



**Friendship**  
**PUBLIC CHARTER**  
**SCHOOL ONLINE**  
Powered by K12

## **2023-24 School Year – FPCSO Handbook Addendum**

Dear Parents:

Welcome to the 2023-2024 school year of Friendship Public Charter School Online (FPCS Online). Our school continues to blend innovative instructional technology with a traditional curriculum for students across the District of Columbia. There are many benefits to our unique learning model, including a rigorous and comprehensive curriculum based on the Core Knowledge sequence, the flexibility of learning anytime and anywhere, the support of certified teachers, and an individualized learning program that adapts to your child's unique needs. This challenging and engaging curriculum was developed by renowned learning experts, teachers, and instructional designers and is aligned with DC public school standards.

We are pleased to continue our enhanced blended learning experience for our FPCS Online students. In cooperation and partnership with Friendship Public Charter School, we have formed a unique hybrid model. This cutting-edge model was designed to provide FPCS Online students the additional opportunity to participate in a traditional brick & mortar school setting. Blending K12's innovative online tools and technology with traditional classroom opportunities brings a fresh and flexible approach to everyday learning.

This FPCSO Parent Handbook is an addendum to the Friendship Public Charter School Handbook:

<https://www.friendshipschools.org/wp-content/uploads/2023/08/Final-Student-Handbook-23-24sy.pdf>

Upon your student's enrollment, you digitally signed the Parent Student Contract, indicating your commitment to comply with the unique requirements of Friendship PCS Online. These requirements and all school specific policies and procedures are explained in detail in this FPCSO Parent Handbook addendum.

Our dedicated staff looks forward to working with your family during the upcoming school year. Do not hesitate to contact the school staff at any time with your questions or concerns.

Yours in Education,

John Tracy Sloane, Executive Director

Nancy Brosnahan, Academic Administrator, Elementary School

Shaina Velez, Academic Administrator, Middle School

## 23-24 School Year Calendar

August 21 – First Day of School  
September 4 – Labor Day – No School  
October 9 – Indigenous Peoples Day – No School  
October 20 – Professional Development Day – No School for Students  
October 27 – First Quarter Ends  
November 9 – Quarterly Learning Conferences – No School for Students  
November 10 – Veteran’s Day – No School  
November 22 – 24 – Thanksgiving Break – No School  
December 22 – January 2 – Winter Break – No School  
January 15 – Martin Luther King Jr Day – No School  
January 19 – End of Quarter 2, Professional Development Day, No School for Students  
February 2 – Quarterly Learning Conferences – No School for Students  
February 19 – President’s Day – No School for Students  
March 12 – Data Talk/Wellness Day - No School for Students  
March 29 – End of Quarter 3  
April 12 – Quarterly Learning Conferences – No School for Students  
April 15 – 19 – Spring Break – No School  
May 27 – Memorial Day – No School  
June 14 – End of Quarter 4 – Last Day of School

### **12:00 Release Days (OLS/OMS will remain open for optional work):**

September 1, 8, 15, 22, 29  
October 6, 13, 27  
November 3, 17  
December 1, 8, 15  
January 5, 12, 26  
February 9, 16, 23  
March 1, 8, 22, 29  
April 5  
May 3, 17  
June 7

Student access to the OLS/OMS is available seven days a week throughout the school year. Students choosing to complete work during student and staff holidays and should record any attendance hours following the school holiday.

## **K12 PHILOSOPHY**

- Parents are children's first and most important teachers.
- The early years build a foundation for all later learning.
- Learning requires discipline; discipline requires values.
- Content matters: what children study determines how well they learn.
- Aim high, expect much and children will prosper.

## **FPCS Online CORE PRINCIPLES and Mission**

The mission of Friendship Public Charter School is to provide a world class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well- rounded and self-sufficient citizens who contribute actively to their communities.

Through innovative, challenging standards-based classroom learning experiences and extended learning programs, Friendship Online instills an appreciation for education, high academic and personal standards that prepare students to become responsible contributors to their communities and world.

Founded in 1997, Friendship Public Charter School is a 501(c)(3) not for profit corporation. Friendship established its first charter schools in 1998, opening the Chamberlain and Woodridge elementary campuses. Today, Friendship has elementary, middle, and high school charter campuses throughout the District of Columbia, serving nearly 4,000 children and youth in preschool through grade 12.

The organization is headed by an independent board of trustees, consisting of 15 voting members – nine of whom are residents of the District of Columbia, including two parent representatives.

Friendship Public Charter School Online will emphasize the following core principles:

- Academic excellence in core subjects
- An understanding of and appreciation for service to the world community
- An understanding of the importance of family and community involvement in the lives of children
- Character development
- Second language acquisition
- An emphasis on integrated technology
- An understanding of and appreciation for art, music, physical activity
- Motivation and acquisition of skills necessary for life-long learning.

## **CHANGE OF CONTACT INFORMATION**

**Parents are required** to notify their teacher immediately of any change in name, mailing and/or shipping address, e-mail, phone number, emergency contact, responsible adult, or court order designating a change in guardianship. This information is part of your child's educational record and must be kept current.

## **STUDENT RECORDS**

Official student records will be maintained at the FPCS Online. Please contact the FPCS Online office to obtain a copy of student records.

## **OBJECTIONABLE MATERIALS POLICY**

If a parent finds certain lessons, books, or materials to be objectionable, they should contact their teacher and utilize the feedback option within the OLS/OMS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the OLS/OMS must be completed to show that the objectives have been met.

## **ONLINE SCHOOL (OLS and OMS)**

The Online School is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the Online School be used daily by the student and by the Learning Coach to verify assignment completion and monitor the academic standing of the student. It is expected that the student will complete the online and offline components of all lessons in the daily plan each day, during regular school hours (8:00 AM – 4:00 PM), including all learning activities and assessments. **Excessive variance in lesson completion from the default schedule must be discussed with and approved by your teacher and FPCSO administration.** It is essential that parents/Learning Coaches understand when they enroll with Friendship Public Charter School Online, they agree to participate in the program as designed, including daily documentation of academic progress in the Online School, submission of all required assignments and work samples, attending and participating in all required online and blended learning sessions, participating in conferences with the assigned teacher and in the state-mandated academic assessments.

## **ATTENDANCE**

### **Friendship PCS Policy and Legal Consequences Regarding Absences**

The accumulation of absences will harm your child's academic standing and will result in your violation of the District of Columbia's compulsory school attendance requirements. Failure to meet established attendance guidelines will result in specific consequences (except in extenuating circumstances left to the discretion of the principal or school administrator). Please refer to page 19 of the 23-24 Friendship Public Charter School Handbook for these specific consequences.

## **Policies and Procedures**

As a public charter school, FPCS Online is required to monitor, report and document daily attendance and progress, in accordance with all applicable statutes and District of Columbia Municipal Regulations (DCMR) rules and regulations.

FPCS Online student daily **attendance is evidenced through the time logged by the student during synchronous (live) class connect sessions AND through the completion of asynchronous academic lessons in the "Online School"(OLS/OMS).**

Parents are responsible for compliance with attendance statutes and regulations; however, the school is obligated to keep an accurate record of daily attendance.

FPCS Online teachers and administrators will monitor student attendance and progress. Attendance is one of the determining factors in student advancement to the next curricular level and for continued enrollment in FPCS Online. FPCS Online student progress is recorded by the mastery of lessons and assessments in the OLS/OMS.

To avoid potential truancy situations, communication with the child's teacher is critical. The responsibility of student compliance with the law belongs with the parent/learning coach.

### **Daily Attendance**

District of Columbia Municipal Regulations (DCMR) requires all public-school programs to record a minimum of 180 days of attendance per year. As a public-school program, Friendship Public Charter School Online students must log in daily, must show evidence of lesson completion in the OLS/OMS and attend and participate in all required class connect sessions. Our FPCS Online teachers and administrators carefully monitor the attendance and progress of each student assigned as part of their class list. One of the benefits of Friendship Public Charter School Online is a flexible schedule, however daily attendance should be a minimum of 6 hours per day (including lunch and breaks), not to exceed 8 hours per day. Concerns with excessive or insufficient attendance hours should be addressed with the classroom teacher.

If a student fails to log attendance for 5 calendar days, the FPCS Online staff is required follow the procedure outlined in the Excessive Absenteeism policy. Teachers are required to use the FPCS Online Tracking Tool to monitor these attendance guidelines. Exceptions may be made for students who obtain pre-approval from their teacher for planned family vacations as well as for student illness. Any student with ten unexcused absences will be marked as truant and Child and Family Services will be notified. Families will be alerted when a student reaches fifteen unexcused absences and contacted by FPCSO teachers/administrators. After twenty unexcused absences, families are notified again, and Child and Family Services is again notified. Students can be issued voluntary withdrawal notification due to truancy. Students will automatically be withdrawn with twenty unexcused absences.

Students who are enrolled but fail to log attendance during the first five consecutive days of school will be considered "no shows" and will be voluntarily withdrawn.

### **Excused Absences**

FPCS Online excuses student absences from school due to a physical or mental condition that makes instruction inexpedient or impracticable in excess of ten

school days. To be eligible for the excused absence policy, the student's parent or guardian must provide a written doctor's note within the first five days of the student's return. However, parents must notify the classroom teacher or administration prior to the absence.

#### **Excused Absences**

- Death in the student's immediate family
- Illness of the student (A doctor's certificate is required for a student absent more than five days.)
- Observance of a religious holiday
- Medical reasons such as a doctor's appointment.
- Judiciary proceeding
- Allowances for time off due to military deployments

### **APPROVED TIME OFF FOR STUDENTS**

#### **Flexibility of School Calendar**

FPCS Online has attendance requirements for all students, regardless of grade level. Although ultimately these guidelines must be fulfilled, the program is intended to be flexible. Students who attend school regularly, during regular school hours (8:00 AM – 4:00 PM), and make continuous progress through the K<sup>12</sup> Curriculum may work with their teacher to develop alternate holiday time or special accommodations for extended travel. **Please note:** If a student's attendance history does not meet the attendance requirements, FPCSO teachers and administrators will carefully evaluate the family's request for flexibility. **All vacation days that deviate from the FPCS calendar must be approved by the homeroom teacher, Head of School or Academic Administrator.**

**Vacation time will not be approved during the standardized testing window (TBD spring 2024).**

#### **Holidays**

FPCS Online has outlined a school calendar that includes at least 180 instructional days for the 2023-2024 year. This calendar is intended to be a guide for break periods during the school year. Families may work with their teacher to make modifications to the holiday schedule to better meet their individual family requirements. For example, families may want to take spring break a week before FPCS Online's scheduled vacation days so their children are off from school at the same time as the surrounding school districts. These requests should be honored for families that are meeting the school's attendance requirements **except during the mandatory testing windows.**

#### **Extended Travel**

Some families may want/need to take extended trips from Washington, DC during the school year. If a family maintains an active residence in Washington, DC (e.g., maintains power service and can produce residency requirements, such as a monthly electric bill, etc.), it is possible to define modified progress and attendance procedures during the extended trip and remain enrolled in FPCS Online. **However, extended trips may not occur during mandatory testing windows.** Families must continue to submit attendance and progress information weekly during this time. If a portion of the trip precludes computer access, the teacher may enter attendance time and assessment scores relayed via the phone or mail.

**It is important to remember that FPCS Online is a full-time, public, education program. Agreed upon changes to the teaching schedule must allow continued demonstration of attendance and progress in the program.**

### **Excessive Absenteeism/Attendance Action Plan**

According to District of Columbia Municipal Regulations, student absences may be considered excessive when the number of absent days exceeds ten days. After five unexcused absences, the parent will receive written notification of unexcused absences and will be required to conference with school administration. After ten unexcused absences, a truancy claim will be filed with Child and Family Protective Services. An FPCS Online student will be considered non-compliant when any the following conditions occur:

- The student does not log in to complete asynchronous lessons in the OLS/OMS and does not attend required class connect sessions for more than 5 school days
- The student does not meet minimum progress expectations due to lack of student lesson completion in the Online School.
- 10 or more unexcused absences are recorded, and Child and Family Services Agency must be notified of truancy.
- Students may be issued a voluntary withdrawal due to a lack of compliance with the attendance policy and lack of supervision by the learning coach

The following policies and procedures are in place to ensure successful attendance and progress for all FPCS Online students. FPCS Online teachers will monitor student attendance daily through the FPCS Online Tracking Tool.

If a student has an unexcused absence of 3 or more calendar days:

- The teacher or staff will notify the parent electronically and/or by telephone to notify them that the student has an unexcused absence of three or more days.
  - An unexcused absence may include one or all of the following:
    - Failure to log in for required class connect instructional sessions and/or make academic progress in the FPCS Online school platform, in student account
    - Failure to attend the mandatory, blended learning sessions (if applicable)
    - Failure to attend mandatory testing

- **If the parent responds** within 24 hours to correct the absence with a valid excuse and does not repeat the unexcused absence, the family will remain in good standing with FPCS Online.
- **If the parent/student repeats** the excessive absence, the teacher will notify the parent and the Head of School when student reaches a total of **five unexcused absences**. The teacher and Head of School will hold a conference with the parent to create an **Attendance Action Plan (AAP)** and a letter will be mailed to the home. Should the parent refuse to follow the **AAP**, the family will **voluntarily withdraw** from the school for non-compliance.
- If the excessive absences exceed **ten calendar days**, The Head of School will be required by law to file a report of educational neglect/truancy with Child and Family Services Agency.
- The Head of School will contact the family electronically and by mail notifying the family that an immediate response is needed prior to a specified date, or the family will **voluntarily withdraw** for non-compliance.
- Once a parent has responded, and an **AAP** has been created, monitored, and followed, the student / family status will continue to be carefully monitored for compliance with the **AAP**.
- If a family does not fulfill the **AAP**, they will **voluntarily withdraw** from FPCS Online due to non-compliance and FPCS, school will be notified.

### **Voluntary Withdrawal from Friendship PCS Online**

Families may be issued a voluntary withdrawal from Friendship Public Charter School Online due to or more areas of non-compliance in accordance with the Parent Student Contract,

- lack of supervision of the learning coach
- lack of attendance/progress due to lack of support in the home education environment
- failure to attend and participate in required class connect sessions
- failure to participate in mandated assessments
- failure to comply with the requirements listed in the Parent/Student Contract

Students will be considered voluntarily withdrawn if the school receives no communication from the parent or guardian following a notification of non-compliance with school policies or if the non-compliance issues continue following a third and final letter of non-compliance. Friendship Public Charter School Online will notify the administrative offices of FPCS when a voluntary withdrawal is made.



**Upon withdrawal from FPCS Online, the family will have a maximum of 10 school days to enroll in a public school or public charter school. The new school must notify FPCS Online with a request for records and documentation of intent to enroll. If such notification is not received, The Child Family Services Agency will be contacted. It is the responsibility of the parent in connection with the new school to inform FPCS Online of student enrollment.**

## **ENROLLMENT AND RE-ENROLLMENT**

FPCSO enrollment is a K-8 public charter school. Enrollment is limited to students in those grades only as outlined in the school charter. Parents may not elect to retain or reassign a student to another grade in an effort to enroll or re-enroll. Students who are 15 years or older are automatically aged out and are not eligible for enrollment.

*Students who are voluntarily withdrawn from Friendship PCS Online due to lack of compliance with school specific requirements are not eligible to return during the school year in which they are withdrawn. If a student who is voluntarily withdrawn chooses to reenroll in the future, he or she will need to enroll through the MySchoolDC Common Lottery and comply with an Academic/Attendance Improvement Plan that will be implemented upon enrollment.*

*Should a student be recommended for grade level retention due to non-compliance as a result of a lack of learning coach supervision, attendance, and/or lesson completion in the home education environment, re-enrollment for the following school year will be at the discretion of the Head of School.*

## **ACADEMIC ADVANCEMENT**

### **Student Course Level Advancement Policy**

Friendship Public Charter School Online provides four core courses per student, per year, with additional elective courses offered through Friendship PCS. Due to the accountability requirements for public school programs, the policies of Friendship Public Charter School Online, and the design of the K12 curriculum, students are expected to complete the entire set of assigned courses before advancement to new courses may be considered. The design of Friendship Public Charter School Online and the availability of the K12 Online School (OLS/OMS) allows for some schedule flexibility regarding the delivery of instruction. Students in the middle school platform (OMS) will also have some flexibility in daily lesson completion but will have more specific guidelines for the completion of assignments and assessments. However, all courses are expected to be completed within the school calendar year unless there are exceptional circumstances or Special Education provisions which have been discussed, agreed upon, and approved by the parent/guardian, teacher, and Friendship Public Charter School Online administration. Any significant increase in the pacing of lesson completion must also be discussed with, and approved by, the student's teacher. Advancement of a student from one course level to the next requires teacher verification and the approval of Friendship Public Charter School Online administration. Sufficient progress in **all courses** is required before course level advancement in one area will be considered. Sufficient progress will be determined by the total number of lessons

completed and the mastery level of the student on the lesson assessments.

### **Course Placement & Grade Level Assignment**

Course level assignments and grade level assignments are not always the same. NWEA/MAP assessments, DIBELS assessments, previous standardized test scores, previous school records and parent/teacher conferences are used to determine course level assignments.

### **Health and Physical Education School Requirements:**

Pursuant of State Code DCC 38-824.01-02, each student enrolled in FPCSO are encouraged to achieve 60 minutes of student physical activity each day and seek to maximize student physical activity throughout the week.

#### Recommended Goals:

- K-5 students shall have an average of at least 150 minutes per week
- 6-8 students shall have an average of at least 225 minutes per week
- 6-8 students shall receive an average of at least 75 minutes of health education per week.

### **GRADING AND REPORT CARDS**

The On-Line School (OLS/OMS) offers daily progress reports of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the progress and attendance screens in the OLS/OMS account for the student. Quarterly interim reports (first quarter and third quarter) as well as first and second semester report cards will be issued by teachers and copies will be sent to parents via email.

**In addition to academic progress in the OLS/OMS, the submission of mandatory work samples and Class Connect attendance/participation will also be incorporated into the final quarterly grade for each student. Middle school students (grades 6-8) will be required to submit assignments and assessments according to specific due dates as outlined in the OMS. Assignment due dates will be found in the Course Details area of the student landing page.**

### **GUIDELINES FOR THE COMPLETION OF QUARTERLY AND FINAL REPORT CARDS**

The goal at FPCS Online is that all students will master the grade level standards and objectives for each academic course. Enrollment approval date, learning style, and pace can cause variations in the rate of progress among students. For grade level promotion, there are guidelines listed below that outline what is expected for promotion. Decisions about grade-level promotion are made only after close consultation between the parent and the teacher about what is in the best interest of the student. Ultimately, final decisions will be made by teachers and FPCS Online administration. **Students who are identified as EL and students with IEPs and/or 504 plans may have progress requirements adjusted based**

**on assessed needs.**

### **GRADING IN THE OLS (K-5)**

In **math** and **language arts**, OLS course progress will **ONLY** determine 70% of the overall quarterly/final grade. Class connect attendance and participation as well as the submission of required work samples will each determine an additional 30% of the overall grade. See below for a detailed explanation:

**Grades in math and language arts will be comprised of three components:**

- **70%** Cumulative Course Progress
- **15%** CC Attendance & Participation
- **15%** Work Samples/IXL/MAP Fluency Progress

**History and science grades will be reported using cumulative OLS progress.**

### **Reporting for Students in grades K-5 \***

90%-100% of expected progress	= A
80%-89% of expected progress	= B
70%-79% of expected progress	= C
60%-69% of expected progress	= D
Below 60% of expected progress	= F

### **Student Work Samples – Grades K-5**

FPCS Online requires that parents submit samples of student work for accountability purposes. Work samples are a tool that teachers utilize to ensure adequate, educational progress. A **List of Required Work Samples** and guidelines for submission will be provided to each family. Parents failing to submit work samples will be considered non-compliant and may be **voluntarily withdrawn**. Teacher feedback will be provided but work samples may not be returned to families.

***\*Progress expectations may be adjusted for students with IEP or 504 accommodations***

### **GRADING IN THE OMS – GRADES 6-8**

Graded assignments, both teacher and computer scored, will be listed in the course calendar. To receive full credit for the work, these assignments must be completed and submitted no later than 11:59 PM on the due date provided.

Any lesson that is not completed by the due date will be considered missing and assigned a zero. Students may, however, complete lessons for full credit up until the final day of the semester. No credit will be given for any work submitted after the final semester deadline.

### **GRADING SCALE FOR MIDDLE SCHOOL GRADES 6-8 \***

90%-100%	= A
80%-89%	= B
70%-79%	= C
60%-69%	= D
Below 60%	= F

***\*Progress expectations may be adjusted for students with IEP or 504 accommodations***

## **CLASS CONNECT ATTENDANCE AND PARTICIPATION**

Attendance points will comprise 15% of a student's overall course grade each quarter. Students must attend and participate in all required live sessions for their courses. This participation includes appropriate use of the microphone, webcam, and chat room. Students who are unable to attend a live class connect session are required to view the recording and complete the teacher's attendance assignment within one week of the live session date. No credit will be given for any recordings viewed after the final date of each quarter.

## **Student and Learning Coach Expectations**

All FPCSO students require direct supervision and instructional support by the learning coach throughout the academic day. The learning coach should consistently monitor students during both online and offline activities. While FPCSO does not expect learning coaches to teach course material, it is our expectation that learning coaches will familiarize themselves with the curriculum and assist with instruction as needed. If the learning coach is unable to answer a student question, it is the responsibility of the learning coach to contact the teacher for assistance.

As students become older, they do become more independent in their studies. While the role of the Learning Coach (LC) may change somewhat, s/he is an *integral* part of the learning experience. In keeping with Friendship PCS's Core Values (see **Code of Conduct** section), the middle school teachers and Learning Coaches should encourage students to take responsibility for their learning while being persistent and committed to their studies. Daily reminders to complete coursework and consistent monitoring of your student's grades, class attendance and participation, and submission of assignments and completion of assessments is required. **The learning coach must also ensure that the student is logged in on time and fully participating in all mandatory class connect sessions.**

## **Online Learning System (OLS/OMS) Policies**

K12's curriculum has been created to be engaging and exciting. It is also designed to build on prior knowledge. For this reason, it is required that students complete the lessons in the order provided in the Daily Plan unless otherwise agreed upon by FPCSO teachers/administrators. Your teacher may adapt the curriculum as s/he sees fit. This may include hiding lessons or units s/he will cover in class connect sessions. **Mastery of the objectives is the key to success.** Progress is only made when a lesson has been mastered. While most courses have daily assessments, some courses only have unit assessments. These unit assessments show if the student has mastered all the concepts taught within that unit. **For this reason, students must master the unit assessments before moving onto the next unit.** If a student cannot master the unit assessment with an 80% or above (if there is a two-part unit assessment both parts must have 80% mastery), s/he or the LC should reach out to the teacher for extra help. Until the student has mastered the unit assessment, the teacher can put the unit back in the Daily Plan until it is mastered. Any un-mastered unit assessments will impact student's progress and grade. In addition, students may be required to demonstrate, in person, mastery of lessons/units marked as complete if the teacher is concerned about the validity of the OLS/OMS data.

**Middle school students (grades 6-8) in the Online Middle School (OMS) platform will have a more structured calendar of required assignments and assessments. Students must complete and submit these assignments and assessments within a specific period as designated by the teacher to receive credit. Students in grades 6-8 must work within the guidelines of the course calendar.**

### **Class Connect Attendance Policies**

To help students reach their academic potential, students are required to attend and participate in live, online, class connect sessions throughout the week using FPCS assigned technology. **Video cameras and audio must be in working order and utilized during class connect sessions unless prior approval has been given by the classroom teacher.** Failure to attend and/or participate in these sessions will impact student grades (please see GUIDELINES FOR THE COMPLETION OF QUARTERLY AND FINAL REPORT CARDS section) and may also result in letter of non-compliance and the development of an Academic Improvement Plan (AIP) or Attendance Improvement Plan (AAP).

**Class Connect Sessions:** Required class connect sessions appear in the daily plan. Students may join the class 15 minutes prior to class start time. Students must arrive **on-time** to class connect sessions. Students are expected to participate and be ready to learn. This means that they will be able to appropriately utilize the tools of the Newrow classroom including the microphone, chat feature, and video camera. This also means they will turn off all electronic devices and close out any other open windows or programs (unless required to be opened for class) during class time to answer questions when called upon, write on the whiteboard, and/ or complete work in a breakout room. Students who are not actively participating in class will be sent to a special breakout room, and it will be noted in the attendance which can impact their grade.

**Lack of attendance, excessive tardiness, and lack of participation may result in the issuance of letter(s) of non-compliance due to a lack of adequate supervision of the learning coach.**

**Blended Learning Sessions:** Attendance will be taken at the beginning of blended learning sessions. Students who do not have an excused absence for blended learning sessions or who are excessively tardy will be marked absent. Students with cell phones must turn the phone off during the blended learning sessions. Students must be picked up at the conclusion of the session and may not remain at the campus following the session. Appropriate behavior and attire are always expected. Aggressive/inappropriate behavior/profanity will not be tolerated at any time.

## Academic Integrity

Student success in K12's online curriculum depends on the honesty and integrity of both students and Learning Coaches. Grades entered by the Learning Coach should be graded according to the rubrics provided and accurately reflect the independent work of the student. In addition, the work submitted to either the Learning Coach or the teacher should be the original work of the student. If the student uses ideas or concepts from another source, the student will be expected to cite those references. Plagiarism is a very difficult concept for any student but an important lesson to learn. If the student or LC has any questions, please reach out to the ELA or homeroom teacher. This is especially a concern for middle school students, for whom research papers and additional written assignments will be regularly assigned. **If a grade for an assignment or lesson has been entered into the OLS/OMS, the work, if requested by the teacher, can be requested for submission that day as proof of completion. Failure to comply with these expectations may result in non-compliance with FPCSO policy.**

## FPCS ONLINE STUDENT ASSESSMENT

FPCS Online takes a comprehensive approach toward student assessment. Assessments are more than just tests. Assessments involve gathering information about student progress, strengths, and areas in need of additional support, and assist us in providing the best possible education for each child. FPCS Online employs the following assessments, evaluations, and tests as part of its educational program:

### Lesson and Unit Assessments:

Embedded assessments within the K12™ curriculum are designed to assess mastery of lesson and unit objectives and to determine whether students should progress to the next lesson or receive additional instruction for that lesson or unit. The student mastery expectation is 80% for each assessment. Assessments that are not mastered may be retaken after the first failed assessment, but re-teaching of skills not mastered should be completed prior to the second assessment taken by the student. FPCS Online teachers and administrators monitor the number of assessments taken in addition to the time each assessment was taken. It is the responsibility of the learning coach to ensure that students are mastering lessons in the home environment prior to moving ahead to subsequent lessons. **Numerous unmastered lessons in a student's plan indicates a lack of learning coach supervision and may result in non-compliance notifications and potential voluntary withdrawal.**

### Standardized Testing

#### DC State Assessments - PARCC (Mandatory for grades 3-8):

Students in grades 3-8 will participate in the PARCC assessments in the spring. Generally, the PARCC window for testing occurs during the last week of April and first three weeks of May. Parents will be advised of specific dates, times, and the location for testing as soon as the information is made available. **In person testing is required.**

### **NWEA MAP Assessments – (Mandatory)**

Students in grades K-8 will participate in the North West Educational Assessment (NWEA) in fall, winter, and spring. All students will be required to test in person. Parents will be advised of specific dates, times, and the location for testing as soon as the information is made available.

### **DIBELS Testing (Mandatory):**

FPCS Students in grades K-3 will participate in DIBELS testing in fall, winter, and spring. Students new to FPCS Online may be required to test in person for the fall administration. Testing may be administered in person or online via the Newrow classroom and on the phone. Parents will be advised of specific dates and times for testing as soon as the information is made available. Students in grades 4-5 may also be required to complete DIBELS testing at the discretion of the homeroom teacher.

## **SUPPORT SERVICES**

FPCSO offers supportive, remediation services for children who are identified as qualifying in math and or language arts. These services are offered in small group and/or individual settings through synchronous virtual instruction and private tutors funded through the Title 1 program. The involvement of the Learning Coach is a key element in the success of the program. It is the responsibility of the Learning Coach to ensure that students arrive on time for all support services. FPCS Online provides opportunities for consistent, cooperative communication and instructional support for parents via email, class connect sessions, and phone conferences.

If you have a concern about your child's progress in math or language arts, please share these concerns with your assigned regular education teacher.

## **PARENT-TEACHER RELATIONSHIP**

Certified teachers are an essential and vital piece of the educational model utilized by FPCS Online. The teacher is responsible for ensuring that students achieve mastery of learning objectives. Certified teachers provide guidance, instruction and support to students and families, assist in managing the learning process, and focus on students' individual needs. Teachers monitor student progress through K12's interactive lessons and daily assessments, and they work actively with students and parents to advance each child's learning.

Teachers' responsibilities include the following:

- grade and evaluate student work
- review student attendance records
- make placement and promotion decisions
- encourage and motivate students
- help students with remediation or enrichment
- develop partnership and mentoring relationships with families
- participate in regular professional development sessions

- ensure compliance with state requirements
- modify lessons to fit students' unique learning needs
- assist with organizing community-building activities such as school outings, clubs, and events.

In partnership with teachers, Learning Coaches help children learn at home using comprehensive educational materials and technology provided by FPCS Online and K12™. Learning Coaches develop a unique relationship with the student and teacher, as they instruct and help students through the lessons, record student attendance and progress, and work with teachers to identify any learning difficulties.

The early grades (K-5) require substantial parental involvement and supervision. As students get older, they may become more independent, but will still require consistent parental supervision during all lessons and assessments. **In every grade, parents/Learning Coaches are expected to be full and committed partners with teachers in their children's education and must be at home each day to provide support. Students may not be left alone during school hours to complete learning activities.** Parents are also encouraged to become involved in the school community through parent groups, and their children's school outings, clubs, and events.

#### **PARENT-TEACHER COMMUNICATION**

Friendship Public Charter School (FPCS) Online teachers are responsible for monitoring and validating student attendance, curricular progress, and educational growth. The teacher is the first point of contact for all issues regarding the school.

Email and telephone are the primary sources of contact between teacher and the parents. **Therefore, it is required that parents/learning coaches check their email and voicemail at least once every day and respond as needed.** Parents should promptly reply to emails or voicemails received from their teachers. Friendship Public Charter School Online teachers are instructed to allow their voice mail to answer all in-coming calls. This allows the teacher to thoroughly research the answer to questions or problems posed by the parent and to prioritize returning calls to make the most efficient and effective use of their time.

All communications between Friendship Public Charter School Online administration, Friendship Public Charter School Online teachers, the parents/Learning Coach, students, and other parties directly related to Friendship Public Charter School Online must be conducted with appropriate professionalism. **Demeaning or profane language, threats and/or derogatory remarks/innuendos are not acceptable.**

#### **PARENT-TEACHER CONFERENCES**

One of the strongest aspects of the FPCS Online program is the close monitoring of each student's educational progress. Parent / teacher conferences are held throughout the school year as needed. Conference calls and meetings will be held during regular school business hours. Teachers and administrators will notify parents of any mandatory



conferences via email or telephone. Conferencing will take place in a variety of platforms:

- Telephone
- Online Newrow Classroom

Conferences provide a good time to voice concerns, relay good news about the student, obtain enrichment ideas for the child, discuss attendance and progress through the curriculum, review work samples, etc. The teacher will also speak to the student on a regular basis to help develop a robust, learning partnership. Teachers will check in with students and parents to review progress and determine ways to boost student performance.

Conferences are vital for tracking student completion of assignments and attendance. When scheduling, please be conscientious of the time reserved just for you by confirming this date and time and attending in a prompt manner. If there is a need to reschedule your child's conference, please provide 24 hours notice to the teacher.

Failure to participate in mandatory or requested conferences may result in the voluntary withdrawal from the program.

## **PARENT INVOLVEMENT**

FPCS Online encourages all parents to become involved in school activities sponsored in their geographical area to help develop a stronger school community. Many opportunities for involvement are provided through FPCS Online sponsored events such as parent trainings, student outings, meet and greet sessions, and the Graduation/End-of-the-Year event. It is our expectation that parents will conduct themselves in a positive, professional, and courteous manner and be dressed in appropriate attire. Foul and inappropriate language and/or behavior will not be tolerated during school sponsored activities.

## **PARENT RESPONSIBILITIES**

### **Beginning of year:**

- Report missing/damaged materials and within 2 weeks of delivery.
- Pick up FPCS issued technology prior to the start of school.
- Set up learning space and organize materials.
- Participate in introductory phone conferences and in mandatory orientation/training sessions in Newrow (online platform)
- Participate in goal setting conference with teacher

### **Daily:**

- Check for email and voicemail from FPCSO staff and respond promptly
- Follow and complete the scheduled daily K12 lessons as shown in the OLS/OMS
- Review K12 lessons for next day and gather all necessary materials

### **Weekly:**

- Complete computer maintenance: clear cache and cookies

- Review and prepare K12 lessons for the next week
- Note any topics to discuss on next regularly scheduled conference

**As Required or Scheduled:**

- Report to FPCS Online any changes in phone, email, mailing address or shipping address information.
- Attend student and parent conference with FPCS Online teacher during regularly scheduled time
- Collect and submit work samples according to the submission schedule.
- **Report computer problems immediately to your teacher and to Friendship Public Charter School**
- Implement, review, and revise Academic Improvement Plan with FPCS Online teacher and administration (if applicable)
- Attend SPED conferences (if applicable): Attend and participate IEP/504 placement meetings (if your child is identified with special needs) and report any changes/meetings to your teacher immediately (if applicable)
- Review and update student progress and established goals with FPCS Online teacher
- Complete parent surveys for K12 and FPCS Online
- Attend training sessions
- Ensure that students attend and complete ALL scheduled mandatory testing

**End-of-Year:**

- Gather returnable materials and prepare for shipping/pick-up back to K12.
- Review/discuss course placement with your teacher for the following year.
- Complete requirements for re-enrollment.

**PROBLEM RESOLUTION**

While our goal is 100% satisfaction, we recognize that at times issues may arise that require administrative attention. Follow these procedures for general information or for assistance in resolving a problem:

- Step 1.** All concerns and issues should first be directed to your

- child's teacher.
- Step 2.** If the concern is not resolved at this level, please contact our K-5 Academic Administrator, Nancy Brosnahan, at [nbrosnahan@k12.com](mailto:nbrosnahan@k12.com) or our Middle School Academic Administrator, Shaina Velesz, at [svelesz@k12.com](mailto:svelesz@k12.com)
- Step 3.** If you still have questions or concerns, contact our Head of School, Mr. Tracy Sloane at [jsloane@k12.com](mailto:jsloane@k12.com).

## **FRIENDSHIP PCS STUDENT SERVICES AND RESOURCES**

### **SCHOOL COUNSELING**

#### **Role of the School Counselor:**

School counselors are certified/licensed professional educators who improve student success for ALL students by implementing a comprehensive school counseling program. School counselors work to maximize student success, promoting access and equity for all students. As a vital member of the school leadership team, school counselors create a school culture of success for all. School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate, and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan.

School counselors focus on academic, social/emotional, college and career success for PK-12 students. School counselors help all students:

- Apply academic achievement strategies
- Manage emotions and apply interpersonal skills
- Plan for postsecondary options (higher education, military, work force)
- Establish personal goals

through short-term individual counseling, group counseling, and classroom lessons.

You may excuse your child from academic, career, or social/emotional counseling at any time by completing the opt-out form. The opt-out form will remain in effect for the remaining of the school year unless written notice is given by the parents or guardians.

#### **Confidentiality:**

The counseling relationship between students and their school counselor requires an atmosphere of trust and confidence. Confidentiality ensures that school counselors won't share students' disclosures with others except when the student authorizes it or when there is clear and present danger to the student and/or other persons. The role of the school counselor regarding confidentiality is:

- To support the students' right to privacy and protect confidential information received from students, the family, guardians, and staff members
- To explain the meaning and limits of confidentiality to students in developmentally appropriate terms
- To provide appropriate disclosure and informed consent regarding the counseling relationship and confidentiality
- To adhere to all school board policy and federal and state laws protecting student records, health information and special services (i.e., HIPAA, FERPA, IDEA)

### **Crisis/Emergency Services Information:**

School counselors assist in crisis response, consult, and collaborate with relevant stakeholders to promote the well-being of their students. If a school crisis occurs, school counselors will coordinate with the School Mental Health Team and work with school leaders to develop and implement a school crisis response plan. If you are concerned about your student's safety or well-being outside of school hours, here are some emergency resources that can help:

- DC Access Hotline: (877) 7WE-HELP [(877) 793-4357]
- National Suicide Prevention Lifeline: (800)273-8255
- National Youth Crisis Hotline: (800) 422-4673

### **What resources are available to students?**

We are here to prepare our students to be successful in life. We believe that each student will be successful if s/ he takes full advantage of the range of programs offered at Friendship PCS. Here, we provide you opportunities available to Friendship PCS students. Parent Relations, Learning Leaders) to offer services to families and share resources

- representation of parents on School Leadership Teams
- fund raising activities to benefit the children and PAC
- parent participation in school activities; and communications (ex: newsletters, e-mail accounts, websites, phone trees)

Call your child's school and ask for the name of the PAC president, or simply come to the next meeting. You will be welcomed with open arms.

### **FAMILY SUPPORT PROCESS AND ACADEMIC IMPROVEMENT AND ACCOUNTABILITY PLAN (AIP)**

All families enrolled in the FPCS Online program have digitally initialed and signed the "I understand" statements in the Parent Student Contract upon completion of the enrollment process. These requirements represent the basic fundamentals of the FPCS Online program to ensure families (both Learning Coaches and students) will enjoy a successful year with FPCS Online. Our goal at FPCS Online is to support students and families so each student has the essential learning opportunities to reach his or her full potential. However, throughout the school year, some families may be unable to satisfy one or more of these basic requirements on a regular basis. At this time, the Learning Coach and student will be notified that an Academic Improvement Plan will be implemented.

The Plan below explains possible compliance concerns, expected minimum requirements, and possible resolutions and/or repercussions. **At any time, should learning coaches/student choose not to comply with the AIP or FPCS Online requirements, the curriculum lock feature may be utilized by FPCS Online administrators to require specific contact by learning coaches to reinstate the curriculum based on compliance.**

<b>Requirements\ I Understand Statements</b>	<b>Minimum Expectation</b>	<b>Action for Support Services</b>	<b>Time Frame for Resolution</b>
<b>Attendance</b>	Students will log in and complete lessons as expected in the OLS/OMS each school day and will attend all required class connect sessions. Parents will provide communication for all absences.	Family will be provided with an Attendance Accountability Plan (AAP) and will be required to attend all Class Connect instructional sessions. (Tier 1) If	1 month or as specified by FPCS Online Administration

		<p>family continues to be unsuccessful they will be supported by a staff member to assist in instruction and attendance. (Tier 2) Final assistance for struggling families will have a conference weekly with school administration and be required to attend the blended learning days twice a week. (Tier 3) If family is still unsuccessful with compliancy requirements, they will voluntarily withdraw from our school.</p>	
<b>Progress</b>	Approximately 2-3% per week (8-10% per month), or as specified by the teacher	<p>All students are expected to attend all virtual direct instructional sessions. (Tier 1) Students who require further academic support will be provided with their own personal tutor to ensure that progress is being attained. (Tier 2) Families who fail to take advantage of the numerous support services will be notified that the student has been placed on an Academic Improvement Plan. Students in Tier 2 will be required to attend two blended learning days weekly to ensure academic support is provided. (Tier 3.) Failure to comply with the requirements of the AIP will result in a voluntary withdrawal.</p>	1 month or as specified by FPCS Online Administration
<b>Work Samples/ No Samples for Two consecutive months</b>	Monthly Submission of work samples	(Tier 1) Family will be contacted by school administration to help organize and support production	2 months or as specified by FPCS Online Administration

		and submissions of work samples for student portfolio. (Tier 2) If a family continues to struggle or is non-responsive, they will be put on an Academic Improvement Plan. (Tier 3) Failure to submit work samples may result in a voluntary withdrawal	
<b>Class Connect Sessions, Blended Learning Sessions &amp; Conferences</b>	Attendance and participation at required, scheduled sessions each week for Class Connect, Blended Learning Sessions and monthly/bimonthly Conferences as needed	School administration will call any family who is absent from class sessions and who have not provided a written excuse to ensure attendance and participation. (Tier 1) Teachers will engage students and Learning Coaches in conferences to discuss successes and struggles and provide further support in any areas needed. (Tier 2) Families who consistently miss mandatory scheduled conferences will be contacted daily by school administration and placed on an Academic Improvement Plan (Tier 3) Failure to comply will result in the parent's voluntary withdrawal.	Weekly monitoring of attendance
<b>All mandatory testing</b>	Attendance at required, scheduled testing dates throughout the year.	Student will take all required assessments	Unexcused participation in mandatory testing will result in voluntary withdrawal from FPCS Online

- The homeroom teacher & FCPS Online administrators will keep track of the families placed in the Academic Improvement Plan and Attendance Accountability Plan.
- The teacher will keep the parent informed of the student's status through telephone conferences, online meetings, and written communication.
- Students with IEPs may have additional parent contact and work sample requirements.

All appeals will be directed to the Head of School, who will interview the teacher and the parent/Learning Coach and examine the applicable documentation.

The final decision for continuation of enrollment will be made by the Head of School.

## **SCHOOL PROPERTY**

Friendship Public Charter School Online provides materials, computer, printer, books, and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the return of all unused materials and all textbooks at the end of the school year. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted, and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in the Friendship Public Charter School Online program.

### **Missing Materials**

Friendship Public Charter School Online provides students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is responsible for notifying K12 Inc. within two weeks of receiving the materials so that a missing materials report can be submitted to have the item provided. Materials that are lost or damaged should be reported to K12 Inc. as soon as possible. The parent/responsible adult is responsible for the cost of replacing lost or damaged materials due to negligence.

When a student withdraws prior to the end of the school year, all items, regardless of condition, must be returned. Exceptions for liquids and certain consumable items may be specified in the reclamation process.



## TROUBLESHOOTING

Wondering when you should call Customer Support, and when you should call your homeroom teacher?

FAQ and other information are available on <http://help.k12.com/>

Customer Support: <http://help.k12.com> or 866-512-2273

**For further clarification, please see the chart below:**

Issue	Who to Contact
Address Update/Contact Update	Classroom Teacher or Shauna Reed, Operations Manager <a href="mailto:sconway@friendshipsonline.org">sconway@friendshipsonline.org</a>
Attendance Submitted Incorrectly	Classroom Teacher
Class Connect (Blackboard/Newrow) Technical Issue	Customer Support: <a href="http://help.k12.com">http://help.k12.com</a> or 866-512- 2273
Course Change/Addition	Classroom Teacher
Course Content - Comments and Minor Errors	OLS/OMS Feedback in your Online School
Course Content - Questions	Classroom Teacher
Course Materials - Return Labels, Missing, Damaged	Customer Support: <a href="http://webform.k12.com/">http://webform.k12.com/</a>
ALL Technical Issues	Jabril Broaster <a href="mailto:jbroaster@friendshipschools.org">jbroaster@friendshipschools.org</a> 202-961-0552
Course Materials - Shipment Status	My Info in your Online School
Curriculum and Lessons	Classroom Teacher
Grades and school grading dates	Classroom Teacher
Online School - Account Set-up and Login	Customer Support: <a href="https://fw.unitymg.com/rdr/C:7433">https://fw.unitymg.com/rdr/C:7433</a>
Online School - Missing/Incorrect Course	Classroom Teacher
Online School - Navigation (How to)	<a href="http://help.k12.com/support/video-resources">http://help.k12.com/support/video- resources</a>
Online School - Error Messages	Customer Support: <a href="http://help.k12.com">http://help.k12.com</a> or 866-512- 2273
PDF Links	Customer Support: <a href="http://help.k12.com">http://help.k12.com</a> or 866-512- 2273
Proof of Enrollment	Nancy Brosnahan, Academic Administrator <a href="mailto:nbrosnahan@k12.com">nbrosnahan@k12.com</a> or Suzanne Conway

	Operations Manager <a href="mailto:sconway@friendshippcsonline.org">sconway@friendshippcsonline.org</a>
Testing	Classroom Teacher Nancy Brosnahan, Elementary Academic Administrator <a href="mailto:nbrosnahan@k12.com">nbrosnahan@k12.com</a> or Shaina Velez, Middle School Academic Administrator <a href="mailto:svelesz@k12.com">svelesz@k12.com</a>
School Policies and Procedures	Refer to FPCS Online Handbook; Tracy Sloane, Executive Director <a href="mailto:Jsloane@k12com">Jsloane@k12com</a> Nancy Brosnahan, Elementary Academic Administrator <a href="mailto:nbrosnahan@k12.com">nbrosnahan@k12.com</a> Shaina Velez, Middle School Academic Administrator
School Outing/Event	Cheryl Ryder, Parent Liaison <a href="mailto:cryder@friendshippcsonline.org">cryder@friendshippcsonline.org</a>
Suggestions and Comments regarding curriculum/OLS/OMS	OLS/OMS Feedback in your Online School
Suggestions and Comments regarding FPCS policies	Tracy Sloane, Head of School <a href="mailto:jsloane@k12.com">jsloane@k12.com</a>
Transcript Request	Maribel Hernandez-Drost, School Counselor <a href="mailto:mhernandezdrost@k12.com">mhernandezdrost@k12.com</a>
Withdrawal	Classroom Teacher and Suzanne Conway, Operations Manager <a href="mailto:sconway@friendshippcsonline.org">sconway@friendshippcsonline.org</a>

### **OPTIONAL OUTINGS**

FPCS Online will sponsor optional outings for students and families during the school year that enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other school participants, have conversations, share practices that work and academic enrichment.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

FPCS Online parents and students are expected to conduct themselves appropriately at all optional student outings. These outings are offered but are not officially connected with FPCSO. Parents /guardians are responsible for the supervision of their children at all times during these outing.

### **Inclement Weather**

**Our Online School is open twenty- four hours a day, seven days a week! However, all scheduled Class Connect sessions will be canceled if FPCS is closed. In the event of a two hour delay, class connect sessions will begin at 10:00 AM. In the event of a school closure or delay, blended learning will be cancelled.** Notice of closings that may coincide with scheduled outings, face-to-face or testing sessions will be communicated as quickly as possible. In the event of inclement weather or other emergency, please refer to NBC4, ABC7, CBS9, and Channel 5 (FOX Network) for information regarding the schedule for that day. Additionally, the school will send messages to your home telephone numbers, so please check your voice mail. Finally, refer to the Friendship mobile app for information.

### **Text Messaging Opt Out**

Throughout the 2023-24 school year, we may provide important updates regarding school deadlines, events, outages, and other pertinent information by text message. If you would like to opt out of receiving text messages at any time, please call the office at 202-795-7106 or email at [sconway@k12.com](mailto:sconway@k12.com).