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To learn more about the Complaint and Whistle Blower Policy, please click [here](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX. The School's Title IX Coordinator is the STEM School Executive Director.

Notice of Non-Discrimination

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups, as required by law. The following person has been designated to handle inquiries regarding the School's non-discrimination policies:

Executive Director

8773 S. Ridgeline Blvd., Highlands Ranch, CO 80108
(303)683-7836

Chief Innovation Officer

8920 Barrons Blvd., Highlands Ranch, CO 80108
(303) 683-7836

Students Experiencing Homelessness - McKinney Vento Act

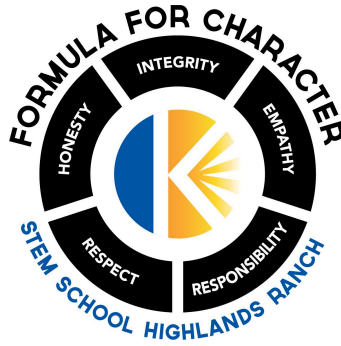
The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining an education. The Act ensures educational rights and protections for children and youth experiencing homelessness. Students may qualify for certain rights and protections under the federal McKinney-Vento Act if they lack a fixed, regular, and adequate nighttime residence, which includes without limitation if a student lives in any of the following situations: in a shelter; in a motel or campground due to the lack of an alternative adequate accommodation; in a car, park, abandoned

building, or bus or train station; doubled up with other people due to loss of housing or economic hardship.

Eligible students have certain rights, including without limitation, the ability to enroll in school immediately, even if lacking documents normally required for enrollment; the ability to attend classes while the school gathers needed documents; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and in their best interest, and receive transportation to and from the school of origin, if requested.

If you believe you may be eligible, contact the Director of Student Support Services to find out what services and supports may be available.

STEM Formula for Character



STEM School Highlands Ranch expects all students, parents, faculty, and staff to abide by the STEM Formula for Character: Honesty, Integrity, Respect, Responsibility, and Empathy. Failure to abide by the STEM Formula for Character may result in disciplinary action.

- Honesty: Telling the truth, even when it's not easy
- Integrity: Doing what is right, even when no one is watching
- Respect: Treating everyone—staff, students, volunteers, oneself, and property with kindness
- Responsibility: Being accountable for one's actions and decisions
- Empathy: The capacity to understand or feel what another person is experiencing from within the other person's frame of reference

STEM School Highlands Ranch Student Honor Code

Students will:

- Honor Others
- Respect Property
- Preserve the Learning Environment

Behavior Expectations- Elementary

STEM School Highlands Ranch believes in high expectations for students of any age. At the elementary level we follow a Positive Behavior Intervention and Support system in which we place a large focus on the positive behaviors our students are exhibiting. STEM School Highlands Ranch elementary staff will continuously, throughout the year, teach and model behavior expectations for our students. Our students will be rewarded for demonstrating Spartan Characteristics: honesty, integrity, respect, responsibility, and empathy, that align to the behavior expectations. For more information on behavior expectations and the Positive Behavior Intervention and Support system [click here](#).

Behavior Expectations- Secondary

STEM students are the best and brightest students in Colorado and we are honored to partner with parents in their character and identity development. We have high expectations for student behavior, but understand that personal growth occurs through trials, errors, and consequences. Students will receive ongoing support and coaching during Access and through discussions with School leaders when appropriate.

Assembly Behavior - All Students

STEM School Highlands Ranch is a performance-oriented school. Students are expected to respond positively to all programs. There are a variety of acceptable audience responses such as applause, laughter at humor that is presented, and responding vocally to direct questions that may be asked. Members of the audience are not to interfere with stage performances. Students are not allowed to

insult or intimidate guests and/or performers by rude behaviors such as yelling, whistling, standing up, moving around, or calling out people's names. Students who insist on this type of behavior will be dismissed from the program and referred to an administrator for disciplinary action.

At all performances, Students MUST:

- Enter the program venue calmly and go directly to their seats
- Remain seated throughout the entire program
- Treat guests with respect

Performances and school-wide programs at STEM School Highlands Ranch are an integral part of the curriculum. Students learn to demonstrate an understanding and respect for all guests and program visitors through appropriate audience response.

Bullying, Harassment, and Intimidation

STEM School Highlands Ranch is committed to a safe and civil educational environment for all students, employees, volunteers, and visitors free from bullying, harassment, or intimidation. STEM follows the [DCSD Code of Conduct](#) which includes their Bullying, Harassment, and Discrimination Policies.

[DCSD Board Policy JICDE.](#)

Many behaviors that do not rise to the level of bullying, harassment, or intimidation, may still be prohibited by other district policies or building, classroom, or program rules. In accordance with Policy JICDE, STEM will utilize the Screening Tool to Identify Bullying and the district notification procedures.

It is the responsibility of STEM School Highlands Ranch to create and maintain a safe, civil, respectful, and inclusive learning community in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Bullying is prohibited against any student for any reason, including but not limited to behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristics are actual or perceived.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur during school hours or school-sanctioned activities or events,, or off school property when such conduct has a nexus to school or any curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at their school. Reporting documents are also available at both school offices.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.

Depending upon the frequency and severity of the conduct, counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact to the victim. This includes appropriate interventions(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reporting or retaliation for harassment, intimidation, or bullying also constitutes violation of this policy.

Discipline for student bullying may include suspension, expulsion, and/or classroom removal.

Inappropriate Behaviors

At STEM School Highlands Ranch, we are committed to optimizing learning for all students. Our students are expected to show respect for themselves, others, and property. When these expectations are not met, we implement appropriate consequences that promote restorative practices and support school-managed discipline. Our approach to discipline is rooted in guidance and personal growth. All stakeholders—students, staff, and families—work collaboratively to address behavioral challenges and foster the development of responsible and compassionate citizens within our community.

Behavioral Support and Safety Procedures

At times, younger students may experience moments of emotional dysregulation that result in elevated behaviors. When this occurs, STEM School Highlands Ranch follows procedures aligned with Douglas County School District (DCSD) policies to ensure the safety and well-being of all students and staff.

These procedures may include, but are not limited to:

- Clearing a classroom,
- Holding students in their current classrooms to secure the area,
- Temporarily closing hallways or stairwells as needed.

Our school is supported by multiple staff members trained in Crisis Prevention Intervention (CPI), who are available to assist during these situations.

All disciplinary responses are handled in accordance with school and district guidelines, with a strong emphasis on restorative practices that help students reflect, repair, and grow from their experiences.

[DCSD Board File: JKA](#)

[DCSD Board File: JKA- R](#)

Prohibited Student Conduct Toward Staff

The School prohibits any assault upon, disorderly conduct toward, harassment of, the making knowingly of a false allegation of child abuse against, or any alleged offense under the “Colorado Criminal Code” directed toward a teacher or School employee, or instances of damage occurring on the premises to the personal property of a School teacher or School employee by a student.

If this prohibited conduct occurs, the teacher or School employee may file a complaint with the School administration. The School administration will, after receipt of such report and proof deemed adequate to the School administration, suspend the student for three days, in accordance with School policies, and will initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred, as deemed appropriate by School administration.

The School administration will report the incident to the district attorney or appropriate local law enforcement.

Personal Sales

To help maintain a focused and respectful learning environment, students are not permitted to sell items on campus for personal gain. All sales and fundraising activities must be approved by school administration and must directly benefit a school-sponsored club, team, or event. This includes things like snacks, drinks, or other personal goods. Unauthorized sales or solicitation may result in disciplinary action.

Roles in the Disciplinary Process

Dean of Students

The goal of any meeting between a student and the Dean is that of a learning opportunity for the student in order to implement a positive change in behavior. The process will involve a discussion of honesty, integrity, respect, responsibility, and empathy. In most instances parents will be notified of the student’s visit to the Dean’s office. The primary goal of the consequences by the Dean is to require the student to take responsibility for the infraction.

The goals of a parent conference with the Dean include:

- To exchange accurate information about the student
- To determine how the parent-school partnership can best work together to lead the student to reform his behavior

The Dean will preserve the integrity of the disciplinary process at STEM School Highlands Ranch by modeling the values of the STEM School Highlands Ranch honor code and consistently treating students and their families with respect and professionalism. The Dean is an extremely valuable and accessible part of a student's character development and education at STEM School Highlands Ranch. Our goal is to create a safe, respectful, and responsible environment, where learning can take place.

Counselors

When necessary, students may be referred to the school counselor for problem solving, mediation, peer relationships, and social/emotional support.

Teachers

Teachers will have the authority to implement discipline in their classrooms that is consistent with the Principles of Discipline. Teachers will utilize the Dean to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom. Disciplinary procedures may also involve other designated STEM staff besides those mentioned.

Property Damage/Vandalism

STEM School Highlands Ranch is not responsible for loss, theft, or damage of items brought to school. Fines will be levied on parents for vandalism or theft of school property committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Gang Activities Prohibited

Pursuant to C.R.S. 22-32.109.1(2)(a)(F), the School is committed to keeping the School free from the harmful influence or effects of street gangs or similar organizations that advocate or promote illegal drugs, violence, or other criminal activity. The presence of any apparel, signs, symbols, activity, accessories, appearances, colors, or any other attribute that denotes membership in street gangs or that advocate or promote illegal activities are prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

Consequences for Inappropriate Behavior

The activity of learning requires students to be attentive and polite. Students are expected to uphold the values of honesty, integrity, respect, responsibility, and empathy as citizens in the STEM School Highlands Ranch community. If a student does misbehave, the consequences for the infraction will be immediate, relevant, and effectual. In evaluating consequences, teachers and Directors will determine if the act is a "first time," a "repeated," or a "habitual" offense.

Special note about dress code violations: Students in violation of the dress code will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are NOT excused.

Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in an attempt to discern truth.

STEM School desires to educate all students who enter our School, expecting nothing less than the best from each one.

Douglas County School District is the sole arbiter of expulsions. STEM School may only recommend expulsion of a student to DCSD. The expulsion process and proceedings will follow all DCSD policies that apply. When students are expelled, they are expelled from the Douglas County School District.

STEM School cannot and does not tolerate students who disrupt class. STEM School requires all students to be respectful of the learning environment. Students who disrupt class may be sent to the office for a disciplinary meeting. When behavior incidents occur, students, staff and admin collaboratively discuss the concerns and problem solve through the use of restorative practices and a verbal warning. If the behavior is repeated a detention and/or parent phone call may occur in addition to the second restorative conversation. Detentions and/or suspension may be issued for any and all subsequent infractions.

Dress Code Expectations

STEM School Highlands Ranch respects students' rights to express themselves in the way they dress. All students who attend STEM School Highlands Ranch are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. The purpose is to provide and maintain a safe school environment that is conducive to student learning. The primary responsibility of the student's attire rests with the student and their family. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Rips or tears in clothing should not exceed 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the director).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.

4. Head accessories including hats, caps, and scarves are allowed. Eyes and ears must be visible at all times. (Cultural and religious exemptions may apply.) Hats must not be worn in conjunction with a mask so as to obstruct the face.
5. Specialized courses may require specialized attire, such as sports uniforms, closed-toe shoes, or safety gear.

Additional Requirements

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, ammunition, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
8. Students must wear their student ID badges throughout the school day. Student ID's are considered a vital part of the dress code and are to be on the student at all times. Once lanyards are issued to students, the lanyard will be required to be visible on the student. It may be worn around the neck or on the belt, with the ID card attached and visible from the front view. The first replacement badge is free. Each additional replacement badge is \$5 each and will be charged to the student's account. Replacement badges can be requested through the Secondary Front Office.

STEM reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be required to change in order to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

In compliance with the Colorado Crown Act, nothing in this dress code shall be construed such that it is discrimination on the basis of an individual's race and shall not prohibit any hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race; specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

Suspension/Expulsion

The School director or an administrator designated in writing by the director, is delegated the authority to suspend a student for not more than five school days on the following grounds:

1. Continued willful disobedience or open and persistent defiance of proper authority

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

Revised June 2025

2. Willful destruction or defacing of school property
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children
4. Repeated interference with a school's ability to provide educational opportunities to other students

Or not more than ten school days on the following grounds:

1. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: possession of a dangerous weapon without the authorization of the school or the school district; the use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or the commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; a fixed-blade knife with a blade that exceeds three inches in length; a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury
2. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property
3. Declaration as a habitually disruptive student, when and if expulsion is being pursued
4. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both

A student may be suspended on any of the grounds stated above, or in C.R.S. 22-33-106, for not more than another ten school days. The School's executive officer may extend a suspension to an additional ten school days if necessary in order to present the matter to the next meeting of the board of directors, but the total period of any suspension must not exceed twenty-five school days.

As an alternative to suspension, the School may consider allowing the student to remain in school by having the student's parent agree, with the consent of the student's teachers, to attend class with the student for a period of time specified by the School. If the parent fails to attend class with the student, the student will be suspended in accordance with this policy.

A student suspended for a period of ten days or less will receive an opportunity to be heard (i.e. tell his/her side of the story) to the director or the director's designee prior to the student's removal from School, unless an emergency requires immediate removal from School, in which case the opportunity

to be heard will follow as soon after the student's removal as practicable. Any student suspended for more than ten days will be given the opportunity to request a review of the suspension by the Executive Director, unless an expulsion recommendation is pending, in which case the student will have an opportunity to be heard at a formal expulsion hearing.

Habitually Disruptive Students

A "habitually disruptive student" means a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year. The student and the parent must be notified in writing for each disruption counted toward declaring the student as habitually disruptive, and the student and parent must be notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of "habitually disruptive student".

Parent Contact for Suspension

If a student is suspended the School will immediately notify the parent of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent to meet with the School to review the suspension.

Effect of a Suspension

Upon suspension, the student will be required to leave the school building and the school grounds immediately, following a determination by the parent and the school of the best way to transfer custody of the student to the parent or an authorized designee of the parent. The student will not be readmitted until a meeting between the parent and the School has taken place or until, at the discretion of the School, the parent has substantially agreed to review the suspension with the School. If the School cannot contact the parent or the parent repeatedly fails to appear for scheduled meetings, the School may readmit the student. The readmission meeting between the School and the parent will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent future disciplinary action.

The School will make every reasonable effort to meet with the parent, guardian, or legal custodian of the student during the period of suspension; and will not extend a period of suspension because of the failure of the School to meet with the parent during the period of suspension.

Make Up Work for Suspended Students

To provide an opportunity for the student to reintegrate into the educational program of the School and to help prevent students from dropping out of School because of an inability to reintegrate into the educational program following the period of suspension, the School will provide an opportunity for a student to make up school work during the period of suspension for full or partial academic credit, as determined by the School, to the extent possible.

Expulsion from STEM School may be recommended to DCSD for the following violations:

1. Continued willful disobedience or open and persistent defiance of proper authority
2. Willful destruction or defacing of school property
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the child or to other children
4. Repeated interference with a school's ability to provide educational opportunities to other students
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: possession of a dangerous weapon without the authorization of the school or the school district; the use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or the commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
2. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
3. Declaration as a habitually disruptive student.
4. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both.

The procedures for expulsion, including any due process or rights to a hearing, will be in accordance with DCSD policies on expulsion. Click [here](#) for DCSD policies on expulsion and suspension.

Student Statements

Except as provided in School policy a School employee will not use in an expulsion hearing a student's statement concerning an act alleged to have been committed by the student regarding:

1. Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

Revised June 2025

3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

- a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

A statement may be used in the expulsion hearing only if it is signed by the student and a parent is present when the student signs the statement or admission; or if a reasonable attempt was made to contact the parent to have the parent present when the student signed the statement. The School will be deemed to have made a reasonable attempt to contact the parent if the School calls each of the phone numbers the parent provides to the school and all phone numbers the student provides to the School for the parent.

Further, the student and his or her parent may expressly waive the requirement that the parent be present when a student signs a statement or admission. This express waiver must be in writing and must be obtained only after full advisement of the student and his or her parent of the student's rights prior to the signing of the statement or admission by the student.

The requirements of this policy do not apply if the student makes any deliberate misrepresentations affecting the applicability or requirements of this policy and a School official, acting in good faith and in reasonable reliance on such deliberate misrepresentation, obtains a signed statement or admission of the student that does not comply with the requirements of this policy.

Nothing in this policy will prevent or interfere with a fact-finding or information-gathering investigation by a school or school employee.

Items Not Allowed at School

- Weapons of any kind
- Illegal Substances (example: drugs, alcohol, add vaping here, tobacco, pornography, etc.)
- Valuables/large amounts of money/expensive jewelry
- Scooters/skates/skateboards/Heelys cannot be ridden on property and should be kept in student lockers, or in racks provided by the school
- Laser pens/pointers
- Lighters/matches/fireworks
- Flammable liquids/sprays
- Any potentially dangerous item
- Facsimiles- including toy guns, 3D printed guns etc.

- Cameras are not permitted in classrooms without permission of teachers for use as part of a lesson for a specific class. Cell phones with cameras are NOT to be used for taking photos without permission of the teacher.

Search and Seizure

It is the policy of the STEM School to maintain school property to assure the safety and enjoyment of students, school employees, and the general public and to extend the useful life of the school facilities.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the School's responsibility to protect the health, safety, and welfare of all its students in order to ensure compliance with school rules. School authorities may conduct searches of property or persons when they have reasonable suspicion that the health, safety, or welfare of students or staff may be endangered. To maintain order and discipline in the School and to protect the safety and welfare of students and school personnel, School authorities may search a student, student lockers, backpacks, bags, desks, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches of these kinds are normally conducted by two appropriate members of the staff. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Guidelines for Searches and Seizure

Desks, lockers, textbooks, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Director who will determine whether further investigation is warranted. A school administrator may search school property whenever a school authority has reasonable grounds to believe that a law or school policy is being violated.

Searches of students' persons, personal effects, or vehicles may be conducted if there is reasonable suspicion to believe that such search will produce evidence of a breach of school policy or law. Search of a student's person will be conducted in the presence of another school employee whenever possible. Search of the student shall be reasonable in scope. During a search, students will turn off their cell phone and place it on the desk or table in front of them. They will not have access to their phone until returned by an administrator or parent/guardian.

Students are permitted to park on school premises as a matter of privilege, not of right. The School retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on School property. The interiors of student vehicles may be inspected whenever a School authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student

consent, and without a search warrant. Searches of these kinds are normally conducted by two appropriate members of the staff.

Anonymous Reporting

STEM School Highlands Ranch uses Safe2Tell as the anonymous reporting option for students and their families.

Safe2Tell Colorado wants every student to know - telling isn't "snitching." Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors, or dangerous situations.

Not sure if you should use Safe2Tell? If you don't, who will? We need your help to improve our school and community. By calling, you can help stop a friend from committing suicide, get another student off drugs, or stop a bully from making other people miserable. If you have information about these topics, please call.

Office Procedures and Support

Health and Medication

The School follows all applicable DCSD policies regarding student health, medically necessary services, allergies and anaphylaxis, and medication.

Hearing and Vision Screenings

The School will conduct hearing and vision screenings required and at the grade levels specified by C.R.S. 22-2-116. The school will make a record of all sight and hearing tests given during the school year and record the individual results of each test on each child's records. The parents or guardian will be informed when the testing results show a deficiency in the student's hearing or vision. A parent or guardian may opt-out of the screenings on religious or personal grounds.

Student Immunizations

As required by C.R.S. 25-4-902, and any applicable DCSD policies, a student is not allowed to attend any school in the state of Colorado unless he or she has presented one of the following to the appropriate School official:

1. An up-to-date certificate of immunization; or
2. A written authorization signed by one parent or legal guardian, an emancipated student, or a student eighteen years of age or older requesting that local public health officials administer the immunizations; or
3. A certificate of medical exemption, a certificate of completion of the online education module, or a certificate of nonmedical exemption in compliance with C.R.S. 25-4-903. A certificate of medical exemption, a certificate of completion of the online education module, or a certificate of nonmedical exemption is only valid if completed in compliance with C.R.S. 25-4-903.

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

Revised June 2025

If the student's certificate of immunization is not up-to-date according to the requirements of the state board of health, and one of the above exceptions is not met, then within fourteen days after receiving direct personal notification from the School that the certificate is not up-to-date, the student must provide documentation that the next required immunization has been given and a written plan for completion of all required immunizations. If the student begins, but does not continue or complete the written plan, the student will be suspended or expelled pursuant to state law.

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the School as certification of immunization if the information is transferred to the official certificate of immunization and verified by an appropriate school official.

In the event of suspension or expulsion of a student for failure to comply with immunization requirements, the School will notify the Colorado Department of Public Health and Environment or the county, district, and municipal public health agency. An agent of said department will then contact the parent or guardian or the emancipated student or student eighteen years of age or older in an effort to secure compliance so that the student may be re-enrolled in school.

Additional information about requirements of schools and families regarding immunizations can be found [here](#).

Student Fees

View and download the student fees [here](#).

All student fees will be created and collected in accordance with applicable laws and policies, including CRS 22-32-117.

Lockers

Every secondary school student has the option of renting a student locker. These lockers are issued clean and it is the student's responsibility to keep them clean and neat during the year. If, during the course of the year, a locker becomes in need of repair, the student should contact the office. Combination locks will be issued to students who pay the rental fee. Lockers and locks will be assigned and registered with the front office. It is the student's responsibility to keep the combination secure. Students should NEVER give their combination to a friend. Lockers will be checked at the end of the school year and fines assessed for any damage. All lockers are the property of the School and may be opened by School authorities at any time for reasonable suspicion that a violation of law or School policy has occurred. Locker sign-up is shared at the start of the school year via a direct message to families.

Lost and Found

Articles found in and around the School should be placed on the table outside the cafeteria for each School, where the owners may claim their property. High value lost property (cell phones, etc) should be taken to the front office. Students can claim their property through identification.

****Unclaimed clothing items are donated after Fall Break, Winter Break, Spring Break, and at the end of the year.**

Messages and Item Drop Off

Items for students may be dropped off at the front office. A table will be made available in the lobby for parents to drop off items such as lunches, homework, projects, etc. for students to retrieve during the day. Items of significant value such as cell phones or laptops should be taken directly to the front desk (and not left on the delivery table). Once an item has been placed on the "drop off table" parents should notify their students via email or text. Students' phones are required to be in cell phone pockets during class, but can be checked during passing periods.

**** Retail delivery services are not permitted at STEM for any reason.****

Food Delivery is **ONLY** available to High School students. Food orders may be ordered and picked up during passing periods and may not intercept any class time.

Food ordered by middle school students will be held in the front office until the school day is over. Any student needing emergency food or lunches will need to communicate with an administrator or member of our office staff.

Parent Involvement and Volunteering

STEM School Highlands Ranch is a School of choice. As such, STEM recognizes the value of parental involvement in the School and wishes to provide avenues for parents of STEM students to contribute to the success of STEM. Teachers will provide meaningful opportunities for parents to participate in the classroom.

Please see the STEM [policy](#) for parent volunteering.

Visitors

All visitors must report to the main office before going to any other part of the School. All individuals wishing to enter the School will be required to submit their driver's license or proof of identification to be scanned through the Raptor system prior to entering the building.

Students may not bring a visitor to school for the purpose of attending classes with them. Students who may have a visiting guest in their home and want to show them their school may invite them to have lunch during the regular lunch period.

At times, students may visit our school as prospective students from other schools. The school administration will coordinate the arrangements for these visits with teachers.

Parking

Student parking permits are available in the main office for a fee to students who qualify. Students may only park in the Student Parking Lot if they have paid for a parking pass and registered their car with the Secondary Front Office. STEM reserves the right to have any vehicle removed that has not been properly registered. Due to limited parking on site for students, parking passes will be awarded on a lottery basis with upperclassmen getting priority for the parking spots. The Parking Pass lottery will be sent out in July of each year for families to sign up. Parking Passes will be distributed prior to the start of school. Cars parked in unauthorized locations are subject to ticketing. Parking on campus is a privilege and can be revoked at any time.

Senior Parking Space Painting

Painting of senior parking spaces occurs the week prior to when school starts and is organized by the High School Student Government.

Requirements to paint your parking spot:

- Students must purchase their own paint and supplies and be able to paint spots on assigned days
- Approved paint only (details to be shared by the Facilities Director)
- Spots will be assigned on a first-come, first-served basis after student check-in
- On painting day, students will check in and wait in line until the parking lot is opened for students to choose their spaces
- Painting cannot take place at any other time
- Cost: \$50 (includes fee for a year-long parking pass) (\$25 additional fee goes toward HS Student Government)
- Each student must complete the Artwork Submission Form and submit a sketch each July, to be approved by the High School Director. The High School Director will approve all sketches and notify students.
- While a student has painted the parking space, it will be difficult to enforce this, so we cannot guarantee that a student's space will not be parked in from time to time. If someone parks in a student's painted spot, they can check in with the front office to see if the car's owner can be contacted to have it moved.
- Students who paint a spot should always use their painted spot

Design Criteria:

- No offensive language or gang symbols
- No double meanings
- No nicknames, girlfriend/boyfriend names, etc. (ONLY your own name; if a name is painted on the spot, the student must paint over their name at the end of the school year)
- Must be school-appropriate
- STEM's High School Director must approve the design in advance via the Artwork Submission Form (sent out over the summer)
- Prohibited items will be painted over in black at the administration's discretion, and disciplinary action may be taken
- You are not permitted to deviate from your submitted design nor alter your design at any time without official approval

Way to Go (School Carpool)

The STEM School Highlands Ranch is partnering with Way to Go: Schoolpool to assist families that are interested in carpooling, walking, and/or biking to and from school with other families. If you are interested in this program please use the secure link that is on our Driveline page of our website.

School Pictures

Annual school profile pictures will be printed onto a Student ID during the Fall Photo Day session. School profile pictures will be taken during school at the beginning of the year. There will be an opportunity to retake pictures in October of the school year. Elementary students will also have class pictures taken in the spring. Athletics photos will be taken in the Fall and Spring and coordinated by the Athletic Director.

Student ID Cards

While on campus, Middle and High School students are REQUIRED to wear their student identification cards at all times. Middle and High School students are issued photograph identification cards at the beginning of each school year. Identification cards are used for student identification purposes, such as entrance to special events, evening activities and sporting events, checkout of materials, etc. Students not wearing ID badges are subject to consequences determined by the secondary administration.

Replacement Cards are available via the QR codes on school hallway and office televisions. The first replacement is free. Any additional replacements are \$5 each and will be charged to the student's MySchoolBucks account.

Students not wearing their ID badges are subject to school disciplinary action.

Curriculum and Academics

Problem Based Learning

Problem Based Learning is the core of our program model because it drives the students to engage in real-world solutions that do good in the world, ultimately helping shape their identity as they discover their strengths and passions.

Throughout their instruction, students learn about a problem, ask questions, research, brainstorm solutions, test, analyze and take action, all while learning the state standards.

Students access background knowledge and investigate standards, which are aligned concepts that help solve the problem.

STEM's Instructional Model encourages peer collaboration, critical thinking and creativity, all while learning responsible use of technology. Students learn content as they investigate real problems. They engage in a rigorous, extended process of posing questions, finding resources, and applying information to develop realistic possible solutions. Students share these solutions to the public and take action outside of the classroom to make meaningful change.

Working with industry leaders, students find new ways to collaborate and seek new solutions.

Elementary Grading

Standards Based grading is the process of reporting a student's status on each priority standard based on proficiency scale levels. Standards Based reporting occurs by figuring a summative score for each priority standard that is taught during a reporting period. In Standards Based reporting a student may or may not be proficient in all the priority standards when they progress to the next grade level or course.

At STEM School Highlands Ranch Elementary, we will report final grades as follows:

- K-5 will be reporting out final grades as a 4,3,2,
- 6-12 will report converted final grades using A-F

Secondary Grading

Grading is an essential part of the teaching and learning process, providing feedback to students on their understanding, progress, and performance. It serves as both a measure of achievement and a tool for reflection—helping students identify strengths and areas for improvement. All students will receive grades in the follow categories: Learning Opportunities and Demonstrations of Knowledge

- Learning opportunities – homework, classwork, practice
- Demonstrations of Knowledge – PBL, presentations, assessments

Grades will be reported as one final grade instead of reporting by standard.

We will also implement a Floor 50 for a good faith effort. This means that If a student turns something in, the student should get 50% if they gave a “good faith effort” based on the level 1 of proficiency scale. The teacher can deny submissions that don’t meet the criteria of a floor 50 and require that students improve their assignment. Teachers will give a 0 to students who do not demonstrate a good faith effort on an assignment and can require the student to resubmit.

- Example:

- "The submission, while present, does not demonstrate any discernible understanding of the assessed standard."
- "The student's work reveals a fundamental lack of comprehension regarding the assignment's objectives."

- **The retake policy will be communicated in the class syllabus for each department.**
- **No point deductions for late work.** However, teachers will put a 0 in the gradebook immediately for students who did not submit on the due date. Teachers will communicate with parents and students when the unit will be ending and when assignments will be locked. Students will have until that lock date to resubmit or submit the assignment. Once an assignment is locked, the student will not be able to submit the assignment unless otherwise directed by the teacher.
- **Grade scale**
 - A: 90%-100%
 - B: 80%-89.9%
 - C: 70%-79.9%
 - D: 60%-69%
 - F: 0%-59%

Field Trips

Students have the opportunity to participate in a variety of field trips. Most field trips are for one day, but there are grade level overnight field trips. Students who ride the bus to a field trip location must return to School on the bus, unless a parent chaperone is in attendance and follows School policies related to sign out procedures.

Students must represent STEM School Highlands Ranch with safe, respectful, and responsible behavior. Field trips are a privilege. Students struggling to regularly demonstrate STEM's character values may not be permitted to attend class, grade level, and team field trips. Teachers may, at their discretion, permit these students to attend a field trip provided that the student's parent(s) accompany him/her on the field trip.

Students who will not be participating in a field trip activity, whether it is a one-day field trip or an overnight field trip, are still required to attend School. Teachers will arrange for students who are not

attending a field trip to work in an alternate classroom during the school day. Students who do not attend on the day(s) of a field trip will accrue unexcused absences for the day(s) that they miss.

When field trips occur midday, students must attend classes before and/or after the trip. When field trips return after the end of the school day parents must pick up students promptly after field trips, following our standard pick up expectations. Parents attending field trips must receive a Raptor badge from the School prior to attending.

Academic Honesty and Integrity

Administration, faculty and staff at Stem School Highlands Ranch strive to provide diverse opportunities in a safe, caring, and challenging environment. Our School community encourages respect and responsibility, fosters creativity, and promotes stewardship and a commitment to excellence. Students are expected to turn in work that is their own. When students turn in work that is not their own, assist others in doing so, or deliberately hinder their classmates' learning, they violate the integrity we strive for as an academic community.

These types of dishonesty are not only counterproductive to our mission, but are also illegal in certain circumstances. Understanding that the following may not illustrate every possible circumstance of academic dishonesty, Stem School Highlands Ranch defines academic dishonesty as the following:

- Plagiarism, which is defined as the presentation of another person's language, ideas, or thoughts as one's own work in the preparation of a paper, laboratory report, examination, oral presentation, or homework. This includes information downloaded from the Internet or otherwise shared electronically, as well as the use of AI bots.
- Dishonest conduct during a quiz, test, exam, or other assessment
- Copying another student's work or allowing another student to copy your work (except when told to do so by a teacher, i.e. notes from a missed class)
- Taking another student's computer or personal item without permission
- Taking a non-circulating book out of a classroom without permission
- Altering a file on a "groups" server folder, therefore potentially interfering with another student's ability to complete an assignment

If a student participates in any of the above actions or other action deemed a violation by a teacher, the following disciplinary action(s) may be taken:

- A meeting with the Director of the School most appropriate for the student's grade level, student, the student's parents and teacher to discuss the violation
- Students may be required to re-do the assignment
- Students may be required to re-do copied work
- Students may be assigned to detention for taking books and materials without permission
- Students may be required to retake a quiz, test, exam or other assessment
- Students may lose technology privileges if they interfere with server folders, access inappropriate sites, or interfere with any Infinite Campus application
- For high school students, a second offense of academic dishonesty in an academic year may result in an "F" in the course for the semester

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

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- Please note that in extraneous circumstances, additional action may be taken as determined by the STEM administration

State Assessments and Opt-Out

State and federal law requires students to take standardized assessments in the instructional areas of English language arts, math, and science. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of social studies. Accordingly, the School will administer standardized assessments pursuant to these state and federal legal requirements.

Pencil and paper testing option

Pursuant to C.R.S. 22-7-1013(6), the School may determine that a specific classroom or school will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include: the technological capacity and resources of the particular school/classroom; the students' previous experience with computerized and written assessments; whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and the logistics of administering the state assessment in different formats in a particular school or classroom.

Prior to making this determination, the Executive Director will consult with the Director as well as parents/guardians or other relevant parties.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment will be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

Parent Opt-Out

A parent may opt-out his or her student from a particular state assessment by notifying the School Director in writing or by completing an opt-out form available in the front office. A parent will not be required to state the reason for opting-out. The opt-out may apply to all or specific state assessments administered to the student during the school year. Any opt-out will be valid for one school year. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the School may plan accordingly.

This opt-out process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to other School or classroom assessments.

In accordance with C.R.S. 22-7-1013(8)(b), the School will not impose a negative consequence on a student who is opted-out of state assessments. Students will not be prohibited from participating in any School activities, extra-curriculars, or similar; or from receiving any other form of reward that the School provides to students for participating in the state assessment. The School will not impose an unreasonable burden or requirement on a student that would discourage the student from taking a

state assessment or encourage the student's parent to opt-out the student from taking the state assessment

Assessment Notification

The School will annually distribute to the parents of students an assessment calendar. At a minimum, the assessment calendar will specify the estimated hours each testing day that specific classes or grades will take each assessment and identify whether the assessment is required by federal law or state law or selected by the School.

In addition to the calendar, the School will provide written information to parents that describes the state and local assessments that the School will administer during the school year, identifying the assessments that the School is required by federal law to administer, any additional state assessments that the School is required by section 22-7-1006.3 to administer, the assessments that the School is required by other state law to administer, and the additional assessments that the School chooses to administer; the anticipated calendar for administering the state and local assessments during the school year; and the purposes of the state assessments administered pursuant to section 22-7-1006.3 and any additional local assessments that the School administers and the manner in which the department of education and the local education provider uses the assessment results.

The provisions of this policy do not apply to course-specific assessments that are not adopted by the state board of education pursuant to section 22-7-1006 or to nonstandardized, classroom-based assessments that individual educators choose to administer to students.

The calendar and additional assessment information will be available to parents at the beginning of each school year in the front office and posted on the School's website.

School Related Student Publications

The School recognizes that in any of its school sponsored publications, like a school newspaper, that students, with certain limitations prescribed herein, are free to express their views. The School encourages and teaches students to observe the rules for responsible journalism, and requires compliance with this policy and applicable laws. If a publication written substantially by students is made generally available throughout the School, it will be considered a public forum for students.

Students are prohibited from publication or distribution in any the following:

1. Expression that is obscene
2. Expression that is libelous, slanderous, or defamatory under state law
3. Expression that is false as to any person who is not a public figure or involved in a matter of public concern
4. Expression that creates a clear and present danger of the commission of unlawful acts, the violation of lawful School regulations, promotion of street gangs, or the material and

substantial disruption of the orderly operation of the School or that violates the rights of others to privacy or that threatens violence to property or persons.

The School may further provide for appropriate time, place, and manner restrictions on student expression within the School.

Student editors of school-sponsored student publications are responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy. The teacher/advisor of the school-sponsored student publications will supervise the production of such publications, teach and encourage free and responsible expression and professional standards for English and journalism.

If participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given, the provisions of this policy should not be interpreted to interfere with the authority of the teacher/advisor for such school-sponsored publication to establish or limit writing assignments for the students working with the publication and to otherwise direct and control the learning experience that the publication is intended to provide.

No expression made by students in the exercise of freedom of speech or freedom of the press shall be deemed to be an expression of School policy, and no school district or employee, or parent, or legal guardian, or official of such school district shall be held liable in any civil or criminal action for any expression made or published by students. Such publications shall contain a disclaimer that expression made by students in those publications is not an expression of School policy, that the views expressed are not necessarily shared by the School and that the School and its employees are immune from any civil or criminal action based on any expression made or published by students.

Activity Eligibility

Enrichment, clubs, activities, and athletics are a privilege for students. Participation in these is not guaranteed. Students must follow these guidelines:

- They must be in attendance during the school day that the club or team is meeting
- For all non CHSAA clubs, grade checks will be every 6 weeks. Any students with 2 or more F's will not be allowed to participate in the club until they have a signed letter from the teacher stating that they have raised their grade
- For CHSAA athletics, please see the Athletic Director for the CHSAA requirements
- If a student becomes ineligible, fees will not be refunded

Athletics

At STEM, our focus is on academics, just as "student" is the first word in "student athlete." Yet, athletics and activities are privileges that students are encouraged to participate in. In order for each student athlete to be eligible to participate in his or her chosen sport/activity, he or she must maintain a grade of at least "C (2)" in all core classes (Science, Computer Science, Engineering, Mathematics,

English, Social Studies) and cannot be failing any class that student is enrolled in. Weekly grade checks will be completed based on the process included below, and any academically ineligible students will not be allowed to participate until the next grade check occurs AND the grades are all "C (2)" or higher. One "D (1)" grade will constitute suspension of practice and game privileges until the grade is brought up. A combination of "F (1)" grades and "D (1)" grades may result in the suspension/dismissal from the team until the grades are brought up or for the remainder of the season.

Eligibility will be checked weekly during the season. The Athletic Director, or a representative, will contact teachers to inquire about any students on the team who do not have at least a grade of "C (2)" in a class. The student will remain ineligible until he/she can prove to the coach and/or Athletic Director that he/she is passing the class. This can be provided by each respective teacher in the form of an email or handwritten note, and must be received by the coach prior to the student's reinstated eligibility. "Word of mouth," and notes or emails from parents or the students themselves are not acceptable forms of proof.

In the event that a student cannot participate in an activity due to academic ineligibility, there will be no refund of fees for that activity.

A School administrator shall have the authority to declare a student ineligible based on inappropriate behavior, detention, excessive absences, suspension, or expulsion.

Canvas

Canvas is STEM's Learning Management System. STEM educators use Canvas to create assignments, assessments, and record student progress. Canvas provides academic feedback to our students and parents.

Parents can use Canvas to stay informed of their student's grades and missing assignments. Grades for completed work, and indications of missing work will be posted on the Canvas site. Please allow teachers sufficient time to assign grades for each assignment. Once an assignment has been turned in, or the test is taken, the grades should be posted within two business days depending on the length of the assignment.

Elementary classrooms will communicate major assignments, projects, and problem based learning experiences, to students and parents. Not every assignment will necessarily be posted as hands on learning experiences may not have the ability to be uploaded. Please reach out to the classroom teacher if you have questions.

Kindergarten, First and Second Grade classrooms utilize Google Classroom in place of Canvas.

Homework Expectations

Homework is designed to provide students with an important opportunity to practice and to extend what they are learning. The amount of homework will vary based on the grade level, unit, the student's own work habits, and the appropriate use of class time. Here is a general guideline:

- Elementary- 20-30 minutes per day
- Middle School- 20 minutes per class per day
- High School- 20-30 minutes per class per day

Honors/accelerated, concurrent enrollment and AP classes may have additional requirements as determined by the instructor.

If a middle school student is enrolled in a high school level course (or a high school student in a middle school level course) the homework expectations are for the level of the class, not the grade level of the student.

Make Up Work

For excused absences, students have two full days for every day missed to turn in their assignments. This means that if a student is excused and misses on a Tuesday, they can catch up on their work on Wednesday and Thursday, and all assignments are due as their classes meet on Friday. If a student is excused and misses on a Thursday, their assignments are due as their classes meet on Tuesday (weekend days are not counted.)

Students have the responsibility to remind their teachers that they were excused and absent, and to check their teachers' Canvas pages for assignments and assessments that were due during their absence. Students have the responsibility to work with their teachers to set times and dates to make up specific tests and quizzes, and to arrange for alternate assignments if appropriate.

Teachers have the responsibility to inform the student about the assignments, quizzes and tests given during excused absences by maintaining this information on their class websites or Canvas calendar.

Teachers may modify assignments and due dates at their discretion.

Parents are encouraged to pick up work assignments from their child's teachers so that students who are home sick can begin to catch up as soon as possible.

Late Assignments

Completing assignments on time is not simply to keep the course moving on schedule; it is to ensure that students have done the work to learn the current content of the class, before they move on to the next topic. When students fall behind they are not always able to learn the new material as effectively or efficiently. Late assignments are graded with the typical expectations of the assignment.

For Regular Assignments

Regular assignments should be submitted by the due date to ensure the understanding of material prior to moving on to more complex tasks.

For Problem Based Learning Assignments

Problem based learning activities sometimes culminate in presentations, evaluation by professionals, or other events. In these cases students may be required to present on specific days without the opportunity for extended due dates, or make arrangements with the teacher.

Exceptions: AP and Concurrent Enrollment

All classes at STEM may follow these policies except for courses taken for Concurrent College Credit, such as Concurrent Enrollment courses through Arapahoe Community College or other institutions of higher learning and AP classes, in which case the instructor may provide alternatives in keeping with the college-level work of the course. Courses taken under the direction of another institution will follow that institution's policies. Extenuating circumstances, either from the teacher's perspective or from the student's may occur which require adjustments to these policies on a rare and case-by-case basis.

Not all 504 or IEP accommodations transfer over to ACC and other institutions of higher learning. Students and parents must provide ACC and other institutions of higher learning a copy of the student's accommodations.

Graduation Requirements and Participation in Graduation Exercises

In order to graduate, and also to participate in graduation exercises students must meet all of the following:

1. Successfully complete all of the "academic requirements," as in the Academic Planning Guide, including correspondence and other out-of-school coursework no later than forty-eight hours prior to graduation exercises;
2. Be a full time student (as defined as taking the equivalent of six classes per semester which are transcribed through a district school)
3. Completion of 20 hours of community service
4. Completion of ICAP
5. Wear, without alteration, the designated cap and gown and must have appearance and dress that conforms with standards established by the Board of Education and/or building Director for the student's grade level, except students are allowed to wear objects of cultural or religious significance as an adornment at a graduation ceremony unless it is likely to cause substantial disruption of, or material interference with, a graduation ceremony
6. Demonstrate behavior (during the semester prior to graduation) deemed by the Building Director for the student's grade level, to be compatible with the district's Responsible Citizenship Expectations and, as described in IKF-R-1;

7. Cooperate fully with the School's staff during all school sponsored senior activities, including graduation exercises; and,
8. Return all school/district property and clear all outstanding debts owed the School.

Progress Reports

Reports of academic progress will be issued by teachers as a tool to both inform parents and students on student class performance and to encourage communication between parents/students and teachers. At a minimum, parents will receive progress reports during parent conferences (October/March). Parents and students are encouraged to use Canvas to regularly monitor student performance in all classes.

Promotion/Retention Requirements

If a middle school student does not pass three or more core classes (Science, English, Social Studies, Engineering/Technology and/or Math) they are at risk of retention. Retention warnings will be issued at the end of the second and third quarters. The administrative team of the STEM School Highlands Ranch makes final retention decisions. High school students must retake or otherwise fulfill coursework as needed to meet STEM Graduation Requirements. Students at risk of retention should be brought to the attention of the Student Support Team for further intervention discussion.

READ Act Requirements

If within forty-five days before the end of any school year prior to a student's fourth-grade year, a teacher finds that a student has a significant reading deficiency, the School will provide to the student's parent written notice that there are serious implications to a student entering fourth grade with a significant reading deficiency and, therefore, under state law, the parent, the student's teacher, and other personnel of the School are required to meet and consider retention as an intervention strategy and determine whether the student, despite having a significant reading deficiency, is able to maintain adequate academic progress at the next grade level. The School will work with the parent to schedule a date, time, and place for the meeting and if the parent does not attend the meeting, the teacher and personnel of the School will decide whether the student will advance to the next grade level in the next school year.

If, after making documented attempts to schedule the meeting with the parent, School personnel are unable to schedule the meeting, or if the parent does not attend the scheduled meeting, the teacher and personnel selected by the School will decide, based on the student's body of evidence, whether the student will advance to the next grade level for the next school year.

To learn more about Read Act Requirements, please click [here](#).

Honor Roll

Middle School students who attain Honor Roll status will be recognized at an Awards Ceremony each semester. Honor roll status will be at three levels: Honors, High Honors, and Highest Honors.

- For a Middle School student to attain Honor Roll, the student's GPA must be between 3.25 and 3.50.
- For a Middle School student to attain High Honors, the student's GPA must be between 3.50 and 3.75.
- For a Middle School student to attain Highest Honors, the student's GPA must be between 3.75 and 4.0.

Academic Letter

STEM School Highlands Ranch is focused on rewarding Academic Excellence among students. We are excited to announce that students will be recognized through the Academic Letter Recognition Program. The criteria for earning an Academic Letter is as follows:

Students must achieve a grade point average of 3.8 or above for two consecutive semesters while attending STEM School Highlands Ranch. The recipient of the award will receive an Academic Letter after the first year of earning this accomplishment. A student that achieves this accomplishment for a second year will receive an academic pin. Academic bars are given for subsequent years.

Instructional Technology

Apps and Resources

Teachers utilize a variety of instructional technology applications and websites to support student learning within classrooms. Apps and web resources are vetted through a School process and in accordance with [HB 16-1423](#). Additional information related to this can be found on the School website under Student Data Privacy. Each year, teachers will communicate and provide families with information regarding apps and/ or websites utilized as part of our School wide instructional model.

School Issued Computers

STEM purchases computers to be used by 1st-7th graders. School issued computers are expected to be used in accordance with the policies set forth in this document.

Students are expected to meet the following expectations:

- Bring devices to school fully charged.
- Computers must not be left unattended.
- Any found computers should be returned to the main office.
- Students must contact IT staff for repairs and not attempt to do so on their own.

Parents/guardians will assume financial responsibility beyond items allotted under the coverage provided by the technology fees. Additional information is provided in the [25/26 Student Fees Document](#).

Cell Phone Expectations

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period. As soon as the threshold of the classroom or any prohibited area is crossed during the school

day, cell phones need to be put away in the cell phone pocket of the classroom or the student's backpack in the cafeteria and made undetectable (i.e., silenced without vibration). In elementary all cell phones must be turned off and stored in the students backpack during school hours.

Guidelines:

- The use of cell phones during the school day is a privilege and its use is at the discretion of administration.
- Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, all Physical Education Areas, Counseling Offices, and all School Office Areas.
- Upon entrance to each class, students must turn off their cell phone and place it in the designated cell phone pocket. Upon entering the study hall, students must turn off their cell phones and place them in their backpack.
- Students using cell phones in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to the DCSD Sheriff's Department.

Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

First offense:

1. The student's cell phone will be confiscated by a faculty member who will have a restorative conversation with the student. The conversation will include a review of the cell phone expectations.
2. The faculty member will hold the phone until the end of class.

Second offense:

1. The student's cell phone will be confiscated and held in the main office cell phone jail until the end of the day.
2. The student's parents will be contacted and informed.

Third offense:

1. The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up.

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

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2. The student will receive detention.
3. The student will be prohibited from bringing their phone to school OR required to check their phone in/out for two weeks.
4. Behavior will be documented in IC.

Fourth and Final offense:

1. The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up.
2. The student will receive two days of detention.
3. The student will be prohibited from bringing their phone to school OR required to check their phone in/out for the remainder of the semester.
4. Behavior will be documented in IC.

Please note that neither the School nor any of its employees are responsible for the loss or damage to any student's phone or electronic device, whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to these expectations and to secure their belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

Netiquette (Internet Étiquette)

- Appropriate Internet and/or electronic communication is imperative in today's professional and personal wireless environment.

Social Media:

Students are subject to the following specific rules related to social media, to the extent there is a nexus between the social media use and school:

- Use Appropriate Language - Obscene, insulting, threatening, derogatory, inflammatory and bullying language is not appropriate and almost always detracts from your ideas.
- Respect the Power of Public Media - Honor the wishes of fellow students that information (e.g., compromising stories) be kept private. Always remember that posted information may seem private, but is highly public.
- Do Not Spam - Meaningless, mass and repetitive messages are not appropriate.
- Read, then Reply - Do not skim statements and respond. Understand the thoughts of another before you comment on them.
- Do Not Hack - Never access another person's identity or account, or restricted sources of information.

- Communication with Teachers - Teachers are not permitted to use non-school media to communicate with students and/or parents about school related matters.
- Discourage Rumors - Do not rely upon or pass on unsubstantiated information or gossip. If information seems unlikely and inflammatory, it is most likely untrue and inflammatory. When in doubt, go directly to the source.
- Respect Confidentiality - Many personnel issues and many issues involving other families and students are legitimately confidential (and many are confidential by law). If you would not want information about your job or your child made public, do not make or expect to see in public such information about others.
- Debate Issues Constructively - Schools often face legitimate controversies. STEM School Highlands Ranch respects and solicits parent voices in addressing such issues. Effective arguments are usually civil, measured, well-supported and take into account the legitimate reasons for opposing views. Ineffective arguments are abusive, disrespectful of others, and marked by hyperbole or factual carelessness.

Consequences

If it is determined that social media behaviors, at any time, are affecting the learning environment then consequences may be administered.

Technology Acceptable Use Expectations

These expectations were developed in accordance with the STEM School Highlands Ranch effort to graduate students of honor and integrity and to encourage those students to use resources in an ethical and responsible manner. It is the intent of STEM to provide the student with guidelines on appropriate use of the school network, the Internet, and e-mail. Students are expected to use all technology not only lawfully, but also with respect, responsibility, honesty, and integrity. Inappropriate or unapproved use of technology may result in a loss of technology privileges and/or disciplinary action, as determined necessary by the administration.

Classroom Technology Monitoring

The use of educational technology is central to the mission of the STEM School Highlands Ranch. In order to optimize on-task time in the classroom and facilitate better teacher oversight of usage, STEM may utilize technology-monitoring software. Each student enrolled at STEM will be required to have technology monitoring software installed on any device used to access the school-provided network, and internet, and as a result students should have no expectation of privacy when utilizing those resources. Students who intentionally misuse technology to trigger monitoring software, which then requires administrative and/or other staff support to intervene, will face disciplinary action.

If information on a student-owned device is relevant to activities at the School or Enrichment, meaning that it supports the assignments, assessments, projects, and other classroom activities or related homework, or is related to clubs, or Enrichment programs, then the material can be considered

relevant to the School or the Enrichment and it can be reviewed, monitored, assessed, collected, and stored by teachers, staff, and Enrichment coaches for only so long as School or Enrichment policies require.

While in the classroom or other parts of the School and Enrichment, student devices may be monitored to ensure that the student is attending satisfactorily to the classroom or program activities at any given time. Teachers and staff may only monitor the student's activities to ascertain that the student is or is not appropriately focused. If the student is not, the teacher should correct the situation. If a teacher or staff member believes that such information has been collected either intentionally or unintentionally they must inform the Director of the student's grade level immediately so that the situation can be reviewed and corrected. Failure to do so may result in disciplinary action.

Information Technology

I. PURPOSE.

To support its educational mission, STEM School Highlands Ranch may provide information technology ("IT"), such as computers, networks, Internet access, and electronic-mail accounts, to its students. The STEM Board believes that IT should be used at STEM as a learning resource to educate and to inform, and that STEM and parents have an obligation to teach our students to be responsible IT users.

Subject to this policy, STEM staff shall be free to select and implement IT which STEM, deems best furthers the STEM mission.

While parents and students themselves are ultimately responsible for student behavior at school and student use of STEM IT, the School will make every reasonable effort to ensure that students use STEM IT appropriately and responsibly. To this end, the School has implemented content filtering measures that direct student learning and restrict student access to inappropriate material, in accordance with applicable law. Administrators, teachers, and staff have a professional responsibility to work together and with parents to help students develop the intellectual skills needed to evaluate and choose information sources, to identify information appropriate to the age and developmental levels of the students, and to evaluate and use information to meet their educational goals.

To learn more about STEM's IT Board Policies, click the links below.

[Student Data Privacy](#)

[Student Data Transparency](#)

Student Support

The mission of the Student Support Team at STEM School Highlands Ranch is to provide every student with the opportunity to learn, grow and thrive in an environment that is safe, challenging and nurturing. We are dedicated to helping the entire student body reach their full potential while feeling empowered, respected and supported.

The Student Support Team at STEM School Highlands Ranch is made up of highly trained and licensed professionals dedicated to serving our students across a range of areas to include Special Education, Section 504, English Language Development, Mental Health, Multi-Tiered Systems of Support (MTSS), and academic support.

Our diverse team includes learning specialists, educational assistants, counselors, speech-language pathologists, English Language Development teachers, an occupational therapist, a behavior specialist, a social worker, a psychologist, an IEP & Assessment Specialist, and an MTSS Coordinator. Together, we collaborate to empower every student to achieve their highest potential academically, socially, and emotionally.

Special Education

As required by applicable federal and state laws, the School is committed to provide appropriate educational opportunities to students with disabilities. If a parent believes that their child may have a disability that qualifies for special education services he or she is encouraged to contact the School in writing, and confirm the School is in receipt thereof, to request an evaluation for special education services.

Any student identified as qualifying for special education services pursuant to the Individuals with Disabilities Education Improvement Act (the IDEA) until age 21 if the student has not been awarded a regular high school diploma and graduated from high school has the right to a free appropriate public education. Eligible students with disabilities shall be provided individualized programs that offer a Free and Appropriate Public Education, as determined by the student's Individualized Education Program (IEP) team.

The School will develop additional policies or utilize the policies of its Administrative Unit, DCSD, in meeting its obligations under IDEA.

Multi-Tiered System of Support (MTSS)

At STEM School Highlands Ranch, we implement the Multi-Tiered System of Support (MTSS), a proactive framework centered on collaborative, data-driven problem-solving to enhance student outcomes. Through partnerships with families, schools, and the community, MTSS leverages a tiered continuum of evidence-based practices.

Our MTSS approach at STEM identifies student challenges early and employs research-backed interventions to foster improved academic and behavioral outcomes. Led by our dedicated MTSS Coordinator, in collaboration with teachers and intervention specialists such as our Behavior Interventionist, we strategically plan and deliver interventions tailored to student needs.

STEM School Highlands Ranch offers comprehensive special education services tailored to mild to moderate disabilities, encompassing Specific Learning Disabilities, Speech or Language Impairment, Other Health Impairment, Autism Spectrum Disorder, and more.

At the elementary level, our team includes learning specialists and educational assistants dedicated to providing specialized learning support. Additionally, we have a speech-language pathologist, occupational therapist, social worker, and behavior interventionist to ensure holistic care and development.

At the secondary level, our resources expand to include learning specialists for middle school and high school, as well as three educational assistants. We continue to provide essential services through a speech-language pathologist, occupational therapist, and a social worker/psychologist, ensuring comprehensive support throughout students' educational journeys.

English Language Development

In accordance with applicable state and federal laws, the School is committed to providing educational opportunities to those students with limited English proficiency. The School will provide appropriate, research-based language instructional programs for all identified English language learners in accordance with the requirements of applicable laws and regulations.

The School will identify students as English language learners by administering a home language survey and using the state-approved assessment for English language proficiency. Identified students shall be assessed annually to determine their level of proficiency in the English language. The School will certify to the Colorado Department of Education each year those students identified as English language learners and provide additional information as required to comply with applicable law.

The School will also comply with all applicable laws and regulations to ensure meaningful communication with limited English proficient parents, including providing interpretation or translation services as necessary.

English Language Development (ELD) is a systematic method designed to equip English Language Learners with the essential skills required to achieve proficiency in English. This encompasses fostering proficiency in listening, speaking, reading, and writing, alongside supporting their academic advancement across various subjects.

Section 504

In compliance with the federal law known as Section 504 of the Rehabilitation Act of 1973, the School will provide to each student with a qualifying disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities and to the extent required by applicable law.

In order to qualify as a student with a disability, the student must have a physical or mental disability which substantially limits one or more life activities, as defined under applicable laws and regulations, or prohibits participation in or access to an aspect of the school program. In addition, one who in the

past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the IDEA, may be eligible to receive supplementary support, services, and accommodations, if they fall within the definition of disability under Section 504.

For further information about the evaluation procedures and provisions of services to students with disabilities, contact the Director of Student Support Services.

Gifted and Talented Education

The School is dedicated to providing comprehensive programming for the identification and education of gifted students who are between the ages of four and up to age twenty-one whose abilities, talents, and potential for accomplishment qualify him or her in one or more of the following categories:

1. General or specific intellectual ability
2. Specific academic aptitude
3. Creative or productive thinking
4. Leadership abilities
5. Visual arts, performing arts, musical or psychomotor abilities

Once a student is identified an individualized Advanced Learning Plan (ALP) will be developed. The ALP will describe the type of programming services that will be provided to meet the unique educational needs of the student.

The School will develop additional policies or utilize the policies of its Administrative Unit, DCSD, in meeting its obligations under applicable laws and regulations related to gifted and talented students.

Counseling Services

STEM is proud to employ dedicated Professional School Counselors at the elementary, middle, and high school levels to support students' academic success and well-being.

At the **secondary level** (middle and high school), Professional School Counselors play a vital role in implementing a comprehensive counseling program focused on three key areas: academic development, career readiness, and social/emotional growth. They guide students in creating a graduation pathway and preparing for post-secondary opportunities. Additionally, they serve as a key point of contact for responsive support during crises or student emergencies.

At the **elementary level**, the Professional School Counselor primarily supports students' social and emotional development. This includes classroom guidance lessons, small group sessions, and individual counseling.

In addition to our school counselors, STEM also employs a **College Counselor** and **Career Discovery Professionals** who are essential members of our Comprehensive Counseling Team. Together, they help students explore interests, set goals, and prepare for success beyond high school.

For additional information and/or support with your child's needs, please contact their teacher, administrator or the Director of Student Support Services.

Enrichment

STEM School Highlands Ranch has a robust enrichment program that extends student learning opportunities after the traditional school day.

STEM Enrichment is open to all students in the South Metro Denver area with priority placements given to students at STEM School Highlands Ranch.

Students who are participating in any before or after school activity **MUST**:

- Register for the activity and have parents' permission
- Report promptly to the activity
- Bring all personal items to the activity with them
- Not leave the building unless signed out of the activity
- Leave the building promptly at the conclusion of the activity

In accordance with STEM School Highlands Ranch policy, STEM School Highlands Ranch students will not be allowed to stay in the school building after school or before school if they are not enrolled in an enrichment class, BASE (Before and After School Enterprise) or STEM Enrichment activity. Students who are not participating in an after-school activity must leave the school building immediately at the end of the academic day. See Arrival and Departure below.

An ever-changing slate of programs is being offered to meet the needs and desires of STEM students and feedback is always welcomed and encouraged.

School Day Procedures

Arrival and Departure

Secondary Students

Please refer to the Bell Schedule for arrival and departure times.. Secondary Students arriving prior to 7:40 am may access the building through the Secondary Entrance beginning at 7:20 am. Students will not be permitted into the hallways until 7:40 am. The Athletic Entrance will open at 7:40 am each morning. Middle and High School staff members are on duty from 7:30 a.m. – 3:45 p.m. Please note that some teachers may be on an "alternative schedule" meaning that they either teach a first or tenth period class. In this event, please contact that teacher directly for their designated office hours. Students are expected to leave campus after the final bell sounds unless they have permission to remain on campus (e.g., Office Hours, Homework Club, BASE, Enrichment activity, or class, etc.).

Middle and High School students are not to remain on campus past 3:45 p.m. unless under the direct supervision of a staff member. Please see the Late Pick-Up Policy below.

Before School Open Gym

Open Gym is offered Tuesdays and Thursdays from 7:20-7:55 AM. All students are welcome to participate, but please remember that proper basketball shoes are required for safety and to protect the gym floor.

Elementary Students

Elementary students may be dropped off at the Elementary driveline starting at 7:40am. Elementary staff members are on duty from 7:45 a.m. – 4:00 p.m. Elementary students must line up in their designated class area. Teachers will pick up their students at 8:00 am from the driveline. Elementary students arriving after 8:10 am will need to be signed in by their parent and/or guardian and are marked as tardy. Elementary students must be picked up when their grade levels are released and at the designated pick up times. (Kindergarten and 1st grade will be dismissed at 3:00pm; second - fifth grade students will be dismissed at 3:10pm) Student pick up time is based upon the oldest sibling attending STEM. If the student does not have a sibling they must be picked up at their designated dismissal. Students who are not picked up at their designated dismissal time will be subject to the late pickup fees. See Late Pick-Up Policy below. Parents should remain in their vehicle when picking up their student(s) and must follow all driveline procedures in order to ensure and maintain safety protocol.

Late Pick-Up Policy

Student safety is the highest priority of the STEM School in Highlands Ranch. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time or who are dropped over early in the morning. The school is not, and cannot, be staffed to provide supervision for students in these situations; hiring extra personnel to supervise is beyond our financial resources. In addition, children can feel confused and apprehensive when they are not picked up on time. We recommend that families utilize the BASE program, a state-licensed after school program for students under the age of 12.

Elementary students without secondary siblings must be picked up within 15 minutes of dismissal.

Kindergarten and First Graders are dismissed at 3:00. Any Kindergarten or 1st grade students, without an older elementary or secondary sibling, will be charged \$1.00 per minute after 3:15.

Second through Fifth Graders are dismissed at 3:10 p.m. Any 2nd through 5th grade students, without a secondary sibling, will be charged \$1.00 per minute after 3:25 pm.

Any elementary students with a secondary sibling must be picked up by 3:45, or will incur a \$1.00 per minute charge in their myschoolbucks account.

Any middle school student not picked up by 3:45, or in a designated supervised club will be directed to Middle School After School Care and will incur the fees outlined by the Aftercare Program.

Any students staying after school for any reason (i.e. Enrichment offerings, working with classroom teachers, BASE or After School Care) are required to be in the appropriate location immediately upon dismissal of school. The school is not responsible for students not adhering to this policy.

Please note that all late fees will be added to the parent's Myschoolbucks account.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes after dismissal time, we will call the emergency contact(s) listed on their enrollment forms. The Department of Social Services and/or the Douglas County Police Department will be contacted if parents cannot be contacted or do not arrive within 30 minutes of closing time. Thank you for your assistance in this safety matter.

Attendance, Absences, Tardiness, and Truancy

Attendance

State law requires that all students from age six (6) to age seventeen (17) regularly attend school. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents and the school district. The law expects parental cooperation. It is the duty of the school officials to know the whereabouts of students during the school hours.

Students may be excused for specific purposes only when signed out appropriately through the main office. Attendance is taken during the first 10 minutes of each class period and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards and on permanent school records at the end of each school year.

Excessive absence (excused or unexcused) of 5 days or more may require a conference with administration to ensure that the student's academic and health needs are being met. Once a student has been absent (excused or unexcused) from a class 7 days or more, the student may be in jeopardy of failing that class, per the discretion of the teacher and STEM administration.

Absences

Absence from school during regularly scheduled school hours.

- If a student is expected to be absent, parents may excuse the absence by calling STEM between 7:30 a.m. and 9:30a.m. within 48 hours of the absence. A written excuse is not necessary if the parent has made a phone call.

- A student shall not leave the school during the school day without reporting to the appropriate school office and obtaining permission, unless off campus lunch privileges apply. Failure to report to the office shall result in being charged with an unexcused absence or truancy.
- If a student becomes ill while in school, he/she shall report to the main office. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. The student will be retained until contact can be made with a responsible adult who will take charge of the student.
- Students who are excused must leave the school and/or be off school grounds.
- A student must be in attendance during the day of an evening activity in order to participate in the evening activity, unless he/she has an excused absence.
- Students who accumulate five (5) unexcused absences may be denied credit for the course
- Students who accumulate seven (7) total absences (excused or unexcused) per semester may be denied credit for the course

Excused Absences

An excused absence is defined as resulting from temporary or extended leave from school for the following reasons:

- A student who is temporarily ill or injured
- A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder
- A student who is pursuing a work-study program under the supervision of the school
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
- A student who is suspended or expelled
- Religious accommodations
- A student who is absent due to therapy, medical, legal, or victim services related to an incident of harassment or discrimination, as defined by and in accordance with state law
- If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.
- Family emergency (death, serious illness)
- Funeral
- Dental or medical appointments that cannot be made on Saturdays or after school hours
- Prearranged absence by the parent with advance approval by the Director for the student's grade level. This will require advance make-up work except in emergencies, which will be evaluated and determined valid or invalid by the Director for the student's grade level.
- Absences when a student is in custody of a court or law enforcement authority
- Other absences approved by the Director for the student's grade level

The school may require appropriate evidence regarding the above excused absences before approval of the absence being excused (i.e. a doctor's note, etc.).

An absence from school without the authorization of the parents or the school for reasons not acceptable as defined above as "excused absence" is an unexcused absence and shall be considered towards habitual truancy.

Missed work for unexcused absences may not receive full credit. This decision is at the discretion of the teacher and administration. An unexcused absence is defined as:

- An absence that the parent/guardian is unaware of, and/or not accepting of the reason for absence
- F An absence not excused within 48 hours and, therefore, unwilling to excuse, except to the extent required by law
- An absence for which there is not supporting documentation

Four (4) unexcused absences during any one month or a total of ten (10) unexcused absences during any school year will qualify the students as "habitually truant" and may result in court proceedings to enforce Colorado's mandatory school attendance law, according to DCSD policy.

Extended Absences

In the case that your student will not be at school for a prolonged period of time for travel, medical, etc...it is crucial that plans be made ahead of time to help students maintain success here at STEM. An extended absence is considered to be 3 or more consecutive days out of school.

Here is the process to be followed when requesting a prolonged absence:

- Contact administration with the dates of the absence- [Extended Absence Form](#)
- Set up a conference or email the teacher(s) to develop a plan
- Make teacher aware of internet accessibility or other potential challenges
- Provide a physician's note (medical) to administration

Any student absence for over a 10 day period will be withdrawn per the DCSD attendance policy.

Tardiness

Punctuality is one of the self-disciplines that students are encouraged to learn. Students are expected to be punctual for all classes throughout the year.

Being tardy is the failure to appear on time and is considered a form of absence. Tardiness is defined as not being in the student's designated seat, with all materials setup, when the bell rings. Teachers may further define a tardy policy in their course syllabus.

- Students will be disciplined in accordance with the STEM School Highlands Ranch discipline policy listed below.
- Students can earn an unexcused absence by acquiring three (3) tardies.

2025-2026 Student/Parent Handbook

STEM School Highlands Ranch | 8773 Ridgeline Blvd., Highlands Ranch, CO 80129 | Office 303-683-STEM (7836)

Revised June 2025

- Students who are more than 10 minutes late for class will earn an unexcused absence.
- Students who accumulate five (5) unexcused absences may be denied credit for the course.
- Common problems such as car trouble, oversleeping, or forgetting materials in a locker are unacceptable reasons for tardy arrivals to school or class
- A tardy to a student's first class of the day can only be excused with a doctor's note

Truancy

Phase 1. Upon acquiring two (2) excused or unexcused absences within one month or upon acquiring five (5) excused or unexcused absences within a school year, STEM may notify the parent/guardian of the student in writing to alert them that their student is at medium risk of being qualified as Habitually Truant. This notification will include the number of excused/unexcused absences that have been recorded for the student and a summary of parental obligations regarding compulsory attendance policies and laws. An agent of the school will attempt to ascertain the reason for the student's high number of absences and counsel the parent/guardian and student about the importance of attendance from both an academic and legal perspective.

Phase 2. Upon acquiring three (3) excused or unexcused absences within one month or upon acquiring eight (8) excused or unexcused absences within a school year, STEM may notify the parent/guardian of the student in writing to alert them that their student is at high risk of being qualified as Habitually Truant. This notification will include the same information as the previous notice and add information about the school's legal responsibility to move toward legal action in case the student's excused/unexcused absences equal or exceed four (4) or more excused/unexcused absences with a month or equal or exceed ten (10) or more excused/unexcused absences in a school year. An agent of the school will organize a meeting with the parent/guardian and the student to develop a plan for the student with the goal of assisting the student to remain in school.

Phase 3. Upon acquiring four (4) or more excused or unexcused absences within a month or acquiring ten (10) or more excused or unexcused absences within a school year or calendar year, STEM may present to the Board of Directors Exhibit A, Exhibit B and Exhibit C as documentation of the school's enforcement of compulsory attendance. The Board of Directors shall notify the parent/guardian in writing that the student is now considered Habitually Truant and that the matter shall be reported to the Douglas County Truancy Review Board.

Phase 4. The Douglas County Truancy Review Board may pursue judicial proceedings to compel compliance with the compulsory attendance statute and/or to enlist community resources. Possible consequences of judicial proceedings may include, but are not limited to, contempt, jail or fines. The Board of Directors may combine the notice of Habitual Truancy to parents/guardians and summons. If combined, the petition shall state the date on which proceedings will be initiated, which date shall not be less than five days from the date of the notice and summons. The notice shall state the provisions of this article with which compliance is required and shall state that the proceedings will not be brought if the child complies with that provision before the filing of the proceeding (C.R.S. § 22-33-108(5)).

Closed Campus

STEM School Highlands Ranch is a closed campus for students in grades K through 9. Once students have begun their school day, they are required to remain on campus until the completion of the school day unless appropriate arrangements have been made and/or approved by a parent or guardian. Students in grades 10th-12th will be granted open campus privileges during the student's designated lunch period only.

Leaving School

Upperclassmen (grades 10th-12th graders) are permitted off campus privileges during off periods. All other students are not permitted to leave school grounds at any time during the school day.. If a student must leave because of illness, medical appointments, or family emergencies, a parent must sign their student out. Returning students must sign-in at the office. Individual teachers do not have authority to excuse any student from the school during the school day.

Weather Policy

At STEM School Highlands Ranch, the safety of our students, staff, and families is a top priority. In the event of inclement weather, the Executive Director has the authority to implement a virtual learning day, delayed start, or full school closure as needed.

The Executive Director may choose to follow the closing procedures of the Douglas County Highlands Ranch Feeder Area or make decisions independently to best support the STEM community.

Delayed Openings & Virtual Learning Days

If **Douglas County School District** announces a **Late Start due to snow and/or icy road conditions**, STEM may implement a **Virtual Learning Day** instead.

- On Virtual Learning Days, **20% of instruction in each class will be conducted synchronously** (live online instruction).
- For **elementary students**, 20% of synchronous learning will take place specifically in **Math and ELA**.
- The **school building will be closed to students** on these days.
- Families will be notified via **email and/or Finals site text messaging**..

If a Late Start is called due to **cold temperatures**, STEM may:

- Proceed with a **normal school day** (standard start and end times), or
- Implement a **delayed start**, depending on the specific circumstances.

We encourage all families to regularly update their contact information and follow school communications for timely updates during inclement weather.

Emergency Protocol

Below you will find general information that you should be aware of in the event of an emergency. Please keep in mind that not all information is disclosed in order to protect the safety of staff and students.

- Staff members will not open doors during a lockdown
- Visitors will be allowed access to students only if the Douglas County Sheriff's Department (DCSD) determines the site is secure
- The school will adhere to all demands by the DCSD.
- Information regarding a lockdown or other emergency at the school will be posted on the school's social media and website (www.stemk12.org) as soon as possible. However, our main priority will be the safety of the students prior to parent communications. Therefore, we may not be able to answer the phones or return calls as quickly in the event of an emergency.
- Parents are asked not to contact the DCSD for information. This is a firm request of the DCSD.
- We will attempt to provide parents and guardians with accurate information as quickly as possible. However, please understand that events of this nature are very fluid and constantly changing. Also be aware that information from other sources, such as news media, Facebook or Twitter, may not be accurate. Should your child contact you during such an event, remind them it is important they follow the directions of school staff.

Communication Pathways

STEM School Highlands Ranch is committed to fostering a positive and collaborative relationship with our community. We recognize that misunderstandings may arise, and we have developed a clear process to address concerns and resolve conflicts. Effective communication is essential to the proper functioning of the school, and we encourage open, respectful dialogue.

If you have a concern related to a specific classroom event, please contact the appropriate teacher first. You may reach out via phone, email, or request a meeting. Teachers will make every effort to respond to your inquiry within two business days.

If your concern is not related to a specific teacher or involves broader issues, please arrange a meeting with the Director for your child's grade level. Appointments can be scheduled by calling the school office at 303-683-7836 or emailing the director and/or teacher directly via email.

If your concern is still unresolved after meeting with the grade-level Director, you may escalate the matter to the STEM Executive Director. If matters still persist, you may elevate your concern to STEM's CIO and STEM School Board of Directors. All inquiries to the Board must be routed through the STEM Chief Innovation Director or the highest-ranking school official, who will facilitate a timely resolution.

We encourage all parties to approach this process with respect and a collaborative mindset, ensuring that concerns are addressed constructively. Thank you for your partnership in maintaining a supportive learning environment."

Link here for the [Communications Pathways](#). This will help guide you to the right person for your questions and/or concerns. You may reach the communications department directly by emailing: communications@stemk12.org.

Change of Contact Information (Address, Phone Number, etc.)

Please inform the main office of any change in address, telephone number, and/or emergency number. This will enable us to contact parents in a timely manner when necessary. Upon enrollment, the parent(s) enrolling the student will be considered the “primary contact.” . If a restraining or other court order is in effect, it is the parent’s responsibility to provide the school’s administration with a copy of the order in a timely manner.

Complaint and Whistleblower Policy

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school, which causes a student, parent or guardian to believe that a student has been wronged. A student, parent, or guardian may initiate the procedure when they believe that a violation, misapplication, or misinterpretation of school or Board policy or state or federal law or regulation has occurred. If students or parents have concerns that involve classroom teachers, the Board strongly encourages the concerned persons first to contact the teacher directly to resolve such matters informally whenever possible. If the concern is with the school administrators or support staff, the Board strongly encourages concerned persons to attempt direct contact with the Executive Director or appropriate Director for the student’s grade level to reach a satisfactory resolution, if possible.

If a grievance is filed during the summer, the teacher will handle the complaint or grievance upon returning to school in August.

To learn more about the Complaint and Whistleblower policy, please click [here](#).

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.

To learn more about the Family Education Rights and Privacy Act (FERPA), click [here](#).

To learn more about the Rights Under the Protection of Pupil Rights Amendment (PPRA), click [here](#).

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Coversheet

Present Preliminary 2026/2027 School Calendar

Section:	VI. STEM School Highlands Ranch Updates
Item:	C. Present Preliminary 2026/2027 School Calendar
Purpose:	Discuss
Submitted by:	
Related Material:	Preliminary - 2026-2027 STEM Academic Calendar- opt 1.pdf

STEM School Highlands Ranch

2026-27 Academic Calendar

July 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

New Teachers 5 +1

October 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 Student: 17 Teacher Days

January 2027						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17 (ES)- 18 Student: 19 Teacher Days

April 2027						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Student: 22 Teacher Days

August 2026						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 Student: 20 Teacher Days

November 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 Student: 16 Teacher Days

February 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

18 Student: 19 Teacher Days

May 2027						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 (ES) 12 Student: 14 Teacher Days

September 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 or 20 Student: 21 Teacher Days

December 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


13 Student: 14 Teacher Days

March 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


18 Student: 18 Teacher Days

June 2027						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


0 Teacher Days


 School Closed/Holidays

 First/Last Day of School

 Summer Office Hours/Tours

 Planning/Professional Development

 Tentative Graduation Day - School Closed- we will update August 2026

 Elementary Only- No School

 New Teachers Only

 Early Release Day

- If for any reason the school must close, this calendar may be amended by the STEM Board of Directors to provide additional school days during vacations, or at the end of the present calendar.

Important Dates:

July 28 New Faculty Starts
 August 5 Faculty Returns
 August 12 First Day of School-All Students
 August 29 Early Release Day- Blue Day
 September 1 Labor Day - SCHOOL CLOSED
 September 18 Elementary Team Planning- No School elementary only
 September 19 Professional Development for Staff - NO SCHOOL
 *October 9 Evening Conferences (Open House) - REG. SCHOOL DAY
 *October 10 Parent/Teacher Conferences- Early Release Day- Gold Day
 October 13-17 Fall Break - SCHOOL CLOSED
 November 14 Early Release Day- Blue day
 November 24-28 Thanksgiving Break - SCHOOL CLOSED
 December 19 Teacher Work Day - NO SCHOOL
 Dec 22-Jan. 2 Winter Break - SCHOOL CLOSED

January 5 Teacher Work Day - NO SCHOOL
 January 16 Early Release Day- Gold Day
 January 19 Martin Luther King Jr Day - SCHOOL CLOSED
 January 30 Elementary Team Planning- No School elementary only
 February 13 Professional Development for Staff - NO SCHOOL
 February 16 President's Day - SCHOOL CLOSED
 *March 12 Evening Conferences (Open House) - REG. SCHOOL DAY
 *March 13 Parent/Teacher Conferences- Early Release Day- Blue Day
 March 16-20 Spring Break - SCHOOL CLOSED
 April 10 Early Release Day- Gold Day
 April 24 Teacher Work Day - NO SCHOOL
 May 7 STEM Shares: NO SCHOOL
 *May 20 Half Day/Last Day Elementary only
 **May 21 Half Day/Last Day Secondary only
 May 22 Teacher Work Day- NO SCHOOL

	STEM	DCSD
Student Contact Days	168 (secondary) 165 (elementary)	173
New Teacher Contract Days	186	186
Teacher Contract Days	180	184
Professional Development/Teacher Work Days	11 Professional Development +1 graduation day/+6 New Teacher Days	5 Work Days 5 Professional Development
Compensation Days (parent conference compensation)	May 7th	2 (Nov 26/April 27)
Students Days per semester	81/87	80/93

Instructional Minutes

Grades	Start Time	End Time	Total Minutes Per Day	Total Days	Total Instr. Hours	Min. Instr. Hour Requirement (CDE)	Hours Above Minimum	Days Above Minimum
K-1st (6.33)	8:10 AM	3:00 PM	380	160	1013	990	39.5	6.24
K-1 Early Release Day ** (2.83)	8:10 AM	11:20 AM	165	6	16.5			
2nd-5th (6.5)	8:10 AM	3:10 PM	390	160	1040	990	67.5	10.38
2nd- 5th early release (3)	8:10 AM	11:30 PM	175	6	17.5			
Secondary (6th-12th) (6.92)	8:00 AM	3:30 PM	415	162	1120.5	1080	60.5	8.74
Secondary Early release days (3)	8:00 AM	11:55 PM	200	6	20			

****Not serving lunch**

Daily Bell Schedule

Elementary

Kindergarten- 1st grade	8:10 am- 3:00 pm
2nd grade- 5th grade	8:10 am- 3:10 pm

Secondary

6th grade- 12th grade	8:00 am-3:30 pm
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Early Release Day Schedule

Elementary Early Release

K/1- 8:10-11:20
2-5th- 8:10-11:30

Secondary Early Release

Early Release Day Schedule
Friday August 29, Nov 14,
& March 13
Blue

2	8:00-8:55
4	9:00-9:55
6	10:00-10:55
8	11:00-11:55

Gold Day Schedule
Friday Oct 10, Jan. 16
& April 10
Gold

3	8:00-8:55
5	9:00-9:55
7	10:00-10:55
9	11:00-11:55

Coversheet

CIO Update - Strategic Updates

Section:	VII. KOSON Schools
Item:	A. CIO Update - Strategic Updates
Purpose:	Discuss
Submitted by:	
Related Material:	CIO Board Presentation 20250603.pptx.pdf

CIO Update



Board Meeting | June 3, 2025

Contents

1. DCSD REPLICATION APPLICATION
2. CORE VALUES UPDATE
3. BOARD RETREAT PREPARATION

DCSD REPLICATION APPLICATION UPDATE

1. Review of Process
2. Update on Board Action
3. Next Steps

CORE VALUES

UPDATE



- **Updated the values from nouns to action verbs**

CORE VALUES Final Version

1. Prioritize Students (Student Centered)

Every decision we make is focused on ensuring students thrive, lead, and succeed. The community that surrounds students exists for the purpose of their growth and development.

2. Build a Strong Community (Community)

We are more than a school, we are a community. We all have equal value and seek to encourage each other to maximize our unique strengths, gifts, and passions. The true power of a charter school is in the strength of its community.

3. Do Right, Always (Integrity)

Honesty, trust, and ethical decision-making guide our actions, fostering respect, accountability, and a safe environment, even in challenging circumstances or when recognition is absent.

4. Embrace Innovation (Innovation)

Never Stop Innovating. Innovation thrives on continuous growth, bold problem-solving, and a willingness to push boundaries, transforming ideas into meaningful progress.

CORE VALUES Final Version

5. Take Steady Steps (Stability)

We play the long game with people and projects by implementing strategic planning, clear communication, systems and process, ample resources, and appropriate pacing – setting a strong foundation for a supportive environment for our community to thrive.

6. Lead With Care (Stewardship)

Dedicated to making a difference through personal ownership, care, and compassion creates lasting impact in our students, colleagues, and community.

7. Elevate the Standard (Excellence)

A commitment to continuous growth, where skills are refined, applied, and adapted to achieve the highest standards and empower everyone to reach their fullest potential.

8. Laugh Together (Fun)

Having fun makes the team work! Creating an environment where joy is encouraged. strengthens our teams, fosters a positive culture, and fuels creativity – making everyone feel valued, energized, and motivated to contribute.

Board Retreat Preparation



- Mission and Vision Discussion
- Review of Strategic Plan
- Network Growth
- Committees - Roles and Responsibilities
- Priorities for 2025/26

Coversheet

Vote for Consent Agenda Items

Section:	VIII. Consent Agenda
Item:	A. Vote for Consent Agenda Items
Purpose:	Vote
Submitted by:	
Related Material:	Lighthouse Bylaws_Aproved_20250521_signed.pdf Written Resolution of the Board of Directors (Lighthouse) v1.pdf



**BYLAWS
OF
LIGHTHOUSE BUILDING CORPORATION
a Colorado nonprofit corporation**

**ARTICLE I
OFFICES**

Section 1. Principal Office - The principal office of the Corporation shall be at:

8773 S. Ridgeline Blvd.
Highlands Ranch, CO 80129

The Corporation may also have offices at such other places as the Board of Directors may, from time to time, appoint or as the business of the Corporation requires; provided, however, that the registered office must be registered with the Secretary of State of the State of Colorado and the agent so registered must be located at the same address, or otherwise as provided by the Board of Directors.

Section 2. Registered Office - The registered office of the corporation required by the laws of the State of Colorado to be maintained in Colorado may be, but need not be, identical with the principal office and the address of the registered office may be changed from time to time by the board of directors.

**ARTICLE II
MEMBERS**

The Corporation does not have Members. While a person who associates or participates with, contributes to, or benefits from the Corporation may be referred to as a "Member", no rights, voting or otherwise will inure to such person.

**ARTICLE III
PURPOSES**

The objects and purposes for which this Corporation is organized are:

(A) The Corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, if the Board of Directors elects to obtain such qualification, the receipt of contributions and the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net



earnings of the Corporation shall inure to the benefit of or be distributable to any director or officer of the Corporation or any other individual (except that reasonable compensation may be paid for services rendered to or for the benefit of the Corporation affecting one or more of its purposes), and no director or officer of the Corporation or any other individual shall be entitled to share in any distribution of any of the corporate assets on dissolution of the Corporation or otherwise.

(B) The Corporation is organized to hold title to property or own property or interests therein to be leased or otherwise provided to and in support of Koson Schools, a Colorado nonprofit corporation (the "Charter School").

(C) Subject to the restrictions herein set forth, the Corporation is organized to receive and maintain a fund or funds of real or personal property, or both, and, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for charitable, religious, scientific, literary, or educational purposes, either directly or by contribution to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, as both now exist or may hereafter be amended.

(D) Subject to the restrictions herein set forth, the Corporation shall receive property, both real and personal, by gift, devise, or bequest, and to otherwise acquire both real and personal property as may be deemed proper.

(E) The Corporation shall have and exercise any and all of those powers specified in the Colorado Revised NonProfit Corporation Act and any future Amendments or successor laws, thereto.

(F) The Corporation may do everything necessary, suitable, or convenient for the accomplishment of any corporate purposes, either alone or in connection with other organizations, entities or individuals, and either as principal or agent, subject to such limitations as are or may be prescribed by law.

(G) The Corporation shall never be operated for the primary purpose of carrying on a trade or business for profit and shall at all times operate in a manner in compliance with organizations exempt from taxation under section 501(c)3 of the Internal Revenue Code.

(H) The Corporation may borrow money or secure the repayment of monies borrowed for any purpose of the Corporation.

(I) Subject to the restrictions herein set forth, the Corporation may acquire by purchase, gift, grant, donation, devise, bequest, or otherwise, or act as trustee, and to own, hold, use, lease, mortgage, pledge, sell, convey, or otherwise dispose of property real or personal, tangible or intangible, in Colorado or elsewhere.

(J) The Corporation may employ personnel for the conduct of the Corporation affairs and purposes in Colorado and elsewhere.

(K) The Corporation may do each and every thing that is necessary, suitable or proper for the accomplishment for any of the purposes herein enumerated, or which shall at any time appear conducive or expedient for the protection or benefit of this Corporation.

(L) The Corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.



(M) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(N) The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(O) The Corporation shall not make any investments which jeopardize its charitable purpose in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(P) The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. General Powers. The property, affairs and business of the Corporation shall be managed by a Board of no less than three (3) Directors until such time as a greater number is provided for and duly elected. In addition to the powers expressly conferred upon it by these Bylaws, the Board may exercise all such other powers as are not required by statute, by the Board, by the Articles of Incorporation or by these Bylaws to be exercised by others. The Board of Directors of the Charter School may appoint or remove any Directors of the Board of the Corporation, notwithstanding any provision of these Bylaws to the contrary.

Section 2. Organization. At the annual meeting of the Board of Directors the Directors shall select one to act as President and one to act as Secretary of the Board.

Section 3. Number, Tenure and Qualifications. The members of the Board of Directors of the Corporation shall be natural persons at least eighteen years of age or older. The number of Directors of the Corporation shall be not less than three (1) nor more than seven (7). Directors shall be elected at each annual meeting by a majority of the Directors present. Each Director shall hold office until the next annual meeting or until his successor has been elected and qualified. The number of Directors may be increased or decreased, from time to time; but no decrease shall have the effect of shortening the term of any incumbent Director. The Directors need not be residents of Colorado. In the event an election of Directors shall not be held on the date fixed for the annual meeting, such Directors may be elected at a special meeting to be called by the Directors then in office or by any two Directors, upon notice of such meeting in the manner provided for calling a special meeting.

Section 4. Resignations. Any Director of the Corporation may resign at any time by giving written notice to the Board of Directors or to the President or to the Secretary of the Corporation. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Deemed Resignation. A Director is deemed to have resigned for failure to attend three meetings or other obligations and that failure is confirmed by a majority of the Board. The failure is effective as a



resignation at the time of such vote.

Section 6. Removal. Any Director may be removed with or without cause at any time by the affirmative vote of the majority of remaining Directors cast at a special meeting of such Directors called for that purpose, and the vacancy on the Board caused by such removal may be filled by the remaining Directors at such meeting, though less than a quorum of the Board of Directors is present.

Section 7. Vacancies. Subject to Section 6, as it relates to removal of a Director, in the event any vacancy shall occur on the Board of Directors because of death, resignation, disqualification, or other cause, the Board of Directors may at any special or regular meeting thereof, by vote of a majority of the Directors present at such meeting, though less than a quorum is present, elect a Director to fill such vacancy for the unexpired portion of the term. The Director or Directors so elected shall hold office until the next annual election of Directors and until his or their successor or successors shall be duly elected and qualified. Any Directorship to be filled by reason of an increase in the number of Directors shall be filled by election at an annual meeting or at a special meeting of Directors called for that purpose.

Section 8. Place of Meetings. The Board of Directors may hold its meetings, have one or more offices, and keep books and records of the Corporation at such place or places within or without the State of Colorado, as the Board may, from time to time, determine.

Section 9. Regular Meetings. A regular meeting of the Board of Directors shall be held in the month of April each year without other notice than this Bylaw. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

Section 10. Special Meetings. Special meetings of the Board of Directors may be held whenever called by the President or by two of the Directors at such time and place, either within or outside the state of Colorado, as the person or persons calling the meeting shall designate, provided that no meeting shall be called outside the state of Colorado unless a majority of the Board of Directors has so authorized such meeting place. Notice of such meeting shall be given personally, or mailed to each Director, addressed to him at his residence or his usual place of business at least three (3) days before the day on which the meeting is to be held. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. Every such notice shall state the time and place, but need not state the purpose of the meeting. A Director may waive notice by signing a waiver of notice. Any meeting of the Board of Directors shall be a legal meeting, without any notice thereof given, if all of the Directors shall be present thereat or shall waive notice, provided, however, that attendance by a Director for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened shall not waive notice nor constitute presence at the meeting so as to make the meeting a legal meeting.

Section 11. Quorum and Manner of Acting. Except as otherwise provided by statute or by these Bylaws, a majority of the Directors in office at the time of any regular or special meeting of the Board of Directors shall constitute a quorum for the transaction of business at such meeting and the act of a majority of the Directors present at the meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may, without notice other than announcement at the meeting, adjourn the meeting from time to time until a quorum can be had. The Directors present at a duly organized meeting of the Board may continue to transact business until adjournment, notwithstanding the withdrawal of enough Directors to leave less than a quorum.



Section 12. Proxies. No proxies are allowed.

Section 13. Committees. The Board of Directors, by resolution adopted by majority vote of the full Board of Directors, may designate two or more Directors to constitute an executive committee or other committee as designated in such resolution. No such committee shall have the power or authority to elect, appoint or remove any Director; amend, restate, alter, or repeal the Articles of Incorporation; amend, restate, alter, or repeal these or any other Bylaws of the Corporation; approve a sale, lease, exchange, or other disposition of all or substantially all of the property of the Corporation, with or without goodwill, other than in the usual and regular course of business subject to approval by the full Board of Directors; or to take any other action prohibited by law.

Section 14. Informal Action by Directors. Any action required by law to be taken at a meeting of the Board of Directors, or any committee thereof, or any other action which may be taken at a meeting of Directors, or any committee thereof, may be taken without a meeting if every member of the Board of Directors, or any committee thereof, in writing either: (a) votes for such action or (b) votes against such action or abstains from voting and waives the right to demand that a meeting be held. Action is taken only if the affirmative votes for such action equals or exceeds the minimum number of votes that would be necessary to take action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the Directors then in office were present and voted. The action shall only be effective if there are writings which describe the action, signed by all Directors, received by the Secretary of the Corporation and filed with the minutes. Any such writings may be received by electronically transmitted facsimile or other form of wire or wireless communication providing the Corporation with a complete copy of the document including a copy of the signature. Actions taken shall be effective when the last writing necessary to effect the action is received by the Secretary of the Corporation unless the writings set forth a different date. Any Director who has signed a writing may revoke it by a signed and dated writing which states that the prior vote is revoked; however, such writing must be received by the Corporation before the last writing necessary to effect the action is received. All such actions shall have the same effect as action taken at a meeting.

Section 15. Compensation and Expenses. By resolution of the Board of Directors, the Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors. No such payment shall preclude any Director from serving the Corporation in any other capacity and receiving compensation therefrom.

Section 16. Presumption of Assent. A Director of the Corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent of such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 17. Adjournment. Any meeting of Directors may not adjourn until a majority of the Board of Directors present at such meeting is satisfied that its business is complete.

Section 18. Powers and Duties. The Board of Directors shall have and exercise all such general powers as are usually exercised by the Board of Directors and stated in Section 1, above; and particularly to have all of the powers conferred by the Articles of Incorporation, reference to which is hereby made, to elect, appoint or employ Officers, agents and other representatives; to determine their duties and salaries; to require security in



such instances as the Board may determine; to determine who shall sign notes, checks, drafts, contracts, deeds, reports and other documents; to delegate the powers of the Board from time to time to an executive committee, or other standing or special committees.

Section 19. Telephone Conferences. The Directors may participate in a meeting of the Board of Directors by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Section 20. Standard of Conduct for Directors and Officers. (a) Each Director and Officer shall perform their duties as Director or Officer, including, without limitation, their duties as a member of any committee of the Board, in good faith, in a manner the Director or Officer reasonably believes to be in the best interests of the Corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. In the performance of their duties, a Director or Officer shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by the persons designated in subsection (b) below. However, a Director or Officer shall not be considered to be acting in good faith if the Director or Officer has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A Director or Officer shall not be liable to the Corporation for any action the Director or Officer takes or omits to take as a Director or Officer if, in connection with such action or omission, the Director or Officer performs their duties in compliance with this Section 20. A Director or Officer, regardless of title, shall not be deemed to be a trustee with respect to the Corporation or with respect to any property held or administered by the Corporation including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

(b) The designated persons on whom a Director or Officer are entitled to rely on are: (i) one or more Officers or employees of the Corporation or Charter School with whom the Director or Officer reasonably believes to be reliable and competent in the matters presented; (ii) legal counsel, a certified public accountant, or other person as to matters which the Director or Officer reasonably believes to be within a such person's profession or expert competence; or (iii) a committee of the Board of Directors on which the Director or Officer does not serve if the Director reasonably believes the committee merits confidence.

ARTICLE V **OFFICERS**

Section 1. Number. The Board of Directors may appoint officers of the Corporation including a President, a Secretary, a Treasurer, and such other Officers as may be appointed in accordance with the provisions of Section 3 of this Article V. One person may hold the offices and perform the duties of any number of said offices.

Section 2. Election, Term of Office and Qualifications. The Officers of the Corporation may be elected at the annual meeting of the Board of Directors. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. Each Officer, except such Officers as may be appointed in accordance with the provisions of Section 3 of this Article V shall continue in office until his successor shall have been duly elected and qualified in his stead, or until he shall have resigned and his resignation shall have become effective or until he shall have been removed in the manner hereinafter provided. The appointment of an Officer shall not, in itself, create a contractual right.



Section 3. Subordinate Officers, Committees and Agents. The Board of Directors may appoint such other Officers, committees and agents as it may deem necessary, including Vice Presidents, one or more Assistant Treasurers and one or more Assistant Secretaries, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Directors may from time to time determine. The Board of Directors may delegate to any Officer or committee the power to appoint, and to prescribe the authority and duties of any such subordinate Officers, committees, or agents.

Section 4. Removal. Any Officer or agent may be removed either with or without cause, by the Board of Directors at any regular or special meeting thereof, or by any committee or superior Officer upon whom such power of removal may be conferred by the Board of Directors. An Officer, who is removed from office, may deliver a statement to that effect to the Secretary of State. Such removal from office does not affect the contractual rights, if any, of the Corporation or of the person removed from office. Any Director who is no longer on the Board shall be deemed removed from his or her role as an Officer, if any.

Section 5. Resignation. Any Officer may resign at any time by giving written notice to the Board of Directors, to the President or to the Secretary of the Corporation. Such resignations shall take effect on the date of receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. An Officer who resigns may deliver a statement to that effect to the Secretary of State. Such resignation does not affect the contractual rights, if any, of the Corporation or of the person who resigned.

Section 6. Vacancies. A vacancy in office because of death, resignation, removal, disqualification or any other cause may be filled for the unexpired portion of the term in the manner prescribed in the Bylaws for regular appointments or election to such office.

Section 7. Salaries and Expenses. The salaries, if any, of the Officers shall be fixed from time to time by the majority vote of the Board of Directors, and no Officer shall be prevented from receiving such salary by reason of the fact that he is also a Director of the Corporation. The Corporation shall reimburse any Officer for all reasonable expenses incurred by such individuals in connection with services rendered to or for the Corporation.

Section 8. Powers and Duties. The Officers of the Corporation shall have such powers and duties as may from time to time be conferred upon them by the Board of Directors.

ARTICLE VI **INDEMNIFICATION**

Section 1. Definitions. For purposes of this Article:

(a) The terms "Director or Officer" shall include a person who, while serving as a Director or Officer of the Corporation, is or was serving at the request of the Corporation as a Director, Officer, partner, member, manager, trustee, employee, fiduciary or agent of another foreign or domestic corporation, nonprofit corporation or other person or employee benefit plan. A Director or Officer shall be considered to be serving an employee benefit plan at the request of the corporation if the Director's or Officer's duties to the corporation also impose duties on or otherwise involve services to the plan or to participants in or beneficiaries of the plan. The term



"Director or Officer" shall also include the estate or personal representative of a Director or Officer, unless the context otherwise requires.

(b) The term "proceeding" shall mean any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, whether formal or informal, any appeal in such an action, suit, or proceeding, and any inquiry or investigation that could lead to such an action, suit, or proceeding.

(c) The term "party" includes an individual who is, was, or is threatened to be made a named defendant or respondent in a proceeding.

(d) The term "liability" shall mean any obligation to pay a judgment, settlement, penalty, fine (including an excise tax assessed with respect to an employee benefit plan), or reasonable expense incurred with respect to a proceeding.

(e) When used with respect to a Director, the phrase "official capacity" shall mean the office of a Director in the Corporation, and, when used with respect to a person other than a Director, shall mean the office in the Corporation held by the Officer or the employment, fiduciary or agency relationship undertaken by the employee or agent on behalf of the corporation, but in neither case shall include service for any foreign or domestic corporation or for any other person, employee benefit plan, or other enterprise.

Section 2. General Provisions. The Corporation may indemnify any person who is or was a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a Director or Officer of the Corporation, against expenses (including attorneys' fees), liability, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such proceeding if such person (a) acted in good faith, (b) reasonably believed, in the case of conduct in an official capacity with the Corporation, that the conduct was in the best interests of the Corporation and, in all other cases, that the conduct was at least not opposed to the best interests of the Corporation, and (c) with respect to any criminal proceeding, had no reasonable cause to believe that the conduct was unlawful. However, no person shall be entitled to indemnification under this Section 2 either: (A) in connection with a proceeding brought by or in the right of the Corporation in which the Director or Officer was adjudged liable to the Corporation; or (B) in connection with any other proceeding charging improper personal benefit to the Director or Officer, whether or not involving action in that person's official capacity, in which the Officer or Director is ultimately adjudged liable on the basis that the Director or Officer improperly received personal benefit. Indemnification under this Section 2 in connection with a proceeding brought by or of the Corporation shall be limited to reasonable expenses incurred in connection with the proceeding. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself be determinative that the person did not meet the standard of conduct set forth in this Section 2.

Section 3. Successful Defense on the Merits: Expenses. To the extent that a Director or Officer of the Corporation has been wholly successful on the merits in defense of any proceeding to which he was a party, such person shall be indemnified against reasonable expenses (including attorneys' fees) actually and reasonably incurred in connection with such proceeding.

Section 4. Determination of Right to Indemnification. Any indemnification under Section 2 of this Article (unless ordered by a court) shall be made by the Corporation only as authorized in each specific case upon a



determination that indemnification of the Director or Officer is permissible under the circumstances because such person met the applicable standard of conduct set forth in Section 2. Such determination shall be made: (a) by the Board of Directors by a majority vote of a quorum of disinterested Directors who at the time of the vote are not, were not, and are not threatened to be made parties to the proceeding; or (b) if such a quorum cannot be obtained, by the vote of a majority of the members of a committee of the Board of Directors designated by the board, which committee shall consist of two or more Directors who are not parties to the proceeding (Directors who are parties to the proceeding may participate in the designation of Directors to serve on such committee); or (c) if such a quorum of the Board of Directors cannot be obtained or such a committee cannot be established, or even if such a quorum is obtained or such a committee is so designated, but such quorum or committee so directs, then by independent legal counsel selected by the Board of Directors in accordance with the preceding procedures. Authorization of indemnification and evaluation as to the reasonableness of expenses shall be made in the same manner as the determination that indemnification is permissible, except that, if the determination that indemnification is permissible is made by independent legal counsel, authorization of indemnification and evaluation of legal expenses shall be made by the body that selected such counsel.

Section 5. Advance Payment of Expenses: Undertaking to Repay. The Corporation may pay for or reimburse the reasonable expenses (including attorneys' fees) incurred by a Director or Officer who is a party to proceeding in advance of the final disposition of the proceeding if: (a) the Director or Officer furnishes the Corporation a written affirmation of the Director's or Officer's good faith belief that the person has met the standard of conduct set forth in Section 2

of this Article; (b) the Director or Officer furnishes the Corporation with a written promise or commitment, executed personally or on the Director's or Officer's behalf, to repay the advance if it is determined that the person did not meet the standard of conduct set forth in Section 2, which undertaking shall be an unlimited general obligation of the Director or Officer but which need not be secured and which may be accepted without reference to financial ability to make repayment; and (c) a determination is made by the body authorizing indemnification that the facts then known to such body would not preclude indemnification.

Section 6. Other Employees and Agents. The Corporation shall indemnify such other employees and agents of the Corporation to the same extent and in the same manner as is provided above in Section 2 of this Article with respect to Directors and Officers, by adopting a resolution by a majority of the members of the Board of Directors specifically identifying by name or by position the employees or agents entitled to indemnification.

Section 7. Insurance. The Board of Directors may exercise the Corporation's power to purchase and maintain insurance (including without limitation insurance for legal expenses and costs incurred in connection with defending any claim, proceeding, or lawsuit) on behalf of any person who is or was a Director, Officer, employee, fiduciary of another domestic or foreign corporation, nonprofit corporation or other person or an employee benefit plan of the Corporation against any liability asserted against the person or incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Corporation would have the power to indemnify that person against such liability under the provisions of this Article.

Section 8. Nonexclusivity of Article. The indemnification provided by this Article shall not be deemed exclusive of any other rights and procedures to which one indemnified may be entitled under the Articles of Incorporation, any Bylaw, agreement, resolution of disinterested Directors, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director or Officer, and shall inure to the benefit of such person's heirs, executors, and administrators.



ARTICLE VII

CONTRACTS, CHECKS, DRAFTS, BANK ACCOUNTS, ETC.

Section 1. Contracts, Etc. How Executed. The Board of Directors, except as in these Bylaws otherwise provided, may authorize any Officer or Officers or agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be general or confined to specific instances, and unless so authorized by the Board of Directors, no Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable financially for any purpose or to any amount.

Section 2. Loans. No loans shall be contracted on behalf of the Corporation and no negotiable papers shall be issued in its name, unless authorized by the Board of Directors. When so authorized, any Officer for the Corporation may effect loans and advances at any time for the Corporation or individual, and for such loans and advances, may make, execute and deliver promissory notes or other evidences of indebtedness of the Corporation; and when authorized as security for the payment of any and all loans, advances, indebtedness and liabilities of the Corporation may mortgage, pledge, hypothecate or transfer any real or personal property at any time held by the Corporation and to that end execute instruments of mortgage or pledge or otherwise transfer said property. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board Directors.

Section 4. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

Section 6. Investment Managers. The Board of Directors shall have the authority to designate any bank, trust company, brokerage firm, or investment advisor to manage the assets and investments of the Corporation.

ARTICLE VIII

BOOKS AND RECORDS

Section 1. Corporate Records. The Corporation shall keep as permanent records minutes of all meetings of its Board of Directors, a record of all actions taken by the Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of the Board of Directors and any committee. The Corporation shall also maintain the following records: (a) appropriate accounting records; (b) its Articles of Incorporation and Bylaws; (c) a list of the names and business or home addresses of its current Directors and Officers; (d) a copy of its most recent annual corporate report delivered to the Secretary of State; and (e) all financial statements prepared for periods during the last three years.



Section 2. Inspection and Copying of Corporate Records for Tax Exempt Organization. In the event that the Board of Directors elects to apply for tax exempt status under Section 501 of the Internal Revenue Code, the pursuant to Internal Revenue Code Section 6104, a copy of the Corporation's Application for Tax Exemption under Section 501 and any informational returns filed with the Internal Revenue Service (i.e. Form 990) must be kept at the Corporation's principal office and be available for inspection to the public during regular business hours. The Corporation must either allow interested persons to photocopy such documents or photocopy such documents for interested persons. The Corporation may charge up to the maximum amount allowed by the Internal Revenue Service for such photocopying and postage.

ARTICLE IX **CONFLICTS OF INTEREST**

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations and to insure that none of the income or profit of the Corporation will inure to the benefit of private parties.

Section 2. Definitions.

(a) Interested Person. Any Director, Officer, or a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
- ii. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article X, Section 3, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

It shall not be considered a conflict of interest for a person who is employed or on the Board of Directors of the Charter School to also be involved in the Board of Directors of the Corporation, unless the transaction involves a personal financial interest.



Section 3. Procedures.

(a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The president of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Section 4. Violations of the Conflicts of Interest Policy.

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 5. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.



(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 6. Compensation.

(a) A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

(c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 7. Annual Statements. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

(a) Has received a copy of the conflicts of interest policy,

(b) Has read and understands the policy,

(c) Has agreed to comply with the policy, and

(d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 8. Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its election to apply for tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 9. Use of Outside Experts. When conducting the periodic reviews the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE X **MISCELLANEOUS**

Section 1. Fiscal Year. The fiscal year of the Corporation shall be determined by appropriate action of the



Board of Directors.

Section 2. Corporate Seal. The Board of Directors may provide a Corporate Seal which shall be circular in form and shall have inscribed thereon the name of the Corporation, the state of incorporation, and the words, "Corporate Seal".

Section 3. Waiver of Notice. Whenever any notice is required to be given under the provisions of the Colorado Revised Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 4. Gender. The masculine gender is used in these Bylaws as a matter of convenience only and shall be interpreted to include the feminine gender as the circumstances indicate.

Section 5. Conflicts. In the event of any irreconcilable conflict between these Bylaws and either the Corporation's Articles of Incorporation or applicable law, the latter shall control.

Section 6. Definitions. Except as otherwise specifically provided in these Bylaws, all terms used in these Bylaws shall have the same definition as in the Colorado Revised Nonprofit Corporation Act, as amended.

Section 7. Receipt of Notice by the Corporation. Notices and other documents or writings shall be deemed to have been received by the Corporation when they are actually received: (a) at the registered office of the Corporation in Colorado; (b) at the principal office of the Corporation addressed to the attention of the Secretary of the Corporation; (c) by the Secretary of the Corporation wherever the Secretary may be found; or (d) by any other person authorized from time to time by the Board of Directors or the President to receive such writings wherever such person is found.

Section 8. Emergency Powers and Bylaws. An "emergency" exists for the purposes of this section if a quorum of the Directors cannot be readily obtained because of some catastrophic event. In the event of an emergency, the Board of Directors may: (a) modify lines of succession to accommodate the incapacity of any Director, Officer, employee or agent; and (b) relocate the principal office, designate an alternative principal office, or authorize Officers to do so. During an emergency, notice of a meeting of the Board of Directors only needs to be given to those Directors whom it is practicable to reach and may be given in any practicable manner including by publication or radio. One or more Officers of the Corporation present at a meeting of the Board of Directors may be deemed Directors for the meeting, in order of rank and within the same rank in order of seniority, as necessary to achieve a quorum. Corporate actions taken in good faith during an emergency bind the Corporation and may not be the basis for imposing liability on any Director, Officer, employee or agent of the Corporation on the ground that action was not authorized.

ARTICLE XI **AMENDMENTS**

The power to alter, change, amend or repeal these Bylaws or adopt new Bylaws is vested in the Board of Directors, and also must be approved by the Board of Directors of the Charter School.



ARTICLE XII
DISSOLUTION OF CORPORATION

No Individual, whether a Director, officer, employee, or agent of the Corporation, or otherwise, shall have any right, title or interest in the assets of the Corporation. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation to Koson Schools, a Colorado nonprofit corporation or if Koson Schools is no longer in existence or is not a tax exempt entity, then to another entity organized and operated exclusively for charitable or educational purposes and qualified for tax exemption from Federal income tax under Section 501(c)3 of the Internal Revenue Code..

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws which were adopted by the Board of Directors on the 21st day of May 2025.

A handwritten signature in blue ink, appearing to read 'Carla Gustafson', written over a horizontal line.

By: _____
Carla Gustafson, Lighthouse Building Corporation President

A handwritten signature in blue ink, appearing to read 'Darrell Lomelino', written over a horizontal line.

By: _____
Darrell Lomelino, Lighthouse Building Corporation Secretary

RESOLUTION OF THE BOARD OF DIRECTORS OF LIGHTHOUSE BUILDING CORP.

Pursuant to the provisions of Article XI of the Bylaws of Lighthouse Building Corp., a Colorado nonprofit corporation (the “Company”), the Board of Directors of the Company (the “Board”) does hereby resolve and agree to the adoption of the recitals and resolutions set forth below, without a meeting, and hereby waives any notice requirements set forth in the Bylaws or Colo. Rev. Stat § 7-128-204:

RECITALS

WHEREAS, the Company desires to acquire certain real property located at 1151 W Mineral Avenue, Littleton, Colorado 80120 (the “Property”) pursuant to that certain contract to buy and sell dated April 14, 2025 (the “Purchase Agreement”); and

WHEREAS, the Company desires to borrow funds in connection with the refinancing or financing of the Property and enter into such loan agreements, promissory notes, deeds of trusts, or other instruments or documents as may be necessary to effectuate the closing of the acquisition; and

WHEREAS, the Board of the Company has reviewed the proposed transaction and wishes to authorize its officers to take all actions necessary or appropriate to carry out the purchase.

RESOLUTIONS

NOW, THEREFORE, BE IT RESOLVED, that the Company is hereby authorized to purchase the Property on terms and conditions acceptable to its officers; and

FURTHER RESOLVED, Carla Gustafson, an individual, in her capacity as President of the Company, and Darrell Lomelino, an individual, in his capacity as Secretary of the Company, shall have the full power and authority to execute, on behalf of the Company, any and all instruments, financial documents, and certificates necessary, prudent, or convenient for the Board to complete the purchase of the Property; and is hereby authorized and directed, in the name and on behalf of the Company, to negotiate, sign, execute, and deliver all such instruments, documents, and certificates, and to take all such further and other action in connection with the Purchase Agreement, as they may deem necessary, advisable, or proper to effectuate the intent of the Purchase Agreement.

FURTHER RESOLVED, that all documents, agreements and instruments previously executed and delivered, and any and all actions previously taken by any director, officer, employee or agent of the Company in connection with or related to the matters set forth in, or reasonably contemplated or implied by, the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects and for all purposes as the acts and deeds of the Company, as applicable.

FURTHER RESOLVED, that the signing of this Resolution shall constitute full consent, confirmation, ratification, adoption and approval of the actions hereby taken, the resolutions herein adopted and waiver of a notice of a meeting by the undersigned Board members.

FURTHER RESOLVED, that this Resolution may be executed by facsimile or electronically transmitted signature, and a facsimile or electronically transmitted signature shall constitute an original signature for all purposes.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Board of the Company have executed this Resolution as of this 27th day of May 2025.

BOARD OF DIRECTORS:



Carla M. Gustafson (May 27, 2025 11:50 MDT)

Carla Gustafson
Lighthouse Building Corp. Board President



Darrell Lomelino (May 27, 2025 15:02 MDT)

Darrell Lomelino
Lighthouse Building Corp. Board Secretary



Rudolph E. Lukez (May 27, 2025 17:44 MDT)

Rudy Lukez
Lighthouse Building Corp. Director



Matt Cartier (May 27, 2025 18:05 MDT)

Matt Cartier
Lighthouse Building Corp. Director



Sean Milner
Sean Milner
Lighthouse Building Corp. Director

Coversheet

Finance Committee Update

Section:	IX. Board Committee Updates
Item:	C. Finance Committee Update
Purpose:	Vote
Submitted by:	
Related Material:	Supplemental Budget FY 24-25 presentation.pdf 24-25 BODResolution - Supplemental.pdf Supplemental Budget DCSD 24-25.pdf

FY 2025 - 2026

Supplemental Budget

Supplemental Updates

	Supplemental 1st Read	Supplemental Current	Minus Legal & Land & Playground
Balance on Hand July 1:	\$ 14,675,529	\$ 14,675,529	\$ 14,675,529
<u>Revenue</u>			
Per Pupil Revenue	\$ 14,675,129	\$ 14,899,585	\$ 14,899,585
Mill Levy Override	\$ 3,218,529	\$ 3,218,529	\$ 3,218,529
Earnings on Investments	\$ 680,000	\$ 680,000	\$ 680,000
Other Local Revenue	\$ 1,075,000	\$ 1,080,000	\$ 1,080,000
State Pension	\$ 319,885	\$ 319,885	\$ 319,885
Contributions/Donations	\$ 56,000	\$ 56,000	\$ 56,000
Categorical Revenue	\$ 542,331	\$ 542,331	\$ 542,331
Other State Revenue	\$ 450,000	\$ 450,000	\$ 450,000
Other Sources	\$ 420,000	\$ 420,000	\$ 420,000
Total Revenue	\$ 21,436,874	\$ 21,666,330	\$ 21,666,330
<u>Expenses</u>			
Salaries	\$ 11,050,000	\$ 11,075,000	\$ 11,075,000
Benefits	\$ 3,600,000	\$ 3,575,000	\$ 3,575,000
Purchased Prof Services	\$ 1,075,000	\$ 1,050,000	\$ 400,000
Purchased Property Services	\$ 2,848,747	\$ 2,800,000	\$ 2,800,000
Other Purchased Services	\$ 1,950,000	\$ 1,900,000	\$ 1,900,000
Supplies	\$ 850,000	\$ 850,000	\$ 850,000
Property	\$ 3,921,642	\$ 3,900,000	\$ 450,000
Other Expenses	\$ 140,000	\$ 175,000	\$ 175,000
Total Expenditures	\$ 25,435,389	\$ 25,325,000	\$ 21,225,000
Net Income	\$ (3,998,515)	\$ (3,658,670)	\$ 441,330
Balance on Hand June 30:	\$ 10,677,014	\$ 11,016,859	\$ 15,116,859

Supplemental Budget

Supplemental Budget:

Source of money for a specific purpose and nature of project

REVENUES:

Sources of Revenue	Totals
Local	\$ 5,454,529
State	\$ 16,211,801
Federal	\$ -
Total Revenues	<u>\$ 21,666,330</u>

EXPENDITURES:

Expenditure Categories	
Salaries	\$ 11,075,000
Benefits	\$ 3,575,000
Purchased Services	\$ 5,750,000
Supplies	\$ 850,000
Property	\$ 3,900,000
Other	<u>\$ 175,000</u>
Total Expenditures	<u>\$ 25,325,000</u>

Resolution

BE IT RESOLVED, that the additional expenditure amount of \$25,325,000 as shown above be appropriated to the Charter fund for the fiscal year beginning July 1, 2024 and ending on June 30, 2025.



Financial
Transparency

Thank You!

Questions?

RESOLUTION**BOARD OF DIRECTORS OF KOSON SCHOOLS****June 3, 2025****A RESOLUTION OF APPROPRIATION**

WHEREAS, the Board of Directors and administrative staff of Koson Schools dba STEM School Highlands Ranch of Douglas County and the State of Colorado has duly revised and adopted official budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as required by law; and

WHEREAS, the administration has recommended that \$25,325,000 be appropriated to the Charter School General Fund as specified in the “Supplemental Budget” for the fiscal year beginning July 1, 2024 and ending June 30, 2025. The supplemental budget includes salary allocations for stipends and other one-time payments for employees as determined during the fiscal year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF Koson Schools dba STEM School Highlands Ranch: The amounts in the following schedule be appropriated to the fund specified in the “Supplemental Budget” for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Charter School General Fund	\$25,325,000
Total Appropriation	\$25,325,000

By_____

President, Carla Gustafson

By_____

Secretary, Ishmeet Karla

Supplemental Budget:

Source of money for a specific purpose and nature of project

REVENUES:

Sources of Revenue	Totals
Local	\$ 5,454,529
State	\$ 16,211,801
Federal	\$ -
Total Revenues	<u>\$ 21,666,330</u>

EXPENDITURES:

Expenditure Categories	
Salaries	\$ 11,075,000
Benefits	\$ 3,575,000
Purchased Services	\$ 5,750,000
Supplies	\$ 850,000
Property	\$ 3,900,000
Other	<u>\$ 175,000</u>
Total Expenditures	<u>\$ 25,325,000</u>

Resolution

BE IT RESOLVED, that the additional expenditure amount of \$25,325,000 as shown above be appropriated to the Charter fund for the fiscal year beginning July 1, 2024 and ending on June 30, 2025.

Adopted this 6/3/2025 date

School STEM

Signature, Predisent of the Board in accordance with 22-44-110(4)

Signature of person attesting to the Board President

Coversheet

Governance Committee Update

Section:	IX. Board Committee Updates
Item:	D. Governance Committee Update
Purpose:	Vote
Submitted by:	
Related Material:	Policy_Community Use of Facilities_2025.pdf

Community Use of School Facilities Policy

STEM SCHOOL HIGHLANDS RANCH POLICY

Community Use of Facilities

I. PURPOSE

The purpose of this policy is to define application procedure, requirements, fees, and user responsibility when community or non-school entities use STEM School Highlands Ranch (STEM) facilities.

Note:

- ***Community and non-school entities are considered external groups that desire to use the STEM facilities.***
- ***STEM clubs, groups, organizations and enrichment programs authorized by STEM Leadership are considered school entities.***

II. POLICY

Administrative Procedures and Regulations

A. Application for Use of School Facilities. An application must be submitted to the Director of Facilities a minimum of two weeks prior to the event. Rental groups that are organized on a school-year basis need apply only once during each school year. The Director of Facilities will serve as the applicant's point of contact and will work with the requestor throughout the process.

1. Facility Use Agreement Form (Agreement for Non-School Use of School Facilities).
 - All facility use applications will be submitted to and approved by school administration and Director of Facilities. If space is available on the date requested, the Director of Facilities will forward a copy of the request and approval to the Communications & Event Coordinator
 - The Communications & Event Coordinator verifies the date and location availability and brings it to the School Administration Team for review and final approval or denial.
 - Approval or denial will be communicated back to the Director of Facilities, who will then communicate it back to the requestor.
 - After approval, a copy of the completed Agreement for Non-School Use of School Facilities will be returned to the applicant by the Director of Facilities.
 - The Communications & Event Coordinator will schedule the space and submit any necessary requests into the Support Ticketing System.
2. Cancellation. At least 72 hours notice must be given by the user to the Director of Facilities prior to cancellation. If this notice is not given, STEM may assess fees reflecting all costs incurred. STEM reserves the right to cancel building use activities should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Suitable, alternative

Community Use of School Facilities Policy

space will be provided if possible. When school is canceled or released early for emergencies or weather conditions, scheduled community activities may not be held.

3. Denial of Request.

- Due to school use and needs of certain facilities, the request may not be approved.
- Buildings/facilities may be unavailable at certain times during weekends, holidays, summer vacations, or when they are scheduled for maintenance or custodial programs.
- A group's failure to comply with articulated procedures for building use or the misuse or abuse of buildings, facilities, equipment or grounds may be cause for immediate and future denial and/or immediate ejection.
- Violation of federal, state or municipal laws or STEM policies or procedures may be grounds for a future denial of request, as well as the immediate revocation of use and surrender of the premises.
- Individuals, groups or organizations that advance any doctrine or theory that is subversive to the Constitution or laws of the United States or the state of Colorado, or that advocate social or political change by use of violence, will be denied use of facilities. This is a content-based restriction applicable to all parties, regardless of viewpoint.

B. General Requirements

1. Any use of school facilities or property shall not create a nuisance or hazard to other persons.
2. When any school facility is occupied by a community or non-school entity, a staff member, authorized volunteer, or hired security must be present unless otherwise approved by the Director of Facilities.
3. School facilities and parking lots may not be used for flea markets or private family use (e.g., wedding receptions, reunions, parties, recreation).
4. Organizations using school facilities shall neither negotiate with nor pay any employee directly for services rendered unless otherwise approved by Administration.
5. Persons using school facilities must confine themselves to the room(s) and corridor(s) assigned for use during the approved time. Areas must be vacated completely at the agreed-upon ending time; otherwise, overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater. Additional time may be approved by an Administrator.
6. Keys to school facilities shall not be issued to any community user, unless authorized by the Director of Facilities.
7. Groups using school facilities must not establish any type of concessions for the purpose of dispensing foods, candies, popcorn, soft drinks or sundries in school buildings or on school grounds unless approved by the Director of Facilities. Kitchen facilities will be unavailable for use.

Community Use of School Facilities Policy

8. The use and possession of alcoholic beverages or illegal drugs by any person or group on the property is strictly prohibited.
9. Smoking and tobacco use in all buildings and premises is prohibited at all times.
10. Neither gambling nor unlicensed games of chance (e.g., bingo, lotteries, raffles) shall be permitted in school facilities. Only generally accepted amusement games may be conducted at student-oriented or similar activities.
11. No supplies or equipment will be stored in school buildings or on school property without permission from the Director of Facilities
12. Temporary signage is permissible only on contracted use days, beginning one hour prior to use, and must be removed no later than one hour after contracted use time.
13. Individuals and groups using school facilities shall not be allowed to have access to and shall not have access to school internet or access lines without prior approval from the Director of Facilities and IT department
14. No animals shall be permitted in school facilities without approval of the Director of Facilities, unless it is a qualified service animal in accordance with the requirements of the ADA.

C. Costs and Fee Structure for Facility Use

1. No rental Fee:
 - a. STEM may waive charges for any organization it deems. Common organizations that would not pay fees are colleges, universities, law enforcement, elections, school sponsored activities/clubs, etc.
 - b. Free category users may be charged a damage deposit and for any Staff overtime (minimum one hour) when applicable.
2. The following groups may use school buildings/facilities for direct cost:
 - a. Non-profit recreational and educational groups and organizations serving primarily Douglas County youth.
 - b. "Direct cost" is an incurred cost and includes utility costs, supplies, and custodial services. A staff member may be assigned and the cost passed on to the rental group if the Director of Facilities believes that it is appropriate. The hourly custodial fee shall be as set by the Director of Facilities.
3. Non-profit Community Rate:
 - a. Colleges and universities conducting courses available to Douglas County residents that have not been requested by STEM;
 - b. Recreational, educational, religious, charitable, athletic and governmental groups and organizations that hold legal not-for-profit tax status that do not primarily serve Douglas County youth.

Community Use of School Facilities Policy

4. Commercial Rate:

- a. All youth and adult activities that are sponsored by individual(s), groups, and organizations that do not hold not-for-profit tax status through the state of Colorado or Internal Revenue Service.
- b. Any organization or individual(s), including employees or groups, that uses school facilities for the purpose of generating revenue by charging for admission or requesting donations from spectators and/or participants, or selling merchandise and/or services.

D. Fee Regulations

1. Rental fees and damage deposits must be paid **PRIOR** to the event date specified on the application. All checks or money orders shall be made payable to the "STEM School Highlands Ranch." Additional charges assumed by the user are due within five business days after receipt of invoice.
2. Rental charges, as per rate schedule set by STEM, will be based on the length of time the facility is used, inclusive of that period preceding the opening or beginning of the activity that is used for rehearsals, decoration, or preparation, as well as that period following the closing of the activity necessary for the removal of property, dismissal of personnel, and return to normal school use.
3. Use of facilities will fall within normal custodial hours, or overtime charges will be assessed.
4. Charges for use of school equipment may be assessed.

E. Grounds and Parking Lots

1. Placement of buildings, structures, or equipment by outside organizations will not be allowed on the property, unless approved by the Director of Facilities.
2. Vehicles and horses shall be restricted to established roadways and parking lots.
3. Approved applications are required for use of all athletic fields.
4. Any expense incurred by STEM for use of facilities in this category will be charged to the user.
5. No work or modifications shall be done by outside groups to any grounds or athletic fields without the written consent of the Director of Facilities.

F. Special Facilities

1. Kitchen facilities are not available for use
2. The following facilities are not available for use as described in this procedure unless they are under the direct supervision of a staff member or STEM representative and use is authorized by the Director of Facilities:
 - a. Secondary Gym
 - b. Engineering Labs

Community Use of School Facilities Policy

- c. Arts or Music Areas
- d. Science Labs

G. STEM Owned Equipment for Community Use

1. Furniture and equipment shall not be loaned or rented to any person or organization for use off of school premises.
2. Such equipment may be used in buildings only, with the permission of the Director of Facilities and only by qualified staff.
3. No equipment or furniture shall be altered or moved by users unless approved by the Director of Facilities in the facility use agreement. Specifically included in this category are basketball backboards and bleachers.

H. Use of Buildings and Facilities by Religious Organizations

1. Community-based religious organizations may rent school property for church services, Sunday school or other functions of church service or religious instruction (i.e., seminars, revivals) under conditions and for periods of time as follows, and shall pay community rates.
2. Use of school facilities as a meeting place is permissible only after school hours, and shall be subject to all approval and regulatory conditions applicable to other organizations.

I. User Responsibility and School Indemnity

1. The signer of the Agreement for Non-School Use of School Facilities will be considered the legal agent of the organization using the building/facility and, as such, will be responsible for compliance with all conditions for building use. The applicant signing the Agreement and the organization represented will indemnify and hold harmless STEM and any person whose property may be within that building, for loss or damage to such property caused by any persons attending said meeting, and for any damage or injury arising out of, or in any manner attributable to the holding of said meeting or the use of such building or facility by reason of holding said meeting.
2. The applicant shall be responsible for the conduct and control of all participants and spectators and shall see that all applicable federal, state, and municipal laws and regulations, and policies and regulations are followed. All community user groups must identify an on-site adult responsible for supervising the event, and as contact for STEM. Users must have a copy of the approved Use Agreement in their possession at the time of the event.
3. The applicant must agree to be financially responsible to STEM for any and all damage that occurs to the buildings and property during the period of use. Excessive wear to property caused by non-school users will be charged to the user. If, in the opinion of the Director of Facilities, a proposed activity will cause excessive wear, or require extensive custodial time, they may also require security coverage, or deny the request.

Community Use of School Facilities Policy

4. Each user/applicant will be required to provide a certificate of comprehensive general liability insurance in the amount of no less than \$1,000,000 per occurrence. The certificate of insurance must have an endorsement naming STEM as an additional insured as its interests may appear. STEM reserves the right to require different types of insurance dependent on user activities.

Approved by the STEM School Board on _____.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____
(Signature, Board secretary)

(Printed name, Board secretary)

Adopted: 2012

Revised: February 2024

Revised: June 2025