



STRIVE

PREPARATORY SCHOOLS

Student & Family Handbook

**High Schools
2017-2018**

**WHERE EVERY STUDENT CAN
STRIVE AND THRIVE**

Table of Contents

Table of Contents.....	2
Core Beliefs	4
Academics	6
School-Family Partnerships	15
2017-18 School Year School-Family Commitment.....	16
School Culture and Expectations	17
Consequences and Discipline Procedures	20
General School Policies	29
Prohibition on Discrimination and Harassment.....	35
Notification of Rights under FERPA for Elementary and Secondary Schools	37
Student & Family Handbook Statement of Understanding.....	39

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 all three high schools, STRIVE Prep – SMART, STRIVE Prep – Excel, and STRIVE Prep - RISE. STRIVE Prep also operates seven middle schools which follow the guidelines as described in the STRIVE Prep Middle School Student and Family Handbook, and one elementary school, STRIVE Prep - Ruby Hill, which follow the guidelines as described in the STRIVE Prep Elementary 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 Schools (STRIVE Prep) 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 college preparatory curriculum with extensive AP Coursework and graduation requirements that exceed the requirements from Colorado Commission on Higher Education (CCHE) for scholars entering four-year colleges and universities.
- A core instructional model based on a challenging and relevant approach to standards, assessments, and data analysis.
- An intentional school culture, centered on core values, that provides the foundational skills necessary for college.
- A culture of individual support for all scholars through advisory, seminar, and academic intervention programs.
- An environment where at least 95% of senior scholars earn acceptance to four-year colleges and universities, and where students' post secondary choices are celebrated.

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

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 a community with a high degree of personal and peer respect. STRIVE Prep creates an environment that celebrates effort, achievement and community. The following characteristics drive an accountable community:

- Students learn and follow the STRIVE Values: Scholarship, Teamwork, Respect, Intelligence, Virtue, and Effort. Excellent performance on regular evaluations of these values will result in rewards; poor performance may lead to disciplinary consequences.
- Students, parents, and teachers commit to The STRIVE Prep School-Family Commitment, which you can find on page 17 of this Handbook.
- Students participate in the school as respectful, professional members, in conduct, dress, language, and presentation.
- 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.

3. Great educators 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.

Academics

Academic Standards

As a college-preparatory high school, STRIVE Prep has high academic standards for all students. It is expected that students will take challenging classes, produce high-quality work, study for and perform well on exams, and receive excellent support from the teaching staff. Significant effort from students, teachers, and parents/guardians is necessary to achieve this goal.

At a minimum, it is expected that every graduating scholar will be proficient in written and spoken expression, English and foreign language, mathematical reasoning and problem-solving, and understanding scientific inquiry, data analysis, and results. STRIVE Prep High Schools' graduates will further possess a broad appreciation and knowledge of diverse cultures that make up Western and non-Western societies.

Individual Career and Academic Plan

Each student who enters a Denver Public Schools high school, including STRIVE Prep High Schools, will develop an Individual Career and Academic Plan (ICAP). This plan will set each student's intended course of study as s/he begins the journey toward graduation. The student and a college counselor will review and amend the ICAP each semester. Much of the ICAP development will occur in College Access lessons (approximately once a week in 9th and 10th grade) and College Access Seminar class (in 11th and 12th grade). This process will not only provide clear information and a focus on the future for the student, but also bring a new purpose to the important coordination between middle school and high school staff members.

Homework and Coursework

STRIVE Prep will assign meaningful homework to students on a nightly basis in most classes (exceptions are during breaks and during assessment periods). The purpose of homework is to extend learning and help students become responsible, practice time management, and learn independent problem solving skills. Parents should be supportive of effort on homework and should actively check homework each night. Teacher cell phone numbers are provided so that students may get assistance with school work in the evenings (Monday - Thursday); students should call teachers, whose phone numbers are provided, 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 are required to stay after school Monday through Thursday to complete it.

In an effort to re-engage the student in school and in his/her learning, make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day she/he returns to class.

Advanced Placement Program

STRIVE Prep High Schools offer a robust AP program. These courses are rigorous and reflective of a college level course. Students must pass the prerequisite class or obtain written permission from an administrator to enroll in an AP course. Successful completion and a score of 3 or higher on the AP exam may result in the student receiving college course credit at a university or college.

Students who take AP courses are required to take the corresponding AP exam. The cost of the exam is usually \$89. Should the cost of the exam cause family hardship, students can request a fee waiver from the designated administrator.

In order to drop an AP course, students must meet with their college counselor and have a signed document by the parent and designated administrator.

Grades

As a network of schools with a college preparatory mission, we have the responsibility to ensure that our grading practices support students to achieve the best academic outcomes. This will require that grading practices and policies:

- Reflect students' mastery of standards and ability to produce outputs that demonstrate this mastery.
- Give scholars multiple opportunities to receive feedback about their work, implement that feedback and improve their performance.
- In high school, result in grade point averages that reflect college entrance requirements and give students a realistic understanding of their progress towards college acceptance.
- In high school, allow students to earn credits for an on-time graduation.
- Teachers will assign a wide range of mastery assessments, provide written feedback regularly to students on their work, and provide multiple opportunities for students to implement feedback before assessing final mastery.
- In order to not let academic habits disproportionately impact scholars' grades, the lowest grade a scholar can be assigned on any academic habits assignment that has been turned in is a 50%. Note: AP and Concurrent Courses are exempt from this requirement.
- All missing assignments automatically calculate as a zero.
- Students with IEPs or 504s must be afforded their legal accommodations and modifications. For final assessments, only scholars with IEPs, MTSS/ILP plans, or 504s may receive accommodated or modified work.
- Families should be informed of their students' grades on a regular basis. Parents can always see their students' grades on the parent portal of Infinite Campus. STRIVE Prep sends home progress at the midpoint of each quarter to all students. In middle school, students receive final grades on a report card at the end of each quarter. In high school, students receive a progress report at the end of quarter 1 and 3 and then a final report card at the end of each semester.

In order to achieve these goals, STRIVE Prep High Schools will follow these Grading Policies.

- All courses are semester long and graded on the semester.
- In order to have grades reflect final mastery of standards, students should be able to redo mastery assessments after receiving feedback (final end of semester assessments are excepted).
- Teachers should work with their instructional coaches to make an appropriate late work policy for their course. Teachers must provide multiple opportunities for students to make up work and redo assignments. All work must be completed within the semester it is assigned.
- Students who fail a course (a grade below 69.5%) must retake that semester of the course to receive credit.

6th-9th Grades		10, 11th and 12th Grades	
<p>60% Mastery Assessments Tests, quizzes, projects, essays, formative assessments, checkpoints, lab reports, Socratic Seminar, including IA/PAs</p> <p>(Including 6th-8th IA/PA are 10% of total grade in a separate category.)</p>	<p>40% Scholarship Habits Assignments that lead to mastery.</p> <p>-Homework -Classwork -Exit tickets</p>	<p>70% Mastery Assessments Tests, quizzes, projects, essays, formative assessments, checkpoints, lab reports, Socratic Seminar, verbals and performance assessments.</p>	<p>30% Scholarship Habits Assignments that lead to mastery.</p> <p>Homework Classwork Exit tickets</p> <p>*AP and Concurrent Courses are exempt from this break down.</p>

A Mastery Assessment:

- Mastery assessments are clearly tied to common core standards and designed to assess students' mastery of these standards.
- Most mastery assessments are formative. IA/PAs are summative.
- On multiple choice questions, each question is identified with the standard the question assesses.
- On Open Response questions, the assessment includes a CFS/Rubric shared with students and clear exemplar which the teacher uses to drive instruction.
- Teachers should assign between 6-12 mastery assessments per semester. Students should have at least one opportunity to retake a mastery assessment.
- IA/PAs cannot be retaken.

Recommended Point Values:

Assignment Type	Point Value Range
Classwork/Homework	5-15 pts/assignment
Lab Reports	10-30 pts/assignment
Quizzes	10-40 pts/assignment
Substantial (i.e., multi-day) Projects	20-50 pts/assignment
Unit Tests/Tests*	35-50 pts/assignment

Grade Point Scale

STRIVE Prep's grading scale is based on Denver Public School's grading scale. Unlike DPS however, we have intentionally excluded D as a credit earning grade. Students at STRIVE Prep need to receive a C- or higher to pass a class and receive credit.

Description	Value on a 4 point scale	Value on a 5.2 point scale¹	% based	Letter Grade
The student demonstrates thorough knowledge and mastery of skills that allows him/her to function independently above their current educational level. <ul style="list-style-type: none"> • The student demonstrates a comprehensive understanding of all relevant information relevant to the topic at level. • The student demonstrates comprehension and understanding of knowledge and skills above his/her grade level. 	4.0	5.2	93-100	A
	3.67	4.77	90-92	A-
The student demonstrates mastery of knowledge and skills that allow them to function independently on all major concepts and skills related to their educational level. <ul style="list-style-type: none"> • The student demonstrates a comprehensive understanding of all information relevant to the topic, at level. • The student can perform skills or processes independently without any significant errors. 	3.33	4.33	87-89	B+
	3.0	3.9	83-86	B
	2.67	3.47	80-82	B-
The student demonstrates basic knowledge and skills usage but cannot operate independently on concepts and skills related to his/her educational level. Requires remediation and assistance to complete tasks without significant errors. <ul style="list-style-type: none"> • The student has an incomplete knowledge of the topic and/or misconceptions about some information. • The student requires assistance and coaching to complete tasks without errors. 	2.33	3.0	77-79	C+
	2.0	2.6	73-76	C
	1.67	2.17	69.5-72	C-
Lack of evidence and /or unsatisfactory performance on assessment and evaluations of student work.	0	0	0-69.4	F

¹ *For high school AP Courses, honors and Concurrent Enrollment Courses Only.

STRIVE Prep Policy for Incomplete Grades on Transcripts

Circumstances

Students should receive a grade whenever possible but there are instances in which assigning an 'Incomplete' (I) is warranted. Teachers may assign incomplete grades for the following circumstances:

1. Students with excused absences who are unable to complete assignments that are considered a major component of the grading period can receive an 'I' for the grading period.
 - a. A student may only receive an 'I' for the grading period if his or her absences are excused.
2. Health/medical, including pregnancy
 - a. must include written communication from a physician that highlights when the student was unable to attend school and verifying the return date
3. Incarceration
 - a. paperwork indicating beginning of incarceration and transcript indicating what class were taken (if any).
4. Emergency relocation and/or return
 - a. Family meeting, signed agreement indicating when the student was absent, for what reason and their return date.
5. Late enrollment from outside the country
6. At risk students, including runaways, group homes, truancies
 - a. verification of extenuating circumstances from school based or community based social worker.
7. Students who are flagged to attend summer school due to incomplete assignments.
 - a. Any assignments not completed by the end of summer school will cause an 'F' to be placed on the transcript.

Expectations of all parties involved

Students with incomplete grades must apply to correct their incomplete grade within 10 days from the end of the calendar year. Once students apply for an incomplete grade revision, they must complete missed work in accordance with the due dates provided by the teacher. These due dates cannot extend into the beginning of the new school year. If these deadlines are unable to be met the Incomplete will revert to an 'F'.

Teachers are expected to complete the required documentation by providing an outline of the necessary course-work a student must complete to earn a letter grade. Once a letter grade has been determined the teacher must complete the grade change form (STRIVE) and submit it to the registrar. If a student is unable or unwilling to complete the course-work identified by the teacher the incomplete will revert to an 'F' at which point a grade change form will need to be completed and submitted to the registrar.

Principals are expected to sign off on all incomplete grade assignments, make-up course work outlines and grade changes.

Graduation Requirements

In order to graduate from a STRIVE Prep High School scholars must earn a minimum of 240 credits. STRIVE Prep High Schools graduation requirements meet or exceed DPS and CCHE college ready requirements for the state.

Required credits include:

Subject	Credits	Semesters	Years
English Language Arts	40	8	4
Mathematics	40	8	4
Science	40	8	4
Social Studies	35	8	4
Foreign Language	20	4	2
Fine Arts	10	2	1
Physical Education*	10	2	1
College Readiness and Senior Thesis (determined by campus)	15	3	1.5
Other Electives (determined by campus)	30	varies	varies
Total Credits Required for Graduation	240		

**Exemptions*

Athletic sports that are sanctioned by the Denver Public Schools' Board of Education and meet the criteria below may exempt a student from the physical education graduation requirement. No grade or credit will be given for athletic participation and such exemptions will not reduce the total number of hours required to earn a diploma. Both semesters of the physical education requirement may be exempted by athletic participation.

Criteria governing physical education exemption:

- A. The student must maintain academic eligibility for the entire season.
- B. One full sport season is required to exempt a student from five semester hours (5 units) of PE requirement.
- C. A student must be a high school freshman, sophomore, or junior to qualify for the exemption. Seniors who have not yet met the physical education requirement are not allowed to take this exemption and must enroll in a physical education course.

The credits required for grade level standing are:

9th grade (Freshman)	0-59
----------------------	------

10th Grade (Sophomore)	60-119
11th Grade (Junior)	120-179
12th Grade (Senior)	180+

Diploma Requirements (ending with the Class of 2020)

A scholar must meet all of the requirements outlined below to earn a diploma from STRIVE Prep High Schools. Only scholars who earn a diploma are permitted to participate in graduation activities.

Criteria	Core Academic Program
Coursework	Completion of all required courses as listed above
Standard College Readiness Exam	SAT (unless waived per IEP)
ICAP	Complete milestones for outlining steps to prepare for college and the necessary college applications.

Diploma Requirements (beginning with the class of 2021)

A scholar must meet all of the requirements outlined below to earn a diploma from STRIVE Prep High Schools. Only scholars who earn a diploma are permitted to participate in graduation activities.

Criteria	Core Academic Program
Coursework	Completion of all required courses as listed above
Standard College Readiness Exam	Must take the SAT (unless waived per IEP)
ICAP	Complete milestones for outlining steps to prepare for college and the necessary college applications.
STRIVE Prep College and Career Readiness Component	Achieve one or more minimum scores on one of the below items. Note that accommodations may be made for students with disabilities or English Learners.

STRIVE Prep College and Career Readiness Graduation Component	
Indicator	Minimum Score
Accuplacer	95 (Sentence Skills); 61 (Elementary Algebra)
ACT	18 (English); 19 (Math)
Advanced Placement	3 or higher (English and Math)
Concurrent Enrollment	C or higher in an eligible CE Course (English and Math)
SAT	470 (English) and 500 (Math)

Independent Study

In accordance with DPS policy and procedure students wanting to pursue a course of study as an independent, individually structured class must meet with the Principal, complete the DPS 'Independent Study Form' and identify a qualified teacher to act as an advisor.

Credits

Should a scholar not meet one of these promotion standards or fail a course, STRIVE Prep High Schools holds the sole right to require the scholar to complete work the following year.

STRIVE Prep High Schools will notify parent(s)/guardian(s) through written notification no later than the mid-semester if the academic performance of the scholar merits consideration for retaking the course(s). Accordingly, STRIVE Prep High Schools will communicate expectations to the scholar and parent(s)/guardian(s) about an intervention plan to avoid retention.

Transfer Transcripts and Outside Credits (Defined as those credits earned outside the normal Denver Public Schools curricular offerings.)

Coursework taken in schools/programs outside of DPS may be considered for credit only if documentation is received on a transcript from an accredited school.

Transfer Credits

Students who transfer to any STRIVE Prep High School from outside the district will have their transcript evaluated by the Registrar's office. Although STRIVE Prep will accept all credits coming from another district, the specific category in which these credits are applied is up to the discretion of the Registrar. Honors credit (weighted grades) will only be given if DPS offers the same honors class within the master course catalog.

Transfer credits originating from a foreign school will be evaluated by the STRIVE Prep Registrar's office and processed by the transcript department at DPS in accordance with their policies and procedures.

Requesting a transcript

All student transcript requests for college or scholarships will be made through Naviance. On the occasion that paper transcripts are required for summer programs, outside agencies or jobs, scholars should request an 'Official Transcript Form' from their College Readiness Counselor.

Valedictorian, Salutatorian and Honors

Students with the top ten weighted GPAs will receive academic honors and be recognized at graduation. Students with the top two weighted GPAs will be designated as valedictorian, salutatorian. In accordance with DPS policies and regulations, students must be enrolled in their school of attendance for a minimum of three years and achieve the highest grade point average in their graduation class in order to qualify and be the class valedictorian. Grade point averages are determined in compliance with DPS computation practices.

Athletic Eligibility

STRIVE Prep High Schools commit to preparing our scholars to achieve success with their studies; and to honor this commitment, we have put in place an athletic eligibility expectation based on both academic and behavioral performance. We have developed the following athletic eligibility requirements, incorporating the CHSAA rules:

1. If scholars are failing a single class, then they cannot play but they can practice.
2. If scholars are failing more than one class, they may not play or practice until their grades improve.
3. If scholars have mandatory tutoring, then they must honor this intervention first before attending practice.
4. Additionally, scholars who earn more severe disciplinary consequences such as Code of Conduct suspensions, may also lose their eligibility to play for a given season at the discretion of the Administrative Team.
5. An Eligibility roster is compiled every week by the Administrative Team.

School-Family Partnerships

STRIVE Prep believes that when schools and families are in regular communication and working together in a coordinated manner that a student's school experience and academic performance benefit greatly. 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.

Advisors and Parent Contact

STRIVE Prep middle schools use an advisory program to create a powerful learning community centered on STRIVE values. Students are assigned to an advisor and to an advisory group with approximately 12-15 other students. Almost every adult in the building serves as an advisor. The advisor will build a relationship with all of his or her advisees and provide counsel, guidance, and support over the course of the school year. Through daily advisory sessions, group discussions, and individual conferences, the advisory program provides an important context for academic planning, goal-setting, home/school communication, team and community building, and personal reflection.

The advisor serves as the primary contact with families and facilitates communication between parents, teachers and other resource personnel. Advisors are expected to contact parents/guardians at least once every three weeks, either through a phone call or a letter/email home, to give a regular update on progress at school, including both positive and negative observations about student academic and behavioral progress. Parents/Guardians are welcome to contact advisors for any reason, including questions about happenings at the school or concerns that may arise about their child or the school in general.

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 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 to attending the required parent events throughout the year.

For Students:

- I commit to attending school on time, every day.
- I understand the STRIVE Prep values and commit to always doing my best to follow them.
- I commit to giving my full respect and attention to every task.
- 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 providing feedback to students on mastery assessments and academic habits in a timely manner as outlined by the STRIVE Prep grading policy.
- I commit to enforcing all rules and policies consistently and fairly.
- I commit to contacting the parents/guardians of my advisees at least once every three weeks, and contacting the parents/guardians of my students with reasonable frequency to communicate both positive and negative feedback.
- 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 culture are the *STRIVE Values: Scholarship, Teamwork, Respect, Intelligence, Virtue, and Effort*. Teachers will explicitly teach behaviors related to these values, and every portion of our day at STRIVE Prep, including meals, classes, breaks, advisory meetings, Community Meetings, and enrichment activities, will include activities to support these values.

STRIVE Values Statement

- 1) ***Scholarship: I conduct myself as a scholar at all times, demonstrating curiosity, enthusiasm for academics, and high quality work.***
 - a. I show my teachers and my classmates that I am curious about learning. I never tease another student about their intelligence or their curiosity.
 - b. I participate in every class by listening, raising my hand, answering questions that my teachers ask, and asking questions if I do not understand. I never disrupt class and do not speak to my classmates inappropriately during class.
 - c. I wear my complete school uniform every day. I arrive at school with my uniform already in place, and I understand that I am choosing to earn a consequence if I am not in uniform and will do everything I can to get and stay in uniform.
 - d. If I am bored in class and already understand the material, I let my teacher know in a respectful way and ask for more challenging work. I carefully check my work on assignments and tests so that it is the best work I am able to do.
 - e. I complete my homework each day. I will bring my neat, fully completed homework to school and turn it in during advisory. If I have problems with my homework, I contact my teacher before 8 PM. I understand that if I do not complete my homework, I will be expected to complete this homework during electives, lunch, break, and/or after school.

- 2) ***Teamwork: I make a positive contribution to my team at all times, including my classmates, my teachers, and members of my community.***
 - a. I act in a caring way toward my classmates and teachers. I am nice at all times and do not say mean or disrespectful things to others.
 - b. I clean up after myself, take good care of my things and the things in the school.
 - c. I always conduct myself in a professional manner. When I meet new people, greet familiar people or welcome guests into our school, I make eye contact, tell them my name, shake hands, speak respectfully, and answer their questions.
 - d. I participate in the community service activities of the school with a positive attitude. I understand that part of my education is giving back to others.

- 3) ***Respect: I always treat myself and others with the highest level of respect.***
 - a. I always respect my classmates. I do not argue, speak disrespectfully, or say mean things, and I keep my hands to myself, even when playing.
 - b. I always respect my teachers. I never talk back during class, and I use a positive tone when speaking to all adults.
 - c. I show respect by following adult directions the first time.
 - d. I always respect property of the school, my teachers, and my classmates.
 - e. If I have a conflict with another student or a teacher, I only speak about it in a respectful manner. I get help from a teacher in the school to resolve the conflict

in a peaceful way.

4) *Intelligence: I appreciate that as I learn I become smarter. I am proud of my intelligence and the intelligence of my classmates.*

- a. I ask thoughtful questions to understand more deeply.
- b. I never tease my classmates about their success.
- c. If I see classmates who understand the material, I ask them for help.
- d. If I see classmates who do not understand the material, I help them.
- e. I never hold back on doing my work as well as I possibly can.

5) *Virtue: I always conduct myself in a way that I am proud of and such that my family is proud of me.*

- a. I think about what is right and wrong, and I make smart choices for myself and others. I do the right thing even when no one is looking.
- b. I listen attentively during all school activities. I support my classmates by clapping and snapping for my classmates and participating at appropriate times.
- c. I always look for ways to help others. I treat everyone with kindness and in a way that I want to be treated.
- d. I take full responsibility for my actions at all times. If I am at fault, I will admit my mistake honestly. I will not blame other people for my mistakes or make excuses for my behavior.
- e. I tell the truth to my teachers and my classmates. I understand that being honest is a part of my personal integrity.

6) *Effort: I always work as hard as I possibly can.*

- a. I come to school every day and always arrive on time.
- b. I come to class well-prepared. By the time class begins, I am seated in my seat with my materials out, and I am silent, facing forward, and ready to learn.
- c. I complete all of my assigned work during each lesson by working hard and being on-task. I record notes, assignments, and homework in the appropriate places in my binder.
- d. I always listen when someone else is speaking. I look at them, nod to show that I understand, track the speaker, and ask questions if I do not understand.
- e. If I do not understand the material in class, I always ask my teacher for help.

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

Academic Integrity

STRIVE Prep High Schools expects all scholars to try their best, to do their own work, to cite references when they are used, and to respond honestly to the academic demands of each course. When a scholar fails to uphold these standards, academic integrity is compromised. There are consequences, ranging from losing credit on an assignment to suspension. Academic dishonesty comprises the core values we share as a professional learning community, resulting in the erosion of trust and confidence in oneself and others.

The two primary categories of academic dishonesty are cheating and plagiarism. Cheating is the use of prohibited sources in order to advance the quality of one's academic work. Plagiarism is submitting someone else's work as if it were one's own, including submitting another's work or portion of work as your own; failing to cite a source of ideals; and receiving unauthorized help on assignments, tests, or other work.

Lockers

Lockers are the property of STRIVE Prep Schools and are made available for student use through the school year. This student privilege carries an additional responsibility of keeping the locker clean and maintained. STRIVE Prep does not assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk.

STRIVE Prep reserves the right to search lockers as necessary for the safety of the student body and the enforcement of school rules. Students are responsible for the contents of their assigned locker.

Consequences and Discipline Procedures

General Discipline Procedures

The purpose of disciplinary consequences is to ensure that both individual scholars and the school community maintain complete focus on learning and growth. Inappropriate scholar behavior not only impacts the individual, but also has a cost to the larger school community. Scholars should understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and scholar/family solutions to inappropriate behavior is expected.

All decisions regarding disciplinary action will be made by the school administration. STRIVE Prep High Schools will make every effort to notify parents/guardians promptly of any disciplinary action and will do so in writing wherever possible.

Disciplinary Referral

STRIVE Prep High Schools' educators work closest with the scholars and therefore carry the bulk of the discipline responsibility. In the event of a disciplinary matter and when appropriate, the educator or staff member will work to resolve the problem with the individual scholar, and a Disciplinary Referral (Referral) may be issued. The administrative team and other appropriate school staff should maintain effective communication with all involved when there is a Referral requiring involvement by the school administration via a written report.

This report will state the facts of what occurred and the action taken by the educator, staff member or adult supervisor. The scholar's classroom educator, the office, and the scholar's advisor will have access to this information. The scholar's parent/guardian will receive a phone call from the school about the incident as soon as possible and may receive a copy of the report, if deemed necessary by the School Principal or an adult supervisor. The particular consequences will depend upon the gravity of the incident.

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 starting on page 23). 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.

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.

Expulsion or recommendation 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 scholar to be recommended for an expulsion hearing will be notified before such action takes place. Expulsion hearings will be administered by Denver Public Schools; therefore, any expulsions will be carried out in accordance with Denver Public Schools policy.

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

Discipline Ladder	
Type and Level of Offense	Student Action
TYPE 6- MANDATORY EXPULSION	Possession of a Firearm on campus
TYPE 5- 3 to 10 Day Suspension; MANDATORY RECOMMENDATION FOR EXPULSION	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
TYPE 4: (Level F) – 1-3+ Day In-School and/or Out-of-School Suspension (with possible consideration of Expulsion)	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
TYPE 3: (Level E) Referral to an Administrator; Consequences can result in up to a 3 day in-school suspension or 1	Bullying: Level 2 or repeated Level 1
	Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level 2 or repeated Level 1

day out-of school suspension	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
TYPE 2: (Level D) Referral to an Administrator; Consequences can result in up to a 3-day in-school suspension	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>Type 1: (Level A, B & C)-</p> <p><i>Level C: Out-of-Class Referral to Administrator or Social Worker</i></p> <p><i>Level B: Detention/Reflection and/or major deduction of paycheck/point system</i></p> <p><i>Level A: Minor deduction of paycheck/point system 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
	Failing to attend Homework Center/College Prep, Detention/Reflection
	Dress code violation
	Use of verbal insults or put-downs
	Unauthorized use of school equipment
	Gambling
	Tobacco Offense
	Repeatedly tardy
	Use or possession of unauthorized electronics
	Inappropriate OR off-task use of school technology
Incidental OR intended use of profanity vulgarity, not directed at an individual	
Being unwilling to follow directions, complete an assigned task, or uphold an explicit expectation/STRIVE Value	

	Other minor school-based misconduct
--	-------------------------------------

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 Rebecca Utton (rutton@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 suspension, 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, desk area, backpack, vehicle parked on school property, 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.

Transportation

Scholars must possess a valid Colorado Driver's License, current Colorado vehicle registration, and proof of insurance to park on campus. Scholars are not allowed to leave campus during the school day to move their vehicles if parked in a "No Parking" designated area. RTD pass applications are available in the school's Main Office. Neither the school nor district provides any type of transportation to and from school.

Habitually Disruptive Students

Any student who is suspended for disruptive behavior, as defined by this policy, for the first time during any one school year while in school or on school grounds, at a school-sanctioned activity or event, or on school-sponsored transportation may receive a behavior contract and behavior intervention plan. The plan will be reviewed and modified after the second suspension and the student will be placed on disciplinary probation. In all such cases, the student and his/her parent/guardian will be notified in writing. If the student receives a third such suspension, the student may be declared habitually disruptive, and STRIVE Prep could recommend expulsion to Denver Public Schools.

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 the school.

Student Restraint

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

1. To quell a disturbance threatening physical injury to themselves or others.
2. To obtain possession of weapons or other dangerous objects upon a scholar or within the control of a scholar.
3. For the purpose of self-defense.
4. 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 individual education plan (IEP) and state and federal law. A student 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 Samantha Tobia (stobia@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.

General School Policies

Attendance Policy

Our goal is to ensure that every student attends school regularly – **Every Student. Every Day!** All STRIVE Prep schools have clearly articulated policies defining attendance guidelines and expectations:

Definitions

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically. It doesn't matter if these absences are excused or unexcused - they all represent lost time in the classroom and a lost opportunity to learn.

Absences are excused only for illness, religious observance, 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. Unexcused absences are never acceptable. Any unexcused absence will result in immediate parent communication. More than three unexcused absences per quarter, or more than ten per year, may result in a student receiving no credit for the year or in a filing with the Truancy Court.

A. Excused Absences

- An excused absence is an absence with permission of the parent/guardian AND school principal.
- Reasons for excused absences may include:
 - a. illness or health condition of the student,
 - b. death in the immediate family,
 - c. medical or mental health appointment (e.g., doctor, dentist, therapy),
 - d. observance of a religious holiday,
 - e. absence resulting from school disciplinary actions (e.g., suspension),
 - f. participation in school-approved activity (absences that occur as a result of the participation in school activities that are authorized and pre-approved by the school leader),
 - g. legal obligation (e.g., court appearance, community service),
 - h. or another reason acceptable to the principal or his or her guardian.
- The school may require proof from the parent in order to ensure the absence should be excused by the school (e.g., written excuse from the guardian and/or health care provider or evidence of the reason the student missed school). The excuse should state the date, time, and reason for tardiness or absence.
- Should a student miss a significant amount of school due to excused absences, school staff will work with families to determine a plan for regular attendance. Note that the school principal ultimately decides whether absences are excused, not families.

B. Unexcused Absences

- All absences must be verified or the absence becomes an unexcused absence or truancy.
- An unexcused absence falls into two categories:
 - Submitting a signed excuse or calling in an absence which does not constitute an excused absence as defined previously (A); or
 - Failing to submit any type of excuse statement signed by the parent/guardian or medical professional
- Reasons for unexcused absences may include family and/or student vacations, child

care situations, non-school related activities, transportation difficulties, or other reasons unacceptable to the principal or his or her guardian.

C. Truancy

- A truant student is defined as a student who has four unexcused absences in any month or ten unexcused absences during any school year and is between the ages of six and seventeen. For the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused.
- Truancy occurs when a student may be breaking the state compulsory education laws and regulations and thus may be a trigger for possible legal action.
- After a student has reached a total of 10 unexcused absences, student attendance may be reported as required. If a student has more than 30 unexcused absences, we are obligated to report it to the proper agency.
- Truancy filing may be considered if actions taken by the school have not been successful in substantially reducing the student's absences from school; and court intervention and supervision are necessary to assist the school to reduce the student's absences from school.
- Initiation of judicial proceedings will be according to the professional judgment of the school principal and staff (except that such proceedings must be initiated if the student has more than thirty (30) days (or equivalent number of class periods) truant or unexcused absences during a school year).

Attendance Procedures

STRIVE Prep believes it is the responsibility of both the parent/guardian and child to ensure that the child attends school daily and complies with school attendance rules in order to receive an appropriate education. Schools will develop and implement plans consistent with district procedures to encourage daily student attendance.

Parent Explanation of Absence

- Parent/Guardian must call the school by 9:00 AM to notify the staff of the absence - including the date and reason
 - Families should avoid extended vacations that require children to miss school. Try to line up vacations with the school's schedule. The same goes for doctor's appointments.
- Upon return to school, each student who has been absent and whose parent/guardian has not called the school, must present the Office Manager with a note from the parent, guardian, or other responsible person, which sets forth the reason(s) for the absence. The excuse should state the date, time, and reason for tardiness or absence.

High School Attendance Policies

- All high school campuses maintain the same attendance guidelines and expectations.
- Scholars who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the scholar out of the school's attendance log before the scholar will be released.
- Included in the secondary attendance policy are consequences and interventions for a pattern of absences. They are outlined below:
- Schools will monitor and respond to all absences during the school year - including: auto-calls for all absences and/or School Staff contact (e.g., texts, emails, phone calls) about an attendance problem or concern for impact on educational performance.
 - 5 Absences in a Year: If a student is absent five times in a year, the parent/guardian will be called to the school to meet with a teacher or an administrator. At the meeting,

the attendance problem will be discussed, the function or reason for continued absence will be determined, and an individualized attendance plan will be developed.

- 10 Absences in a Year: If a student is absent ten times in a year, the student is at academic risk. A meeting will be scheduled with the parent/guardian, student, an administrator, and Mental Health Provider to review and revise the individualized attendance plan.
- More than Ten *Unexcused* Absences in a Year: If a student has more than 10 unexcused absences in a year, the student will be considered truant and is at serious risk of suffering academically. At this point, student attendance report may be filed through the local Truancy Court. If that occurs, a Truancy Notice will be mailed to the student's parent or legal guardian. A Mental Health Provider will contact the parent/guardian, following up on the Truancy Notice letter.

Attendance Procedures

STRIVE Prep believes it is the responsibility of both the parent/guardian and child to ensure that the child attends school daily and complies with school attendance rules in order to receive an appropriate education. Schools will develop and implement plans consistent with district procedures to encourage daily student attendance.

Parent Explanation of Absence

- Parent/Guardian must call the school by 9:00 AM to notify the staff of the absence - including the date and reason
 - Families should avoid extended vacations that require children to miss school. Try to line up vacations with the school's schedule. The same goes for doctor's appointments.
- Upon return to school, each student who has been absent and whose parent/guardian has not called the school, must present the Office Manager with a note from the parent, guardian, or other responsible person, which sets forth the reason(s) for the absence. The excuse should state the date, time, and reason for tardiness or absence.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, including after-school activities, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

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. 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 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.

Student Technology Fee

Since STRIVE Prep began to build out its one computer for every middle and high school scholar in our network program in 2014, STRIVE Prep has spent significant resources on student computers. In order to ensure that computers are available for our scholars, STRIVE Prep collects a \$25 annual fee from all middle and high school students, with a maximum family contribution of \$50 per family. This fee will include the coverage of one instance of repair per school year. After one repair, the family is responsible for all subsequent repair costs. Tech Fees are due at the start of the school year on registration day. They may be paid in cash, check, or credit card. If you are unable to pay for tech fees on registration day or have further questions, please contact the main office at your child's school. We ask for your support in paying your child's tech fees in order to provide your child with all the benefits of a strong learning environment.

Sports Participation Fee

STRIVE Prep is committed to building robust competitive athletic programs across our network to prepare students interested in pursuing athletic opportunities through high school and beyond. In order to continue building strong campus teams, each team will assess a participation fee only for students that are placed on the roster. Middle School students will pay \$25 per sport (maximum of \$50 per student per year) and High School students will pay \$40 per sport (maximum of \$80 per student per year). This fee will assist in paying for officials, equipment, jerseys, transportation, and other items necessary to run a team. Your child's coach will send communication home regarding required forms that need to be submitted as well as the fee in order to gain eligibility to play competitively. Families will be able to pay with cash, check, or credit card. If you are unable to pay the athletic participation fee when it is a due, please contact your campus athletic director to make a plan. STRIVE Prep Athletics appreciates your support.

Physical Examinations

Prior to engaging in any competitive athletics, all students must be given a formal physical examination by a certified physician and receive authorization to participate in exercises, practices, and competition associated with athletic activities.

Textbooks

Students may be provided with school textbooks 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.

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. Students may have a cell phone at school, but the cell phone must remain off and in the location designated by the school staff (which may include a centralized locked box, the student's backpack, or the student's locker, depending on campus and grade-level). Because cell phones are a distraction to learning and may assist in breaking of school rules that protect student safety, 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.

Personal Property

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, often times requiring a parent/guardian to come to retrieve the item (including for cell phones and unauthorized electronics). Repeated violations will require a parent conference. Students should not bring large sums of money to school.

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

It is the responsibility of students to come with appropriate materials to school. If circumstances make this impossible, parents/guardians should speak with their child's advisor.

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.

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, 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 Rebecca Utton (rutton@striveprep.org; 2480 W. 26th Ave., Suite B-360, Denver, CO 80211) or Betsy Peterson (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 Samantha Tobia (stobia@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 High Schools Student & Family Handbook for the 2016-17 school year and understand that it is my responsibility to become familiar with the contents of the handbook.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date