

Participants Handbook



Silver SPRUCE Academy, Inc.

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Adopted for 2022-23

Silver SPRUCE Academy, Inc.
Participants Handbook



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Section 1 – Welcome

1.1 History, Goals & Culture

Silver SPRUCE Academy, Inc. (further referred to as SPRUCE) formed in 2013 to offer services and resources to K-12 individualized curriculum education students and parents. SPRUCE predominantly offers shared school enrichment courses to school choice students. Our organization offers a Supplemental Program and Resources Utilized in Curriculum Education for school choice families and students. No core curriculum is provided through our program to allow school choice families to choose the curriculum or educational material that serves their individual student best. SPRUCE works with the parent/student team to offer classes, tutoring, testing, and other services or resources to supplement school choice education.

The **MISSION** of the nonprofit Silver SPRUCE Academy, Inc. is to provide educational enrichment programs and courses to students and families throughout the Four Corners area, in collaboration with other educational organizations.

The **VALUE STATEMENT**

Connecting people through enhanced educational choices in
Supplemental
Programs and
Resources
Utilized in
Curriculum
Education

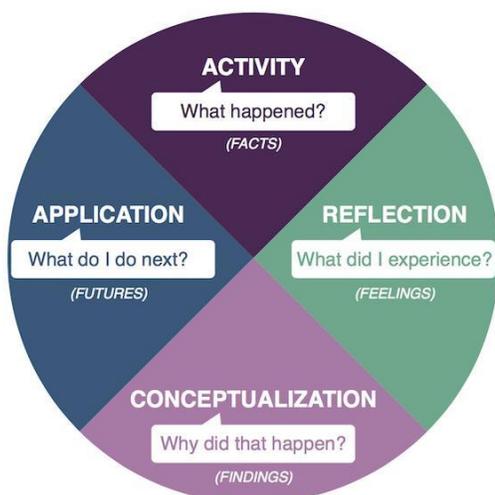


**Our
MASCOT
BRUCE
the
SPRUCE
MOOSE**

1.2. Purpose of this Handbook

The SPRUCE Participants Handbook has been developed to provide general guidelines about SPRUCE policies and procedures for students, parents, and guardians. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your participation in SPRUCE programs. The policies of SPRUCE are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may in turn, delegate authority for administering specific policies. SPRUCE will provide each individual a copy of this Handbook upon enrollment. All participants are expected to abide by it. The highest standards of personal ethics and behavior are expected of all SPRUCE participants. Further, SPRUCE expects each participant to display good judgment, diplomacy, and courtesy in their relationships with members of SPRUCE's Board of Directors, committees, membership, staff, and the public.

Section 2 – Philosophy of Education



2.1. Shared School

Silver SPRUCE Academy, Inc. contracts through the public school to provide enrichment opportunities for school choice students and families. Our organization collaborates with home educators to offer shared school options to compliment what families are teaching at home. Students are counted through state PPR count dates and qualify for funded services in respects to attending six hrs. per week, 90 hrs. per semester, 180 hrs. per year. Classes are taught by Colorado State Certified Teachers or Substitutes to count towards student transcript hours.

At the heart of all learning is the way we process our experiences, especially our critical reflections on our experiences. SPRUCE uses experiential education as a key approach to student-centered learning. Experiential learning engages students in critical thinking, problem solving and decision making in contexts that are personally relevant to them. This approach to learning also involves making opportunities for debriefing and consolidation of ideas and skills through feedback, reflection, and the application of the ideas and skills to new situations.

OBJECTIVES

- To appreciate the value of student-centered experiential learning
- To analyze the elements of experiential learning
- To develop guidelines for teaching through experiential approaches
- To relate experiential learning to education for sustainable futures

2.2. School Choice

Homeschooling is the education of children at home by their parents. Families can choose to school their student with any curriculum they choose and still attend SPRUCE. Our classes are supplemental to your child’s core education taught at home including but not limited to reading, writing, and speaking, mathematics, history, civics, literature, science, and regular courses of instruction in the constitution of the United States.

Our families share the curriculum they use and we offer [Curriculum Resources](#) on our website for you to navigate the curriculum that works best for your student. SPRUCE does not support or suggest any specific core curriculum.

2.3. CDE Homeschooling Law

Every state has different homeschooling laws. Please read and understand the homeschooling laws in your state of residence. Below are the school laws for the states in the Four Corners Area as each state is responsible for coming up with their own school laws.

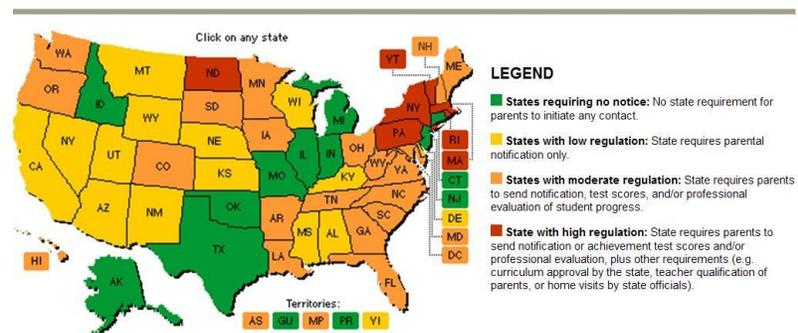
[Colorado Homeschool Law](#)

[New Mexico Homeschool Law](#)

[Arizona Homeschool Law](#)

[Utah Homeschool Law](#)

State Laws



The [Home School Legal Defense Association](#) is an advocacy organization that defends and advances the right of parents to homeschool. Their website also provides updated information on home school laws across the United States.

3. Admission & Tuition

SPRUCE operates as a non-profit and receives part-time funding through the public school. Additional funding comes from fees, grants, donations, volunteers, and fundraising. Each family must submit a Family Registration Form, a Student Registration Form for each student, and pay a \$50 registration fee prior to enrollment.



The following requirements must be met annually to qualify for funded services:

- Most students who are 5-20 years old prior to September 1st of the calendar year qualify for funded services
 - Apply for Enrollment by September 15th
 - Meet the required 24-30 Program Attendance hours per month
 - Maintain 90 Hours of Attendance Each Semester
 - If 90 hours of attendance each semester isn't met, then the student would become fee-based, be responsible to pay for all current classes, and be considered as fee-based for the following year
- The following conditions would require fee-based services:

- Attendance at another publicly Funded Program
- Enrollment after September 15th
- Meet less than the required 24-30 Program Attendance hours per month
- FAMILIES that choose to attend as fee based, not being unable to meet the funded attendance policy

3.1. Registration

We begin accepting [Family and Student Registration](#) forms on August 1st of each school year. We host an Open House in mid-August when we have published classes. One registration form is needed per family and requires a \$50.00 registration fee. Registration forms are required before program enrollment. We are excited to speak with you about how our program may work with your educational needs. Individual [Informational Meetings](#) can be scheduled per request.

3.2. Tuition & Fees

Funded Attendance

Most classes and events are free to enrolled funded students who meet attendance requirements. Additional fees may be required for specific classes or educational events but are posted in advance.

Fee-Based Attendance

Students will be fee-based if students attend a publicly funded shared school program or if parents choose to not attend under our attendance policy. Enrichment Programs and Educational Event fees are as follows;

- \$150 Per Student for a 7 Week Class, 2 Hours Per Class
- \$150 Per Student for a ½ Full Day Program, 7 Weeks, 3 Hours Per Day (9 am-12 pm or 12 pm- 3pm)
- \$300 Per Student for Full Day Program, 7 Weeks, 6 Hours Per Day
- \$10 Per Student for Each Educational Event, 2-4 Hours Per Event

Annual Standardized Testing

This service is available free to students who meet funded attendance requirements. Fee based testing is available for \$50 per student for any student in grades 3-11. Testing is administered in April/May at the end of our Academic Year. The test we use is [Terra Nova](#), 3rd Edition, Non-Common Core.

3.3. Enrollment

Enrollment in our enrichment programs is accepted in August for the fall semester and in December for the winter semester. [Enrollment](#) is accepted on first-come, first-served basis and priority is given to students who met enrollment attendance requirements the previous school year. Each individual class is limited to a specific number of students. Only students enrolled for the Fall and Winter Semesters can apply for Funded Attendance.

3.4. Release of Liability

Silver SPRUCE Academy, Inc., its programs, staff, and volunteers are not responsible for lost or stolen items, illnesses, accidents, or injuries during the course of the child's/children's attendance in any program activity either in or out of the building or being transported to and from activities by staff.

4. Academics

Our program offers classes from August through May with minimal programs through the summer. Classes are orchestrated by a certified teacher and can be counted toward student transcript hours. Most classes qualify as extracurricular, elective, or supplemental credit. Classes are generally offered in art, physical education, music, theater, foreign language and supplemental core electives. Tutoring in curriculum education and some core subjects is available. Educational events are offered weekly. Resources in education and program collaborations are shared with families to expand their educational opportunities. SAT tutoring, college preparation courses, college dual enrollment, and annual testing are available. Ceremonies for program participation and graduation are offered at the culmination of the school year.



4.1. Academic Calendar

Our [Academic Calendar](#) is published in June prior to the start of the next school year.

4.2. Program Calendar

Our Program Calendar is published two times a year in August for [Fall Semester](#) and December for [Spring Semester](#). Most classes are created from parent requests, feedback, and collaboration.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 NO SCHOOL	4 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	5 9-9:30 CE 9-9:30 Moose Herd 9-9:30 Moose Herd	6 9-9:30 CE 1-3 Bear Spirit 1-3 Lego Robots	7 9-9:30 CE Educational Event Nativity	8
8	9 9-9:30 CE 1-3 Outdoor Sports 1-3 Moose Herd	10 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	11 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	12 9-9:30 CE 1-3 Moose Herd 1-3 Lego Robots	13 9-9:30 CE Educational Event Circus	14
16	17 9-9:30 CE 1-3 Outdoor Sports 1-3 Moose Herd	18 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	19 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	20 9-9:30 CE 1-3 Bear Spirit 1-3 Lego Robots	21 9-9:30 CE Educational Event Nativity	22
23	24 9-9:30 CE 1-3 Outdoor Sports 1-3 Moose Herd	25 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	26 9-9:30 CE 1-3 Moose Herd 1-3 Moose Herd	27 9-9:30 CE 1-3 Bear Spirit 1-3 Lego Robots	28 9-9:30 CE Educational Event Dinosaurs	29
30						

4.3. Programs

Our full day program meets from 9-3pm, one day a week and is designed to meet the minimum funded requirement for attendance.

The Elementary Program, ages 5-14 (Grades K-8), is divided into three programs to meet all student ages. Each program encourages students to enjoy social interaction, explore enrichment courses, and participate in group projects in class. Students must enroll in the full day to participate as a funded student.

Mini Moose Herd is for our youngest group of students ages 5-7 (Grades K-2)

Emphasis on free play and structured classes on specific topics.

Moose Herd is for our middle group of students ages 8-11 (Grades 3-6)

Structured classes on specific topics encouraging students to invest in leadership opportunities

Moose Posse is for our oldest group of students ages 12 and older (Grades 6-12)

Students as teachers with SPRUCE teacher assistance to enhance educational growth and internships.

The High School Program, ages 14-21 (Grades 9-12 and College), is designed around each student’s individual learning needs to include tutoring, college dual enrollment, internships, budgeting, World Travel, PSAT/SAT tutoring, testing, etc.

Antler Antics is for our high school students ages 14-21 (Grades 9-12 and College)

Approved students can attend Dual Enrollment classes through SPRUCE with Pueblo Community College, San Juan College, or Fort Lewis College. Due to the part-time funding, SPRUCE receives, students can only attend funded at part-time. Parents can pay for additional classes and books through SPRUCE.

4.4. A la Cart Classes

Classes are offered by topic and families choose 2-3 per quarter to maintain attendance. Classes are usually offered for two hr. increments. Families can choose which classes meet their students’ needs.

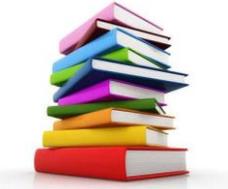


4.5. Educational Events

Educational Events are offered most Thursdays every month through the school year and are usually a formal event with a collaborating educational organization from 1:00-3:00pm unless otherwise posted. Educational Events count as four hrs. of attendance to include travel time to location, 15 minute attendance check-in and logistics prior to event starting, time for event going past 3pm, and travel from the event. Families meet at the event location and parents are asked to attend. Some special arrangements may happen where parents do not need to stay or a parent pre-arranges for a student to attend without them present. We consider our educational events to be fun family activities. Each month the events are posted on our website and families [RSVP Online for Educational Events](#). Please sign up online one week before scheduled event and be aware that some events may have a fee attached. Most Educational Events allow for 30-50 participants and are filled in the order of RSVP. Educational Events are published on our website and Facebook.

Funded Students and one chaperon can attend most events for free. Additional guests will be required to pay a \$10 fee per person, per event. Fee Based students, guests, and siblings are \$10 unless posted otherwise, with one adult chaperon usually being free. Fees posted for each event.

*Fee Based Event Disclaimer For All Students - Your payment serves as your RSVP. Refunds will not be given if you cannot attend an event after payment has been made. Your RSVP and payment is giving us a headcount that we give to the facilities that we visit. Since they are usually giving us a discount based on the amount of students, SPRUCE has to pay whether your student actually attends or not.



4.6. Curriculum Education

Enrolling in SPRUCE as a funded student, qualifies you for Curriculum Education (CE) sessions in specialized areas dependent on your student's individual needs. Sessions are scheduled on an individual basis with specific teachers dependent on subject area. Please contact the specific teacher to schedule. Staff generally use the student's curriculum for tutoring. Staff may provide up to 10 hrs. of tutoring per student, per year.

TUTORING

4.7. Standardized Testing

We offer annual assessments using [Terra Nova Nationally Standardized Testing](#) material for students in grades 3-11. Testing registration begins in March with tests administered in April/May. This service is available free to funded students. Fee-based testing is available for \$50 a student.



Testing Registration

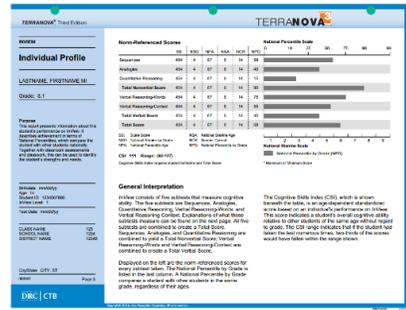
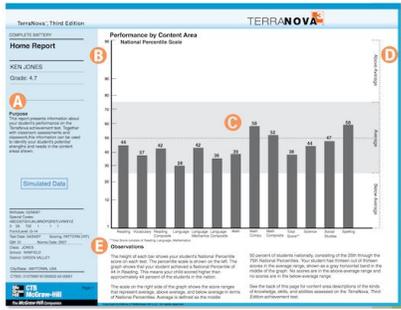
ONLY REQUIRED in Same Grade for a TOTAL SCORE

- Reading Part I 30 Min
- Reading Part II 30 Min
- Language Arts 35 Min
- Math Part I 15 Min
- Math Part II 55 Min

Additional Tests Available

(will require additional time/scheduling)

- Science 45 Min
- Social Studies 45 Min



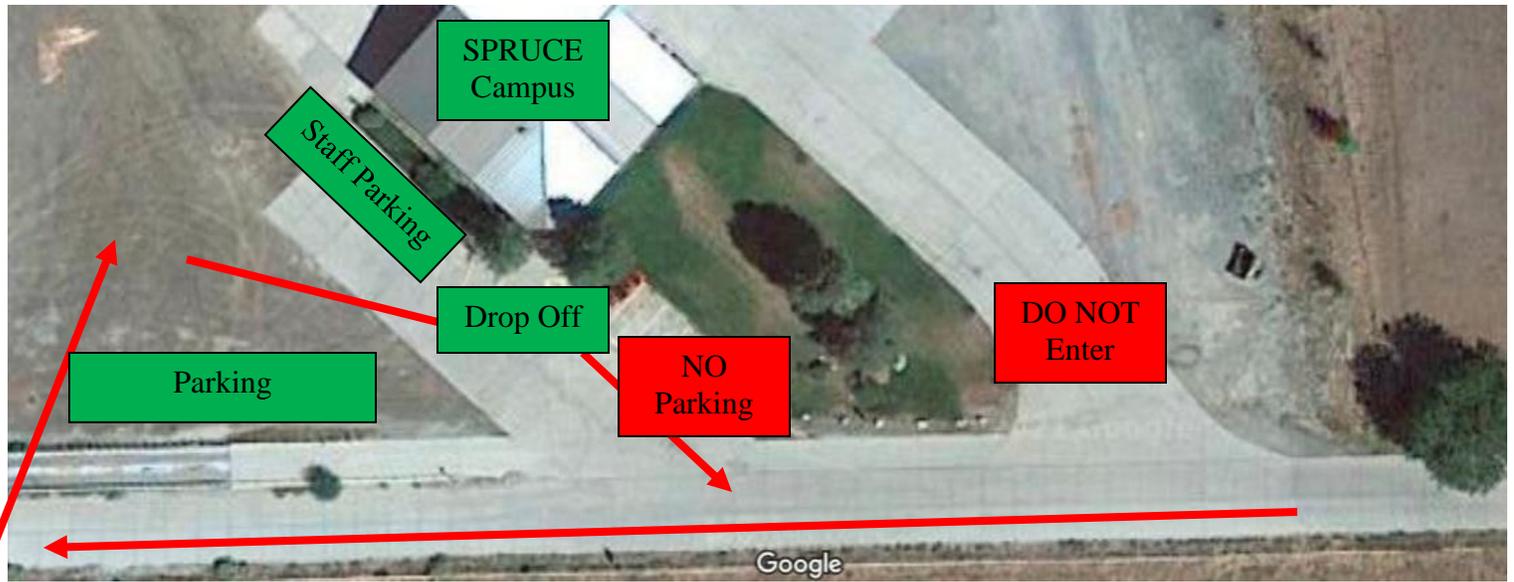
4.8. PSAT, SAT, ACT, ASVAB, GED

We can assist homeschooling families in preparing for or registering for [PSAT](#), [SAT](#), [ACT](#), [ASVAB](#), and [GED](#) but do not offer the tests. We can also provide scholarship and college preparation assistance. Tutoring in most subjects can be scheduled during Curriculum Education hours. Staff may provide up to 10 hrs. of tutoring per student, per year.

4.9. Location of Classes

School Choice is an education that takes place everywhere. SPRUCE will be using a primary rental location this year for our full day program physical location. Most classes are offered on the SPRUCE Campus and then SPRUCE collaborates with area organizations at other locations around the Four Corners Area.

PHYSICAL: 6699 CR 521 Bayfield, CO 81122



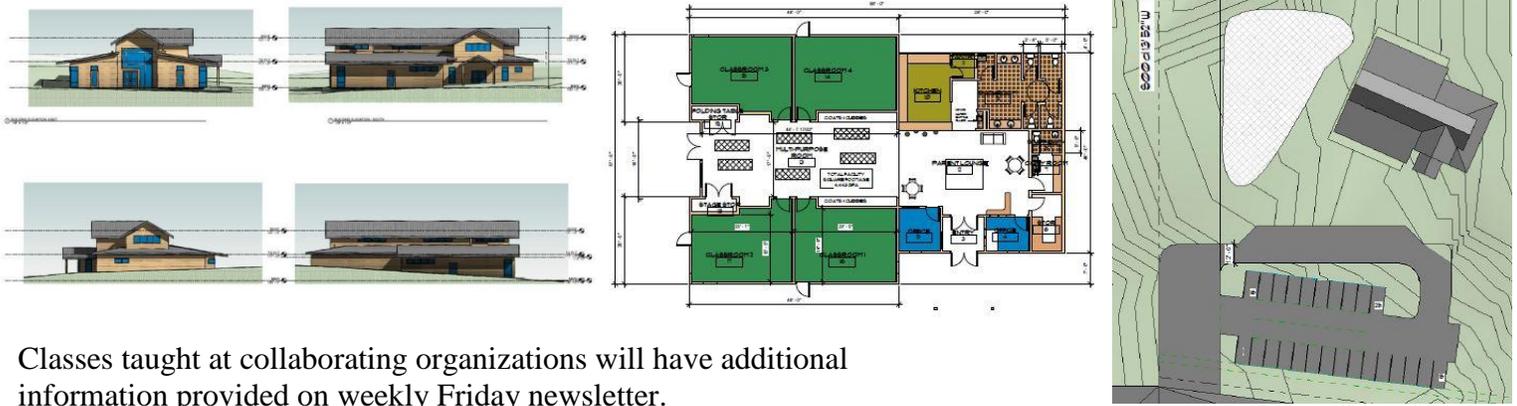
Please be aware of the following map for drop off and pick up at SPRUCE.

Main Campus

1. Drive way is a Two-Way Entrance/Exit for multiple businesses, SPEED LIMIT 15
2. SPRUCE has a ONE-WAY parking lot to increase flow driving through Drop Off/Pick Up zone
3. Drive through to Drop Off or Park in Parking area to come into SPRUCE building
4. Pick Up from Parking, Students Released by Car
5. NO UNATTENDED STUDENTS allowed in the parking area



We purchased property to build our new SPRUCE Community Learning Campus that we plan to open Aug. 1, 2023.



Classes taught at collaborating organizations will have additional information provided on weekly Friday newsletter.

Please make sure to read the weekly Moose Bugle to make sure that you know the activities for classes the following week, correct location for classes that are not at our primary location, and any other SPRUCE communication. Please send your student(s) with appropriate layers or clothing, shoes, snacks, picnic lunch, water bottle, and backpack.

5. Attendance

SPRUCE programs are offered based on the funding we receive as a shared-school homeschooling program through a contract with public school for educational services offered. Students that qualify for funded services must maintain 90 hours of attendance PER SEMESTER/180 hours for the school year to qualify for the use of state dollars. If a student does not meet the 90 hour per semester requirement, SPRUCE is expected to pay back the entire amount of money given Per Pupil Revenue (PPR) to the Colorado Department of Education in compliance with the state audit of the school district every four years. We cannot offer a quality program and highly qualified staff on minimal funding. We are aware that no family can foresee the future and that life happens, so we are prepared to keep accurate records. By enrolling in the Full Day Program, you are committing to 180 hours of attendance for the school year; 90 hours first semester AND 90 hours second semester. A monthly attendance notice will be sent out updating you of your student/s hours. If 90 hours per semester are not met, the executive staff must have adequate communication as to the reason why. Otherwise, you will be invoiced for the Fee-based fees for student attendance which are: \$300 per quarter for the full day program, and \$150 per quarter for A la Carte class.

REQUIREMENTS THAT MUST BE MET ANNUALLY TO QUALIFY FOR FUNDED SERVICES:

- *Apply for enrollment by September 15th
- * Meet the required 24-30 Program Attendance hours per month
- *Maintain 90 hrs. of program attendance per semester



THE FOLLOWING CONDITIONS WOULD REQUIRE FEE-BASED SERVICES:

- *Attendance at another publicly funded program.
- *Enrollment after September 15th.
- * Meet less than the required 24-30 Program Attendance hours per month
- * FAMILIES that choose to attend as fee based, not being unable to meet the funded attendance policy

5.1. Semesters & Hours

SPRUCE has two semesters, Fall and Spring. Classes for the fall semester are published in August and take place after Labor Day to December. Classes for the spring semester are published in December and take place from January to April. Testing, Graduation Ceremonies, and end of Year Events complete in April/May. The semesters are divided into four quarters with each being seven weeks.

5.2. Funded Students

Students must accrue 90 hrs. per semester for a total of 180 hrs. attendance over the school year.

5.3. Fee Based Students

Fee-Based students are required to pay for classes prior to the first day of attendance and are not responsible to meet the 180 hour annual attendance requirement.

5.4. Drop Off / Pick Up



Students can arrive 15 min. prior to a class beginning and may be asked by the teacher to help prepare for class. Parents may have students check into class without a parent. Teachers need to have their time to plan and prepare before each class. Students need to be picked up within 15 min. from the time a class ends. Arrangements can be made for older students to leave class without a parent present. Students that are not picked up 15 min. after a class ends will be charged a \$15 fee and not able to return to class until it is paid. Please contact the school or teacher when you are running late for confirmation.



5.5. Absences

Students may miss class. If a parent pre-arranges the absence, the teacher can provide the student with homework to cover the hr. missed. Students can attend educational events to make up missed hrs. It is the parent's responsibility to make sure each student meets the 90 hrs. per semester attendance requirements.

5.6. Snow Days

SPRUCE will respect area school closures in La Plata County to determine snow days. Families will receive information usually on the day of classes that school is cancelled due to inclement weather.



5.7. Truancy

Our staff plans classes according to student enrollment. If you will be missing a class, please email our school or the teacher so they do not expect your student in attendance. Parents are responsible for making sure that their student attends enough classes to meet the 90 hrs. of attendance and should plan accordingly. If 90 hrs. of attendance is not met each semester, then the student would become fee-based for the following year.

6. Student Expectations

Every student is unique and every situation is considered accordingly based on SPRUCE student expectations.

6.1. Code of Conduct

Each student, parent, and staff member has the privilege to learn at SPRUCE. The staff is committed to teaching and reinforcing appropriate student behavior. Honesty, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow SPRUCE rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Generally, classroom teachers administer discipline, but when the situation warrants, the principal becomes involved. Parents are not necessarily called on the first problem, as students are encouraged to take responsibility for their actions and to learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors. With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.





6.2. Dress Code

We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted. We expect all participants to wear normal school clothes in a normal manner. Dress for success as learning is your job!

Simple guidelines for school-appropriate dress and personal appearance are:

- Halter-tops, bare midriff, see-through apparel are not to be worn.
- Dresses and tops must have 3/4 finger sleeves and backs. Cleavage must be covered.
- Dresses, skirts or shorts may be no shorter than fingertip length.
- Spandex shorts, tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- All pants and slacks must be worn at the waist with no visible undergarments.
- Coats and hats are only permitted when entering or exiting the school building. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.
- Hats, caps, sunglasses, rollers, picks, and any other head coverings are not to be worn in the building during the school day.
- Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers, shoes with cleats or Heelys may be worn.

- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable.
- Any apparel, jewelry, cosmetic, chains, make-up accessory, notebook, or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building.
- Costumes or Pajamas may not be worn to school unless for a school wide purpose.

IMPROPER ATTIRE NO ENTRY



The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school staff will decide. We want our students to look attractive but not dress in a manner as to attract undue attention.

6.3. Non-discriminatory Policy

SPRUCE does not discriminate on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and participants.

6.4. Drug Free / Alcohol Free

As an institution of learning, SPRUCE is committed to providing an environment in which students can further their own intellectual, social, moral and physical development and in which students and instructors can work together in pursuit of knowledge and understanding. SPRUCE believes that a student's health and well being are essential elements necessary for optimal learning. We believe that the use of alcohol, tobacco, nicotine products, marijuana, and other drugs at school is unhealthy and dangerous and undermines the learning process. We have a zero-tolerance policy for participants, parents, and staff.

6.5. Use of Personal Technology Devices

SPRUCE provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Personal electronic/digital devices, including but not limited to phones, ear buds, portable game players, and iPads are not encouraged to be brought to school. Personal technology is not to be used during school hours, unless directed by staff otherwise.



6.6. Student Discipline Policy

Safety, order, and student discipline are fundamental to learning at SPRUCE. SPRUCE expects all students to behave in a way that fosters a safe and welcoming environment for other students, SPRUCE staff, and community members.

MINOR INCIDENTS

These behaviors are handled by the teacher OR the attending adult.

Teasing/name calling	Disruptive behavior	Non-compliance
Incomplete class work	Talking out of turn	Disrespecting other students
Inappropriate clothing	Pushing or rough housing	Inappropriate use of electronic devices
Theft of small items	Event or off location behavior	Inappropriate use of personal items (hats/toys/etc.)

MIDDLE INCIDENTS

These behaviors are handled initially by the teacher OR attending adult and referred to the administration. Parents are contacted for Behavior Correction.

Repeated Tardiness	Cheating	Lying
Unapproved Absences	Sexual/racial teasing/name calling	Disrespecting teacher's direction/space/desk
Unprepared for class	Petty Theft	Chronic minor behavior
Inappropriate representation of school		

MAJOR INCIDENTS

These behaviors are immediately referred to the administration. Parents Contacted for Behavior Correction and may be grounds for Expulsion from the academy.

Fighting	Physical aggression	Defiance
Vandalism	Drug or Alcohol use/ Smoking	Leaving campus without permission
Possession of Weapons	Theft (serious)	Threats or intimidation of others
Sexual Behavior	Sexual Harassment	Chronic middle behavior
Inappropriate Internet sites and/or print material		

7. Health & Safety

SPRUCE prioritizes the health and safety of all participants, staff, and collaborators.

7.1. Medical Release

Parents authorize first aid and emergency medical treatment to SPRUCE while their child is under the supervision of SPRUCE employees. In case of serious illness or injury, parents authorize school personnel to call 911 for transport to the nearest hospital and treatment by hospital emergency staff.

7.2. Snacks and Meals

Students need to bring a lunch and snacks for full day classes and are encouraged to eat snacks with parents for other classes before coming to class or after. We do not promote students sharing food to minimize risk of

allergies. Students will be allowed to bring treats of their choice to celebrate birthdays on the last Wed. of that month at the end of the day. If your student does not attend the full day program, a birthday treat can be brought to an A La Carte class on the date closest to their birthdate. Please contact class teacher to pre-plan.

7.3. Medical Conditions

Student medical conditions are reported on student registration form. Staff will take the proper precautions with each student in respects to their ability in a classroom environment. Please encourage student advocacy of personal medical conditions.



7.4. First Aid

All staff are certified and trained in CPR and First Aid and will respond accordingly.

7.5. Emergency Procedures / Protocols

SPRUCE intends to provide a safe environment for our participants, collaborating organizations, and our employees. We use four emergency safety terms and our school supports Run-Hide-Fight with active shooter training in Action Response. Students are informed to seek safety with their teachers in their classrooms. Students practice emergency procedures throughout the school year.



Lockout

With our students' safety is a priority, we use the following terms for emergency safety.

- **LOCKOUT** - "Secure the Perimeter"
- **LOCKDOWN** - "Locks, Lights, Out of Sight"
- **EVACUATE** - "To the Announced Location"
- **SHELTER** - "For a Hazard Using a Safety Strategy"
- **RUN-HIDE-FIGHT**- "RUN – HIDE - FIGHT"



Lockdown

LOCKOUT - "Secure the Perimeter"

Lockout is called when there is a threat or hazard OUTSIDE of the facility.

Sample Lockout Scenarios include emergency personnel notifications, wild animals, people of suspicion.

Sample Safety Strategies include locking doors, closing windows, operating indoors normally. Students are expected to return inside facility and do business as usual.

Teachers are expected to recover students and staff from outside facility, account for all students, do business as usual while increasing situational awareness, and communicate with administration/parents.



Evacuate



Shelter

LOCKDOWN - "Locks, Lights, Out of Sight"

Lockdown is called when there is a threat or hazard INSIDE of the facility.

Sample Lockdowns Scenarios include admin notification of an intruder, threat, or hazard.

Sample Safety Strategies include keeping students calm, safety personal/admin/parents informed

Students are expected to move away from sight, maintain silence, remain calm, silence phones

Teachers are expected to lock classroom door, lights out, move away from sight, maintain silence, take roll to account for students, and communicate with administration/parents by TEXT ONLY.

EVACUATE - "To the Announced Location"

Evacuate is called to relocate students and staff from one location to another.

Sample Evacuations include fire, fumes, flood.

Sample Safety Strategies include emergency evacuation of any facility to a different safe location

Students are expected to bring phone (if available), leave other personal items behind, form a single file line, keep hands visible, be prepared for alternatives during response

Teachers are expected to know emergency exit plan for facility, take attendance sheet, account for students while moving to evacuation location, and communicate with administration/parents.

SHELTER - "For a Hazard Using a Safety Strategy"

Shelter is called when the need for personal protection is necessary.

Sample Hazards include Tornado, Hazmat.

Sample Safety Strategies include evacuating to a shelter, seal the room, or move to safe area.

Students are expected to understand appropriate hazards and safety strategies.

Teachers are expected to understand appropriate hazards and safety strategies, take roll, account for students, and communicate with administration/parents.

ACTIVE SHOOTER - "Run-Hide-Fight"

RUN – "Escape if possible"

- Look for the two nearest exits anywhere you go
- Have an escape path in mind & identify places you could hide.
- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE – "Hide if escape is not possible"

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT – "Fight as an absolute last resort"

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons; chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

8. Visitors & Volunteers

SPRUCE encourages parents/guardians and interested members of the community to collaborate on teaching classes. To create a safe environment for students and staff, all visitors are encouraged to schedule their visit ahead of time, check in with admin, and then report to classroom teacher. Collaboration Forms are filled out for all visitors and volunteers.

8.1. Hours of Operation

Our school operates as a supplemental shared school and is only open part time. General operating hours during the school year are August 15-May 15, T-TH from 8:30am-3:30pm. Staff work additional hours for classes and events. During the summer, admin is minimally available Wed. from 8:30am-3:30pm, OFF June 15-July 15. Please contact staff by email for specific hours of availability.

How to Respond
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE BEST WAY TO PROTECT YOUR OWN LIFE.
OTHERS ARE LIKELY TO FOLLOW THE LEAD OF MANAGERS AND EMPLOYEES DURING AN ACTIVE SHOOTER SITUATION.

1 RUN
HAVE AN ESCAPE PLAN AND ROUTE ESTABLISHED
LEAVE YOUR BELONGINGS BEHIND
KEEP YOUR HANDS VISIBLE

2 HIDE
HIDE OUT OF THE ACTIVE SHOOTER'S VIEW
BLOCK ENTRY TO YOUR HIDING PLACE
LOCK ALL LOCKABLE DOORS

3 FIGHT
AS A LAST RESORT WHEN YOUR LIFE IS IN IMMINENT DANGER
ATTEMPT TO INCAPACITATE THE ACTIVE SHOOTER
ACT WITH PHYSICAL AGGRESSION - THROW ITEMS AT SHOOTER
CALL 911 WHEN IT IS SAFE

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not step to ask officers for help or direction when evacuating, just proceed in the direction from which officers are exiting the premises

PROVIDE INFORMATION TO OFFICERS OR 911

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter's
- Number and type of weapons held by the shooter's
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee. Alert your Chain of Command if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Contact Human Resources for more information and training on active shooter response in the workplace.





8.2. Communication & Contacts

Communication between SPRUCE staff and families is important to the success of the students at SPRUCE. Our primary communication with students and teachers occurs in class and is passed onto parents through our weekly newsletter, [Moose Bugle](#). Please read this weekly and communicate any questions with your student. We encourage families to email admin or staff with additional questions, comments, or concerns and staff will respond accordingly or set up an in-person meeting. Please minimize contacting staff by phone or engaging in conversations with staff during class. All [Staff Contacts](#) can be found on our website. Please use our website first as most items are posted there. We also post on Facebook.

8.3. Parent Responsibilities

Parents are their child's first educator. SPRUCE values this and encourages parents to volunteer, teach, and participate in our school classes, events, and activities.

9. General Information

9.1 School Choice Resources

School choice families have chosen a different educational path for their student, this creates a unique educational opportunity for each child sometimes using numerous resources. Our participants share resources and we value being a [Resource Coordinator](#) for school choice families.

9.2. Fundraisers / Grants / Donations

Our organization is a non-profit education establishment. While our contract for funding provides most of our finances to operate, we do rely on fundraisers, grants, and donations for additional means to operate. Families are encouraged to make donations of food, supplies, or other program needs as requested that are generally class specific. All donations are tax deductible with our ID# 46-3555425

Families can help contribute to SPRUCE by using the following programs when doing your everyday shopping. As a 501(c)3 non-profit, SPRUCE qualifies for these programs and can benefit from the donations given through your purchases. [We encourage you to sign up](#) for one or all of the programs. Once you are set up, a percentage of your total purchases is donated to our program! Current Programs Include; City Market, Office Depot, and Amazon Smile.



9.3. Lost and Found

Any items left at SPRUCE will be put in a Lost and Found bin. If the item is very important, it is recommended that the student contact the teacher to hold in a safe space until next class. The Lost and Found bin will be emptied at the end of each semester so please check often.

9.4. Barter Opportunities

School choice allows for many opportunities for families to work together. SPRUCE values barter opportunities with school choice families. Families sometimes have a specific curriculum or lesson that they would like to teach but need more students. SPRUCE encourages parents to teach in our school and we can help purchase supplies or other needs for the class. Parents wanting to teach at SPRUCE are encouraged to apply for their substitute license that will be paid for by our organization.



9.5. Transcripts / College Planning

SPRUCE does not provide a transcript but can provide assistance to parents in creating a transcript. When school choice students are in their high school years, it is recommended that parents maintain a [Transcript](#). A school choice transcript can be created in a similar format to a public school transcript but can also be different. Below are general guidelines for suggested subjects. 1 credit is awarded for a full year, two semester class of study in a single subject, ½ credit is awarded for a one semester course.

English	4 credits (American Lit/Comp, World Lit/Comp, English, Writing, Speech, etc.)
Math	4 credits (Pre-Algebra, Algebra, Geometry, Consumer Math, Trigonometry, Calculus, etc.)
Science	3 credits (Physical Science, Biology, Chemistry, etc.)
Social Studies	3 credits (Geography, US History, World History, Government, Economics, etc.)
Language	1 credit (Spanish, French, German, etc.)
Elective	7 credits (Physical Education, Health, Nutrition, Technology, Art History, Music, Theatre, etc.)



To figure a Grade Point Average (GPA), give grade points for each grade in each class:
A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

Calculate GPA by adding the grade points earned for each class for the semester. Divide that total by the number of classes completed that semester. This will be your GPA for the semester. Record it on the transcript with two decimal places. At the end of the year, average the two semester GPA's for the cumulative GPA for the year. At the end of four years of high school, you will have four GPA's to average, to give you the cumulative high school graduation GPA.



9.6. Graduation Ceremonies

SPRUCE celebrates school choice student's culmination of their studies with a formal graduation ceremony in cap and gown in May. We do not award a diploma but a certificate of participation at SPRUCE. We work closely with the student and parents to make the ceremony specific to the student graduating.



10. Administration and Programs

SPRUCE strives to hire suitable people into each specific position to maximize quality of administration and teaching, especially in respect to working with children.

10.1. Staff

Our [Staff](#) is made up of Colorado State Certified Teachers and Substitutes to make up a highly qualified staff teaching courses that school choice families can count towards transcript class hours. We collaborate with parents, community volunteers, and area educational organizations to expand our class options under the supervision of state certified teachers. Our staff meets weekly for a Team Talk and monthly for a staff meeting.



10.2. Executive Board

SPRUCE operates as a non-profit organization serving the community as an educational K-12 School. The [Executive Board Members](#) are responsible for implementing the organization's Mission, making strategic decisions for the non-profit, and governing the organizations finances. Our Board meets monthly on the 3rd Wed. of the month at 6 pm with an annual meeting in August. Board terms are two years, begin/end in Jan, are made up of 5-7 members, some members must be a parent at SPRUCE. Positions Include; Chair, Vice-Chair/Secretary, Treasurer, and the remaining positions are for at large or committee roles. All Board members are required to contribute financially to SPRUCE. Meetings are posted publicly a week before and open to the public to attend to

listen. If a person would like to speak at our board meeting, a person can be added onto our agenda with a request made in writing by email 1 week prior to the meeting and approval from the Board Secretary.

10.3. Authority Structure

Our organization structure of authority is the following:

The Executive Board works with Executive Director (Principal) for governing the financial and strategic planning of the organization. The Executive Director and Executive Assistant are responsible for the day to day operations of the organization, staff, and building operations. The staff is responsible for the programs, classes, students, and communication with parents.

10.4. Conferences / Meetings

All staff, admin, and board can be reached by email to request a meeting. A staff member will contact parents if a meeting is needed in respects to our student discipline policy. Occasionally during the course of the year, misunderstandings or problems can arise between students, teacher and student, teacher and parent, or other possibilities. Parents are requested to speak directly with the teacher to resolve most questions or concerns. If additional support is needed, parents can request a meeting with the Executive Director (Principal). When a parent feels board support is needed, the parent can email the board president and request to be added to the next month's board agenda.



Please be reminded that most of the information contained in this manual can be found on our website at

www.silverspruceacademy.org

or [Facebook](#)

