

# TRACKS – Parent /Student Information

HSA Registrar - Sara Fendrick - 719-234-1911; [sara.fendrick@asd20.org](mailto:sara.fendrick@asd20.org) - Please contact her directly for absences, tardies and early pickups.

Welcome to TRACKS, an outdoor education enrichment program offered through the Home School Academy for home schooled students in grades 3 – 8. This unique program offers students 1-time participation at each curriculum level. For example, 1 time as a 3rd grader, 1 time only as a 4th OR 5th grader, and 1 time only as a 6th, 7th OR 8th grader.

**T – Teaching**

**R – Respect**

**A – Appreciation**

**C – Conservation**

**K – to kids**

**S – Through science and social studies**

**This information is supplementary to the Home School Academy Handbook.**

**Please read and familiarize yourself with all the information in both documents.**

The information included here is specific to the TRACKS program. It will help you and your student have a safe and enjoyable experience while learning in an outdoor education environment. Please read through this with your student and **sign all forms attached.**

**We are an outdoor education enrichment curriculum and we are committed to spending quality time daily in our beautiful outdoor environment. Please consider the following:**

**Weather:** We do not control the weather but we are dedicated to spending significant amounts of time outdoors on a **daily** basis! It is imperative that students be ready to be outdoors. **Weather in the Black Forest is significantly different than the weather in the Colorado Springs metro area.** It will be 5 – 10 degrees colder, with more precipitation (rain/snow) than in the city. We strongly encourage you to be checking a weather site for forecasts specific to the Black Forest and plan accordingly [www.weather.weatherbug.com](http://www.weather.weatherbug.com) (then put in zipcode 80908 for weather at the School in the Woods property) We will go outdoors in all kinds of weather so students must be prepared for the weather of the day. Don't forget that the weather changes every 5 minutes in Colorado. ;)

**Dress:** Students need to be dressed for outdoor activity **daily**. Layering is the most effective way to be comfortable for whatever the day has in store for us. On warm days we suggest light pants or shorts, a light jacket or wind layer, closed toe shoes for hiking (athletic shoes or light trail shoes) and socks. Sunscreen must be applied at home. A hat for shade and sunglasses are also a good idea. On wet days we need students to have a **waterproof/windproof outer layer** and water resistant footwear. Slippers can be brought daily to wear in the classroom in the event shoes become wet or muddy outdoors. **As the weather becomes cool or cold, students need hats, gloves and warm waterproof outer layers daily.** We suggest sweats or athletic pants that a waterproof layer (windpants, or shell) can be pulled on over. Limited bathroom space means we do not have the capacity to send an entire class for changing before going outdoors or returning. **Snow boots are needed on snowy/cold days.**

**Backpacks:** Students need a backpack daily for hiking/outdoor learning activities. It should be of adequate size to carry a lunch, two snacks and a water bottle plus jacket layer.

**Lunch and Snacks:** Each student needs to bring a lunch and two snacks from home daily. Additionally, please bring a filled water bottle each day. We encourage a water bottle that is easy to hike with. **Due to allergies we are a nut free campus.** No nut products can be brought to school. We burn a lot of calories with our outdoor activities so we encourage healthy, whole food choices. Please make sure there are foods that have protein and healthy fats in them to provide long lasting energy for our busy day.

**Bike Helmets and Bikes:** Grades 4/5 and 6/7/8 will be biking in the fall. Students need to bring bike helmets to school when notified. Please make sure helmets fit properly. We do have a very small selection of used bikes that can be requested if needed. We cannot guarantee the bike will fit properly or be a comfortable ride. Students are most successful when they ride their own bike.

**Curriculum:** Our program offers unique curriculum content for the three different age groupings at TRACKS. Please refer to the curriculum posters. You are welcome to capture these in a picture. Although we are an enrichment program for homeschooled students, we will have reading, writing, research projects, science and art lessons contained in each year long curriculum.

### **Drop off/Pick up/Parking:**

**Morning drop off** Please drop students by the split rail fencing that borders parking lot. Please wait and supervise your student until a teacher has come out to greet the students. Teachers will come out to the parking lot to greet students and escort them to the classroom at 9:00. Parents may not leave the student until a teacher is present. Students are not to walk to the classroom without a teacher.

**Afternoon Pick up procedure is very important.** Because we share the property with School in the Woods, we need to be **out of the parking lot promptly.** TRACKS teachers will escort students out to the parking lot at 3:00. We need to load students quickly and get parents on their way. **Please be prompt.** First car in the pick up line should pull forward to "Pull Forward" hung on a tree in order to make enough room for all the cars pulling in to pick up. **Any student not picked up promptly by 3:10 will be taken back to the TRACKS classroom to wait for pick up.** At this point, you must park across the street on Hardin Road, carefully cross Vollmer on foot and walk to the TRACKS classroom (entering through the TRACKS classroom door for pick up. If you choose to socialize with other parents during drop off or pick up, please park in the lot, leaving the pickup lane for those parents that need to be on their way quickly.

**DO NOT ENTER THROUGH THE MAIN SCHOOL ENTRANCE, the TRACKS entrance is on the NE side of the building. Look for the colorful flag and the TRACKS sign in the window. Please convey this information to anyone picking up or dropping off your child outside of regular pickup and dropoff times.** Please call the HSA Registrar, Debbie Barela at (719) 234-1911 to let her know if you are going to be late, or email her at [Debra.Barela@asd20.org](mailto:Debra.Barela@asd20.org). Leave a message if she is not able to answer at the time you call. Emailing your child's teacher is also encouraged to let us know of absences/tardies and early pickups.

We strongly recommend networking with other parents to have a "B" plan in place in the event of an emergency during pick up time. There is no administrative staff at TRACKS to stay with a student in the

event of a parent/transportation emergency. If you are late, a teacher has to stay overtime. We have busy family schedules as well so please be respectful of our pick up times.

**Medications:** Any student needing any medication administered (prescription or over-the-counter) during the school day, must take the appropriate actions to do so. Please see a detailed explanation in the Home School Academy Handbook that is available on the HSA website. Please contact the support staff at HSA 234-1900 with questions. We cannot accept or administer any medications until this process is complete.

**Emergencies:** For any emergency or urgent information that you need to get to the TRACKS teachers or your student, **email your child's teacher and email/call the Registrar**. If you feel you haven't been successful reaching us, please call the front desk at HSA (719) 234-1900 (phone calls only) and they will handle the situation accordingly. **Infinite Campus provides us access to the information we need to reach you in an emergency. Please keep this current and updated so that we are successful reaching you.**

**Sickness:** *Please keep ill/injured or questionable students home.* We appreciate the students' enthusiasm to attend, but it is impossible to accommodate for a student who isn't up to par! It can be difficult for a student to be out in the elements when they are not feeling their best or have an injury. We don't have a nurse, or administrator to take care of a sick/injured student. **If a student becomes sick/injured at TRACKS, parents will be called for immediate pick up.** If we are unsuccessful reaching you, we will call the emergency contacts you have listed in Infinite Campus.

**Campus Messenger System:** We use this email delivery system for important information and reminders. Please make sure all information is correct for your family in the D-20 Infinite Campus system to ensure you are receiving our communications. This is also the information we use to contact you in an emergency.

**Classroom Behavior Policy:** A positive reward system is used daily. Students are rewarded as a class for behavior choices that demonstrate our school wide S.T.A.R.S positive behavior program.

**S** – Show self- control; **T** – Take responsibility; **A** – Active listening and learning; **R**- Respect self and others; **S** – Safety

When teachers see the above behaviors, a stone is added to the class jar. Once the jar is filled, the class will decide on an appropriate reward. The jar may be refilled throughout the school year.

**Consequences:** Occasionally consequences are needed to encourage positive behavior choices. Each day we will follow this procedure:

1. 1<sup>st</sup> Reminder
2. 2<sup>nd</sup> Reminder
3. Time out – student will fill out a “think sheet” that is then sent home, signed by parents, and returned to teachers. Teachers will also call parents to discuss behavior.
4. **If a second think sheet is required an in-person parent-principal-student-teacher conference will need to happen before the child may return to TRACKS.**

Safety of self and others is a high priority. If a student is making choices that endanger themselves or others, the student will be immediately removed from the situation, parents will be asked to pick up the

student for the day and a parent conference will be scheduled and conducted before the student can return to class.

**Activities:** Students will participate in many outdoor activities including hiking, archery, trail biking and cooperative games. Bikes and helmets will need to be brought from home on the days we are planning to bike ride. We will send advanced notice through the campus messenger system to remind parents and students of our biking days. Bikes need to be in good working condition (tires inflated, chain lubricated, seat at correct height, brakes working) in order to be used at school. Helmets need to be properly fitted for the student. Archery equipment is supplied by the school. Please do not send personal archery equipment to TRACKS. **Please sign the release form attached for these activities.**

**Field Trips:** To Be Announced

**Birthdays:** We appreciate fruit/vegetable or other healthy snacks to be shared with the class.

**Share Time:** We encourage students to be making connections at home to the topics we study in class. If a student has an experience or item that **connects to the natural world or travel**, they may bring it in or tell about the event during our morning share time. Any item brought in will be shown but not passed around and it must fit in the backpack. If there are numerous students that want to share, we will prioritize those that brought in an item (our space is small and items need to go home daily). This is a great public speaking opportunity.

**Pets:** Sometimes a student enjoys sharing a family pet with the class. **Please let us know in advance so that we can put you on our schedule.** This is allowed if the pet is brought to our morning drop off location on a leash or in a cage, and under parent supervision. The student can show and tell the class about the pet for the first few minutes as we gather with appropriate physical distance at the drop off fence. The pet is then taken home by the parent. The pet will not be allowed into the classroom. Please do not bring a pet that is uncomfortable or unpredictable in a large group of people!

**Friendships:** We are always delighted to watch as friendships develop in our programs. However, we are not allowed to share contact information between families. Therefore, if you want to give your information to another family, please use time in the parking lot before or after school to exchange info.

We are looking forward to a memorable year of learning in the outdoors with your student!

Marion Nagle [marion.nagle@asd20.org](mailto:marion.nagle@asd20.org)

Jane Elder [jane.elder@asd20.org](mailto:jane.elder@asd20.org)

Meg Wieland [meggan.wieland@asd20.org](mailto:meggan.wieland@asd20.org)

Dena Pizzimenti [dena.pizzimenti@asd20.org](mailto:dena.pizzimenti@asd20.org)