



HUMAN PROGRAM

Family Handbook

2026–2027

An Online Learning Community for Grades 6–12
Developing the Whole Human: Think, Move, Connect, Thrive

Adopted April 2026

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Welcome to Human Program

Welcome to Human Program! We are excited to partner with you and your family on a learning journey that is unlike any traditional school experience. Human Program is an online learning community designed for students in grades 6 through 12 who are ready to take ownership of their education, develop strong personal habits, and grow as whole human beings.

This handbook is designed to help families understand how Human Program works, what we expect of students and families, and how we can support one another throughout the school year. Whether your student is joining us from across town or across the country, our commitment is the same: to create an equitable, rigorous, and deeply human learning environment where every student is known, supported, and challenged.

In an online environment, the partnership between school and family is more important than ever. There are no physical hallways where teachers can catch a quick word with a parent, nor is there a carpool line where families exchange updates. Instead, we rely on intentional communication, shared accountability, and a deep trust between families and our team of Squad Leaders, Tutors, and school leadership.

We designed Human Program because we believe that education should develop the whole person, not just academic knowledge, but also physical wellness, mental health awareness, character, and the skills students need to navigate an increasingly complex world. We are grateful that you have chosen to be part of this community, and we are here to support your family every step of the way.

Let us do incredible work together this year!

The Human Program Leadership Team

About Human Program

Our Vision

We envision a future where school fits the learner. Powered by technology and human connection, individualized paths help every student thrive

Our Mission

Whole-child education accessible to every learner, empowering them to shape their own future.

Our Core Values

Human Program: Four Pillars of Daily Growth

At Human Program, we believe learning is about the whole child. Every day, students think through adaptive, mastery-based learning, move to strengthen body and mind, connect to peers and mentors to build emotional resilience, and thrive by exploring life skills and personal passions. By balancing knowledge, health, connection, and real-world readiness, we empower every learner to grow with curiosity, confidence, and purpose—prepared for school, life, and a connected world. **Think. Move. Connect. Thrive.**

What Makes Human Program Different

Human Program is an online school. This means there is no physical building, no set class periods, and no requirement to be online at a specific time of day. Instead, students work through their coursework at their own pace within structured deadlines, supported by Squad Leaders, their primary point of contact, and Tutors, who provide academic support.

What sets Human Program apart is our commitment to developing the whole student. In addition to rigorous academics, students log daily mental health check-ins and physical activity data as part of our wellness programming. We believe that a student who is physically active, mentally aware, and emotionally supported is better positioned to succeed academically and in life.

Who We Serve

Human Program serves students in grades 6 through 12. Our community includes students from a wide range of backgrounds, geographies, and life circumstances. Some students choose Human Program because they thrive in self-paced environments; others may be balancing athletics, the arts, family responsibilities, or health needs. Whatever brings a student to Human Program, our expectation is the same: full engagement, personal responsibility, and a commitment to growth.

School Governance and Leadership

Organizational Structure

Human Program is led by a Head of School who oversees all aspects of the program, including academics, student support, family engagement, and operations. The Head of School is supported by Squad Leaders, who serve as the primary adult relationship for each student, and Tutors, who provide targeted academic support.

Key Roles

- **Head of School:** Responsible for the overall vision, operations, and culture of Human Program. The Head of School is the final point of escalation for family concerns, oversees all staff and has student success oversight.
- **Subject Matter Experts/Squad Mentors:** As the Teacher of Record, SME's support and coach Squad Leaders, monitor student progress, communicate with families and serve as a liaison between school leadership and students.
- **Squad Leaders:** Each student is assigned to a Squad, a small cohort of students led by a dedicated Squad Leader. Squad Leaders monitor student progress, facilitate discussion boards, support learning within all 4 pillars, communicate with families, provide accountability check-ins, and serve as each student's primary advocate and mentor.
- **Tutors:** Tutors are available through the platform's Tutor feature for on-demand academic support. Students may also request live tutoring sessions through their Squad Leader for more in-depth assistance.

Board Governance

Human Program is governed by a Board of Directors that provides strategic oversight, ensures fiscal responsibility, and holds the school accountable to its mission and to the families it serves. Board meetings are held regularly and are open to the public. Families are encouraged to attend and may request meeting dates and access information by contacting the board at www.humanprogram.com/colorado.

The Board is committed to transparency in decision-making, resource allocation, and school operations. Parents and guardians who are interested in serving on the Board or on a Board committee are encouraged to express their interest to the Head of School.

The Human Program Learning Model

Individualized, Self-Paced Learning

Human Program operates on an online model. Students do not attend all live classes at scheduled times. Instead, they access course materials, complete assignments, participate in discussion boards, and engage with their Squad on their own schedule, within the deadlines set by their courses and Squad Leaders.

This model is designed to give students flexibility while building the time management, self-discipline, and executive functioning skills they will need in college and careers. However, flexibility does not mean optional. Students are expected to log in daily, complete their work on time, and actively participate in their learning community.

The Squad Model

Every student is placed into a Squad, a small group of peers led by a Squad Leader. The Squad is the heart of the Human Program experience. Squads provide structure, accountability, and a sense of belonging in an online environment. Within their Squad, students participate in discussion boards, engage in collaborative activities, and build meaningful relationships with peers and their Squad Leader.

Your Squad Leader Is Your First Point of Contact

For any questions, concerns, or needs, families should reach out to their student's Squad Leader first. Squad Leaders know each student individually and are best positioned to provide timely, personalized support.

Daily Wellness Practices

Human Program is committed to developing healthy, well-rounded individuals. As part of the daily learning experience, students are expected to:

- **Log mental health data:** Students complete a brief daily check-in to build self-awareness of their emotional and mental well-being. This data is reviewed by Squad Leaders to identify students who may need additional support.
- **Log physical activity data:** Students are provided a fitness watch to track biometric data and sleep. Students also record daily physical activity to reinforce the connection between physical health and academic performance. Human Program expects all students to engage in regular physical activity as a core component of their education.

These wellness practices are not optional. They are integral to the Human Program model and are factored into participation and engagement expectations.

Academic Support

Human Program provides multiple layers of academic support to ensure every student can access rigorous coursework:

- **Tutors:** Available directly through the learning platform, Tutors provide real-time support when students are stuck on a concept or assignment.
- **Live Tutoring Sessions:** Students who need more in-depth support may request a live tutoring session by contacting their Squad Leader, who will coordinate scheduling.
- **Squad Leader Check-Ins:** Squad Leaders monitor student progress and proactively reach out to students who are falling behind or showing signs of disengagement.
- **Tier 2 and 3 Interventions:** Based on monitoring of your progress and mastery, additional support will be offered to catch up on goals and retention.

Academic Integrity

All work submitted by students must be their own unless collaboration is explicitly permitted by the assignment. Plagiarism, cheating, and the misuse of artificial intelligence tools or other technology without permission are strictly prohibited. Violations of academic integrity will result in consequences as outlined in the Code of Conduct section of this handbook.

Human Program teaches students to use technology, including AI, as a tool for learning, not as a replacement for critical thinking. Staff will provide clear guidance on when and how AI tools may be used for specific assignments. When in doubt, students should ask their Squad Leader before using any AI-assisted tool on an assignment.

Family Engagement and Partnership

At Human Program, families are essential partners in student success. In an online environment without a physical school building, the home becomes the learning environment, and the family's role in supporting student engagement, accountability, and well-being is critical.

Our Commitment to Families

Human Program is committed to meeting families where they are. We recognize that our families come from diverse backgrounds, speak different languages, have varying levels of experience with online education, and face different life circumstances. We will communicate clearly, respond promptly, and treat every family with dignity and respect.

Family Responsibilities

By enrolling a student in Human Program, families agree to support their student's learning to the greatest extent possible. Family responsibilities include:

- Ensuring the student has a quiet, distraction-free space for daily learning
- Ensuring the student has reliable internet access and a functioning device
- Encouraging the student to log in daily and complete assignments on time
- Monitoring the student's engagement and reaching out to the Squad Leader if concerns arise
- Reading and responding to all school communications in a timely manner
- Attending scheduled family conferences and other engagement opportunities
- Encouraging daily physical activity and supporting the student's mental health and wellness practices
- Notifying the Squad Leader of any major life events, health issues, or circumstances that may affect the student's attendance, behavior, or academic performance

Family Conferences

Human Program holds virtual family conferences at least twice per year. Conferences are opportunities for families and Squad Leaders to discuss student progress, set goals, and address any concerns. Conference dates will be communicated well in advance, and families are expected to attend. Conferences are conducted via video call, and interpretation services are available upon request.

Family Education and Community Building

Throughout the school year, Human Program hosts virtual family education events on topics such as supporting online learners, digital citizenship, mental health awareness, physical wellness, and

navigating the transition to college or career. These events are designed to equip families with the knowledge and tools to support their student at home.

Human Program also facilitates opportunities for families to connect with one another, share experiences, and build community. Details about upcoming events are shared through school communications.

Translation and Interpretation Services

Human Program is committed to ensuring that all families can meaningfully engage with their student's education, regardless of home language. Translation and interpretation services are available upon request for school communications, conferences, and meetings. Families who need language support should contact their Squad Leader or the Head of School.

Communication Expectations

Clear, timely, and respectful communication is the foundation of a successful online learning community. Because Human Program does not have a physical building where families and staff interact face to face, all parties must be intentional about how and when they communicate.

How to Reach Your Squad Leader

Platform chat function and Email are the primary modes of communication between families and Squad Leaders. When contacting a Squad Leader:

- Use a clear and relevant subject line
- Address the Squad Leader respectfully
- Clearly state your question or concern
- Use proper grammar, punctuation, and a professional tone

Response Time Expectations

Squad Leaders will respond to all family and student emails within 24 hours during school days (Monday through Friday). Families and students are also expected to respond to Squad Leader emails within 24 hours, excluding weekends. If you do not receive a response within 24 hours on a school day, please email the Head of School to request follow-up.

Communication Quick Reference

First point of contact: Your student's Squad Leader (via chat or email)

If no response in 24 hours (school days): Email the Head of School

Technical platform issues: Contact technical support through the platform

Urgent safety concern: Contact the Head of School directly

School-to-Family Communication

Human Program communicates with families through email, the learning platform's messaging system, and periodic newsletters. Families are responsible for keeping their contact information up to date and for reading all school communications. If your contact information changes at any point during the school year, please notify your Squad Leader and the Head of School immediately.

Student Communication Expectations

Students are expected to communicate respectfully and professionally in all online interactions, including emails to Squad Leaders, discussion board posts, and any messages sent through school-approved platforms. Students should:

- Use appropriate and respectful language at all times
- Disagree with ideas, not with individuals
- Avoid sarcasm, offensive language, or discriminatory remarks
- Stay on topic in discussion boards and contribute meaningful responses
- Read peers' posts before responding, and acknowledge and build on others' ideas
- Avoid excessive capitalization, which is interpreted as shouting
- Use clear and complete sentences
- Use only school-approved communication tools for school-related communication

Platforms and Tools

All school-related communication must occur through school-approved platforms. Students and families should not use personal social media, personal texting, or other non-approved tools to communicate with staff about school matters. This protects student privacy and ensures that all communications are documented and accessible.

Student Expectations and Code of Conduct

Our Philosophy

Human Program is grounded in the belief that students thrive when expectations are clear, consistently applied, and rooted in respect. Our approach to student conduct emphasizes personal responsibility, restorative practices, and the development of character. We expect all students to contribute to a safe, respectful, and productive learning environment for themselves and their peers. Human Program implements a motivating incentive program for student engagement and progress. Students are awarded tiered incentives (cash or prizes) when they have met specific criteria. Family participation and decision-making are critical factors in the Incentives program. Access the full [Human Program Discipline Policy](#).

Behavioral Expectations

All students are expected to:

- Treat all members of the community, including peers, Squad Leaders, Tutors, and staff, with respect and dignity
- Engage honestly and authentically in all academic work and interactions
- Participate actively in Squad discussion boards, assignments, and activities
- Follow all school policies while interacting online
- Respect the privacy of others by not sharing personal information about peers
- Report any inappropriate, threatening, or concerning behavior to a Squad Leader via email, including all relevant details and screenshots

Prohibited Conduct

The following behaviors are prohibited in all Human Program spaces, including the learning platform, discussion boards, email, and any school-sponsored virtual events:

- Harassment, bullying, or cyberbullying of any kind
- Threats, verbal abuse, or intimidation, whether directed at students or staff
- Discriminatory remarks or conduct based on race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or any other protected characteristic
- Cheating, plagiarism, or misuse of AI tools without permission
- Sharing, distributing, or accessing inappropriate, offensive, or harmful content
- Disrupting class activities, discussion boards, or school-sponsored events
- Defiance or insubordination toward staff

- Attempting to bypass system security or access unauthorized content on the platform
- Sharing login credentials or impersonating another user
- Any conduct that threatens the safety, well-being, or privacy of any member of the community

Restorative Approach

Human Program is committed to a restorative approach to discipline. When a student's behavior causes harm, we prioritize understanding the root cause, repairing the harm, and helping the student develop the skills to make better choices in the future. Restorative practices may include reflective conversations with the Squad Leader, written reflections, mediation with affected parties, and the development of a behavior plan.

Consequences for Policy Violations

When a student engages in prohibited conduct, consequences will be determined based on the type and severity of the behavior, the student's age and developmental level, whether the behavior was premeditated, the student's behavioral history, and their willingness to accept responsibility and repair harm. Consequences may include, but are not limited to:

- Verbal or written warning
- Parent or guardian notification and conference
- Reflective essay or letter of apology
- Loss of participation privileges
- Behavioral intervention plan or behavior contract
- Mandatory intervention meetings and daily check-ins with Squad Leaders
- Academic penalties for integrity violations
- Temporary suspension from discussion boards or platform features
- Referral to mental health or counseling support
- Suspension from the program
- Removal from the program

Human Program is committed to applying consequences equitably and consistently, taking into account each student's individual circumstances. Families will always be notified and included in conversations about significant behavioral concerns.

Academic Policies

Assignment Submission

All assignments must be submitted through the designated learning platform. Students are responsible for following assignment instructions carefully, meeting all deadlines, and ensuring their submissions are complete. Late submissions may result in academic consequences unless arrangements have been made in advance with the Squad Leader.

Grading

Human Program uses a standards-based approach to grading. Students are assessed on their mastery of key academic skills and knowledge as defined by course standards. Mastery, along with progress, engagement and attendance, indicates a student's success and promotion to the next grade level or content level. Transcripts will reflect a standards-based course credit equivalency. Grades reflect what students know and can do, not how they compare to peers. Specific grading scales and rubrics are communicated within each course.

Engagement, Participation & Progress

These are the key areas of focus for student work! Attendance, participation, communicating with peers and your students' Squad Leader not only guarantees success but may also be awarded cash and prize incentives. The incentives program is designed to encourage students to stay on task, focused and working towards mastery. More importantly, incentives are awarded for students demonstrating positive, respectful and beneficial interactions with learning, peers and school staff. Extra bonus for engaging in all 4 pillars consistently!

Report Cards and Progress Monitoring

Families have real-time access to student progress and achievement through the platform dashboard in addition to receiving more formalized updates throughout the school year. Dashboard data, summary reports, updates and transcripts serve as bi-annual progress monitoring and reporting. Families are encouraged to check in regularly and to contact the Squad Leader with any questions about their student's academic standing.

Disengagement or Missed Work

Students who miss assignments due to an excused absence are granted one day per day of absence to complete missed work. Upon the student's return to active participation, the Squad Leader will work directly with the family to develop a plan to complete missed assignments and assessments. Extended absences require advance communication with the Squad Leader and must be submitted through the request process. If weekly progress goals are not met, students and families should expect communication from the Squad Leader and/or Head of School to re-engage the student in expected work.

Academic Integrity Policy

Academic integrity is a foundational expectation at Human Program. All work must be the student's own unless collaboration is explicitly permitted. The following are considered violations of academic integrity:

- Submitting work that was completed by another person
- Copying from any source without proper attribution
- Using AI tools to generate work that is submitted as the student's own, unless the use of AI is explicitly authorized for that assignment
- Sharing answers or work with other students unless collaboration is explicitly permitted
- Fabricating data, sources, or citations

First-time academic integrity violations will result in a conference with the student, family, and Squad Leader, along with an opportunity to redo the assignment. Repeated violations may result in escalating consequences, up to and including removal from the program.

Retention and Promotion

Students earn promotion to the next grade level by demonstrating mastery of the critical standards for their current grade within the expected timeframe. Human Program believes that promotion should reflect genuine readiness and that advancing a student before they have demonstrated proficiency compounds academic challenges over time. Students' learning plans include learning within grade-level content, combined with learning of gap skills, prerequisite content, and any retention loss areas. Students are supported in maintaining progress on gap areas as well as grade-level material. Struggling students will trigger additional support through the MTSS system.

Attendance and Participation

In an online environment, attendance looks different from that in a traditional school. At Human Program, attendance is measured by a combination of time logged on the platform, active participation in Squad discussion boards, lesson and assignment completion, and daily wellness logging.

Daily Expectations

These expectations are communicated during student onboarding and reinforced through ongoing mentorship, family communication, and progress monitoring. Students are expected to:

- Log in to the learning platform daily
- Check course announcements and messages daily
- Complete assigned coursework within posted deadlines
- Actively participate in the Squad discussion boards
- Log mental health and physical activity data daily

Absences and Inactivity

Because Human Program is online, a student's absence is identified through inactivity, meaning a lack of platform login, assignment completion, or discussion board participation over a sustained period.

Intervention Process

Human Program utilizes a graduated response to address attendance concerns:

- **Level I: Early Outreach (2+ days of inactivity)**
Squad Leader initiates outreach to the student and family to identify barriers and provide support.
- **Level II: Intervention Meeting (5+ days of inactivity)**
A structured meeting is held with the student, family, and school staff to develop a re-engagement plan.
- **Level III: Administrative Review (10+ days of inactivity within a semester)**
School administration reviews the student's engagement and may implement formal support plans or additional interventions.
- **Level IV: Escalation (20+ days of chronic inactivity)**
Persistent disengagement may result in referral to applicable truancy processes consistent with Colorado law and CSI expectations.

Truancy and Legal Compliance

Human Program complies with state compulsory attendance law. Chronic non-engagement, as defined by state guidelines and school policy, may be considered truancy.

Prior to initiating formal truancy proceedings, the school will:

- Document intervention efforts
- Provide multiple opportunities for student and family engagement
- Offer academic, behavioral, and wellness supports

When necessary, the school will collaborate with families and appropriate agencies to address barriers to attendance and ensure compliance with legal requirements.

Planned Absences

Academic calendars and expected topic progress are based on full academic year, excluding weekends and 4 weeks/28 days of preplanned holiday/vacation time. As a school model rooted in families-first and flexibility, we support students in additional absences. Additional absences will be approved based on student progress, performance status, engagement and school administration review and approval. Families should notify the Squad Leader in advance whenever a student will be unable to engage with coursework for an extended period due to travel, family obligations, health needs, or other reasons. Advance notice allows the Squad Leader to work with the student to plan and minimize disruption to learning.

Attendance Records

Human Program maintains attendance records based on platform activity and engagement data. These records are available to families upon request and are used to comply with applicable state reporting requirements.

Technology Use and Digital Citizenship

Technology Requirements

Because Human Program is online, students must have access to the following:

- A reliable internet connection capable of supporting video calls and platform access
- A functioning computer, laptop, or tablet with a current web browser
- A working platform account for school communications

Families are responsible for maintaining reliable internet access and functioning devices throughout the school year. If a family is experiencing difficulty accessing the necessary technology, please contact the Head of School to discuss available options and resources.

Acceptable Use

Students must use the learning platform and all school-provided technology exclusively for educational purposes. The following are prohibited:

- Attempting to bypass system security, filters, or access unauthorized content
- Using school platforms for non-educational purposes, including social media, gaming, or entertainment
- Sharing login credentials with any other person
- Downloading, distributing, or accessing inappropriate or harmful content
- Using technology to harass, bully, or intimidate any member of the school community

Digital Citizenship

Human Program teaches and expects students to be responsible digital citizens. Digital citizenship means understanding how to use technology safely, ethically, and respectfully. This includes protecting personal information, respecting the intellectual property of others, thinking critically about online content, and treating others with kindness and respect in all online interactions.

Artificial Intelligence (AI) Use

Human Program recognizes that artificial intelligence is an evolving tool in education. Our approach to AI use is guided by the following principles:

- AI should be used as a tool to support learning, never as a replacement for critical thinking
- Students must produce original work and properly credit sources, including AI tools, when their use is authorized

- Staff will provide clear guidance for each assignment on whether and how AI tools may be used
- Using AI to generate work that is submitted as the student’s own, without explicit permission, constitutes an academic integrity violation

When a student is unsure whether AI use is permitted for a given assignment, they should ask their Squad Leader before proceeding.

Technical Issues

Students and families should report technical issues with the platform promptly through the platform’s technical support system. If a technical issue prevents a student from completing work on time, the student or family should notify the Squad Leader as soon as possible to arrange accommodations.

Support Services and Resources

Human Program is committed to supporting the whole student, including their academic, social, emotional, and physical well-being. While we are a fully online program without a physical facility, we connect students and families with a range of supports and resources.

Academic Support

- **Chat Tutors:** Available through the learning platform for real-time academic help when students are stuck.
- **Live Tutoring:** Students can request live, one-on-one tutoring sessions through their Squad Leader.
- **Squad Leader Support:** Squad Leaders monitor student progress, provide proactive outreach, and help students develop plans to get back on track when needed.
- **Tier 2 and 3 Interventions:** Based on monitoring of your progress and mastery, additional support will be offered to catch up on goals and retention.

Social-Emotional and Mental Health Support

Human Program takes student mental health seriously. Daily mental health check-ins are built into the program, and Squad Leaders review this data to identify students who may need additional support. If a student is struggling emotionally or psychologically, families should notify their Squad Leader immediately.

Human Program will work with families to connect students with appropriate mental health resources, including referrals to community-based counseling services, crisis support lines, and other local or virtual services. In cases of immediate concern for a student's safety, Human Program staff will follow established safety protocols, including contacting families directly and, if necessary, contacting emergency services.

Crisis Resources

988 Suicide and Crisis Lifeline: Call or text 988

Crisis Text Line: Text HOME to 741741

Safe2Tell (Colorado): 1-877-542-7233 or www.safe2tell.org

If you believe a student is in immediate danger, call 911.

Students with Disabilities and Exceptionalities

Human Program is committed to serving all students, including students with Individualized Education Programs (IEPs) and Section 504 plans. Human Program complies with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). Families of students with disabilities should contact the Head of School to discuss how services and accommodations will be delivered in the online environment.

Multi-Language Learners

Human Program welcomes students from all linguistic backgrounds. Students who are English learners will receive appropriate support and accommodations as required by law. Families who need communication in a language other than English should notify the Head of School so that translation and interpretation services can be arranged. Human Program is offered in over 100 languages.

Gifted and Talented Students

Human Program supports advanced learners through differentiated coursework, enrichment opportunities, and individualized pacing. Families who believe their student may benefit from gifted programming should speak with their Squad Leader to discuss available options.

Students Experiencing Homelessness or Housing Instability

Human Program follows the McKinney-Vento Homeless Assistance Act and is committed to removing barriers to enrollment, attendance, and success for students experiencing homelessness or housing instability. Families in these circumstances are encouraged to contact the Head of School for support, including assistance with enrollment, technology access, and connections to community resources.

Family Support Resources

Human Program recognizes that families sometimes face challenges that affect a student's ability to engage with school. If your family is experiencing hardship, whether related to housing, food security, health care, employment, or other needs, please reach out to your Squad Leader or the Head of School. We will work to connect your family with community resources and support services.

Health, Wellness, and Safety

Our Wellness Philosophy

Human Program believes that physical health, mental well-being, and academic success are deeply interconnected. Our program is designed to develop healthy habits that students will carry with them long after they leave our community. Daily mental health check-ins and physical activity logging are core components of the Human Program experience, not add-ons, and not optional.

Physical Wellness

Students are expected to engage in daily physical activity and to log their activity through the platform. Human Program does not prescribe a specific type of exercise; rather, we encourage students to find activities they enjoy, whether that is walking, running, cycling, swimming, yoga, team sports, or any other form of movement. The goal is to build a sustainable habit of physical activity that supports both physical and mental health.

Mental Health and Well-Being

Students complete a brief daily mental health check-in as part of their routine on the platform. This practice is designed to help students build self-awareness and to provide Squad Leaders with data that can identify when a student may need additional support.

Human Program staff are trained to recognize signs of emotional distress, and Squad Leaders are prepared to connect students and families with appropriate resources. If a family has concerns about a student's mental health, they should reach out to their Squad Leader immediately. No concern is too small.

Suicide Prevention

Suicide is a leading cause of death among young people, and Human Program takes this issue with the utmost seriousness. Our staff are trained in suicide prevention and are prepared to respond when a student expresses thoughts of self-harm or suicide. If you have concerns about your child, please take them seriously, listen, and seek help from a trained mental health professional. In an emergency, call 911 or take your child to the nearest emergency room.

Student Safety Protocols

Human Program maintains safety protocols for situations involving concerns about student well-being, including suicide risk, threats to self or others, and reports of abuse or neglect. Staff are trained in these protocols and will follow established procedures, which include notifying families, conducting appropriate screenings, connecting students with support services, and, when required by law, reporting to relevant authorities.

Child Abuse Reporting

State law requires school officials and employees to report known or suspected child abuse or neglect. Human Program staff are mandatory reporters and will comply fully with all applicable state laws regarding child abuse reporting. If you suspect a child is being abused or neglected, you can also contact Safe2Tell at 1-877-542-7233 or your local child protective services agency.

Anti-Discrimination and Privacy Policies

Anti-Discrimination Policy

Human Program does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities on the basis of race (including hair texture, type, and protective hairstyles), color, national origin, sex, disability, age, ethnicity, sexual orientation, gender identity, gender expression, ancestry, religion, or any other characteristic protected by federal, state, or local law.

Human Program expects all staff, students, families, and volunteers to adhere to this policy. No member of the Human Program community will engage in conduct that constitutes unlawful harassment or discrimination based on any individual's membership in a legally protected class. This includes discriminatory remarks, comments, or behaviors in any school-related setting, whether on the platform, in email, on discussion boards, or during virtual events.

Violations of this policy may result in disciplinary action for students, up to and including removal from the program, and disciplinary action for employees, up to and including termination. All Human Program employees who become aware of potential violations have an obligation to report the conduct to the Head of School.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs that receive federal financial assistance. This includes protection against sexual harassment. Any person may report sex discrimination or sexual harassment to the Title IX Coordinator by email, phone, mail, or any other means. Reports may be made at any time, including outside of business hours.

For questions or to file a report, contact the Title IX Coordinator at the email address provided in school communications, or contact the Head of School directly.

Student Data Privacy

Human Program takes student data privacy seriously. We comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), the Protection of Pupil Rights Amendment (PPRA), and all applicable state student data privacy laws.

Key principles of our data privacy practices include:

- Student education records are not shared without parent or guardian consent, except as permitted by law
- All third-party vendors used by Human Program are required to have data protection agreements that prohibit data mining and targeted marketing and require industry-standard security practices
- Student data collected through the platform is used exclusively for educational purposes

- Families have the right to review their student’s education records and to request corrections

Families with questions about student data privacy should contact the Head of School.

Digital Media Release

Human Program may use screenshots of student work (with identifying information removed), student testimonials (with permission), or other media to promote the program. Families will be asked to sign a digital media release at the time of enrollment. Participation is voluntary, and declining a media release will have no impact on a student’s enrollment or educational experience.

Grievance and Complaint Process

Human Program values open, honest communication and is committed to resolving concerns promptly and equitably. We recognize that disagreements and concerns will arise, and we have established clear procedures for families and students to express grievances without fear of retaliation.

Informal Grievances

As a first step, we encourage families to address concerns directly with the person involved, typically the student's Squad Leader. Many concerns can be resolved quickly through a direct, respectful conversation. If a family is not comfortable raising the issue directly, or if the concern involves the Squad Leader, the family should contact the Head of School.

If a direct conversation does not lead to a satisfactory resolution, the Head of School will facilitate a resolution process, which may include mediation, goal-setting, and follow-up. The informal grievance process should not extend beyond 30 days. If a resolution is not reached within that timeframe, the family is encouraged to initiate the formal grievance process.

Formal Grievances

To initiate a formal grievance, a family should submit a signed and dated written grievance to the Head of School (or to the Board Chair if the grievance involves the Head of School) within 30 calendar days of the incident. The written grievance should describe the concern in detail, including relevant dates, individuals involved, and any policies believed to have been violated.

The Head of School will acknowledge receipt of the grievance within five business days. Within 15 business days, a resolution team will conduct an internal investigation, including interviews with relevant parties and a review of relevant documents and policies. Within 15 business days of receipt, the resolution team will issue a written resolution plan.

If the family is not satisfied with the resolution, they may bring the matter to the Board of Directors by contacting the Board Chair through an official, written appeal within 10 days of the decision. The Board serves as the final forum for conflict resolution after all other steps have been followed. The Board will respond within 30 calendar days of the appeal.

Reporting Discrimination or Harassment

Any member of the Human Program community may report discrimination or harassment at any time by contacting the Head of School or the Title IX Coordinator. Reports may be made verbally or in writing. Human Program will investigate all reports promptly and will take appropriate action to address confirmed violations. Retaliation against any person who reports discrimination or harassment is strictly prohibited.

Family Acknowledgment Agreement

As the parent or guardian of a student at Human Program, I acknowledge that I have read and understand the policies and expectations outlined in this Family Handbook. I agree to support my student’s learning to the fullest extent possible and to partner with Human Program to create a safe, respectful, and effective learning environment.

By signing below, I confirm the following:

- I have read this handbook in its entirety and discussed its contents with my student
- I understand that Human Program is a fully online, asynchronous learning environment that requires daily student engagement
- I will ensure my student has reliable internet access and a functioning device for learning
- I will ensure my student has a quiet, distraction-free space for daily learning
- I will read and respond to school communications in a timely manner
- I will attend scheduled family conferences and engagement opportunities
- I will encourage my student to complete daily mental health check-ins and physical activity logging
- I will notify my student’s Squad Leader of any circumstances that may affect my student’s attendance, behavior, or academic performance
- I understand the consequences for violations of school policies as outlined in this handbook

Printed Name of Parent or Guardian

Printed Name of Student

Signature of Parent or Guardian

Date

Please sign this form within the first two weeks of enrollment.