

JOURNEY K8

An Academy District 20 School

Journey K8 School Handbook

Adopted 2019

Introduction

This handbook is designed to familiarize you with Journey K8 and to provide you with information about the school's policies and operating procedures. The expectations are that all students and parents understand and comply with all provisions of the handbook. Parents or guardians will be notified if any changes to the handbook occur throughout the year as policies are updated. This school handbook does not supersede or change the existing policies of Academy School District 20.

Mission Statement

District Mission:

The mission of Academy District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interest, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

Our Mission:

Journey K8, a flexible and safe learning community, inspires students to be self-directed and innovative global learners through collaborative real-world opportunities, personalized support and strong relationships uniting school, home, and community in order to discover a world of possibilities.

Program Overview

Journey K8 provides each student with a rigorous, personalized approach to learning. Each student benefits from the direction provided by a state-certified teacher and enriched by the daily support, supervision, and encouragement of a parent or guardian.

Students attend weekly Live Lessons to cover the subjects of math, reading, and writing. Students use technology to learn and interact in class, participate in assigned threaded discussions, participate in project based learning opportunities, and develop "21st Century" collaborative skills.

Teachers reach out to families and students on a regular basis via weekly newsletters.

Students will be required to meet all state requirements for attendance in public online schools.

Students are required to submit all assignments and complete units within each semester timeframe.

Academic Honesty Policy

Journey K8 expects all students to submit his/her original work. If a student does not submit original work, he/she will be subject to disciplinary action. Students may not plagiarize, forge school documents, or submit work that is not his/her own original work. Such violations will result in no credit for the assignment and the student must redo the assignment. All students and parents are responsible for making sure that the academic work submitted to the student's teacher represents the student's best effort.

Attendance

Students are required to meet all state requirements for attendance for public school. Students are expected to complete all units and lessons in their courses by the Monday morning of the following week and by the end of each semester. Students in grades K-8 should complete 360 educational hours per semester.

There are 177 required student contact days for the school year. It is expected that all students attend the required number of days for the year. Students with 4 unexcused absences per month or 10 unexcused absences a year are considered "habitually truant" under Colorado State Statute.

Attendance hours include but are not limited to time in the online learning management system, working on and submitting assignments or projects, team collaboration, excursions (field trips), independent work, participating in a discussion thread, attending Live Lessons, and contacting the teacher by email/webmail or phone.

The school will contact the parents of habitually truant students by phone, email and/or certified letter. Should the parent not respond or be unwilling to participate in discussing a plan to remediate the attendance issue, the school will initiate the Academy District 20 truancy procedures.

If a student experiences an illness for an extended period, the teacher will assist the parent in arranging for the completion of assignments when deemed appropriate. If a student requires an extended absence, the parent should request one through the office. It is essential that Journey K8 students attend regularly and that all absences are reported to the office and the student's teacher.

October Count

The window between September 24-October 8 is a vital one for our school's state funding. You will be asked to complete login tasks during that time. Please do not plan a vacation during this time. You must have access to an internet connection for a period of time each day. Without your participation, our school will not receive funding for your child. **October 1, 2020 is the VITAL day.** Please plan on completing all online tasks and logging attendance daily during this window.

The Hub

All students Grades K-8 are encouraged to attend The Hub each week according to their grade level. In The Hub, students will have the opportunity to participate in direct instruction, project based learning, utilize 21st Century Skills, connect with experts locally and globally, collaborate with classmates, receive individualized and small group teacher support, and spend time on personalized learning and completion of coursework. Classroom teachers will be present with their grade level students according to their scheduled day.

The following expectations exist for students to access The Hub:

- Students must be dropped off and picked up by a parent/guardian or emergency contact person listed in Infinite Campus each time they attend.
- Students are to bring a sack lunch and water bottle or have the opportunity to order Breakfast/Snack and/or Lunch through Sodexo. Menus will be emailed out monthly and posted in teacher newsletters.
- Journey K8 is a nut-protected school, so students should not bring any nut or nut-related products to The Hub.
- Parents are to set up student passwords in Infinite Campus so students are able to access the Academy District 20 network while in The Hub.

- We encourage students to Bring Their Own Device (BYOD) should they choose. Laptops are available for student use while in The Hub. Chromebooks do not interface with the Learning Management System and therefore should not be used.
- Students should also have a built-in microphone and webcam in their device as well as a set of headphones/earbuds.

The Hub Schedule and Hours (before mid September)

Monday: K- 3rd (8:30-2:00)
 Tuesday: 6th-8th Grades (8:30-2:30) (Students last name A-M)
 Wednesday: 4th-5th Grades (8:30-2:30)
 Thursday: 6th-8th Grades (8:30-2:30) (Students last name N-Z)

The Hub Schedule and Hours (after mid September)

Monday: K- 3rd (8:30-2:00) 4th-5th Grades (8:30-2:30)
 Tuesday: 6th-8th Grades (8:30-2:30)
 Wednesday: 4th-5th Grades; 6th-8th Grades (8:30-2:30)
 Thursday: 6th-8th Grades (8:30-2:30)

In the event all of D20 is required to do Distance Learning, The Hub will be closed and the schedule will remain the same online.

The Center for Modern Learning has a security kiosk individuals must pass through in order to enter the building. The Raptor System will be utilized each time an individual enters the building.

Communication

20 Alert is one of the email/text notification systems that is used by Academy District 20 and Journey K8 to send messages to parents and the community. Through this system we will communicate important events, changes to schedules or emergency information. In addition, parents are encouraged to read weekly newsletters and emails.

Contact Information/Communication

Contact information is part of each student's educational record and must be kept current. Parents are required to notify the school's secretary of any change in name, mailing and/or shipping address, e-mail, phone number, emergency contact, responsible adult, or court order designating a change in guardianship.

Infinite Campus is the Academy District 20 database for student information and our primary source for data such as parent names, addresses, telephone numbers, and emergency contacts. Parents are encouraged to establish an Infinite Campus Parent Portal and update this information as necessary. Parent Portal access is necessary to sign the Student-Parent/Guardian Technology Guidelines and Responsible Use Agreement. Access to Infinite Campus can be found at www.asd20.org. If you require additional assistance, please contact the D20 Help Desk at help@asd20.org.

Discipline Procedures

Journey K8 follows Academy District 20 Policies according to discipline.

Dress Code

Students should dress appropriately for all occasions and should be neat and clean in appearance. Standards of decency, cleanliness, good grooming, and noninterference with teaching and learning are stressed. Very short shorts, midriiffs, tank tops with spaghetti straps or revealing shirts, very baggy pants, and clothing with hints of violence/drugs/alcohol should not be worn to The Hub or school events. Please refer to the D20 Policy for further information.

Excursions and School-Sponsored Events

Journey K8 plans school-sponsored events throughout the year. A parent/guardian is required to attend most excursions with the student. In the event it is a student-only event, students must have written permission to attend school-sponsored activities. Written permission slips will be submitted prior to or at the event. Any student who does not have written permission will not be permitted to attend the school-sponsored event. Some sponsored events may have fees associated with them. If the parents/guardians are unable to pay the fees, they may contact the principal at the school to discuss options.

Grading and Progress

Student Progress and Report Cards

Student learning is competency/mastery based. A parent may log into their Learning Management System at any time to view a student's academic progress and attendance information. Report cards will be issued by the school by semesters and copies will be available in Infinite Campus through the parent portal. All work must be completed by the end of each semester. Teachers and Learning Guides will communicate frequently to ensure that student progress is satisfactory. Students in K-5 will receive a standards-based report card. Students in grades 6-8 will receive a standard report card.

Health

Please refer to any COVID 19 Health Requirement updates on the D20 Website.

Medications and Health Care Plans

If a student will be receiving medication at school during The Hub hours (prescription or non-prescription), a district Permission to Administer Medication form

(<https://www.asd20.org/Documents/Permission%20to%20Administer%20Medications%20Form.pdf.pdf#search=Permission%20to%20Administer%20Medication%20>) needs to be filled out and signed by a parent/guardian as well as the child's medical provider. Parents must transport all medication to and from school at the elementary level. This includes prescription and non-prescription medications such as cough drops, Tylenol, throat lozenges, etc. Asthma inhalers and epi-pens are typically kept in the office for use by students. Asthma inhalers and epi-pens may be carried by the student only when an additional -Self Carry Contract has been filled out and signed by the student's medical provider, the parent/guardian, student and the district nurse. All forms are available from the school office. If the student mishandles the inhaler, and/or the safety of other students is at risk, administration will be calling the parent to re-consider the appropriateness of them self-carrying.

Prescription/non-prescription medication must be in original containers with correct dose and directions on label.

Academy School District 20 encourages Health Care Plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include: Asthma, Severe life threatening allergies, etc. Please have medical providers fill out the necessary forms prior to the start of each school year. Contact the district nurse if your student has special medical needs that may require a Health Care Plan not available on line. Examples may include: Diabetes, Bleeding disorders, Heart conditions, G-tube feedings, etc.

Illness

Please do not send your student to The Hub or on any school sponsored field trips or events if he/she is ill. We do not have a health clinic in our school. Students with one or more of the following symptoms will be excluded from school (kept at home) until all symptoms have resolved.

- Temperature of 100.5 F or higher. The student's temperature must be normal for 24 hours WITHOUT the aid of fever-reducing medications (such as Tylenol) before returning to school. Flu-like symptoms must be resolved for 48 hours before a student may return to school
- Constant runny nose.
- Undiagnosed skin rashes and/or open lesions.
- Abnormal color or consistency of nasal or eye discharge.
- Uncontrolled cough or unusual cough.
- Frequent sneezing that is not allergy-related.
- Lung or nasal discharge.

- Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before a student may return to school.
- If antibiotics are prescribed for an illness, the student must receive the antibiotics for 24 hours before the student may return to school.

Students should be allowed to return to school once the exclusion period is met, or a health care provider permits the student to return to school.

School Accountability Committee (SAC)

The School Accountability Committee is a group of parents, staff and community members who meet once a quarter and provide important input and feedback to the principal about school goals and school policies. We always welcome any parent who desires to serve on our SAC. Please call the school office to get more information. One or two members of Journey K8 SAC also serve on the District Accountability Committee (DAC).

School Calendar

Journey K8 students follow the Academy District 20 Calendar for start and end dates, professional learning days, teacher workdays, snow days, conferences, and semester deadlines.

School Supplied Materials

Most materials are included within the online platform. A list is supplied for each course as to what materials are provided and which the parent provides.

Grades K-5:

The school will provide workbooks and textbooks for students upon request. Student will need a computer with a webcam and working microphone, headset or earbuds, and basic consumable school supplies. Non-consumable materials need to be returned at the end of the year.

Grades 6-8: No materials are required except for a computer with a webcam and working microphone, headset or earbuds, Rocketbook \$25, and basic consumable school supplies.

A computer may be provided by Journey K8 should a family demonstrate eligibility for free and reduced lunch or express a need for a computer. For families that do not demonstrate eligibility for free and reduced lunch, a non-refundable security deposit of \$50.00 per computer will be collected and retained by the school. The computer is and will remain the property of Journey K8.

The items provided to each household by the school are to be kept in good condition. The legal guardian will be held responsible for all repairs and/or damage to school property while the property is in the student's possession. All property must be returned to the school in good working condition within five business days of end of school year/withdrawal.

Snow Days/Weather / Emergency Closure Procedures

Journey K8 adheres to the Academy District 20 calendar. For a Delayed Start, we will begin our programming 2 hours later. The office and The Hub will open 2 hours later and staff will begin 2 hours later. On a Snow Day we will not have school, the office will be closed, and staff will not report to work and are not required to work.

Academy District 20 will make a decision by 5:30 AM about closing school. You will be notified by 20Alert via email about closures, delays, and early releases. If school is cancelled due to weather, all school events, excursions and The Hub sessions (both in person and virtually) will also be cancelled.

Student/Parent Responsibilities

Student Responsibilities

- All work submitted will be the authentic work of the student and not the parent or work not their own. Students will follow the school Honor Code.

- Students will spend an adequate amount of time to master the objectives of each lesson every day of school.
- Students will submit all required assignments to their teacher within the designated timeframe.
- Students will attend and actively participate in all live classes and online threaded discussions.

Parent/Guardian Responsibilities:

- Parents will work/check in daily with their student to ensure consistent progress and log the instructional/educational hours daily as directed.
- Parents will check their emails daily as most communication is delivered this way.
- Parents will provide required learning tools for each student, including but not limited to; webcam, microphone, headphones, paper, and pencil.
- Parents will ensure that Internet connections are available and maintained for the duration of the student's enrollment.
- Parents will review and help students adhere to the school Honor Code.

Support Services

Multi-Tiered System of Support (MTSS)

Journey K8 incorporates Multi-Tiered System of Support (MTSS) which is designed to improve educational outcomes for all students. MTSS is a prevention-based framework of team-driven, data-based problem-solving for improving the academic and social emotional learning outcomes of EVERY student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level.

The teacher will contact the parent/legal guardian if the student is performing below standards. The teacher and parent/guardian will work together to devise a plan on how best support the student to ensure growth. Journey K8 will make every effort through conferences and increased communication to help the student meet academic standards. Parents should always feel free to contact their child's teacher for assistance.

Technology/Acceptable Use Policy

Students who have parental permission and who agree to the terms of the Student-Parent/Guardian Technology Guidelines and Responsible Use Agreement in Infinite Campus will receive network access. Once the agreement is completed, the student is allowed to perform class-related Web research, printing, and other network functions.

Data Security

All the data provided to Journey K8 is protected to ensure both the privacy and security of parent and student data. Parents/guardians are asked to keep parental email account information private and secure and directed not to share passwords with other people, including their students. Parents are to set up student passwords in Infinite Campus so students are able to access the Academy District 20 network while in The Hub.

Volunteering

Parents have the opportunity to volunteer at Journey K8's The Hub. All volunteers MUST sign in at the office and receive a volunteer badge. Student safety and security are our number one concern. All parents and non-parents are required by Academy District 20 to have a background check through District 20 to volunteer. Check with the office for more details. Parents with non-school aged children are asked to make other arrangements for their child/ren when volunteering in The Hub.