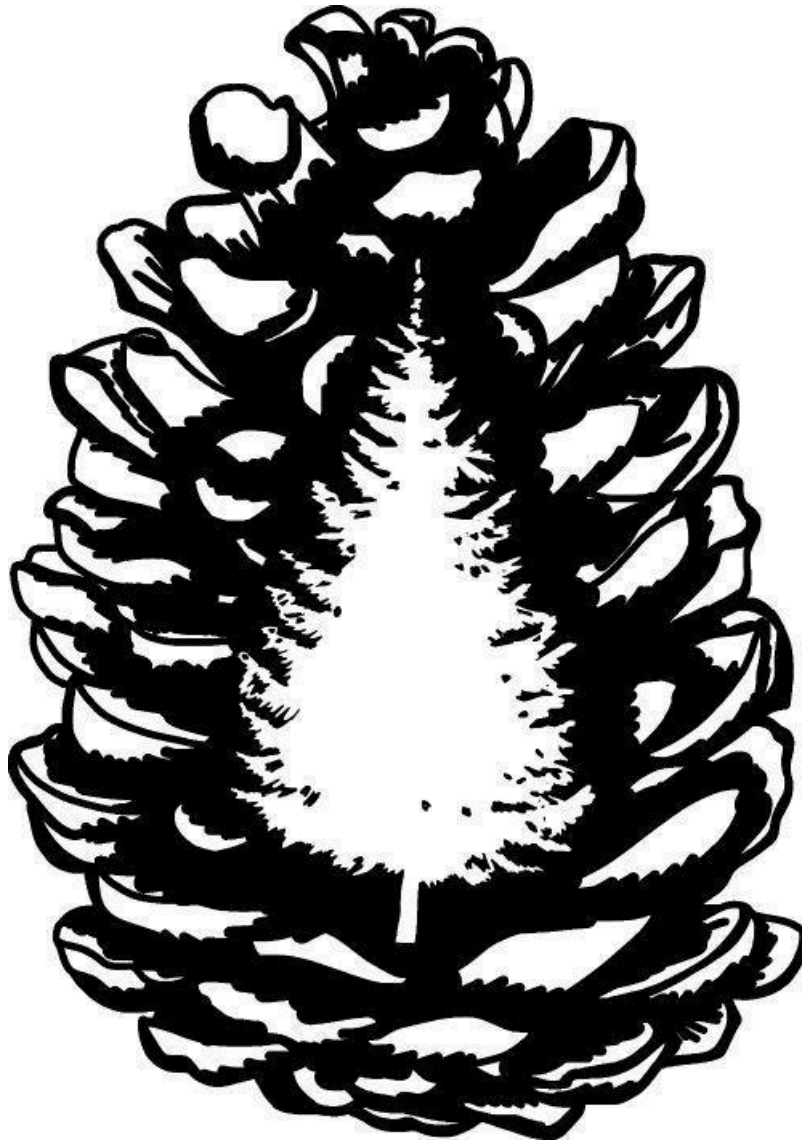


Silver SPRUCE Academy Participant's Handbook



Silver SPRUCE Academy, Inc.

MAILING: PO Box 966, Bayfield, CO 81122

CAMPUS: 1775 Florida Rd. Suite A Durango, CO 81301
970-500-5657

Adopted for 2025-2026 School Year

Silver SPRUCE Academy, Inc.

Participants Handbook



Table of Contents

- 1. Welcome**
 - 1.1. History, Goals & Culture**
 - 1.2. Purpose of Handbook**
- 2. Philosophy of Education**
 - 2.1. Homeschool Enrichment Program**
 - 2.2. Homeschool Student**
 - 2.3. CDE Homeschooling Law**
- 3. Admissions & Tuition**
 - 3.1. Registration**
 - 3.2. Tuition & Fees**
 - 3.3. Enrollment**
 - 3.4. Release of Liability**
- 4. Academics**
 - 4.1. Academic Calendar**
 - 4.2. Program Calendar**
 - 4.3. Full Day Classes**
 - 4.4. A la Cart Classes**
 - 4.5. Educational Events**
 - 4.6. Curriculum Education**
 - 4.7. Standardized Testing**
 - 4.8. SAT, ACT, ASVAB, GED**
 - 4.9. Location of Classes**
- 5. Attendance**
 - 5.1. Semesters & Hours**
 - 5.2. Funded Students**
 - 5.3. Fee Based Students**
 - 5.4. Drop Off / Pick Up**
 - 5.5. Absences**
 - 5.6. Snow Days**
 - 5.7. Truancy**
- 6. Student Expectations**
 - 6.1. Code of Conduct**
 - 6.2. Dress Code**
 - 6.3. Non-discriminatory Policy**
 - 6.4. Drug Free / Alcohol Free**
 - 6.5. Use of Personal Technology Devices**
 - 6.6. Student Discipline Policy**
- 7. Health & Safety**
 - 7.1. Medical Release**
 - 7.2. Snacks and Meals**
 - 7.3. Medical Conditions**
 - 7.4. First Aid**
 - 7.5. Emergency Procedures / Protocols**
- 8. Visitors & Volunteers**
 - 8.1. Hours of Operation**
 - 8.2. Communication & Contacts**
 - 8.3. Parent Responsibilities**
- 9. General Information**
 - 9.1. Homeschool Resources**
 - 9.2. Fundraisers / Grants / Donations**
 - 9.3. Lost and Found**
 - 9.4. Barter Opportunities**
 - 9.5. Transcripts / College Planning**
 - 9.6. Graduation Ceremonies**
- 10. Administration**
 - 10.1. Staff**
 - 10.2. Executive Board**
 - 10.3. Authority Structure**
 - 10.4. Conferences / Meeting**

Section 1 – Welcome

1.1 History, Goals & Culture

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

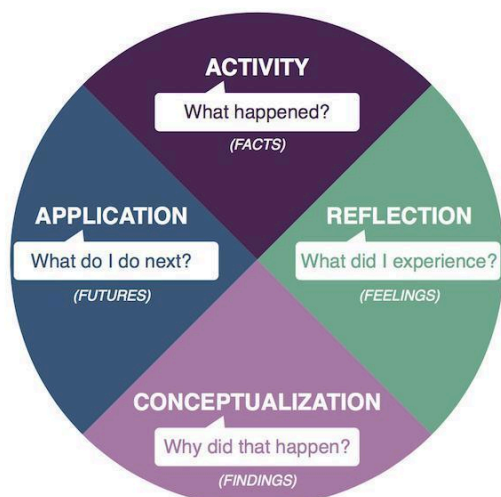


**Our
MASCOT
BRUCE
BROOSE
the
SPRUCE
MOOSE**

1.2. Purpose of this Participant's Handbook

The Academy Participants Handbook has been developed to provide general guidelines about The Academy 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 the Academy programs. The policies of the Academy 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. The Handbook is available at enrollment and requires participant signature of understanding with all participants expected to abide by it. The highest standards of personal ethics and behavior are expected of all Academy participants. Further, the Academy expects each participant to display good judgment, diplomacy, and courtesy in their relationships with members of the Board of Directors, committees, membership, staff, and the public. Participants are asked to read the Participant's Handbook and agree to abide by all the policies therein.

Section 2 – Philosophy of Education



2.1. Homeschooling Enrichment Program

The Academy contracts for service to provide homeschool enrichment programs to students and families. Our organization collaborates with home educators to offer a homeschool enrichment program to complement what families are teaching at home. Students are counted through state PPR count and qualify for funded services in respects to enrolling in 90 hrs. per semester, 180 hrs. per year. Classes are taught by Colorado State Certified Teachers/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. The Academy 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 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. Homeschooling

Homeschooling includes the education of children at home by their parents. Families can choose to school their student with any curriculum they choose and still attend the Academy. Our classes are supplemental to your child's core education taught at home including but not limited to reading, writing, 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. The Academy does not endorse, support or suggest any specific core curriculum but encourages families to communicate with other parents to learn about curriculum choices.

2.3. CDE Homeschooling Law

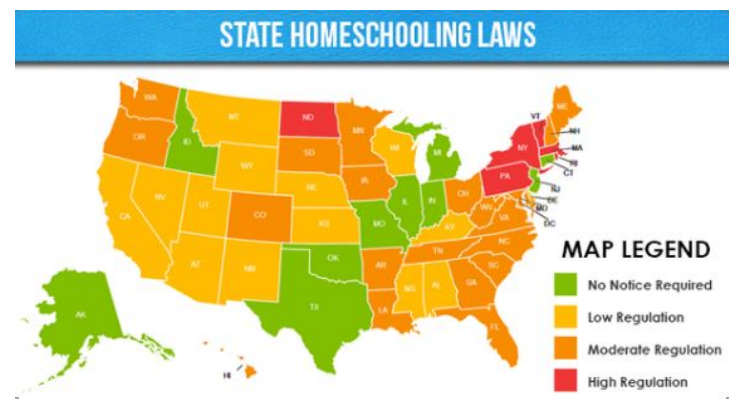
Every state has different homeschooling laws. Please read and understand the homeschooling laws in your state of residence. Below are the school laws for the states in the Four Corners Area as each state is responsible for coming up with their own school laws.

[Colorado Homeschool Law](#)

[New Mexico Homeschool Law](#)

[Arizona Homeschool Law](#)

[Utah Homeschool Law](#)



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 homeschool laws across the United States.



3. Admission & Tuition

SPRUCE operates as a non-profit and receives part-time funding from CDE through contracts for service. Additional funding comes from fees, grants, donations, volunteers, and fundraising. Each family must submit the Family & Student(s) Registration Form, and pay the \$50 supplies/materials fee upon enrollment of the first student.

The following requirements must be met annually to qualify for Funded Services:

- Students must be 5-20 years old prior to October 1st of the calendar year
- Apply for Enrollment by September 25th
- Maintain 90 hours of attendance per semester

The following conditions would require Fee-Based Services:

- Attendance at another publicly funded program
- Enrollment after September 25th
- Families that choose to attend as fee based

3.1. Registration

We begin accepting [Registration](#) forms on May 1st prior to the upcoming school year. We host an Open House in May and another in August. One registration form is needed per family. 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 Services

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 Services

Students will be fee-based if they attend another publicly funded shared school program or if parents choose to not attend under our funded 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, 3.5 Hours Per Day (8:30am-12pm or 12pm-3:30pm)
- \$300 Per Student for Full Day Program, 7 Weeks, 7 Hours Per Day
- \$10 Per Student for Each Educational Event, 2-4 Hours Per Event

Annual Standardized Testing



This service is available free with funded services. Fee based services for testing are 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 and available in Paper or Online Option. The test we use is [Terra Nova Next Nationally Standardized Testing](#), Non-Common Core.

3.3. Enrollment

Enrollment in our homeschool enrichment program is accepted in August for the fall semester. [Enrollment](#) is accepted on a first-come, first-served basis and priority is given to returning students. A supply & material fee of \$50 per a family will be assessed on the first student enrollment. Each individual class is limited to a specific number of students. Students must enroll for the full school year in both Fall and Spring Semesters to apply for Funded Services.

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 are 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/concurrent 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.

The image shows a detailed academic calendar for Silver SPRUCE Academy for the 2018-2019 school year. It includes a calendar grid with dates and corresponding events. Key events listed include: NO SCHOOL, Half Day, Full Day, and various enrichment programs like Music, Art, and Physical Education. The calendar also includes a section for "CONCISE KEY FOR CALENDAR" with color-coded boxes for different types of days: Green for "NO SCHOOL", Yellow for "HALF DAY", and Blue for "FULL DAY". The bottom of the calendar includes contact information for Silver SPRUCE Academy, Inc., including the phone number 803.383.1415 and the website www.silverpruceacademy.org.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 NO SCHOOL Breakfast Book	4 9-3 CE 1.5 Gas History Safety 1.5 Break & Flight	5 9-3 CE 9.2 Mini Moose Hunt 9.2 Moose Hunt 9.2 Antler Antics	6 9-3 CE 1.2 Bear Smart 1.2 Logo Robots	7 9-3 CE Educational Event Nativity	8
9	10 9-3 CE 1.3 Outdoor Sports Breakfast Book	11 9-3 CE 1.5 Gas History Safety 1.5 Break & Flight	12 9-3 CE 9.2 Mini Moose Hunt 9.2 Moose Hunt 9.2 Antler Antics	13 9-3 CE 1.2 Bear Smart 1.2 Logo Robots	14 9-3 CE Educational Event Circus	15
16	17 9-3 CE 1.3 Outdoor Sports Breakfast Book	18 9-3 CE 1.5 Gas History Safety 1.5 Break & Flight	19 9-3 CE 9.2 Mini Moose Hunt 9.2 Moose Hunt 9.2 Antler Antics	20 9-3 CE 1.2 Bear Smart 1.2 Logo Robots	21 9-3 CE Educational Event Nativity	22
23	24 9-3 CE 1.3 Outdoor Sports Breakfast Book	25 9-3 CE 1.5 Gas History Safety 1.5 Break & Flight	26 9-3 CE 9.2 Mini Moose Hunt 9.2 Moose Hunt 9.2 Antler Antics	27 9-3 CE 1.2 Bear Smart 1.2 Logo Robots	28 9-3 CE Educational Event Dominoes	29
30						

4.2. Program Calendar

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

4.3. Programs

SPRUCE offers experiential learning classes for all K-12 students five days a week scheduled to meet specific educational needs. Our full day program for elementary and high school students meets from 8:30-3:30pm, one day a

week and is designed to meet the minimum funded requirement for attendance. Our high school program has a full day program and allows for two additional options to allow for classes in concurrent/dual enrollment, internship, and workstudy. Our a la carte classes and educational events are designed with specific student needs, topics, or educational purpose by certified staff to expand on enrichment opportunities for homeschooling students.

The Elementary Full Day Program, ages 5-14 (Grades K-8), is divided into four levels to meet all student educational needs. 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 or seven hours per week 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 independent choice through structured classes on specific topics.

Moose Herd is for our middle group of students ages 7-9 (Grades 2-4)

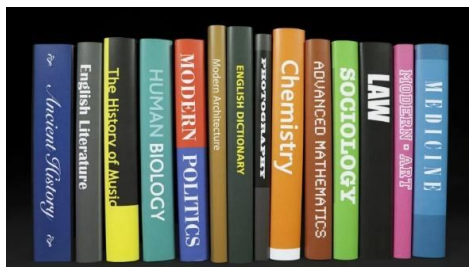
Encourage group dynamics, team skills, and classes designed to engage strengths of the individual student.

Moose on the Loose is for our intermediate group of students ages 9-11 (Grades 4-6)

Students explore topics to interact in leadership opportunities while collaborating in group activities.

Moose Posse is for our older group of students ages 11-14 (Grades 6-8)

Academy teachers assist students as teachers to enhance educational growth and internships.



The High School Program, ages 14-18+ (Grades 9-12+), is a full day program with two additional options depending on each high school students' unique learning need.

Antler Antics is for our high school students ages 14-18+ (Grades 9-12+)

Students are guided through career exploration in classes, internships, work study and dual credit.

Wed. 8:30am-3:30pm SPRUCE Full Day Program

Student attends Full Day Wed. Program at SPRUCE Campus
 High School Level Enrichment Classes Daily
 Teen Scene of Students as Teachers
 Intro. to Internships, Work Study, Career Exploration
 Lunches w/ Leaders, Students as Leaders



Approved high school students can attend concurrent or dual enrollment college courses through the Academy with contracts for service with Pueblo Community College, San Juan College, or Fort Lewis College. Due to the part-time funding the Academy receives, students can only attend funded as part-time at 6 credits per semester. Parents can be invoiced for additional classes and books through the Academy.

+ Option A: Internship/Dual Enrollment (Requires Meeting ASAP)

Student chooses two 1/2 options, can change midyear
 1/2 Day in the Full Day Program AM 8:30am-12pm or PM 12-3:30pm full year
 45 hour internship per semester, must be different second semester
 SAT, ACT, Terra Nova, ASVAB, or College Tutoring



Earn college credit
during high school

Career Inventory, Resume Writing, School to Work, College Advising
College Dual Enrollment of 3 credits of classes each semester, classes scheduled throughout the week.
Weekly In-Person Attendance and Check-in with Academy REQUIRED

+ Option B: Full Time Concurrent/Dual Enrollment (Requires Meeting ASAP)

College Dual Enrollment of 6 credits of classes each semester, classes scheduled throughout the week.
Weekly In-Person Attendance and Check-in with Academy REQUIRED

[Pueblo Community College](#) Dual Enrollment

[San Juan College](#) Dual Enrollment

[Fort Lewis College](#) Dual Enrollment

Associate's



Degree

4.4. A la Cart Classes

Classes are offered by topic. Classes are usually offered for two hr. increments. Families can choose which classes meet their students' needs.



4.5. Educational Event Classes

Educational Events are offered every week through the school year as a community formal class directed by our staff with a collaborating educational organization for a specific class time. Students and chaperone meet at the event location to attend together. Some special arrangements may happen where a parent does not need to stay or a parent pre-arranges for a student to attend independently with Academy Staff. Each month the events are posted on our website and families confirm their attendance [Online](#). Please confirm one week before scheduled educational event class and be aware that some events may have a fee required. Most Educational Events allow for 30-50 participants and are filled in the order of confirmation. Educational Events are published on our website and Facebook monthly.

Funded Students and one chaperone 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 chaperone usually being free. Fees posted for each event.

*Fee Event Disclaimer for All Students - Your payment serves as your confirmation to attend. Refunds will not be given if you cannot attend a class after payment has been made. Your confirmation and payment are given as a headcount that we give to the educational organization that we visit. Since they are usually giving us a discount based on numbers of students, the Academy usually has to pay whether your student actually attends or not.



4.6. Curriculum Education

Enrolling in the Academy as a funded student, qualifies you for Curriculum Education (CE) sessions in weekly subject topics or a la carte classes and can be scheduled independently for 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 class topics or student's curriculum for tutoring. Staff may provide up to 10 hrs. of individual tutoring per student, per year.

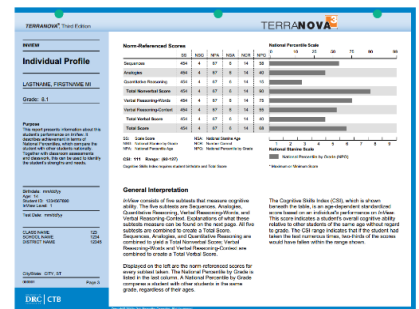
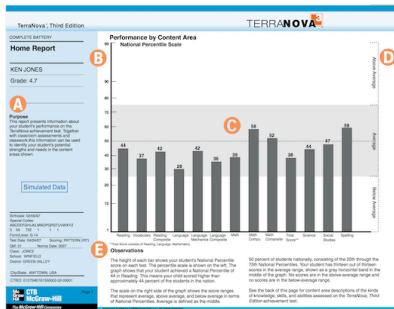
4.7. Standardized Testing

We offer annual assessments using [Terra Nova NEXT 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. Paper or Online Options Available.

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

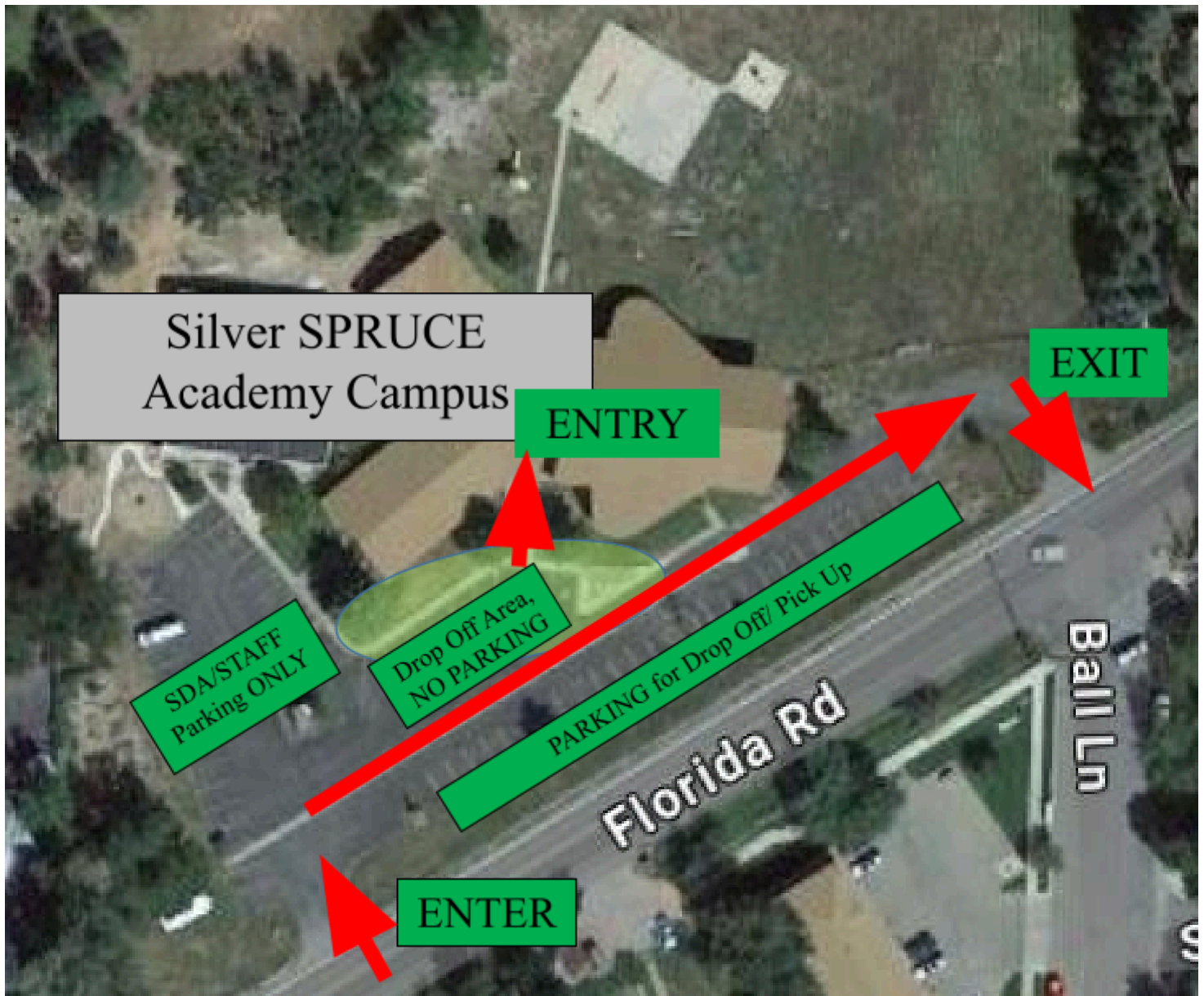
4.8. PSAT, SAT, ACT, ASVAB, GED

The Academy can assist homeschooling students 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 individual tutoring per student, per year.

4.9. Location of Classes

Academy enrichment programs will usually be at our SDA Florida Road Campus Building in Durango.





PHYSICAL: 1775 Florida Road Suite A, Durango, CO 81301

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
2. The Academy has a ONE-WAY parking lot to increase flow driving through Drop Off/Pick Up
3. DROP OFF - Drive through to Drop Off Area or Park in Parking area to come into building
4. PICK UP - Park, Stand in Drop Off Area, Students Released by Parent Physical Identification
5. NO UNATTENDED STUDENTS allowed in the parking area, Minimize lingering in parking area.

The Academy collaborates with area organizations at other locations around the Four Corners Area for specific programs. 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 campus, and any other Academy communication. Please send your student(s) with appropriate layers or clothing, shoes, snacks, picnic lunch, water bottle, and backpack.

5. Attendance

Academy programs are offered based on the funding we receive as a homeschool enrichment program through a contract for educational services. Students that qualify for funded services must enroll in 90 hours of attendance PER SEMESTER/180 hours for the school year to qualify for the use of state dollars. 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.

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

- * Apply for enrollment by September 25th
- * 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 25th.
- * Meet less than the required 24-30 Program Attendance hours per month
- * Families that choose to attend as fee based

5.1. Semesters & Hours

SPRUCE has two semesters, Fall and Spring. Each student registers and enrolls in the Programs they choose. Students attend Tutoring, A la Carte Classes, Curriculum Education Advising, School Wide Events, and Back to School Activities in August. The Full Day Program for the fall semester is published in August and starts after Labor Day to December. The Full Day Program for the spring semester is published in December and starts after Winter Break from January to April. High School Students will have a unique individual bell schedule to account for their Dual/Concurrent Enrollment, Internships, Work Study, or other contracted educational courses they enroll in from Aug. 1-May 31 depending on the classes. Testing, Graduation Ceremonies, and the End of Year Educational Events and Classes complete. The Formal Full Day Program semesters are divided into four quarters with each being seven weeks.

5.2. Funded Students

Each Student must enroll in 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 homeschool enrichment program classes prior to the first day of attendance and are not responsible to meet the enrolled attendance requirement.

5.4. Drop Off / Pick Up

Students can arrive 15 min. prior to a program class beginning. The Full Day Program is drop-off by 8:30, Pick-up by 3:30. Parents can 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 12+ to leave a 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 be absent from classes. It is the parent's responsibility to communicate absences with the Academy and make sure each student meets the 90 hrs. per semester/180 hrs per year 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 Academy student expectations.

6.1. Code of Conduct

Each student, parent, and staff member have the privilege to learn at the Academy. The staff is committed to teaching and reinforcing appropriate student behavior. Responsibility, Respectfulness, Kindness, Honesty and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow Academy 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 Academy. 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 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 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.

**IMPROPER ATTIRE
NO ENTRY**



- 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.

The Academy 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

Silver SPRUCE Academy 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, the Academy 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. The Academy believes that a student's health and wellbeing 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

The Academy 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. Technology brought to the Academy will remain in backpack or be given to staff.**



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

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 are 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

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

7.1. Medical Release

Parents authorize first aid and emergency medical treatment to the Academy while their child is under the supervision of staff. 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 snacks and a lunch for the full day program and are encouraged to eat snacks 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. 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 the class teacher to pre-plan.

7.3. Medical Conditions

Student medical conditions are reported on the student registration form. Staff will take the proper precautions with each student in respect 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 respond accordingly.



7.5. Emergency Procedures / Protocols

The Academy 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.

With our students' safety as 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"



Lockout

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.



Lockdown

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

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



Evacuate

LOCKDOWN - "Locks, Lights, Out of Sight"

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

Sample Lockdown 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.



Shelter

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 a 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"

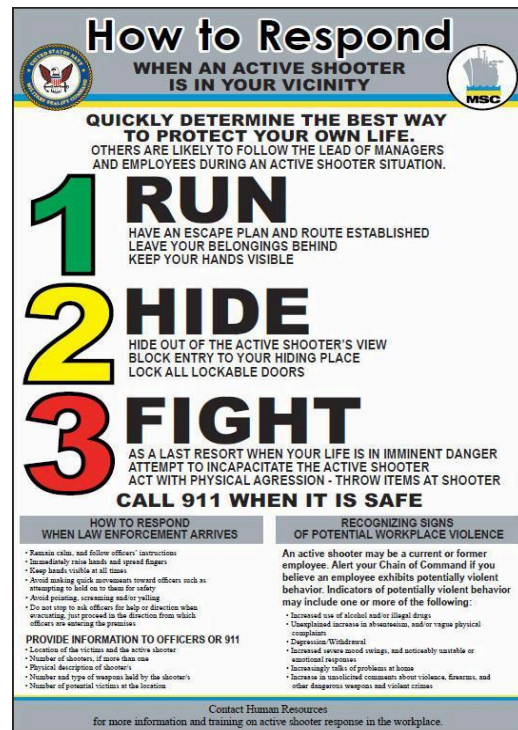
- Look for the two nearest exits anywhere you go
- Have an escape path in mind & identify places you could hide.
- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree 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

The Academy encourages parents/guardians and interested members of the community to collaborate on team teaching. 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 teachers. Collaboration Forms are filled out for all visitors and volunteers.

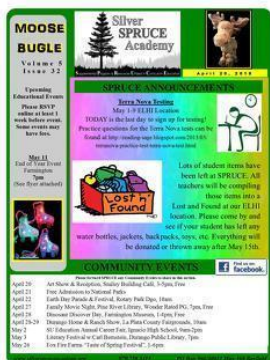
8.1. Hours of Operation

Our Academy operates as a homeschool enrichment program and is only open part time. Operating hours during the school year are August 1-May 31, M-F from 8:30am-3:30pm. Staff work additional hours for classes and educational events. Additional classes, tutoring, dual/concurrent enrollment, work study, internships, and other events are scheduled within our attendance policy from August 1-May 31. During the summer, admin is available Wed. from 8:30am-3:30pm & OFF June 15-July 15.



8.2. Communication & Contacts

Communication between Academy staff and families is important to the success of the students. 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 to not interfere with the educational process. 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. The Academy values this and encourages parents to volunteer, team-teach, and participate in our school classes, events, and activities as a collaborator with the Academy.

9. General Information

9.1 School Choice Resources

Homeschooling 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 homeschooling 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 our homeschool enrichment program, 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 the Academy by using the following programs when doing your everyday shopping. As a 501(c)3 non-profit, the Academy 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.



9.3. Lost and Found

Any items left at the Academy 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

Homeschooling allows for many opportunities for families to work together. The Academy values barter opportunities with homeschooling families. Families sometimes have a specific curriculum or lesson that they would like to teach but need more students. The Academy encourages parents to team teach in our school with the leadership of our certified teachers/substitutes. Parents are encouraged to apply for Teacher/Substitute positions at our school.



9.5. Transcripts / College Planning

The Academy does not provide a transcript but can provide assistance to parents in creating a transcript. When homeschool students are in their high school years, it is recommended that parents maintain a [Transcript](#). A homeschool 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 times the credits earned for each semester. Divide this total by the total number of credits completed for 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, add the two semester GPA's and divide by two 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

The Academy celebrates homeschool 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. We work closely with the student and parents to make the ceremony specific to the student graduating.

10. Administration and Programs

The Academy 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 at our homeschooling enrichment program students that parents 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

Our Board operates as a non-profit organization serving the community as an educational K-12 Homeschool Enrichment Program. The [Executive Board Members](#) are responsible for implementing the organization's Mission, making strategic decisions for the non-profit, and governing the organization's 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 3-7 members. Board Members from the community are filled at a higher ratio to parents from the Academy to minimize agenda issues.

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. 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 the 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 Teacher of Record is REQUIRED for the Homeschool Enrichment Program to operate and oversee all program staff. The program staff are responsible for teaching 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 respect 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 after exhausting chain of command or if a bigger concern presents.



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

www.silverspruceacademy.org

or [Facebook](#)

