



**STRIVE**  
PREPARATORY SCHOOLS

# **Student & Family Handbook**

**STRIVE Prep - Ruby Hill  
2017-2018**

**WHERE EVERY STUDENT CAN  
STRIVE AND THRIVE**

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August 1, 2017

Dear STRIVE Prep Students and Families,

Welcome to an exciting new school year! By choosing STRIVE Prep, your child will discover and develop the strengths necessary for success in college and beyond.

Working together with our families, we inspire our students to think critically, communicate clearly and collaborate openly, both in and outside of the classroom. By balancing our ambitious approach to learning with celebration and joy, we fuel a sense of curiosity, creativity and possibility in every student.

Your involvement is an important ingredient in your child's school experience, and we're here to guide and support you every step of the way. Whether your child is joining us in elementary, middle or high school, STRIVE Prep is where every student can strive for college and thrive throughout life. Let's get started!

We work to make good on two promises to families:

1. Your child will be safe - this means that we create a warm, caring environment where teachers and staff work to protect the academic, physical, social, and emotional well-being of every child, every day.
2. Your child will be prepared for the opportunities and challenges of college - this means that we create a learning environment that expands scholars' opportunities and options for life after high school, college and beyond.

This handbook applies to STRIVE Prep - Ruby Hill. STRIVE Prep also operates seven middle schools, which follow the guidelines as described by the STRIVE Prep Middle School Student and Family Handbook, and three high schools, which follow the guidelines as described in the STRIVE Prep High School Student and Family Handbook.

We are honored to do this work together, with you!

With gratitude,

A handwritten signature in black ink, appearing to read 'Chris Gibbons', with a long horizontal flourish extending to the right.

Chris Gibbons  
STRIVE Prep Founder and CEO

# Core Beliefs

In support of every student who enters our school doors, STRIVE Preparatory (STRIVE Prep) Schools are passionately committed to three Core Beliefs:

1. Every child deserves a demanding, standards-based education.
2. Accountable community develops character.
3. Great teachers are essential for academic excellence.

## ***1. Every child deserves a demanding, standards-based education.***

STRIVE Prep brings its students an education of solid academic preparation, and one that opens doors to promising futures. In order to achieve this critical, yet demanding goal, our school includes the following elements:

- An intensive curriculum with a strong focus on skill development including critical thinking.
- A longer school day and a longer school year.
- Extended class time in reading, writing, and math.
- Regular homework to support further skill development and content mastery.

With the support of all of these elements, STRIVE Prep students are prepared for and confident about a future that includes college acceptance and success.

## ***2. Accountable community develops character.***

At STRIVE Prep, students, faculty, and administrators participate in a rigorous learning environment built on high expectations and shared responsibility. Students learn in an environment with a high degree of respect for oneself and for their peers. STRIVE Prep creates an environment that celebrates effort, achievement, and community. The following characteristics drive an accountable community:

- Students learn and follow the core values of **Love, Lead, Achieve, Grow, and Persevere**. When students demonstrate these values and go beyond the expectations, they are recognized and rewarded. When students make decisions that go against the values, they will earn warnings and consequences for their choices.
- Students, parents, and teachers agree to follow the STRIVE Prep School-Family Commitment, which you can find on page 10 of this Handbook.
- Students participate in the school as respectful, professional members, in conduct, dress, language, and presentation.
- Schools hold regular (usually weekly) Community Circles focused on providing opportunities for students to develop public-speaking, leadership, and self-advocacy skills with their peers.
- As a public school, our community is open to visitors; visitors must report to the Main Office, sign in, and receive a visitor's pass upon entering the school.
- A simple uniform to ensure respect for self and others and diminish social stress.

## ***3. Great teachers are essential for academic excellence.***

STRIVE Prep recruits and selects outstanding educators with passion, subject mastery, and the commitment to do whatever is necessary to ensure the strong academic performance of their students.

- The school implements a comprehensive hiring process to select teachers ready to commit to the demands of educating all students at the highest level without excuse.
- STRIVE Prep supports its faculty with professional development specific to their individual needs as educators.

- Teachers receive frequent observation and coaching, which allows for assessment and improvement in content delivery, effective classroom management, and appropriate use of student achievement data to individualize or modify instruction.
- Quarterly assessments are used by teachers and students alike. While teachers review the results of these assessments with students and use them to drive instruction, teachers also meet with supervisory staff to review these assessments, as the school leadership uses them to drive professional development.
- Teachers are regarded as respected professionals. They receive competitive compensation packages and have regular access to computer technology, telephones, voicemail, email, and other necessary instructional resources. Teachers benefit from common planning periods to ensure ongoing collaboration.

# Academics

## ***Academic Standards***

As a college-preparatory elementary school, STRIVE Prep – Ruby Hill has the highest academic standards for all students. It is expected that students challenge themselves daily, complete high-quality work on time both at school and at home, read independently at home every night, and receive excellent support from teaching staff. The highest effort from students, teachers, and parents/guardians is necessary in putting each of our students on the path towards college and lifelong success.

## ***Promotion***

Scholars' retention is recommended when considered in the best interest of the scholar. Retention may be considered at any grade level, and students may not be promoted if they are performing significantly below grade-level standards. **Promotion decisions will be based on a student assessments, attendance, homework completion record, attendance record, social-emotional/developmental characteristics and other measures.** Note, a student will be at serious risk of retention he or she misses **more than 10 days** in a school year. STRIVE Prep scholars will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation with the grade level team, learning specialist, principal, and family. The principal will make a final and binding decision regarding promotion after consultation.

One significant factor in student achievement is a student's reading level. STRIVE Prep will consider the STEP level of the student when making retention decisions. Students who fall behind the following end of year benchmarks will be considered for retention:

- Kindergarten: STEP Level 3
- First Grade: STEP Level 6
- Second Grade: STEP Level 9
- Third Grade: STEP Level 12
- Fourth Grade: STEP Level 14
- Fifth Grade: STEP Level 15

Report cards and progress reports will indicate whether a scholar is at risk of retention.

## ***Report Cards***

Students receive a report card for each trimester, which includes a summary of their academic work. Report Cards are provided to parents/guardians at a family conference night in the fall (November) and one in the spring (February). Attendance at Family Conferences is required to receive the report card; if the parent or guardian is unable to attend the conference, he or she should contact the teacher to reschedule.

## ***Cheating & Other Academic Infractions***

Students found to have cheated, plagiarized, or committed any other act of academic dishonesty will receive a consequence and will engage in a restorative action at the discretion of the school.

## ***Homework***

STRIVE Prep will assign meaningful homework to students on a nightly basis, which will extend learning and help students develop responsibility, practice time management, and learn independent problem solving skills. All students are provided with a Homework Folder, which assist in teaching students essential organizational skills. Family assistance is expected;

however, the student must complete his or her homework independently in order to benefit from the additional practice. Parents should actively check homework each night.

Homework includes 20 minutes of required reading every night, including weekends and holidays, for which a parent/guardian signature is required on the reading log, which is included in each student's Homework Folder. Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. **Supporting your child's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading.** Although STRIVE Prep students have high-quality reading time during school, they must READ, READ, READ at home every night, each weekend and during any vacations from school. Students can independently read in English, Spanish, or both! Parents/guardians should make sure to supervise their child in reading at least 20 minutes every night and every day on the weekends. It is also essential that children read out loud to parents/guardians and stop occasionally to summarize what they have just read and answer simple comprehension questions.

Teacher cell phone numbers are provided so that students may get assistance with school work; students should call teachers no later than 8 PM if they need help with their homework. If the teacher does not answer, please leave a message. In the event that teacher is unable to return your student's call in the evening, the call will be returned no later than the next day. Students who do not complete homework may be required stay after school or work during choice time, electives, or recess to complete it.

Homework Expectations		
Teachers should...	Scholars should...	Families should...
<ul style="list-style-type: none"> <li>● Create meaningful assignments.</li> <li>● Make sure that homework is recorded on the daily log.</li> <li>● Be certain that every assignment is clearly understood.</li> <li>● Relate the assignments to class instruction.</li> <li>● Vary the types of assignments.</li> <li>● Use homework as a way to check for understanding of previously taught skills and content.</li> </ul>	<ul style="list-style-type: none"> <li>● Promptly inform parents/guardians of homework assignments by showing them the daily homework log.</li> <li>● Be responsible for completing assignments on time, accurately, and neatly.</li> <li>● Complete missed assignments due to absences.</li> <li>● Read every day.</li> <li>● Always try their best.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide a time and quiet space for study.</li> <li>● Help their scholar develop responsibility for completing assignments.</li> <li>● Be aware of assignments, review and sign the daily homework and reading log, review completed work, and assist as needed.</li> <li>● Make sure every assignment is completed in a high quality way.</li> <li>● Talk to their scholar about what he or she learned at school and encourage their scholar to develop a positive attitude about learning.</li> <li>● Ensure their scholars reads for at least 20 minutes every night (family members can read with their scholars too!) and sign the reading log.</li> </ul>

# School-Family Partnership

STRIVE Prep is a community of students, families, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. These partnerships support our scholars and school community in all regards - especially in the areas of academics, advocacy, service, and communication. Strong partnerships between families and school staff, particularly teachers is a main tenant of our work at STRIVE Prep.

## ***Family Involvement Welcomed***

STRIVE Prep family-school relationships are maintained through:

- Home visits for all incoming scholars with school staff
- Registration in July
- One back-to-school night per year in late August or early September
- Conferences with students, families, and teachers (including family conference nights per year, one in the fall and one in the spring)
- Literacy workshops for students and families
- Math workshops for students and families
- Community-wide events, celebrations, and performances
- Proactive phone calls from teachers to each family once a month
- Homework, Independent Reading, and Behavior Logs
- STRIVE Together
- Volunteering opportunities, such as the book fair and chaperoning field trips
- Participation in Family Council

STRIVE Prep families are asked to:

- Reinforce STRIVE Prep's academic and behavioral standards at home
- Establish a daily routine for students that sets them up for success
- Ensure that students are well-rested so they are ready to learn each day
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework and independent reading
- Ensure that students complete all of their homework neatly and read every night
- Send their scholar to school in the STRIVE Prep uniform
- Attend all required parent meetings such as pre-year Registrations and Report Card Nights
- Maintain constant respectful communication with teachers and administrators

STRIVE Prep families may be asked to:

- Chaperone field trips
- Assist with student recruitment
- Volunteer at the school when available

## ***Family Council***

Each STRIVE Prep campus has a Family Council that meets monthly. In partnership with the Principal and members of the school staff, Family Council reviews school performance data and information about the educational program, and when needed provides feedback and recommendations. It also identifies important topics based on the academic and social emotional needs of the students and broader school community to share with school staff and other families. Finally, Family Council members play a key role in helping plan activities, build school pride, and sharing key information with other families throughout the school. Three



members of the family council are elected by the parent body; one teacher is elected by the faculty, and one community member is appointed by the Principal. Each region is represented on the STRIVE Prep Board of Trustees by a Parent Representative. All Board Members are listed on STRIVE Prep's website.

***School-Family Commitment***

The School-Family Commitment outlines general and specific expectations for students, teachers, and parents/guardians. Our work together is a three-way partnership, and the highest expectations must guide all of our actions to ensure the highest-quality education for every child.

# 2017-18 School Year School-Family Commitment

## For Parents & Guardians:

- I commit to supporting STRIVE Prep’s demanding academic program, high standards of conduct, and extended school day and year.
- I commit to making sure that my child is at school on time, in uniform, every single day, unless sick or unable to attend because of a family emergency, in which case I will call the school before 9:00 AM.
- I commit to monitoring my child’s schoolwork, homework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.
- I commit to maintaining an environment at home where my child can do his/her homework, with a clean desk or table and necessary materials.
- I commit to calling STRIVE Prep if I have questions and attending the required parent events throughout the year.

## For Students:

- I understand the STRIVE Prep values and commit to always doing my best to follow them.
- I commit to attending school on time, every day.
- I commit to doing my homework every night, bringing it neatly to school, and turning it in at the appropriate time.
- I commit to speaking regularly and honestly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.

## For Teachers and Staff:

- I commit to fulfilling all of my professional duties with excellence and being where I am supposed to be, when I am supposed to be there.
- I commit to being fully prepared for each class that I teach.
- I commit to grading and returning all graded homework and tests and written assignments in a timely manner.
- I commit to enforcing all rules and policies consistently and fairly.
- I commit to contacting the parents/guardians of my students at least once every four weeks.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.
- I commit to seeing my students as individuals and to never lose sight of their true potential.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

# School Culture and Expectations

STRIVE Prep seeks to create a warm, caring environment where teachers and staff work to protect the academic, physical, social, and emotional well-being of every child, every day. At the center of our school culture are the values of **Love, Lead, Achieve, Grow, and Persevere**. Teachers will explicitly teach these values as a part of every aspect of the program, including during meals, classes, physical education, Morning Meeting, Community Circle, and choice time. The statement of values below includes clear descriptions of behaviors so students, families, and staff will have a complete and shared understanding of them.

## Love

- I will consider the feelings and well-being of people before speaking and acting and will speak kindly to others.
- I will take care of myself, my classmates, and my teachers.
- I will love and value my own culture and community and the culture and community of others.
- I will do favors and good deeds for others.
- I will show that I love my environment and school by keeping my desk, materials, and the school/classroom materials and supplies neat and tidy.
- I will show love for others by greeting them with a smile.

## Lead

- I will take responsibility for my own feelings and actions.
- I will take pride in myself and my work.
- I will lead by example and do the right thing even if no one is looking.
- I will encourage others to do the right thing.
- I will go above and beyond in all my work and in showing my Core Values.
- I will share my learning and ideas with others.
- I will advocate on behalf of myself, my teammates, and for what I believe to be right.
- I will work together with my teammates to create a positive learning environment.
- I will never blame others and will seek solutions to problems.

## Achieve

- I will give my best effort on all assignments and complete all of my work at home and at school to the best of my ability.
- I will actively engage in my education by following the STAR behavior code. I will always sit with good posture, track the speaker, and will ask and answer questions.
- I will complete work that is neat, complete, and presentable.
- I will set academic and social goals for myself, create a plan for how to reach those goals, and will work hard to achieve those goals.
- I understand that only my best is acceptable.
- I understand that there are no shortcuts and the way to achieve my goals is through hard work.
- I will explore and discover new subject matter, skills, topics, and bodies of knowledge.

## Grow

- I will celebrate my own success as well as the success of others.
- I will reflect upon where I have done well, where I can improve, and will take action in order to improve.
- I will ask for help when I need it.
- I understand that practice leads to excellence.

- I will set goals and will work hard to accomplish all of my goals.
- I will learn from my mistakes and will work to fix them.

### **Persevere**

- I will give even more effort when things get challenging.
- I will eliminate the word “CAN’T” from my vocabulary. I will remind myself that all things are possible with grit and hard work.
- I will find solutions to the most challenge problems.
- I believe in myself and my future and understand that all obstacles can be overcome.

***I am here to STRIVE for College and to THRIVE throughout life!***

### **Scholar Expectations**

At STRIVE Prep, we believe in providing an education that is both joyful and rigorous for our students. Throughout the day, students at STRIVE Prep can be seen working hard, collaborating with their peers, and smiling because they are having fun. Our students' learning and safety is our number one priority and that is why STRIVE Prep has high expectations for all scholars at every moment throughout the day. Safety, order, and student discipline and procedures are fundamental to learning at STRIVE Prep. It is the policy of STRIVE Prep that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students.

### **STAR**

To help students learn habits of good students and to ensure that we are able to maximize every moment of the day, STRIVE Prep uses the **S.T.A.R.** behavior expectation:

#### **Stand/Sit Up Straight.**

Students are expected to demonstrate good posture. When sitting in a chair, students should have their bottoms on the chair, their backs straight, and their hands are folded on top of their desks. When standing, students should have their hands to their sides. When sitting on the rug, students should sit in “criss-cross applesauce” style and have their hands folded.

#### **Track the Speaker with Your Eyes.**

Students are expected to track (look at) the speaker. When the teacher is talking, students should track the teacher with their eyes. Students should also track any student who is speaking. Tracking the speaker will help all students to stay on task and concentrate on instruction and is also the polite thing to do.

#### **Always Ask & Answer Questions.**

Students are expected to be on task during instructional time with very few reminders by teachers. Students ask and answer questions by raising their hands and waiting for the teacher to call on them.

#### **Respect at All Times.**

Students should be respectful. A student who has a disagreement with another student is expected to follow a three-step procedure in order to address the problem: 1) ignore the offending student; 2) ask the offending student to stop; and 3) tell the teacher. Students who have been corrected by a teacher should not respond in a way other than following the

directions given by the teacher. If a student feels that a consequence has been unfairly applied, the student may speak to the teacher after the lesson has ended.

### ***Behavior Tracking***

In order to ensure successful maintenance of positive school culture, the behavior management system used at STRIVE Prep is centered on helping scholars to internalize the school's values and expectations. The Color Chart is the behavior monitoring system that is used at STRIVE Prep to monitor behavior and positive choices. The chart will be used in the following ways in STRIVE Prep classrooms:

- There will be five colors – blue, green, yellow, orange, and red.
- Each student will have cards with each of the colors.
- All students will begin each morning with their card on green, which means the student is making good choices. Students who remain on green are meeting expectations, following teacher directions, and participating in the class learning activities.
- If a student makes excellent choices throughout the entire day, helps out his or her teammates, and goes above and beyond in demonstrating our Core Values, then the student's color may change to the blue card. These scholars should be celebrated for their hard work and leadership!
- When students do not meet expectations their color will be changed to the yellow card which means the student has a warning and should think about their choices. The teacher will always explain clearly the reason for this consequence and will describe clearly how the student can return to green. In general, students on yellow will need to start meeting expectations in order to return to green.
- If a student continues to make poor choices, act disrespectfully to other students or adults, or creates a serious disruption to the learning environment their card may be changed to orange or red and the student will have to serve a consequence.
- The Color Chart is a fluid tool and students may change colors throughout the day based on their demonstrated behaviors.
- Each evening, students will bring home a behavior log that explains a summary of the student's behavior for the day. We ask parents to sign this behavior log each night and return it to school the next day in the student's homework folder.

The ultimate goal of the Color Chart is to teach our students how to self-monitor their choices. It will also assist our students in correcting their mistakes by seeking solutions to problems and apologizing to teammates when their poor decisions impact others.

### **Consequences**

When students do not follow STAR (explained above) or otherwise break school rules (see Discipline Ladder below), they may face one or more of the following consequences:

- Verbal warning
- Cool off or time out
- Seating change within the classroom
- Loss of Choice Time
- Written warning
- Written notification to parent/guardian
- Sending the student to the Assistant Principal or to the Principal
- Conference with parents/guardians
- Confiscation of items that disrupt the learning environment
- Loss of privileges (e.g., recess, talking lunch, athletic activities, choice time, after-school activities, field trips, or others)
- In-school suspension

- Short-term suspension (three days or less) from school (maximum of one day suspension for students in kindergarten through third grade)
- Long-term suspension (more than three days) from school (fourth and fifth grade only)
- Expulsion from school (fourth and fifth grade only unless mandated by state law)

### ***Incentives***

Scholars also have the opportunities to earn several positive incentives on a daily and weekly basis. Each day, students will have the opportunity to earn stickers, social time with friends, special seats, choice time, and other special privileges. In addition, students who have earned green or blue on the color chart for an entire week will be able to pull special prizes from the treasure chest each Friday!

### ***Suspension***

For violations that create significant safety risks for other students and/or are repeated, habitual offenses, a student may be suspended in accordance with DPS policy (see Discipline Ladder on page 17). A student may be suspended from one day to up to three days and may be required to serve that suspension in school or out of school. A formal notification will be given to the parent(s)/guardian(s). As a part of the suspension, the student will be required to catch up on all academic work and may be asked to write a behavior reflection and/or an apology to the impacted person/party. In accordance with district policy, with teachers' consent, a parent may attend school with the student in lieu of suspension, though all other requirements still apply. Note that students in kindergarten through third grade may only be suspended in limited circumstances as is noted in the Discipline Ladder below.

### ***Expulsion***

A student may be expelled for causes outlined in the Denver Public Schools (DPS) Conduct Code, in addition to laws of the City and County of Denver or State of Colorado.

Filing for expulsion is mandatory under state law for:

1. Possession of a firearm on school grounds
2. Carrying, bringing, using or possessing a deadly weapon without authorization of the school or the district. A deadly weapon includes, but is not limited to, a loaded or unloaded firearm, a knife, a bludgeon or any other weapon/instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury.
3. The selling of, including the exchange, distribution or gift of, drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs.
4. The commission of an act that, if committed by an adult, would be robbery or assault as defined by law.
5. Sexual assault, as determined and defined by a judge.

The parents or guardians of any student to be recommended for an expulsion hearing will receive notice. Expulsion hearings will be administered by DPS in accordance with DPS policy.

### ***Corporal Punishment***

Corporal punishment is defined as action taken by an official to purposely inflict physical pain on a person. No corporal punishment will be administered to students by anyone in a STRIVE Prep school.

### ***Student Restraint***

Physical restraint and intervention or force by trained staff are reasonable, appropriate and may be applied at STRIVE Prep for the following purposes:

- To quell a disturbance threatening physical injury to themselves or others.
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons.

Such acts do not constitute child abuse and will not be construed to constitute corporal punishment within the meaning and intent of this policy.

### ***Discipline for Students with Special Needs***

Disruptive behavior, as defined by school policy, by a student with disabilities will be managed in accordance with the student's individualized education program (IEP) and state and federal law. Students with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if the appropriate special education team has determined that the disruptive behavior is not a manifestation of the student's disability.

### ***Complaints about Student Discipline***

The school administration and the Board of Trustees work in conjunction to hear and resolve any complaints. In the event of a complaint regarding student discipline, both the school administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should schedule a meeting with the School Principal or the Managing Director who supervises the School Principal.

If an individual believes that the school has violated any applicable laws or regulations, or if he or she is not satisfied with the results of the above process, he or she may file a formal, written complaint with the Board of Trustees by contacting Liz Bola ([lbola@striveprep.org](mailto:lbola@striveprep.org); 2480 W. 26th Ave., Suite B-360, Denver, CO 80211). After receiving the complaint, the Board will respond in writing to the individual within 30 days.

*For more information about the potential consequences for misbehavior, please see Discipline Ladder on next page.*

<b><i>Discipline Ladder</i></b>	
<b><i>Type and Level of Offense</i></b>	<b><i>Student Action</i></b>
<b><i>TYPE 6- MANDATORY EXPULSION</i></b>	Possession of a Firearm on campus
<b><i>TYPE 5- 3 to 10 Day Suspension; MANDATORY RECOMMENDATION FOR EXPULSION Maximum suspension of up to one day for K-3 grades</i></b>	Robbery
	First or second degree assault, and sexual assault
	Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance
	Carrying, bringing, using or possessing a knife or dangerous weapon
<b><i>TYPE 4: (Level F) – 1-3+ Day In-School and/or Out-of-School Suspension (with possible consideration of Expulsion) Maximum suspension of up to one day for K-3 grades</i></b>	Arson
	Fighting: Level 2
	Destruction or theft of school property (over \$5000)
	Theft from an individual (over \$5000)
	Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others
	Willfully causing damage to the property of a school employee
	Assault, harassment, or false allegation of abuse against a school employee
	Hazing activities
	Child Abuse
	Unlawful sexual behavior, unlawful sexual contact, and indecent exposure
	Witness intimidation or retaliation
	Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants
	Habitual disruption
	Recurring Type 3 offenses
<b><i>TYPE 3: (Level E) Referral to an Administrator; Consequences can result</i></b>	Bullying: Level 2 or repeated Level 1
	Harassment based on race, ethnicity, sexual orientation, gender



<b><i>in up to a 3 day in-school suspension or 1 day out-of school suspension Out-of-school suspension permissible for fourth and fifth graders only.</i></b>	identity, disability, or religion: Level 2 or repeated Level 1
	Sexual Harassment: Level 2 or repeated Level 1
	Fighting: Level 1
	Being under the influence of drugs/alcohol
	Possession of illegal drugs
	Using drugs/unauthorized substances on school property
	Possession of alcohol or unauthorized (but legal) drugs
	Destruction or theft of school property, including graffiti (\$500 and \$5,000)
	Theft (\$500 to \$5,000)
	Other school-based misconduct that substantially disrupts the school environment
	Substantiated threat
	Defacement of school property (\$500 to \$5,000)
	Possession of an object that is dangerous
<b><i>TYPE 2: (Level D) Referral to an Administrator</i></b>	Bullying: Level 1 and/or 1st offense
	Excessive or directed public use of profanity with intent to emotionally harm (affects community)
	False activation of a fire alarm
	Possession of or involvement with fireworks/firecrackers/stinkbombs
	Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level 1
	Sexual Harassment: Level 1
	Consensual, but inappropriate, physical contact
	Destruction, defacement, or theft of school property, including graffiti and bathroom tagging (under \$500)
	Severe defiance of authority/disobedience (affects community-running around the building OR student is non-responsive to an adult and will not report to designated location)
	Trespassing
	Fighting (no punching kicking, but pushing/shoving with the intent

	to harm)
	Provoking or posturing in a threatening or intimidating manner.
	Making an unsubstantiated, directed threat.
	Theft from an individual (under \$500)
	Recurring Type 1 offenses
<p><b>Type 1: (Level A, B &amp; C)-</b></p> <p><i>Level C: Out-of-Class Referral to Administrator or Social Worker</i></p> <p><i>Level B: Automatic move to "Red"</i></p> <p><i>Level A: Color Change and/or other in-class consequence</i></p>	Disruption of classroom learning environment, community gathering, or school activity
	Inappropriate behavior to others, including picking on, bothering, or distracting other students
	Minor physical aggression with another student
	Minor damage or defacement of school property
	Out of class without permission/unauthorized location
	Minor, public defiance of authority/disobedience
	Academic dishonesty
	Dress code violation
	Use of verbal insults or put-downs
	Unauthorized use of school equipment
	Gambling

### ***Bullying***

Bullying for any reason is prohibited at all STRIVE Prep Schools, both on school property and at school-sponsored events. Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronic means, or by a physical act or gesture.

If a student engages in bullying, he or she will face disciplinary action in alignment with the discipline ladder included above. STRIVE Prep will support students and staff in bullying prevention, immediately intervene in known bullying events, work with students to change bullying behavior and to support victims of bullying, and recognize and praise positive and supportive bullying behaviors. These efforts will be designed to maintain a bully-free environment.

Bullying can also take place via electronic means when students are off campus. If those bullying acts disrupts the school environment, STRIVE Prep may take disciplinary action.

If bullying has taken place, a student or parent should report it to the principal, assistant principal, administrator, teacher, or mental health professional. Staff will then investigate the incident(s) in a thorough and confidential manner and choose the appropriate remedy. If a parent feels as if the remedy is insufficient, he or she may reach out to Betsy Peterson ([bpeterson@striveprep.org](mailto:bpeterson@striveprep.org); 2480 W. 26th Ave., Suite B-360, Denver, CO 80211). Retaliation for persons participating in the investigation will not be tolerated.

Bullying is classified as harassment and may constitute a violation of civil rights when it is based on race, ethnicity, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, marital status, veteran status, or disability. For more information about harassment, please see below.

### ***Weapons***

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, on school-sponsored transportation, or at any school-sponsored or school-related event. Items that appear to be weapons, including toy weapons, or could be reasonably used as weapons are never permitted.

### ***Gang Affiliation***

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school. The term “gang” as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Prohibited gang affiliation or appearance includes: Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in school buildings or on school grounds, at school-sanctioned activities and events, or school-sponsored transportation. Gestures, signals, or graffiti that denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and on school-sponsored transportation. The prohibition against gang-related apparel and actions will be applied at the discretion of the staff at STRIVE Prep. Consequences will be applied according to the circumstances of the infraction and may include suspension or expulsion. STRIVE Prep will communicate with law enforcement regarding this policy in order to further its purposes.

***Violence***

To ensure that the STRIVE Prep community is safe for all students, violent behavior will not be tolerated. Any student who commits an act of physical violence at school, on school-sponsored transportation, at a school-related event, or plans such violent activity during the school day, will receive an appropriate consequence as outlined in the Discipline Ladder.

***Drugs, Alcohol, and Tobacco***

Student use, possession, distribution, or sale of alcohol, tobacco, or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school-sponsored vehicles, or at any time or in any place where the school conducts business. A student violation of this policy will lead to a consequence (as outlined in the Discipline Ladder), reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

***Student Searches***

A blanket search of school property (including but not limited to student lockers) may be made at the discretion of the school administration if the school has a compelling interest or special need. School authorities may also search a student's person and/or personal property, cubby, desk area, backpack, or school property assigned to a particular student whenever a school authority has reasonable suspicion that items considered illegal, disruptive, or a general nuisance to the educational process in possession of the student. School officials will detain a student if there is a reasonable suspicion that the student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession would constitute a clear and imminent danger to safety and welfare or school property.

# General School Policies

## ***Attendance Policy***

To succeed at STRIVE Prep, students must be present. So much learning goes on each day that cannot be sent home and made up. Students should come to school unless they are so sick that they cannot function or are contagious. In case of an absence, the school must be notified by 9:00 AM on the day of the absence. Additionally, students who are absent will receive an automated phone call each day that they are absent, informing the parent or guardian of the student's status.

Absences are excused only for illness, religious observance, legal matters, bereavement, or family emergency, and must be verified in writing or by phone by a parent/guardian. Absences for illness of longer than 2 days must be verified in writing by a doctor. Absences due to suspension are counted as excused, but students are required to make up any academic work missed. When allowed, the student and/or parent are responsible for requesting the work from the teacher, and a student must return to school with make-up work completed.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the school's attendance log before the student will be released.

Unexcused absences are those that are not for illness, religious observance, legal matters, bereavement, or family emergency. Examples of unexcused absences include failure to attend school for transportation or vacation reasons.

- **More Than One Unexcused Absences in a Month:** If a student has more than one unexcused absence in a month, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the teacher. At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Five Unexcused Absences in a Year:** If a student is absent five times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with a teacher or an administrator. At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Ten Unexcused Absences in a Year:** If a student is absent ten times in a year, the student is considered truant. At this point, the student is at risk of not being promoted to the next grade. Missing a significant amount of school often results in skill gaps for students. The parent/guardian will be called to the school to meet with an administrator and Principal. In addition, an attendance report may be filed with the Denver Juvenile Court.
- **Twenty Unexcused Absences in a Year:** If a student is absent twenty times in a year, the student will be considered a habitual truant and is at serious risk of not being promoted to the next grade. **At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.**

## **Tardiness**

Our doors open at 7:15 AM each morning. Students must arrive between 7:15AM and 7:45 AM. **Students arriving at 7:46 AM, as measured by school clocks, or later are considered tardy.** Please bring your child to the office to sign in and get a late pass.

Students who arrive after 7:45 AM may not have enough time to finish breakfast since activities such as Morning Meeting start promptly at 7:45 AM. If you wish for your child to eat a full breakfast at school, your scholar must be at school by 7:45 AM to have enough time to eat without feeling rushed.

Students with excessive tardies may also be considered habitual truants. In such cases, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The following is an outline of consequences for tardiness:

- **Three Tardies in a Month:** If a student is late three times in a month, it is considered a serious issue. At this point, the parent/guardian will be called by a teacher or administrator. Together, the family and staff will problem-solve around on-time arrival.
- **Seven Tardies in a Year:** If a student is late seven times in a year, it is considered a serious issue. **At this point, the parent /guardian may be called to the school to meet with an administrator.** The problem will be discussed and an “On Time” plan will be developed

### ***Dismissal***

STRIVE Prep dismisses students at 3:20 PM on Mondays – Thursdays, and at 1:20 PM on Fridays. It is the parent/guardian’s responsibility to ensure a timely pick up of his/her child from school. Students must be picked up by 3:35 PM Monday – Thursday, and 1:35 PM on Fridays. Our staff are in meetings after school and we do not have the resources to watch your child after the school day. Any child repeatedly left at school will be required to have a parent conference and a dismissal plan will be developed.

No student will be allowed to leave the school without an adult who is either the student’s legal guardian or an adult who has been given written approval by the legal guardian. Approval must be a signed, written note to the school in advance that specifies the name, address, and working phone number for the adult as well as specific days for pick-up. At the beginning of the school year, families will submit a release form listing the names and information for any individuals in addition to parents or guardians, who are authorized to pick up their children. The end of the school day is a very busy time for students and staff who are wrapping up the day, ensuring that everyone is clear on things like homework and preparation for the next day. If you have afternoon appointments for your children, we would strongly encourage you to schedule them for after school. Students may not be picked up for any reason between 2:50-3:20 PM Monday-Thursday and 12:50-1:20 PM Fridays except in case of an emergency. Families are encouraged to either pick up before this window or wait until the regularly scheduled dismissal time to pick up.

### ***Student Emergencies***

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. For the safety and accurate accounting of all students, parents or guardians may not take students from the school premises or contact students in classrooms without staff acknowledgement.

### ***Accident or Medical Emergency***

If a medical emergency or serious accident occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student’s health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). Medicine can only be administered as prescribed by a physician or dentist and with express authorization from parents. A medication

authorization form must be filled out and signed by both parents/guardians and the physician. Medication must be provided to the school with the original pharmacy container and label stating the child's name, name of the medication, the dosage amount, number of times/day, the route, and the date when the medication is to be discontinued (if applicable). For more information, see DPS Policy JLCD: Administering Medicines to Students.

### ***School Closings***

In the event of inclement weather, STRIVE Prep will follow the Denver Public Schools' decision to close school. School closings for Denver Public Schools are announced on all Metro Denver radio and television stations and are posted on their website, [www.dpsk12.org](http://www.dpsk12.org). When possible, STRIVE Prep will also attempt to communicate this information to families no later than 5:30 AM through a variety of channels including - auto-calls and text messages as well as through posted announcements on our website [www.striveprep.org](http://www.striveprep.org) and school-specific Facebook pages. It is the responsibility of parents/guardians and students to access this information.

On rare occasions, school facility conditions or other unpreventable, external variables may require an emergency early dismissal or a school closure. STRIVE Prep will notify parents of these circumstances and any related instructions regarding changes to dismissal or the schedule through a recorded phone or text message, along with announcements on the STRIVE Prep website and Facebook pages.

### ***Food Service***

STRIVE Prep provides breakfast and lunch service for its students. The school participates in the National School Lunch Program, which provides free breakfast for all students and free or reduced price lunches to eligible students. Applications to participation in the program are available at registration, orientation, and in the Main Office. Families are financially responsible for the cost of lunch as determined by the National School Lunch Program. Students who do not qualify for the free or reduced price lunch program and do not bring lunch money or a lunch to school may be given a lunch by school administrators. Any charges incurred must be promptly repaid to the school.

Breakfast is served between 7:15-7:50am in the cafeteria (grades 2 - 4) and in classrooms (grades K - 1). If a student arrives at school later than 7:45am, they will be given a breakfast bar at the front desk. The classroom teachers also use this time to take attendance, check student homework, and provide students with information for the day.

Families may send lunch to school with their scholar provided that it is contained in one bag or lunch box that is labeled with the student's name. Students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods that do not interfere with student learning. **Please do not let your child bring unhealthy drinks (e.g., sodas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, chips, fruit drinks, cakes, or other sugary foods are not allowed to be eaten at school** (with the exception of student birthday celebrations). If students bring unhealthy food or beverages to school, these items will be taken from the student because they interfere with student learning. If your child has allergies or dietary restrictions, please make sure the nurse knows about them so we can work with you to accommodate their needs.

Families may only send a snack or breakfast to school if the school have a verified medical dietary restriction. The Principal or classroom teacher reserves the right to prohibit any student from bringing a snack, breakfast, or lunch item which becomes a distraction to learning.

### ***Change of Clothing***

Students must bring an extra change of clothes in the event of an accident or spill. During the first week of school, please send the clothes in a clearly marked Ziploc bag with your child's name written in permanent marker. The bag should include the following: pants, shirt, underclothes, and socks. This does not have to be a uniform set. Each class has a bin to store extra clothing. Every time the spare clothes are used, please provide another change of clothes to replace the used set.

### ***Student Birthday Celebrations***

If you would like to celebrate your child's birthday in the classroom, the celebration must be organized with the teacher and take place during the "choice time" block. Treats are optional. If you would like to bring treats for your child's class, they must be store-bought and sealed prior to being brought to school. No homemade birthday treats or treats containing peanut ingredients will be served to students. Cakes that require cutting will not be permitted. You must have enough treats for everyone in the class if you choose to bring them.

### ***Textbooks and Classroom Novels***

Students may be provided with school textbooks and classroom novels and should maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and may result in a fee.

### ***Backpacks***

All students must bring a backpack to school that can be worn over two shoulders and is big enough to fit a 10"x14" folder. Please do not send anything in your child's backpack other than a lunchbox, homework folder, and a pencil box with pencils, crayons, and an eraser that your child can use to complete his/her homework.

The STRIVE Prep staff works very hard to provide a safe and disciplined school environment, but we cannot guarantee that valuable items sent to school in your child's backpack are safe. All property brought to school is brought at the owner's risk. STRIVE Prep does not assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day; the following items are not allowed and will only be returned to a parent: lasers, toys, basketballs, water guns, electronic devices (including mp3 players, gaming devices, iPods, Kindles, iPads, walkie-talkies, etc.), trading cards. Repeated violations will require a parent conference.

### ***Student Cell Phones***

Students do not need a cell phone at school, and will be able to use the school phone to contact their families at appropriate times or in case of emergency. If a student needs to contact family, s/he is expected to ask permission from staff to use the school phone. Only students in 5th grade are permitted to have a cell phone at school, but the cell phone must remain off and in the classroom's locked box. Because cell phones are a distraction to learning, students may not use cell phones during the school day. Cell phones may not ring or be visible at any other time during the day. If a cell phone rings or is visible, a staff member will confiscate the phone and only return it to a parent or guardian.

Students shall be personally and solely responsible for the security of their cell phones. STRIVE Prep staff does not assume any responsibility for theft, loss, or damage of a cell phone, nor do staff members investigate issues related to cell phones.

### ***Lost and Found***

The school's lost and found is located in the Main Office. Items not claimed within a month are donated to charitable organizations.



### **School Supplies**

STRIVE Prep - Ruby Hill provides all school supplies needed and we ask that you do not bring in any school supplies such as folders, writing utensils or notebooks.

### **School Uniforms**

School uniforms must be purchased from STRIVE Prep and be worn at all times. Because all scholars wear the same uniform, parents should write their child's name in permanent marker on the tags of uniforms.

**Shirt:** STRIVE Prep short-sleeved polo shirt with the school's logo. Shirts must be worn tucked in.

**Bottoms:** Standard solid khaki uniform pants. The pants need to fit correctly (i.e., no baggy style). Skorts and jumpers are available for girls but must be longer than the point where the fingertips meet the thighs when standing.

**Belt:** Solid black leather belt (for students in grades 1-5)

**Shoes:** Solid, black dress shoes. No sneakers, boots, sandals, moccasins, bowling shoes, clogs, two-toned, glittery, or multi-colored shoes. **Please remember to send a change of shoes with your child in the winter months. The shoe policy is the same for winter months. Students must have on black shoes. If a student arrives wearing boots, he/she must change into the proper footwear during breakfast. Students who do not have the proper uniform shoes will need to borrow shoes from the school and will return them at the end of the day.** Parents will be notified when their children are not in uniform and a parent conference will take place for repeated uniform violations.

**Socks:** White, navy blue, black, or grey socks or tights may be worn.

#### **Optional:**

- **Sweater:** Navy blue STRIVE Prep cardigan with the school's emblem. (Note that students may not wear jackets during the school day.)
- **Undershirt:** Plain white or black undershirt under uniform polo.

If a student arrives at school without the correct uniform, the school will lend appropriate items to students, but all borrowed items must be returned to the school by the end of the day.

The following are prohibited: makeup, glitter, shiny lip gloss, facial jewelry, large earrings (over a quarter coin size), unnatural hair color, temporary tattoos, ill fitting clothing, hats, head-wraps, bandanas, kerchiefs, and other head-coverings. Note, if the uniform policy conflicts with a religious observation, please notify the principal for accommodation. Students may wear one chain, but it must be worn under the uniform. If a student wears jewelry that a member of the school's staff considers excessive, then the student will be asked to remove the items.

Whenever **any** element of a scholar's physical appearance or grooming - even if it is allowable under the school's current rules - becomes a distraction to the scholar or to others, it may no longer be acceptable and steps will be taken to remove the distraction.

### **Student Records**

STRIVE Prep maintains important information files on each student. Parent(s)/guardian(s) and students may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information and student data is confidential except for “directory” information, in accordance with the Family Education Rights and Privacy Act (FERPA). Directory information includes the student’s name, date of birth, dates of attendance, degrees and other honors awarded.

### ***Immunization of Students***

In accordance with Denver Public Schools’ policy, no student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

### ***Visitor Policy***

STRIVE Prep welcomes and encourages visitors. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to report directly to the Main Office, sign in, and receive a visitor’s pass during regular school hours. Visitors should have legitimate business in the school. While parents are always welcome, they are encouraged to make appointments with teachers or administrators. Because the teachers teach most of the school day, they cannot leave the classroom to meet with you. By contacting them ahead of time, you can make an appointment with them during their planning period or outside of regular school hours. You may always call the office to schedule a time to meet with the School Principal.

### ***Release of Photographs and Other Information***

STRIVE Prep will periodically create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

### ***Distribution of Published Materials or Documents***

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the principal, advisor, or teacher. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the Principal.

Unless a student obtains specific prior approval from the Principal, written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

### ***Commerce***

Students may not sell anything on school property without the permission of the Principal. They may not collect money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Principal.

# Prohibition on Discrimination and Harassment

*Non-Discrimination Statement: It is the policy of STRIVE Prep to administer all instructional actions without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.*

## **Definition of Harassment**

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, ancestry, religion, national origin, sex, sexual orientation, gender identity, or disability. Harassment can also be classified as bullying, but not all bullying is harassment. Instead, bullying only rises to the level of harassment when it is based on the aforementioned characteristics. The term harassment includes sexual harassment, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

## **Harassment and Retaliation Prohibited**

Harassment in any form or for any reason is prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school-related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by STRIVE Prep.

Students who engage in harassment of staff or students or retaliation may be subject to disciplinary action, including, but not limited to suspension, expulsion, or other discipline as is appropriate.

## **Grievance Procedure**

### *I. Where to File a Complaint.*

Students who believe they have been subjected to harassment under this policy may file a complaint with the principal. If the principal is the person who is alleged to have caused the harassment, the complaint may be filed with the CEO (Chris Gibbons, [cgibbons@striveprep.org](mailto:cgibbons@striveprep.org), 2480 W. 26th Ave., Suite B-360, Denver, CO 80211) as outlined below.

### *II. Contents of Complaints and Timelines for Filing.*

Complaints of harassment must be in writing to the principal or CEO. They should include the following information:

1. The name and school of the student
2. The name of any student representative
3. The name of the person(s) alleged to have caused the discrimination or harassment
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) to the extent possible of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

If the student does not include the above information, the principal or CEO should work in concert with the student to gather the information to the extent possible.

### *III. Investigation and Resolution of the Complaint.*

The person alleged to have caused the harassment will be informed of the complaint as soon as the principal or CEO deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The principal or CEO will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The principal or CEO will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.

After completing the investigation, the principal or CEO will meet with the student who filed the complaint (as well as appropriate representatives) to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. However, the student who filed the complaint will not be informed of disciplinary action unless it directly involves him or her (e.g., a directive to stay away from the student).

If a parent or student feels as if the remedy proposed by the principal is insufficient, he or she may reach out to Betsy Peterson ([bpeterson@striveprep.org](mailto:bpeterson@striveprep.org); 2480 W. 26th Ave., Suite B-360, Denver, CO 80211). If a parent or student feels as if the remedy proposed by the CEO is insufficient (in cases where the principal is alleged to have caused the harassment), he or she may file a formal, written complaint with the Board of Trustees by contacting Liz Bola ([lbola@striveprep.org](mailto:lbola@striveprep.org) - 2480 W. 26th Ave., Suite B-360, Denver, CO 80211). Upon receiving the complaint, the Board will respond in writing to the individual within 30 days.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

**1. The right to inspect and review the student's education records within 45 days after the day STRIVE Prep ("School") receives a request for access.**

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

To amend the education record, parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

**3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

6. The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that STRIVE Prep, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, STRIVE Prep may disclose appropriately designated "directory information" without written consent, unless you have advised the STRIVE Prep to the contrary. The primary purpose of directory information is to allow STRIVE Prep to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require STRIVE Prep to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want STRIVE Prep to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the STRIVE Prep in writing by September 1st. STRIVE Prep has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## Student & Family Handbook Statement of Understanding

I acknowledge that I have received a copy of the STRIVE Prep Elementary School Student & Family Handbook for the 2017-18 school year and understand that it is my responsibility to become familiar with the contents of the handbook.

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Student Name

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Parent/Guardian Name

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Student Signature

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Parent/Guardian Signature

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Date

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Date