



## Falcon Homeschool Program Parent/Student Handbook

### FHP IVES Campus (Enrichment and Bridge)

9233 Vista del Pico Boulevard, Colorado Springs, CO 80927

719.495.5373

### FHP at THE Campus (Academic)

6113 Constitution Avenue, Colorado Springs, CO 80915

719.213.6380

**Enrollment in the Falcon Homeschool Program implies acknowledgement and compliance with the policies and procedures located in the Falcon Homeschool Program Parent/Student Handbook.** The policies set forth are subject to change per FHP or D49 administration, and/or district Board of Education. Any changes in policy will be communicated to both parents and students to assure transparent communication.

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## FHP Staff Directory

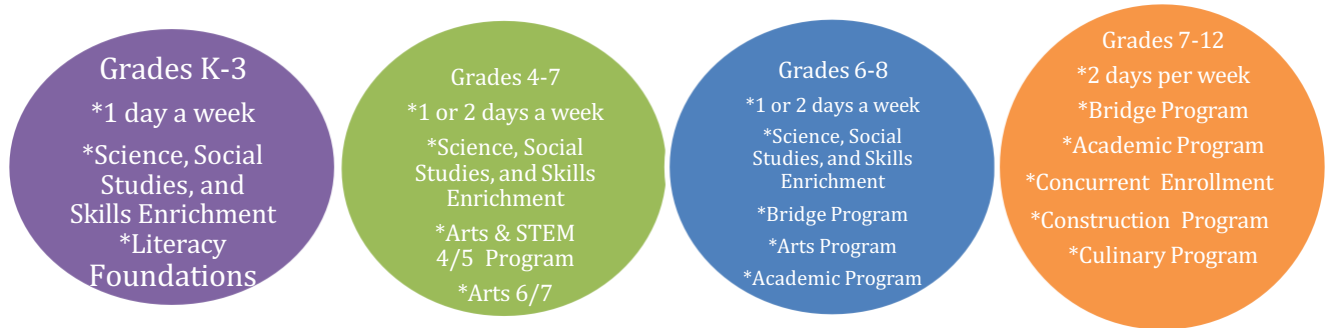
Name	Position	Email Address	Phone Number	Days in Office/School
Paul Austin	Program Manager	<a href="mailto:Paul.Austin@d49.org">Paul.Austin@d49.org</a>	(719) 964-5423	Monday - Friday
Stacy Kley	Enrichment K-1 Teacher	<a href="mailto:Stacy.Kley@d49.org">Stacy.Kley@d49.org</a>	(719) 495-5373	Tue, Wed, Thur
Kassi Nemeth	Literacy 2-4, Teacher, Enrichment 2-3 Teacher	<a href="mailto:Kassi.Nemeth@d49.org">Kassi.Nemeth@d49.org</a>	(719) 495-5373	Mon., Tue, Wed, Thur
Leanne McKinney	Enrichment 4 – 5 Teacher & FHEP Lead Teacher	<a href="mailto:LeanneMcKinney@d49.org">LeanneMcKinney@d49.org</a>	(719) 495-5373	Monday - Thursday
Jill Foster	4-5 and 6-7 Teacher Visual and Performing Arts	<a href="mailto:Jill.Foster@d49.org">Jill.Foster@d49.org</a>	(719) 495-5373	Mondays and Wednesdays
TBA	Enrichment 6 – 7 Teacher, 4-5 STEAM (STEM) Teacher		(719) 495-5373	Monday, Tuesday and Thursday
Heather Krammes	Bridge Program Academic Teacher & Bridge Lead Teacher	<a href="mailto:Heather.Krammes@d49.org">Heather.Krammes@d49.org</a>	(719) 495-5373	Monday - Thursday
Nancy Carder	FHEP Paraprofessional	<a href="mailto:Nancy.Carder@d49.org">Nancy.Carder@d49.org</a>	(719) 495-5373	Tue, Wed, Thur
Tracy Denson	FHEP Receptionist & Health Assistant	<a href="mailto:Tracy.denson@d49.org">Tracy.denson@d49.org</a>	(719) 495-5373	Monday – Thursday
Megan Dean	Academic Dean of Students	<a href="mailto:Megan.Dean@d49.org">Megan.Dean@d49.org</a>	(719) 465-8442	Tuesday, Thursday
Holly DeHerrera	Academic English & Online History Teacher	<a href="mailto:Holly.DeHerrera@d49.org">Holly.DeHerrera@d49.org</a>	(719) 213-6380	Tuesday, Thursday
Sandy Smith	Academic Science Teacher	<a href="mailto:Sandra.Smith@d49.org">Sandra.Smith@d49.org</a>	(719) 213-6380	Tuesday, Thursday
Jane Wilson	Academic STEM & Personal Finance Teacher	<a href="mailto:Claire.Wilson@d49.org">Claire.Wilson@d49.org</a>	(719) 213-6380	Thursday
Robin Walters	Academic Science Teacher	<a href="mailto:Robin.Walters@d49.org">Robin.Walters@d49.org</a>	(719) 213-6380	Tuesday, Thursday
Christine Anderson	Academic Math Teacher	<a href="mailto:Christine.Anderson@d49.org">Christine.Anderson@d49.org</a>	(719) 213-6380	Tuesday, Thursday
Lindsie Blair	FHAP Paraprofessional	<a href="mailto:Lindsie.Blair@d49.org">Lindsie.Blair@d49.org</a>	(719) 213-6380	Tue, Wed, Thur

# Introducing....The Falcon Homeschool Program

## Program Structure:

Embedded within the Falcon Homeschool Program are several distinct and unique program offerings.

## Falcon Homeschool Program Offerings K-12



While we are committed to investigating and meeting the needs of the community, we will only do so in a responsible manner in consideration of the values that we initially identified and continue to withhold. These values include:

- **Nurturing and Respectful Environments:** We acknowledge and value the many differences that exist within our community and seek to celebrate and support them accordingly
- **Low student/teacher ratios:** We have found small class sizes are optimal in our setting
- **First name basis:** We prefer to be addressed by our first names to foster a nurturing and respectful environment
- **Multi-age classrooms:** We believe in the benefits that multi-age classrooms can offer to individual students, classrooms, teachers and the culture of the entire program.

## Falcon Homeschool Program Mission Statements

### Enrichment

*The Falcon Homeschool Enrichment Program's mission is to provide resources and academically engaging, friendship-building opportunities to homeschooled students in a nurturing and respectful environment.*

### Arts and STEM Exploration Enrichment

*The Falcon Homeschool Arts and STEM Exploration Enrichment Program's mission is to provide Arts and STEM resources and academically engaging, friendship-building opportunities to homeschooled students in a collaboratively taught, nurturing and respectful environment.*

### Bridge Program

*The Falcon Homeschool Bridge Program's mission is to support students in progressing from early to later grades through providing academically engaging and friendship building opportunities through hybrid exposure to concepts related to math and English and enriching thematic units in science and history.*

### Academic Program

*The Falcon Homeschool Academic Program's mission is to thoughtfully blend a spirit of innovation and time-held tradition to homeschooled students through hybrid exposure in concepts related to Math, English, Science, STEM, and History in a nurturing and respectful environment.*

	Grade Levels K-7	Grade Levels 6-8	Grades 7-12
Courses	Enrichment: Social Studies and Science Semester Thematic Units  Arts & STEM for grades 4-5 Semester Thematic Units  Literacy Foundations 2-4	Math, English, Science/History (through Enrichment Program)  Arts 6/7	Math, English, Science, STEM and History Complete Annual Curriculum  Science and History  Construction Program for grades 9-12  Culinary Program for grades 9-12  Concurrent Enrollment for grades 9-12
Placement	Age and maturity multi – age classrooms: <ul style="list-style-type: none"><li>○ K &amp; 1<sup>st</sup></li><li>○ 2<sup>nd</sup> &amp; 3<sup>rd</sup></li><li>○ 4<sup>th</sup> &amp; 5<sup>th</sup></li><li>○ 6<sup>th</sup> – 7<sup>th</sup></li></ul>	age and maturity as well as pre-assessment data	pre-assessment data, parent recommendation, age and maturity

Program Days	Monday, Tuesday, Wednesday, or Thursday	Tues. and Thurs Bridge and Enrichment days Wednesday Arts	Tuesday and Thursday
Times	8:15 am – 3:15 pm	8:15 am – 3:15 pm	7:45 am – 2:40 pm
Parent Involvement	Encouraged and accepted	Required for Bridge (frequency depends on student needs)	Required (frequency depends on student needs)
Homework	None	Bridge: at least four hours of homework per week (one hour for each hour spent in class)	A minimum of 3 hours per week per class in English, Math & Science classes that meet twice/week; 1.5 hours in STEM, History & Science classes that meet once/week
Location	9233 Vista del Pico Blvd	9233 Vista del Pico Blvd	Academic Program 6113 Constitution Avenue  Construction & Culinary Programs 11990 Swingline Road

## The FHP Approach:

F - Focused on

H - Higher level thinking through

P - Play, passion and purpose in a

R - Responsive classroom that

E - Engages future

L - Leaders through

A - Academically rich,

T - Tactile

E - Experiences in a

S – Student-centered environment

## ENROLLMENT

### Admissions Procedures and Guidelines:

The Falcon Homeschool Program is a part – time, choice program within Falcon School District 49 that is available to all students, regardless of their school district of residence. Students of the program continue operating under the homeschool law as defined as

[http://www.cde.state.co.us/choice/homeschool\\_law.asp](http://www.cde.state.co.us/choice/homeschool_law.asp). Interested families must adhere to the following process for enrollment and have their application approved through the receipt of an acceptance form from FHP. Continued enrollment is contingent upon adherence to the rules and policies of the Falcon Homeschool Program as outlined in this handbook and submission of required annual documentation.

### Application Process:

1. Attend an information session in person or on-line.
2. Complete an Intent to Enroll form and turn in to FHP

#### **\*\* Submit pre-assessment data in math and/or reading/writing**

3. Participate in a pre-enrollment Eligibility Meeting meeting
  - A. Fulfill any follow-up enrollment requests, to include (but are not limited to):
    1. Submission of current/historical documentation (i.e IEP\*, 504, ILP, ALP, etc.) within 2 weeks of information meeting.
  - B. Receive a status of enrollment notice (either approved or denied) and act accordingly
    1. If enrollment has been approved, continue with D49 process
    2. If enrollment has been denied, no further action is necessary (see [Grounds for Denial of Enrollment](#))
4. Indicate acknowledgement and agreement with FHP policies and procedures as outlined in the student handbook through completion of the signature page

\*\*Families and students enrolled in the FHAP program will also need to acknowledge their understanding of the commitments of the academic program in terms of homework, attendance, (etc.) by signing a separate agreement page.

Please Note: Final enrollment approval will be determined upon reviewing enrollment documents. FHP reserves the right to deny final enrollment if paperwork indicates incomplete, inaccurate or falsified information. Note: FHP provides families a connection to the public school setting, but does not offer a full array of education services, including special education services.

### FHP Enrollment Criteria:

Enrollment is available and tuition-free to any child meeting student enrollment requirements including but not limited to:

- Age requirements (see [age requirements](#)).
- The ability of FHP to adequately meet the applicant's special needs (social, behavioral, dietary, physical, academic, etc.).
- Whether the applicant has been expelled or is in the process of being expelled and/or has history of habitual disruption and/or committing serious violations in a school building or on school property.



## FHP Grounds for Denial of Enrollment:

The following are grounds for denial of enrollment to students requesting choice enrollment:

- There are no openings available.
- Student is, or intends to be, enrolled in another (full – time or part – time) publicly funded program or school.
- Enrollment has been closed for the year. Our Academic Program admissions close after the first day of school.
- It is determined that FHP does not offer appropriate programs or is not structured or equipped with the necessary facilities or personnel to meet the special needs of the student, or does not offer the particular program requested. Acceptance of Special Education students is conditional pending review of outcomes and space availability. FHP provides families a connection to the public school setting, but does not offer a full array of education services, including special education services.
- The student does not meet the established enrollment criteria for participating in a particular program, including but not limited to age requirements (see [age requirements](#) below).
- The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.
- The specified course does not meet the minimum amount of students to be offered.

## Age Requirements:

\* Students must be within the following age parameters by September 15 of the current school year to be enrolled into the corresponding enrichment classes:

Class Grade Levels	Minimum Age	Maximum Age
K – 1 <sup>st</sup> Grade	5 years old	7 years old
2 <sup>nd</sup> – 3 <sup>rd</sup> Grade	7 years old	9 years old
4 <sup>th</sup> – 5 <sup>th</sup> Grade	9 years old	11 years old
6 <sup>th</sup> – 7 <sup>th</sup> Grade	11 years old	13 years old

\*\* The maximum age to participate in the academic program is 18 years old before September 15 of the current school year.

## Withdrawal Process:

Should you choose to discontinue your enrollment with FHP, please request a withdrawal form, arrange a time to pick up any portfolios, student work and/or personal items, and prepare all borrowed curriculum for return (fees may be assessed if items are not returned).

## ATTENDANCE

Consistent and regular attendance in both the enrichment and academic programs is critical in that it helps us to accomplish the following goals:

- Create and foster authentic friendships – the formation of healthy peer relationships necessitates interaction.
- **Develop and refine skills in the academic content areas – in-class repetition, review, interaction, skill development and advancement are critical components of FHP.**

Parents are encouraged to plan family activities and vacations in consideration of the FHP calendars, so that students have the opportunity to receive the full benefit of our program.

A meeting with the family of any student in excess of 4 non-illness/non-emergency absences per semester will be requested in which continued involvement in our program will be discussed.

### Illness Guidelines:

When considering whether or not to send your child to school, please consult the following list and refrain from sending them if they exhibit one or more of the symptoms listed.

- A temperature that is over 100 degrees F. A student may return to school once they have been fever-free for a full 24 hours without the use of fever reducing medication.
- Experienced vomiting or diarrhea in the previous 24 hours.
- Severe cold symptoms, such as constant runny nose, congestion, coughing or sneezing (unless allergy related).
- A sore throat lasting longer than 3 days (a child diagnosed with strep throat must stay home for at least 24 hours after antibiotic treatment has been started).
- Red, inflamed, swollen or discharging eyes (not related to allergies).
- Weeping cold sores or other lesions (such as impetigo) until under treatment.
- Rashes that are not yet diagnosed.
- Head lice that has NOT been treated.

### Absence from School:

If your child is going to miss a day from our program, please contact the school by calling the school at 719.495.5373 (IVES Campus—Enrichment & Bridge) or 719.494.6380 (Academic Program). For the Academic Program and Bridge Program, students are expected to message teachers to notify of their absence in Schoology as well.

## School Schedule:

The Falcon Homeschool Program has aligned our school calendar with that of Falcon School District 49 in terms of start date, holidays, vacations and end date. Each student is assigned to a specific and individualized program schedule in which they are to attend based off of their age in relation to the courses offered and their ability for the academic program, which must consist of a minimum of 6 hours per week.

Day	Program Offering	Grades	Subjects Served	Times	Location
Monday	Literacy Foundation	2-4	Literacy	8:15am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
Monday	Arts & Stem Enrichment	4-5	Arts & STEM (Visual & Performance Arts, Science, Technology, Engineering, and Math)	8:15 am - 3:15 pm	9233 Vista del Pico Blvd, Colorado Springs 80927
Tuesday	Enrichment	K - 7	Social Studies/Science	8:15 am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
Tuesday	Academic	7 - 12	Math/ Composition & Literature/ Science / STEM / History (online on designated day TBD by teacher yearly)	7:45 am - 2:40 pm	6113 Constitution Avenue Colorado Springs 80915
Tuesday	Bridge Program	6 - 8	Math and English in the morning, Enrichment in the afternoon or morning, depending on student course selections	8:15 am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
Wednesday	Enrichment	K - 7	Social Studies/Science	8:15 am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
Wednesday	Arts Enrichment	6-7	Arts (Visual & Performance Arts,	8:15 am - 3:15 pm	9233 Vista del Pico Blvd, Colorado Springs 80927
Thursday	Enrichment	K - 7	Social Studies/Science	8:15 am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
Thursday	Academic	7 - 12	Math/ Composition & Literature/STEM/ Science/ Electives/ History (online on designated day TBD by teacher yearly)	7:45 am - 2:40 pm	6113 Constitution Avenue Colorado Springs 80915
Thursday	Bridge Program	6 - 8	Math and English in the morning, Enrichment in the afternoon	8:15 am - 3:15 pm	9233 Vista Del Pico Blvd, Colorado Springs 80927
* Students enrolled in multiple sections on an academic program day (Tuesday and Thursday ONLY) will enjoy lunch. Any student with a gap within their schedule will be provided with a quiet space of which to attend to their assigned tasks (Independent Study Period/ISP).					

## Student Drop-Off and Pick-Up Procedures:

Our commitment to student safety extends beyond our buildings and outside play areas to the parking lots during drop-off and pick-up times. Due to the potential for congestion because of the relative small size of our parking lots, the following guidelines have been established to promote order and, most importantly, assure child and student safety.

- Park only in designated parking spots.
- Monitor your children in the parking lots (i.e approach/exit the building with them, assist them in walking directly to your vehicle in a way that does not impede traffic).
- Remain alert while driving (i.e NO texting, phone calls, etc.).
- Limit your speed to 5 mph.
- Consider making arrangements with your student(s) teacher(s) to arrive early to pick up if you are in a hurry to limit frustrations.

A staff member will be present during these times to assist parents in assuring that their children get to and from the building in a safe and efficient manner.

**During drop-off**, parents have the opportunity to participate in our student drop off program in which a member of our staff will be available near the parking lot to assure a safe transition to the building through providing assistance in escorting children and their belongings to the buildings. While it is not a requirement to utilize this service, as parents are always welcome in the building, should you elect to participate, please adhere to the following guidelines.

<b>FHP at IVES Campus (Enrichment &amp; Bridge)</b>	<b>FHP at THE Campus (Academic Program)</b>
<ul style="list-style-type: none"><li>● Option 1: Kiss and Go (Staff members will be standing at the curb to assist students out of the vehicle), wait until your car is approached by a staff member before allowing your child(ren) to exit your vehicle</li><li>● Option 2: Park and walk your student into the building</li></ul>	<ul style="list-style-type: none"><li>● Staff wait at the door as vehicles approach. Pull all the way up before allowing your student(s) to exit the vehicle. Students walk to the entrance.</li></ul>
<ul style="list-style-type: none"><li>● Refrain from conversing with the staff member on duty to support an efficient flow of traffic and the safety of students.</li></ul>	

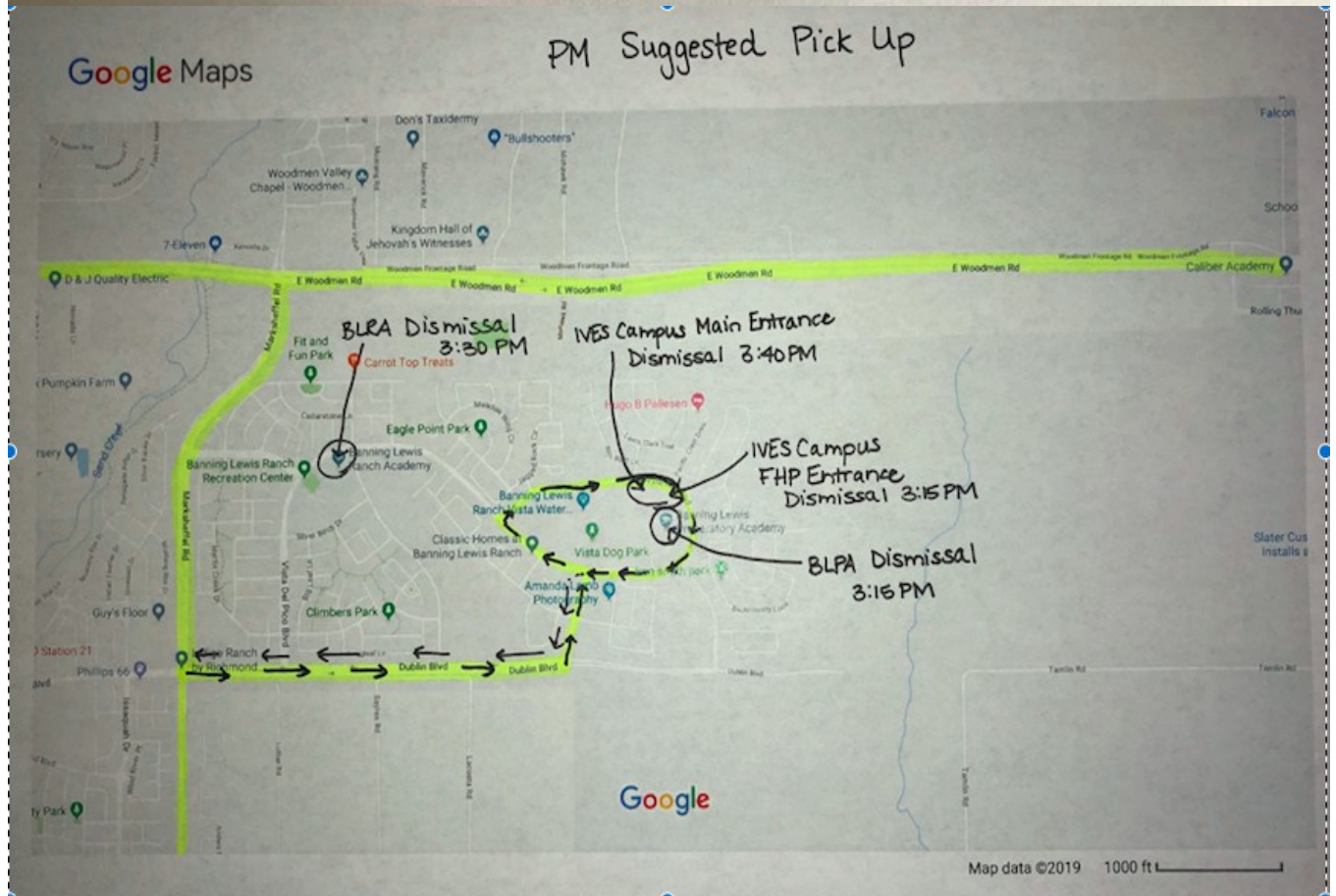
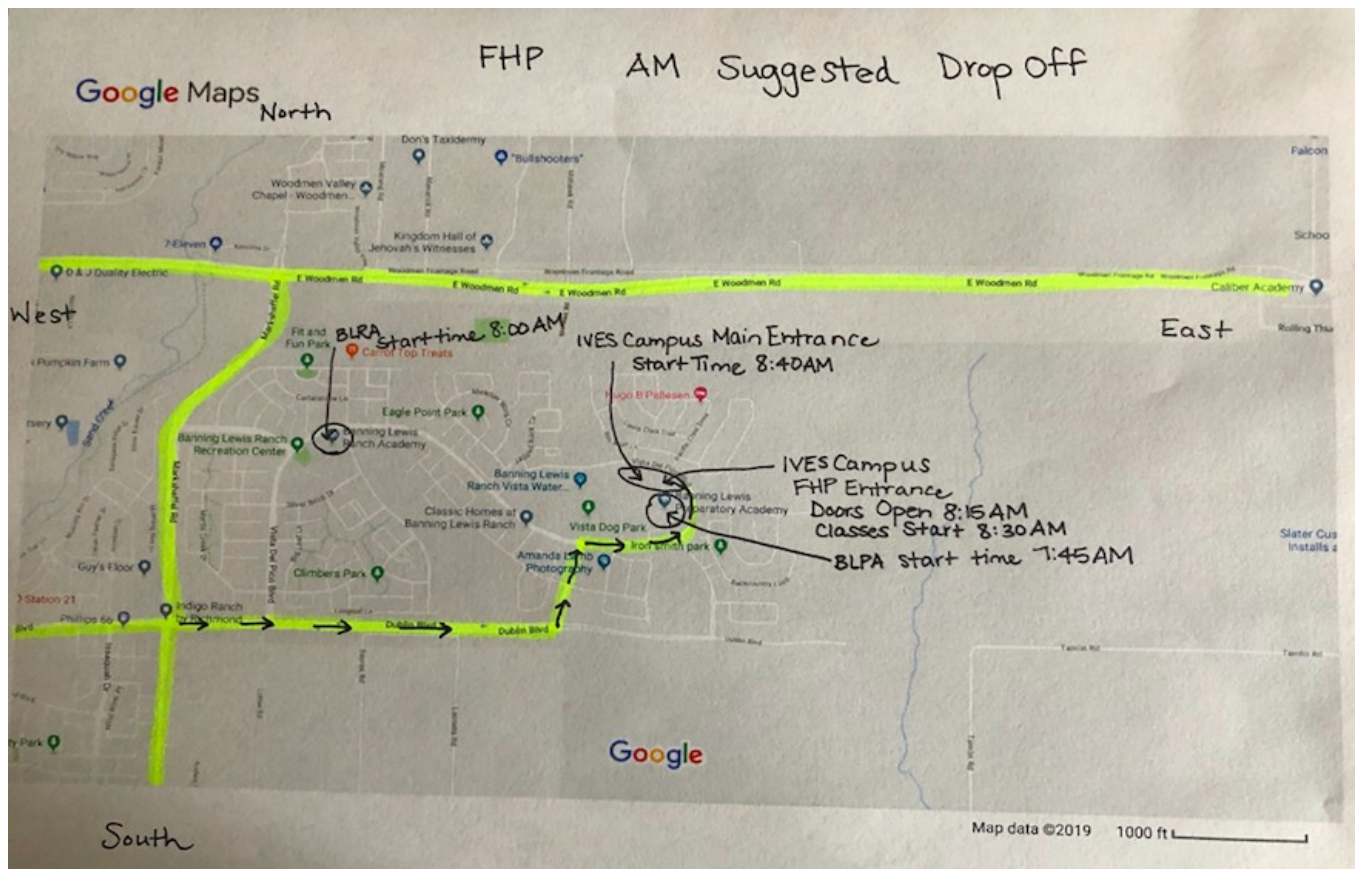
**Upon pick-up**, parents are strongly encouraged to come inside the building to pick students up in the afternoon (FHP @ IVES Campus only). This will give parents a chance to check their family folders, visit with other families and see what students may have done during their day. In extenuating circumstances (i.e sleeping child) please feel free to call the main phone number and your child, their belongings and any items from family folders will be delivered to you in the parking lot.

If a student must leave class early or if someone not listed on the student's emergency contact list will be picking the student up, please send a note to the teacher stating the time the child should be dismissed from school and who will be picking them up. For the safety of our students, we will request picture identification from anyone picking up a student from school. Please notify anyone that may be picking up your child.

Academic Program students may walk out to their family's cars as they see them arrive at dismissal. If someone other than the parent will be picking up a student, that person must be a designated emergency contact, or we must have it in writing and on file that the individual may pick up the child from school.



# Falcon Homeschool Enrichment Program – 9233 Vista Del Pico Blvd. 80927



## Falcon Homeschool Academic Program

**THE Campus 6113 Constitution Avenue, Colorado Springs 80915**



### **Inclement Weather Policy:**

The Falcon Homeschool Program abides by the Falcon School District 49 inclement weather policies. In the event of a 2-hour delay, programs will also be delayed accordingly.

<b>Program</b>	<b>2-Hour Delay Start Time</b>	<b>Doors Open</b>
Enrichment & Bridge	10:15 am	10:15 am
Academic	9:40 am	9:30 am

When D49 administration cancels or delays the start of school due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay.

#### AM Radio Stations

KTWK	740	KOA (Den)	850	KCBR	1040	KRDO	1240
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KVOR	1300	KCMN	1530	KWYD	1580
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<u>FM Radio Stations</u>	KCME	88.7	KTLF	90.5	KWBI	91.1
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KSPZ	92.9	KILO	94.3	KCAT	95.1
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KPRZ	96.1	KCCY	96.9	KKFM	98.1	KKFM	98.9
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KVUU	99.9	KGFT	100.7	KKCS	104.5	KBIQ	102.7
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KHII	105.5	KKLI	106.3
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<u>TV Stations</u>	KOAA (Ch 5/30)	KKTV (Ch 11)	KRDO (Ch 13)
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Additionally, parents are encouraged to sign up for the free FlashNews Network service. FlashNews Network is the first line of communication between the district and our families in the event of weather delays or closures and other important updates. The notice immediately provides updates to subscribers when there is any change in status of the district. To sign up, simply add your information into the appropriate fields via the following link: <http://www.flashalert.net/news.html?id=187>

Because the majority of our students reside outside of Falcon School District 49, we suggest the use of your local school district's school delay or closure recommendation when determining whether to attend. As most Coloradans are aware, the weather and snow amounts vary greatly throughout the city and surrounding areas.

Please use your own discretion when deciding to have your student(s) attend FHP during inclement weather situations



In the event of a delay on an academic program day, the schedule will be modified as follows:

## 2-Hr Delay FHAP 24-25: TUESDAY

Color Key First - Pink Second - Orange Third - Green Fourth - Blue	<b>MATH</b> Room 158	<b>ENGLISH</b> Room 167	<b>SCIENCE</b> Room 126	163
<b>9:40 - 9:50</b>	<b>Morning Meeting</b>			
<b>1st Period</b> <b>9:55 - 10:40</b>		<b>Research Writing &amp; Historical Nonfiction</b>	<b>Biology</b> (Ms. Robin) (9th grade and up)	
<b>2nd Period</b> <b>10:45 - 11:30</b>			<b>Life Science</b> (Ms. Robin)	<b>Special Team Meetings *</b> (2nd year or later)
<b>3rd Period</b> <b>11:35 - 12:20</b>	<b>Algebra II</b>	<b>Creative Writing and Fiction I</b>		
<b>12:25 - 1:00</b>	<b>FHP Lunch Time</b>			
<b>4th Period</b> <b>1:05 - 1:50</b>	<b>Algebra I</b>	<b>Public Speaking and Debate</b>	<b>Physical Science</b> (Ms. Sandy)	
<b>5th Period</b> <b>1:55 - 2:40</b>	<b>Pre-Algebra</b>	<b>Creative Writing and Fiction II</b>	<b>Chemistry</b> (Ms. Sandy) (Completed Alg I)	

\* Special Team Meetings is reserved for meetings for Student Mentors, Student Council, Yearbook, and other possibilities that may arise.

## 2-Hr Delay FHAP 24-25: THURSDAY

Color Key First - Pink Second - Orange Third - Green Fourth - Blue	<b>MATH</b> Room 158	<b>ENGLISH</b> Room 167	<b>SCIENCE</b> Room 126	<b>STEM</b> Room 166
<b>9:40 - 9:50</b>	<b>Morning Meeting</b>			
<b>1st Period</b> <b>9:55 - 10:40</b>		<b>Research Writing &amp; Historical Nonfiction</b>	<b>Biology</b> (Ms. Robin) (9th grade and up)	<b>Robotics</b> (Completed Pre-Algebra & 8th grade and up)
<b>2nd Period</b> <b>10:45 - 11:30</b>	<b>Electives ~ TC Time</b>			
<b>3rd Period</b> <b>11:35 - 12:20</b>	<b>Algebra II</b>	<b>Creative Writing and Fiction I</b>		<b>Personal Finance</b>
<b>12:25 - 1:00</b>	<b>FHP Lunch Time</b>			
<b>4th Period</b> <b>1:05 - 1:50</b>	<b>Algebra I</b>	<b>Public Speaking and Debate</b>	<b>Astronomy</b> (Ms. Sandy) (9th grade and up)	<b>Taking Flight with STEM</b>
<b>5th Period</b> <b>1:55 - 2:40</b>	<b>Pre-Algebra</b>	<b>Creative Writing and Fiction II</b>	<b>Chemistry</b> (Ms. Sandy) (Completed Alg I)	



# STUDENT RESPONSIBILITY

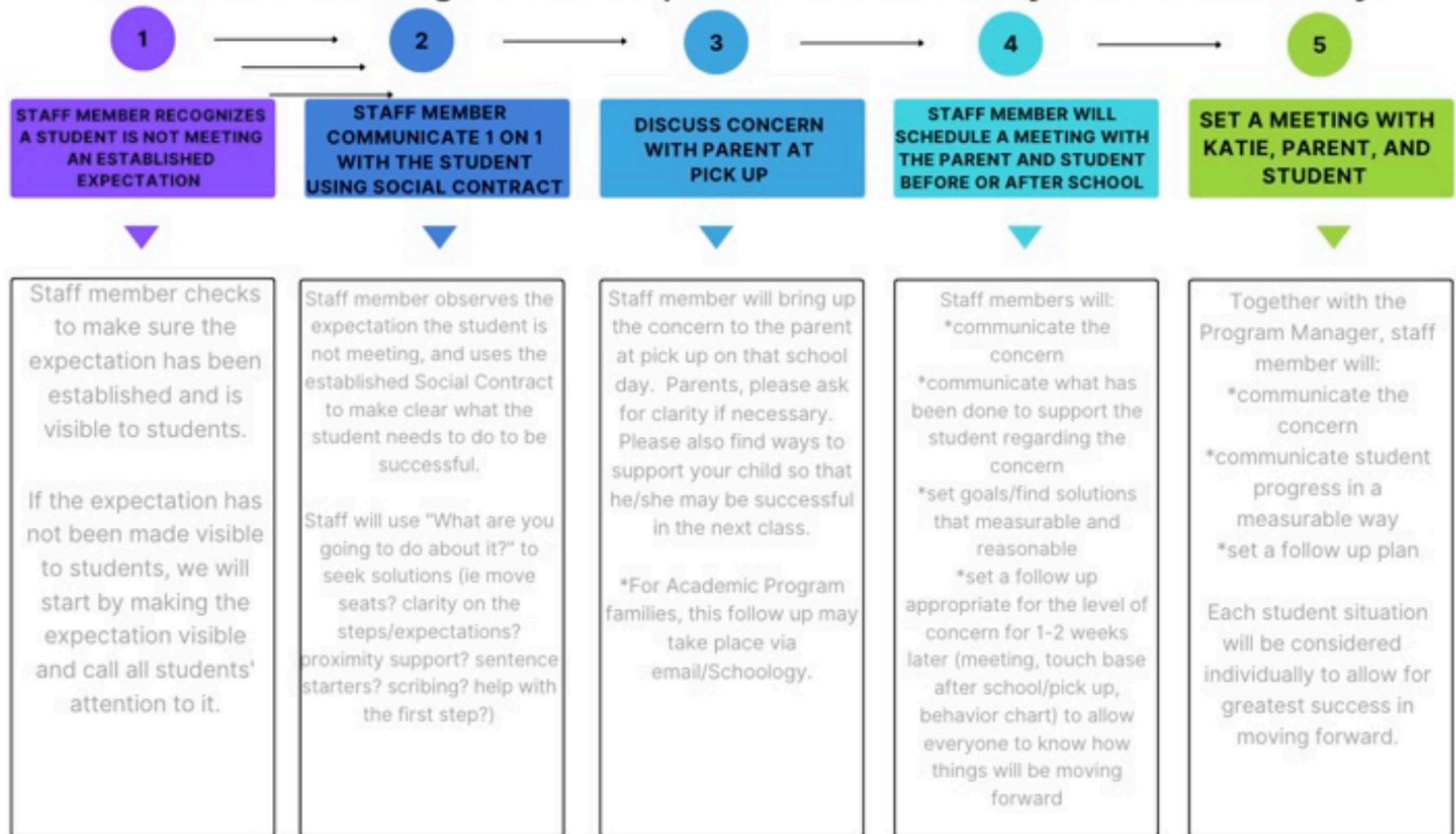
## Behavioral Expectations:

Each student is a valued and embraced member of our community and has a sense of ownership in our school that brings with it certain rights and responsibilities. At the onset of each year, all students participate in the development of a Social Contract that identifies norms for student behavior under the auspice of being appropriate, safe and kind. Social Contracts are general agreements for guiding student behavior and responsibilities in their interactions with the materials, property and various members of our community (students, families, teachers, visitors, etc.). Students who violate the norms may experience a loss of trust from the community and other appropriate consequences in accordance with the [D49 Rights & Responsibilities](#).

The values and norms of the Falcon Homeschool Program are designed to ensure a caring, safe and productive learning environment for all members of the community. We believe that each member of the community is responsible for upholding these norms, including monitoring one's own behavior and approaching peers who choose to act inappropriately. The Falcon Homeschool Program views mistakes as learning opportunities for both the individual and community and anticipates that they will occur on occasion. At any point in time, individuals who violate the Social Contract can choose to control their behavior, accept remediation from peers and/or staff, accept responsibility for their actions, rectify the situation and make better decisions in the future and will not be subject to any further action. In cases where students are not ready or willing to accept responsibility for changing their behaviors that violate the Social Contract, the following practices will be implemented.

# Behavioral Intervention Steps

(student is not meeting classroom expectations--behaviorally and/or academically)



**\*Situations will arise that do not follow this set path. This chart is really meant for working through smaller problems that arise daily in the classroom.**

## **District 49 Rights and Responsibilities:**

District 49 publishes its Rights and Responsibilities to set clear expectations for student behavior in support of learning. The code applies to all district schools, reinforcing high standards of conduct in the learning environment.

Expectations for behavior increase with the age and grade of each student. The book includes disciplinary actions that may result from unacceptable and inappropriate behavior, as defined in the code, including loss of privileges, suspensions or expulsion. <http://www.d49.org/Page/497>

## **Outside Play:**

We value fresh air and will make every effort to assure that students spend some time outdoors each day. Normally, a child too ill to participate in this short activity is not well enough to be in school. We will remain indoors in the instance of precipitation or extreme temperatures and ask that all students are equipped with the necessary items to keep them safe. Such items may include sunscreen, coats, hats, mittens/gloves, boots, etc. Regardless of weather, all students are encouraged to wear closed-toed shoes during all program days. While outside, students will be expected to continue to act in appropriate, safe and kind ways.

## **Food Preparation - Severe Peanut/Tree nut Allergies:**

Our population of students includes some with severe, life-threatening allergies to any product containing peanuts or tree nuts (i.e walnuts, pistachios, cashews, almonds, hazelnuts, Brazil nuts, etc.). Coconuts was once included on this list, but after researching the topics, the majority of sources indicate that coconuts are not tree nuts despite their name.

In order to best ensure student safety, please assign deliberate attention when packing student snacks and lunches. A comprehensive and regularly updated “Safe Snack Guide” can be accessed and downloaded by clicking on <http://snacksafely.com/safe-snack-guide/>. (Please note: The Snack Safely Guidelines also indicates other allergens such as eggs, milk, and soy. To be clear, our school is only free of peanuts and tree nuts.)

Any food items with obvious peanut/tree nut ingredients or with a written notice that the item may contain peanuts or tree nuts will be temporarily confiscated and then returned at the end of the program day. In addition, no prepared foods from home may be shared in the classroom at any time. (i.e. cupcakes, cookies, et cetera)

D49 has lengthy policies regarding the requirements and limitations on the use of food in classrooms. If your child’s teacher is going to use food as an educational component in the classroom, please know that we have the following procedures in place to help protect students with food allergies:

- \*At least two weeks prior to the lesson, the teacher will consult with the Building Health Room Assistant to discuss allergies of students in the classroom.

- \*If there are students in a classroom with allergies, the teacher will communicate with the student’s parent(s) at least 48 hours ahead of time to go over the specifics.

- \*If teachers plan to use food in lessons at all, we will communicate that to parents at least 48 hours ahead of the class via the weekly newsletter, a Schoology message, or email.

- \*We want all of our students to be able to participate in all activities, so teachers will work hard to make

substitutions to include all students.

\*If parents and/or students feel uneasy about the use of food in the classroom, you always maintain the right to have your student not attend, but we hope that the guidelines above will allow everyone to participate.

\*In addition, all D49 schools are latex-free schools and in keeping with D49 Policy, we are not allowed to use latex products of any kind.

### **The Academic Program's Food Policy is as follows:**

Due to safety, please adhere to the following:

\*No food sharing with other students.

\*No tree nuts or peanuts.

\*We do our best to not bring in nuts, but with a shared space, there is no guarantee that the space is nut-free.

\*Teachers and staff may use "smaller" food items in a reward box/tea or use with lesson plans

\*If a "larger" food that is being used and allowed to eat, you will be contacted 48 hours in advance via Schoology messages in your Parent Account.

### **Dress Code:**

There is no requirement for uniforms at our program. In general, we will trust students and their families to use good judgment and common sense when dressing for school days. Students seeking guidance for what is and isn't okay to wear are encouraged to consult the Falcon District 49 Code of Conduct: linked: <https://www.d49.org/site/handlers/filedownload.ashx?moduleinstanceid=34440&dataid=84285&FileName=JICA%20Student%20Dress%20Code.pdf>. If ever there is a dispute, we will use this code as our guide.

### **Lost And Found:**

It is easy for students to misplace or forget their items during their program day at FHP and, as such, a lost and found coat rack has been placed near the front of our building in the student common area. Families are encouraged to visit this area often to claim any belongings as we will donate items that are left over an extended period of time to Goodwill. Please clearly label all items of clothing, lunch boxes, backpacks, and any other items for safe keeping in the event that they are misplaced.

# STUDENT HEALTH AND SAFETY

## Updated Emergency Information:

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. It is the parent's responsibility to contact the school admin in a prompt manner if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year. Please ensure expedient and proper care for your child by keeping your work and home telephone numbers current in the school office. You may also change this information yourself in your Parent Portal.

## Fire Drills/Tornado Drills/Lock Down Drills:

To help assure that we are prepared in the event of an emergency, FHP will hold regular drills throughout the year. Please help assure your student that the purpose of these drills is to ensure the safety of all students, staff and visitors.

## Health Room:

We have a designated health assistant that will be available on all program days as well as staff support in the event that it is needed. A determination will generally be made within 10 minutes as to the needs of the student regarding whether or not they can return to their classroom or if parental contact is necessary.

## Injuries:

While we do our best to supervise children at all times, it is always a possibility that an injury occurs outside of our awareness. If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as it occurs. In severe cases, an attempt to contact parents/guardians will be made first. If there is no response, the emergency number on file will be called, followed by the preferred hospital if necessary.

## Medication Policy:

Please be aware that Colorado State law governs our medication policy. Students are not permitted by law to carry on them or hold in their backpacks any over-the-counter medications (Tylenol, Advil, Sudafed, cough drops, etc.). Parents are welcome to come and administer their student's medication on-site, and in such an event, we request that this is done in the health room. If your child must take medication during school hours, and you will not be coming in to administer it, you must provide the following before we administer it:

- A written doctor's order (including drug name, dose, time, duration of treatment, doctor's and parent's signature). **This includes all over-the-counter medication and essential oils. The only exception is cough drops, which may be given with written parent permission.** The physician may email the order to the school. PLEASE NOTE: The pharmacy label applied to the medication bottle will not suffice for a doctor's order.
- Medication must be in the original bottle, complete with label. Medication cannot be given if it comes in a baggie, envelope, plain bottle, etc.
- All medications must be kept in a locked cabinet in the health room. If a student must carry a medication on him or her, such as an inhaler, Epi-Pen or Diabetes supplies, the physician order must state this and the student must sign a self-carry contract.
- The medications provided to the health room will not be available outside of school hours. For

after school activities parents should discuss health conditions with the staff member who is in charge of that activity. We are happy to coordinate training of staff, but please be aware that staff does not have after school access to the health room supplies.

- If your child has a health condition such as asthma, allergies, diabetes or seizure disorder a health care plan will need to be devised. This gives guidance to the staff regarding your child's health issue. Please contact the school health assistant immediately if this pertains to your student.
- Please consult the District 49 Nursing Services Webpage at <http://www.d49.org/domain/261> to print off and prepare any documents that may be needed for your child.

### **Special Considerations**

Due to health conditions that can be triggered by aromas (i.e. Migraine Headaches, Asthma, allergic reactions, and Reactive Airway Disease) students are strongly discouraged from wearing cologne/perfume, essential oils, or scented lotions/soaps during their program day.

### **Immunizations:**

All students must have current and up-to-date immunizations in order to participate in school. The only exception to this is if the parent signs a yearly exemption for medical, religious, or personal reasons. All students need to be compliant with their immunizations or they will be excluded from attending school. Your nurse or health assistant will contact you soon after the beginning of the school year to inform you if your child is out of compliance, meaning he or she is missing immunizations. If you have any questions regarding these policies or immunization requirements for Colorado students, please call the health room.

### **Pets:**

For safety reasons, any non-service animal is not permitted on school grounds. Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Parents/guardians, we also ask that you do not bring dogs to school events such as field day or when picking up children. Children may bring their pets to school for reports or "show and tell" as long as appropriate arrangements have been made with the child's teacher.

## COMMUNICATION BETWEEN SCHOOL & PARENTS

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to contact teachers with concerns or questions. Please make an appointment to visit with a classroom teacher so that instructional time is not interrupted.

### Weekly Newsletters (Enrichment only)

Every Thursday afternoon the Enrichment staff sends out a newsletter detailing the important information for the following week. Please look for it and read it to best help your child succeed.

### Schoology (Bridge and Academic Programs)

Staff post updates for classes and general school needs as they arise. Please make sure that you are informed by checking Schoology often. The app (available for smartphones) is a quick and easy way to stay informed.

### FHP Facebook Page:

The Falcon Homeschool Program utilizes social media to make announcements and post reminders. Please consider “liking” us on Facebook so that this important information will appear directly in your newsfeed.

### Miscommunication Remediation:

Due to the unique nature of our program and that, for some, it is a distinctive experience in a classroom setting, there is potential for misrepresentation between teachers/staff members and parents by means of student portrayal. In such an event, please consider taking the following measures before arriving at a conclusion:

1. Communicate your concern with the pertinent staff member.
2. Request a meeting with the teacher (with student present) to seek clarification.
3. Share concerns and offer solutions.
4. If unresolved, contact program administration and complete steps 2 and 3.



## **PARENT/GUARDIAN PARTICIPATION**

### **Volunteer Program:**

FHP recognizes the opportunities that exist for parents while their students are in their designated program day and, therefore, do not have a requirement for volunteering. That said, we welcome and appreciate anyone who may be interested in dedicating some of their time to spend with us. If you are interested in volunteering, please let your child's teacher know your interest, availability and preferred duties and we will do our best to accommodate your requests.

### **District 49 Volunteering Policy (Formerly the Fingerprinting Policy):**

To assure student safety both inside and outside of our program facility, all volunteers (including field trip chaperones and drivers) must be run through D49's volunteering system and cleared at least one week prior to the event by the District 49 Human Resources department.

In the event that you have been previously cleared by D49's volunteering clearance system, , please let administration know at your earliest convenience. If a record of your fingerprints is already on file, you should not have to complete the fingerprinting process again.

Because we are highly dependent on volunteers within our program, we ask all to consider being cleared to be a volunteer with us so that our field trips can continue to operate under parent transportation and supervision.

### **Field Trip Chaperones**

To enrich your child's classroom learning our teachers plan two field trips each school year. Field trips for our program depend on parent drivers and chaperones. In order to serve as a driver/ chaperone you must have a background check completed with District 49.

There is a two-step process if you are interested in becoming a volunteer (chaperone). To start, go to the district website, [www.d49.org/volunteer](http://www.d49.org/volunteer). Complete the background check application, linked on the website page in a green box. The cost for this background check is \$5.00 and you can pay with any major credit card.

If you volunteer for multiple school years, you will need to complete a new background check and pay the associated fee for each school year you volunteer. If you are willing to drive for at least 2 field trips this year, FHP will pay the \$5.00 fee for you, but you must complete your application at FHP, so that we can pay for it. After you have completed this step, please return to [www.d49.org/volunteer](http://www.d49.org/volunteer) and fill out a volunteer application, linked on the website page in an orange box.



## SPECIAL PERMISSIONS

### Photo/Media Release:

We often take pictures and videos to capture the essence of some of the activities that we do while at FHP. These photos are for the intention of placing in on our website and/or on our FHP Facebook page to commemorate many of the experiences that are shared while here. Each family was given the right to allow or refuse publication rights through the District 49 enrollment process and FHP will honor this decision. Please be advised that, in order to fulfill the request of those who deny publication rights, these students may be excluded from photo opportunities.

### Technology and Computer Use:

Each family must sign the Acceptable Use Policy, found in PowerSchool, in order to use a district issued electronic device (computers and/or iPads). If any alterations are made to a district issued electronic device (ie: putting on stickers), a minimum \$25 fee will be issued. Any damage accrued to district issued electronic devices while in possession of the student will be assessed by the district technology team. All fees will be the responsibility of the student.

### Cell Phones and Electronic Devices:

**FHP @ IVES (Enrichment and Bridge Program Students)** The use of cell phones, MP3 players, air pods, etc. are prohibited during the school day. All cell phones and electronic devices should be turned off and in a backpack throughout the duration of the school day. If they are seen out during the school day, they will be taken and stored in the office (or in classroom parking lots depending on teacher) and students/parents can pick them up at the end of the day. Students have access to school phones to make emergency calls if needed. Please do not call, email, or text your child's cell phone/electronic device during school hours as this causes disruption in the learning environment and your child's device will be taken and stored until the end of the day.

**FHP @ The Campus (Academic Program)** Students are allowed to bring cell phones on campus.

- While in class all electronics need to be on silent and stored in their backpack unless directed by a teacher.
- Earbuds/headphones may not be worn throughout the day except for ISP. During ISP, students may only use earbuds/headphones to listen to music or access virtual classes.
- If the cell phone usage becomes disruptive to others, the student will be asked to relinquish their phone and it will be returned at the end of the period.
- If cell phones become an ongoing distraction, they will be held for the student until the end of the day and parent contact will be made.

## FUNCTIONS, EVENTS AND FIELD TRIPS

### Back-to-School Orientation:

This annual meeting provides families and students with an opportunity to receive program details for the upcoming school year, meet other parents/students who they will be sharing a classroom with, orient themselves with the physical surroundings, and drop-off their school supplies.

### FHP Social Events:

To continue to facilitate the relationships that are formed at FHP, provide an opportunity to extend them beyond the students and into the families, we host social events such as Park Days over the summer and family field trips/socials throughout the year. Please be on the lookout for specific details in the program newsletters, and attendance is optional.

### \*Thematic Events:

Due to our thematic approach to teaching science and social studies, teachers often encounter opportunities to host an event that compliments their unit of study. Specific details will be provided in advance in terms of date, time, location, etc.

### Birthday Celebrations:

The District 49 Wellness and Nutrition policy outlines the kinds of food items that are acceptable for our special celebrations to include parties and birthdays. The guidelines include a list of acceptable food items that cannot exceed 100 calories, have 0 trans fat and ideally contain less than 4 grams fat and less than 9 grams sugar. Due to these new guidelines and our already food-sensitive student population, we are not allowing students to bring in any edible treats for birthdays and other celebrations. Please consider the following as alternatives:

1. Smencils (smell good pencils)
2. Glow sticks
3. Stickers
4. Bookmarks

To access the district wellness policy, please visit <http://www.d49.org/Page/3929>

**Please note: Any food items supplied will be sent home with the student and not distributed in our classes.**

### Fieldtrips:

We value fieldtrips and the compliment that they can offer to enhance the material that is being taught in our classrooms. As such, we strive to plan at least one per semester with our students. Because field trips are for the reinforcement of skills that are taught in class, we discourage the involvement of school-aged siblings, friends or other family members who are not enrolled in the sponsoring class.

We make every effort to keep costs low and, as such, attempt to use parent drivers (instead of district buses) whenever possible. All individuals who are transporting students need to have completed the volunteer process with D49 (including fingerprinting), have a valid driver's license, proof of current insurance and sign an agreement with FHP. Because we cannot control the environment of the destinations or of the vehicles that transport students, families of students with environmental or food allergies are strongly encouraged to transport and accompany their students on field trips to assure their safety. The amount of money that this saves our program is directly passed on to families by means of a

reduced overall cost per student in attendance and our ability to offer scholarships to those of whom the cost may present a financial hardship. Field trip scholarship requests are to be made to administration and are only available to students who are enrolled in the sponsoring classroom.

### **Summer Park Days:**

Bi-weekly park days are held throughout the summer months so that we can keep in touch with our current families and form memories with new and prospective families. Parks are selected based off of their restroom facilities, shade and other amenities and are announced in the spring before school concludes.

## **SUPPORT SERVICES**

### **\*Curriculum Lending (FHEP):**

Each student enrolled in the enrichment program may borrow up to \$100 worth of curriculum from FHP, which must be chosen from the approved FHP Curriculum Lending List. Orders are placed throughout the summer and first quarter of school for students who have completed their enrollment with District 49.

**Please note: The curriculum lending service is only available to those exclusively enrolled in the Enrichment program (not Academic or concurrent with the Academic program) as the monetary amount designated towards this service is used towards the purchase of curriculum and material that is co-taught in FHAP.**

### **Financial Assistance:**

Financial assistance by means of scholarships for fieldtrips and special events/opportunities are available to students in need as determined by the Family Economic Survey that is distributed at the beginning of each year. If you wish to utilize this service, please contact the program administration.