



**VOYAGER  
PROGRAM**

Student and Parent  
Handbook



Littleton Public Schools

Littleton Public Schools does not discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, or need for special education services. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Mike Jones, Assistant Superintendent of Human Resources or Melissa Cooper, Director of Special Education and Student Support Services.

Attendance Line: **303-347-4384**

Schoology address: <https://app.schoology.com/login>

### Overview

Vision: Empowering and supporting individuals to explore boundaries, spark a passion for learning, and build skills for success.

The Voyager program's goal is to offer an alternative program to pursue a high school diploma while exploring future opportunities. Voyager is designed to be a blended program with students engaging in online academic content supplemented by regular face-to-face teacher instruction and feedback.

### Hours and Location

Voyager is located in the LPS North Campus Building (1907 W. Powers Ave., Littleton, CO).

Students attend class 5 days a week during one of two sessions:

#### **Morning Session:**

8:30 a.m.-11:40 a.m. (Monday, Tuesday, Thursday, Friday)

8:30 a.m.-10:55 a.m. (Wednesday)

#### **Afternoon Session:**

12:10 p.m.-3:20 p.m. (Monday, Tuesday, Thursday, Friday)

12:55 p.m.-3:20 p.m. (Wednesday)

### Safety

The North building is a secured building. Voyager students will only enter through Door #10 and proceed to the Voyager hallway/space. Outside doors should never be propped open or held open for unknown individuals. Students should not go down any other hallways or stairwells at North. This includes the stairwell at the north end of the Voyager hallway by the bathroom. Additionally, Voyager will practice safety drills to include monthly fire drills and once a semester lock down drills. Lock down drills will be announced.

### Class time and course work

During session times students will actively engage in a variety of learning activities. This could include the whole class, small group, one on one teacher support or independent work. Voyager courses are constructed using blended learning models. Students will engage with course content and demonstrate learning and skill development through a "blend" of online and in-person experiences. Blended learning gives students more ownership of their learning and control over time, place, path and pace. Class session time will be structured to help students develop and practice skills needed to meet course objectives as well as build independence of learning.

### Transportation

School bus transportation is available to school. Please contact the Voyager Program administrator to set up bus transportation.

Drivers: Students may park in the east lot at the North building. Additional parking is available on Prescott St., do not block residential driveways. Students should not park on Powers Ave. or in any other parking lot at North.

Drop off and walkers: Students should be dropped off on Powers Ave. Please do not pull into the parking lot to be dropped off. Students who are being dropped off or walking should use the sidewalk leading to the Voyager Entrance (Door #10)

Public transportation available through [RTD](#). Bus passes are available upon request.

Once students arrive on campus they are expected to stay on campus for the duration of the class session. Students will not be allowed to go back to their cars or hang out in them during breaks.

### School Calendar and Closures

Voyager operates on the standard [LPS school year calendar](#). Voyager will be closed on days designated as snow days by Littleton Public Schools.

### Placement process

Prospective Voyager students should consult with his/her high school counselor to determine eligibility for enrollment. Counselors will then submit an online form to the Voyager Program. If appropriate, an intake meeting will be scheduled between the student and one parent/guardian and members of the Voyager staff. Voyager administration will have the final decision to accept or deny placement.

### General expectations of students and parents

- Academic reading level of 9th grade or higher
- ID's: students will receive a Voyager ID and will be expected to wear it while on campus
- Code of Conduct: students must comply with all sections of the LPS Code of Conduct
- Regular, on-time attendance
- Parent attendance of orientations and parent-teacher conferences
- Consistent communication with Voyager staff
- Students will need to work on course work outside of their class session

### General expectations of the Voyager program

- Communication with each student's home high school to ensure progress towards graduation
- Review of online content to align with district and state standards
- Consistent communication with families regarding student progress
- Semester review of attendance, learning, behavior, and student needs
- Whole child support
- Small mentor groups to help students connect with staff and other students and provide support as needed for student growth

### Attendance and Tardies

Regular attendance is mandatory. Students will attend Voyager 5 days a week during the morning or afternoon session in which they are enrolled. The North building is a secured building and outside doors are locked at all times. A Voyager staff member will be available from 8:20 AM-8:30 AM and 11:55 PM-12:10 PM to open the door for arriving students.

Students who arrive late will have to use the call button and wait for the door to be open.

- Students are expected to stay for the entire session and may only leave with staff permission. This will require parent/guardian verification. Students are to remain on campus for the entire session.
- All absences/tardies must be excused by a parent/guardian. To excuse your student's absence or tardy, please call Attendance phone number: 303-347-4384. Leave your name, phone number, student name and reason for absence/tardy. Failure to report an absence/tardy within 24 hours will result in an unexcused absence/tardy.
  - **According to the LPS Student Code of Conduct, ABSENCES WILL ONLY BE EXCUSED FOR THE FOLLOWING REASONS:**
    1. Family emergency
    2. Sickness/illness/injury (in some cases, proof of illness may be required via doctor's note)
    3. Doctor/dentist/therapist appointments for the hour(s) it hits (in some cases, proof of appointment may be required via doctor's note) *Every attempt should be made to schedule these appointments during non-school hours.*
    4. Any other absence pre-approved by the program administrator, such as a court date, vacations.
  - Per LPS Board Policy, schools reserve the right to decide if an absence is excusable or not.
  - Excessive absences (excused or unexcused) may result in frequent staff phone calls, a requirement of a doctor's note for future absences, referral to Truancy Court, and/or dismissal from the program.
- Tardies and breaks: Students can be expected to make up time for coming in late or extending personal breaks during the class session. A student who is frequently late to class or back from break may lose the opportunity for future breaks. Students may not leave campus during a break or "hang out" in a vehicle during break.

### Academics

Voyager can offer nearly 50 classes needed for graduation including English, Math, Science, Social Studies, Practical Arts, Fine Arts, and PE. Voyager staff works with each district high school to ensure graduation requirements are met. **Students cannot retake Voyager courses.** Students can earn elective credit for working through On Job Training (OJT).

Courses: Students will be enrolled in 3.0 credits per semester. Voyager has three types of courses; Interdisciplinary Courses, Blended Courses and Asynchronous Courses.

Interdisciplinary Courses are a 9 week variable credit course drawing from standards in a variety of subject areas. Focus areas will be on Social Studies and English course requirements.

Courses will meet 2 to 4 times a week. Students will earn .5-1 credit upon successful completion of the course

Blended Courses are courses that will include in class and on the computer work.

Courses will meet 2 times a week. Students will earn .25-.5 credits upon successful completion of the course.

Asynchronous Courses are self-paced, independent, and time flexible courses. Students will complete a course for .5 credits. Students will have time in their daily schedule to work on these courses at school and from home

Homework: Students must have access to a computer and the internet to access coursework outside of class time. Regular homework completion is expected to successfully complete course work. Voyager staff will work with students to provide access to a computer and internet access at home if needed.

Course Drop: Students may withdraw (W) within the first 3 weeks of a class if the student has a final grade of less than 10%. After the 6 week mark any class a student withdraws from will be a withdraw fail (WF) unless there are extenuating circumstances. Withdrawal/fail grades will be calculated in the GPA and remain on the transcript. Voyager staff will work closely with each student and family to determine if a student should continue a course.

**Failure of courses can impact continuation in the program.**

#### Counseling

Knowing that each student's social and emotional health is critical to educational success, a Mental Health Professional is assigned to the program to provide support. Individual needs vary and may require additional communication between school, home, and outside resources that are supporting the student. The Mental Health Professional meets with students for individual counseling, small group and whole program support as needed.

#### Health issues and medications:

Please notify the Voyager staff of any specific health or medical needs your child may have. The School Nurse Consultant will be included as necessary to assist with health issues. If a student needs medications administered during the school day, we will follow the LPS policy and will need to have the appropriate forms filled out prior to medication administration. These forms will be included in the LPS enrollment packet at the beginning of the school year and will require a physician's signature to allow for the Voyager program to administer medications.

#### Positive behavior interventions and discipline

Using a Positive Behavior Support model, Voyager staff work with students and families to target unproductive behaviors. This includes identifying motives and triggers, selecting constructive intervention strategies and positive replacement behaviors, and prompting students to assist with the process of modifying behaviors. If a student's behavior becomes unmanageable or presents a danger to other students, staff, and/or self, we will work closely with parents or guardians to successfully develop a solution to the issue.

### Outside Space

The Voyager program will have access to the outside area on the south side of the building. Students will be able to take breaks in this area and we will also use this area for different program activities. Students will be responsible for taking care of the things in this outdoor space (benches, games) as well as keeping it clean. No smoking or vaping while on campus.

### Classrooms

Students will have three class periods each day. Additionally, students will have workshop time Tuesday, Wednesday, and Thursday. Students will receive targeted support during Workshop time. Students will be expected to wait to be dismissed by a Voyager staff member.

As needed students may use the student bathroom at the end of the hall. Students must check out with the staff member in the room and only one student will be allowed to leave at a time.

### Cell Phones

Upon entering Voyager students will silence and then deposit their cell phones in the “pocket charts” located in the entryway. Students will not be “tied to” or be distracted by their phones during the session. We ask that parents do not text/call students during class. If there is an emergency please contact the student’s teacher or call 303-347-5090 for assistance. Teacher contact information is provided at the end of this handbook.

All Voyager Students must fully comply with policies in the [LPS Code of Conduct](#).

Failure to do so may result in detention, suspension, expulsion, removal from the program or any appropriate consequence given the nature of the particular offense.

### Dress Code

Students at Voyager are expected to dress appropriately for each school day. Students are expected to follow LPS’s dress code according to the Student Code of Conduct. For the safety and welfare of students and staff, we encourage neat, clean apparel that follows these guidelines:

- Clothing that is considered inappropriate include the following:
  - Clothing that is too revealing or transparent, clothing that refers to alcohol, drugs, tobacco, or vaping.
  - Clothing that depicts violence, gang references, vulgar or offensive language, or obscene messages are also not allowed.
- Students are not allowed to show their undergarments.
- Students are also prohibited from wearing hazardous apparel or jewelry such as spiked belts, spiked wristbands, chains or other items likely to injure the wearer or someone else.
- One specific brand that is not allowed in any LPS school is Playboy or the Playboy bunny.

Administration will address each violation separately, and they may ask that students cover up, change clothing or ask parents to bring a different set of clothing.

### Computers

Students may check out a Chromebook from Voyager. Students may bring their own device from home but the program will not be responsible for damages or be able to support any technical issues. If a student has a Chromebook from their home high school it should be returned and a device will be checked out at Voyager.

### Parent conferences and Parent Orientation

Formal parent-teacher conferences are held multiple times each semester. Conferences will be with the Voyager team and will be set up by appointment. Additional conferences may be arranged if circumstances require.

Upon student enrollment in the Voyager program a parent/guardian must attend a one hour parent orientation. Orientation will cover information about the program, Schoology on-line tutorial, and connect parents/guardians to the Voyager Program. Orientation will be set up by appointment.

### Graduation

- Must go back to home HS to coordinate cap and gown
- Must meet graduation requirements of home HS
- Once all classes and content have been completed, student attendance is no longer required at Voyager

### Activities

Voyager students are a part of their home high school community and are invited to participate in all activities and events in the school year with the same expectations and guidelines as all LPS students. Students should connect with Nathan Frasier to help coordinate student participation in activities back at their home high school.

Contact Information for Voyager Staff

**Attendance:** 303 347-4384

Joe Dinnetz, Teacher:

303-347-3521

[jdinnetz@lps.k12.co.us](mailto:jdinnetz@lps.k12.co.us)

Becky Hodous, Teacher:

303-347-5206

[bhodous@lps.k12.co.us](mailto:bhodous@lps.k12.co.us)

Madison Ligon, Teacher:

303-347-5092

[mligon@lps.k12.co.us](mailto:mligon@lps.k12.co.us)

Jamie Malone, Teacher:

303-347-4385

[jmalone@lps.k12.co.us](mailto:jmalone@lps.k12.co.us)

Alex Spare School Counselor:

303-347-3470

[aspere@lps.k12.co.us](mailto:aspere@lps.k12.co.us)

Nathan Frasier, Administrator:

303 347-5090

[nfrasier@lps.k12.co.us](mailto:nfrasier@lps.k12.co.us)

Shelley Reed, Administrative Assistant and Attendance:

303-347-6992

[sreed@lps.k12.co.us](mailto:sreed@lps.k12.co.us)



I/We have reviewed the Voyager Student/Parent Handbook AND the Littleton Public Schools Code of Conduct. The Voyager Student/Parent can be found on the Voyager Website and the Littleton Public Schools Code of Conduct can be found on the Littleton Public Schools District website. A hard copy of either is available upon request.

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Student name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent name/Guardian

\_\_\_\_\_  
Date