



STRIVE Prep

Student & Family Handbook

**STRIVE Prep - Ruby Hill
2018-2019**

Table of Contents

Core Beliefs	4
Academics	4
School-Family Partnership	7
School Culture and Expectations	8
General School Policies	18
Prohibition on Discrimination and Harassment	25
Notification of Rights under FERPA for Elementary and Secondary Schools	27
2018-19 School Year School-Family Commitment	31
Student & Family Handbook Statement of Understanding	32

This Handbook summarizes many resources, programs, services and policies available to STRIVE Prep students, parents and guardians. Please note that the handbook is not intended to be a complete directory of information concerning all policies applicable to STRIVE Prep students and families. Please contact your child's school for information specific to that school. STRIVE Prep policies are subject to change and some information may have changed since the Handbook was printed. If you have any comments or suggestions for the Handbook, please email info@striveprep.org.

July 1, 2018

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 students' 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,



Chris Gibbons
STRIVE Prep Founder and CEO

Core Beliefs

STRIVE Prep is founded on three core beliefs that guide our every action.

- (1) Our students deserve a just world that they help create. STRIVE Prep's role in creating this world is to run great schools. Our schools are places of dignity for all - students, families, and staff.
- (2) Our students deserve a standards-based education intended to develop leadership, problem solving skills, and creativity. Students are empowered to use their voices and hard work to lead now and in the future.
- (3) Our students are self-motivated and they persevere in the face of challenges. They understand that taking risks and making mistakes are essential to learning. A growth mindset is vital to every part of our work.

These beliefs are woven into the community's every day actions, including a belief in students' limitless potential, a drive to build a safe, joyful environment, and a goal of encouraging students to grapple with difficult work.

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 (March). 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.

Report cards are also available in Parent Portal (<https://myportal.dpsk12.org/Pages/Default.aspx>). Parents may access up-to-date grades, missing assignments, and other information 24 hours a day. For more information about accessing Parent Portal, please speak to the Office Manager at your school.

Academic Integrity

STRIVE Prep is committed the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes responsible student conduct in academics and beyond. Academic dishonesty, including cheating and plagiarism, will result in a referral to an administrator. Students will not receive credit for academic work that does not accurately reflect their own mastery of knowledge and skills, decisions regarding awarding credit in these circumstances are made at the discretion of the school. Repeated instances of academic dishonesty will result in a parent conference and additional consequences.

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 in the evenings (Monday - Thursday); students should call teachers, whose phone numbers are provided, no later than 7 PM if they need help with their homework. If the teacher does not answer, please leave a message. In the event that the teacher is unable to return your student's call in the evening, the call will be returned no later than the next day.

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

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, included on page 31 of this handbook, 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.

Protecting Children and Reporting Abuse

All STRIVE Prep personnel are mandatory reporters and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring. To report suspected child abuse or neglect contact the Colorado Child Abuse and Neglect Hotline at 844-264-5437.

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.

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 how we should respect to the speaker.

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 demonstrate the core values of **Love, Lead, Achieve, Grow,** and **Persevere** (explained above), do not demonstrate 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 Denver Public Schools policy (see Discipline Ladder which begins on page 14). 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 participate in a restorative approach in order to repair any harm caused within the community.

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.

STRIVE Prep will notify the student's parents or guardians if it is determined that filing for expulsion is necessary or required by law. Parents or guardians will receive advance notice of the expulsion hearing. 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

STRIVE Prep follows the [Denver Public Schools Restraint of Students Policy](#). This policy shall be implemented using sound professional judgment, with due regard for the safety, welfare and dignity of members of the school community

Only certified and trained staff members may physically restrain a student. Physical restraint may only be used in the following situations:

- To protect the student being restrained or others from a serious, probable, imminent threat of bodily harm
- In cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances

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

Restraint does not include:

1. The use of protective or adaptive devices for providing physical support, prevention of injury or voluntary or life-saving medical procedures;
2. The holding of a student for less than five minutes for the protection of the student or other persons;
3. The use of time-out. Time-out is the placement of a student alone in a room or in a specific area of a room for the purpose of allowing the student to think about inappropriate behavior prior to rejoining class or other school-related activity.

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 may be referred 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, if such resolution is not practical under the circumstances, or if he or she believes that the school has violated applicable laws or regulations, he or she should email info@striveprep.org to informally request resolution or to file a formal, written complaint. If the complaint is not resolved to his or her satisfaction, he or she can request board review.

STRIVE Prep Schools implement the DPS Discipline Ladder; the full policy can be found on DPS Board Docs (<http://www.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=ANJTQQ767F06>). A summarized version is found below.

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 a Administrator; Consequences can result in up to a 3 day in-school suspension or 1 day out-of school suspension	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
	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 a 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	
	Bullying: Level 1	
	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	
	Theft from an individual (under \$500)	
	Recurring Type 1 offenses	
	Type 1: (Level A, B & C)- <i>Level C: Out-of-Class</i> <i>Referral to Administrator or</i> <i>Social Worker</i> <i>Level B:</i> <i>Detention/Reflection and/or</i> <i>major deduction of</i> <i>paycheck/point system</i> <i>Level A: Minor deduction of</i> <i>paycheck/point system or</i> <i>other in-class consequence</i>	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

School staff responsible for implementing this Policy shall do so without discrimination based on race, gender, national origin, ethnicity, religion, disability, sexual orientation, or gender identity.

Bullying

STRIVE Prep is committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, harassment and any type of bullying behavior, including cyberbullying.

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.

Bullying for any reason is prohibited at all STRIVE Prep Schools, both on school property and at school-sponsored events. 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 immediately 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, to the extent possible, and choose the appropriate remedy. If a parent feels as if the remedy is insufficient, he or she may email info@striveprep.org. Retaliation towards persons participating in an 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.

Safe2Tell

SAFE2TELL COLORADO is designed to help students anonymously report any threatening behavior that endangers you, your school, your friends, your family, or your community. Safe2Tell CO is ANONYMOUS - this means your identity is UNKNOWN. Anonymity is protected by Colorado state law. The Toll-Free number is: 1-877-542-7233 (SAFE). Reports can also be made online. You can learn more about Safe2Tell and how to make anonymous reports online [here](#).

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. Replicas, or 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 schools. 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. Consequences will be applied according to the circumstances of the infraction and may include suspension or referral for expulsion. STRIVE Prep will communicate with law enforcement regarding this policy in order to further its purposes. STRIVE Prep staff will use reasonable judgment in applying this policy

Violence

To ensure that the STRIVE Prep community is safe for all students, violent behavior will not be tolerated. Any student who commits or threatens 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, including marijuana use without a valid medical prescription and in compliance with all applicable rules of use, or misuse of prescription 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 referral for expulsion, as required by law, or at the discretion of the school.

Student Searches

STRIVE Prep staff may conduct a search of school property (including but not limited to student lockers) if the school has a compelling interest, special need or there is a reasonable suspicion of violations of school policy or law. 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 in violation of school policy or law, or that such items are being used in a way that violates school policy or law, are in the 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 who are tardy are missing out on valuable learning time. If a student has excessive tardies, the parent/guardian maybe called in to meet with the teacher and/or administrator to problem-solve around on-time arrival and to sign an on-time arrival contract.

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 or at a school event off campus, 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).

Administering Medicine to Students

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). Additional documentation may be required for medicine administration for school events held during non-school hours.

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.

Field trips, excursions, and outdoor education opportunities are a part of student education at STRIVE Prep and expose students to many educational opportunities that do not exist in the classroom. Parents and guardians understand that participation in any field trip or outdoor education opportunity may expose their child to risks, including accidents, damages, losses or injury and understand that STRIVE Prep does not have liability for such risks. Field trip permission slips will be sent home before each field trip and a student may not participate in a field trip unless the signed permission slip is returned. Parents/guardians with questions about general field trip policies should speak to the school principal, questions about a specific field trip should be directed to the teacher/staff member leading the particular field trip.

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 students' classrooms. 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.

STRIVE Prep - Ruby Hill provides daily breakfast, lunch, and nutritious snacks to students daily. 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.

Use of Technology and Social Media

Upon registration all STRIVE Prep students are provided with the ***Technology Permission and Use Agreement***. Use of STRIVE Prep technology or internet services is not permitted unless students and parent/guardians sign the Agreement. All STRIVE Prep rules and conduct policies apply to the use of school-issued devices and internet, including but not limited to, STRIVE's bullying, discrimination and harassment and code of conduct policies. Students and families understand that student use of STRIVE Prep issued-devices or internet may be monitored and there is no expectation of privacy on communications transmitted through such use. This is a summary of the Agreement and policy, and parents/guardians and students can obtain a full version from the Main Office or refer to their registration materials.

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 and homework folder.

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.

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, black, navy, blue, or grey 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.

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.

Student Media Consent and Release

STRIVE Prep likes to celebrate and highlight the achievements of our students and staff, and promote the activities of STRIVE Prep in our community. For example, students or student work may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, displays, brochures, newsletters and other types of media. At registration parents/guardians will be provided a Media Consent and Release form. If you have

any questions, please contact your school principal.

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.

Copyrighted Material & Intellectual Property:

Students shall abide by the provisions of copyright law and intellectual property laws. STRIVE Prep prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium or a performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received. Students and parents commit to asking their school principal if there are any questions about the use of such materials in their school work.

Ownership of, and all right, title, and interest to, all intellectual property, including but not limited to intellectual property in the form of a copyright, patent or other type of intellectual property, that is created by students in the course and scope of their enrollment at STRIVE Prep or with significant use of STRIVE Prep resources (including but not limited to equipment, supplies, facilities or confidential, trade secret information) is the joint property of the student and STRIVE Prep. Students and their parents/guardians assign joint ownership, and all rights and benefits of such ownership, to STRIVE Prep. STRIVE Prep may license student materials to external organizations or use student created materials in publications, for fundraising or other reasons. To the extent possible, STRIVE Prep will notify parents/guardians and students prior to any publication or external use of student works.

Prohibition on Discrimination and Harassment

All students at STRIVE Prep have a right to feel safe and respected. Discrimination and harassment based on race, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability, or any other protected class, is not tolerated.

STRIVE Prep prohibits all forms of discrimination and harassment, including sexual harassment.

What is Discrimination, Harassment and Sexual Harassment?

Discrimination can occur when an individual is excluded from participating, denied the benefits of, or otherwise subjected to different treatment, because of their race, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability, or any other protected class.

Harassment may include unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of their race, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Sexual harassment is unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of conduct which may constitute sexual harassment include:

• sexual advances • touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex • coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts • coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another • graffiti of a sexual nature • sexual gestures • sexual or dirty jokes • touching oneself sexually or talking about one's sexual activity in front of others • spreading rumors about or rating other students as to sexual activity or performance • unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.

This prohibition does not preclude legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.

Discrimination, Harassment and Retaliation Prohibited:

Discrimination or harassment at school, through the use of school property, at official school events or activities, or harassing or discriminatory conduct that disturbs the educational environment, is prohibited. This includes harassment by administrators, teachers or other staff, students, vendors and other individuals in school or at school-related events. In addition, retaliation against any individual who has brought discrimination or 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.

What Should I do if I am Harassed or Discriminated Against At School (or I see someone else being harassed or discriminated against)?

A harasser may be a student or adult. If any words or action make you feel uncomfortable or fearful, you should tell a teacher, a counselor, the principal or another trusted adult at school. You may also give a written report to a trusted adult or send an email to info@striveprep.org detailing the harassing or discriminator conduct.

Your privacy will be protected as much as possible. STRIVE Prep takes seriously all reports of harassment and discrimination, and will promptly take all appropriate action to investigate such claims, to eliminate that harassment or discrimination, and to discipline any persons found to have engaged in such conduct. STRIVE Prep will also take action if anyone tries to intimidate you because you made a report.

This is a summary of STRIVE Prep's policy against discrimination, harassment and sexual harassment. A complete copy of the policy is available at the Main Office upon request or by emailing info@striveprep.org.

Title IX

STRIVE Prep's Title IX Coordinator is Jessica Johnson, General Counsel. Ms. Johnson can be reached at jessicajohnson@striveprep.org, by phone at: 720.772.4308 or by mail at STRIVE Prep - Central Office 2480 W. 26th Ave., Suite B-360 Denver, CO 80211. The principal at each campus is the Title IX liaison. Reports can be made directly to the liaison or the Coordinator.

Notification of Rights under FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents (and eligible students) certain protections with regard to their children's education records. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. As a parent (or eligible student), you also have certain rights with respect to your student's education records.

What are Education Records? Under FERPA **Education Records** include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Examples of **Education Records** are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;

- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Please note, personal notes made by teachers and other school officials that are not shared with others are not considered education records. Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not education records.

Who is a Parent/Guardian or Eligible Student under FERPA? FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Who at STRIVE can access my student's Education Records? FERPA allows "School Officials," within a school to obtain access to personally identifiable information contained in education records provided the school has determined that the individual has a "legitimate educational interest" in the information. School Officials include but are not limited to STRIVE's or Denver Public School educational instructors (teachers, aides, etc), administrators, researchers, health staff, counselors, attorneys, support staff, school board members, and external individuals and organizations, such as volunteers, partner organizations or other parties to whom STRIVE has outsourced institutional services or functions. A School Official generally has a legitimate educational interest if the individual needs to review an education record in order to fulfill his or her professional responsibility.

FERPA allows Parents (and eligible students) the following rights:

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

Parents (or eligible students) who wish to inspect student educational records must submit a written request to the school principal 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 student's education records that you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

To request an amendment to student educational records, a parent must (or eligible students) make a request in writing to the school principal. The request must clearly identify the part of the record you want changed, and specify why it should be changed. If the STRIVE Prep decides not to amend the record as requested, STRIVE

Prep will notify you in writing of the decision and of your 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.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions of the FERPA regulations. Allowable disclosures include, but are not limited to, disclosure to officials of another school where the student seeks or intends to enroll, in connection with financial aid to which the student has applied to or received, to representatives of certain state or federal offices, to organizations conducting research or studies on behalf of the school, to comply with judicial orders or lawfully issued subpoenas, to appropriate officials in connection with a health or safety emergency, and disclosures of **directory information**.

What is Directory Information? Directory information is information that is generally not considered harmful or an invasion of privacy if released. FERPA allows STRIVE, at its discretion, to disclose directory information to internal and external organizations without a parent's prior written consent. The primary purpose of directory information is to allow STRIVE Prep to include information from your child's education records in certain school publications.

STRIVE Prep has designated the items below as **directory information**. If you do not want STRIVE Prep to disclose any or all of the types of information designated below as directory information without your prior written consent, you must notify STRIVE Prep in writing by September 1st, or ten (10) days after the student's enrollment at STRIVE Prep. Forms to opt-out of disclosure of directory information can be found in the student registration packet or can be obtained from the school's Office Manager.

- Parent/guardian(s) and Student's name
- Home Address
- Telephone listing
- Electronic mail address
- Photograph or video likeness
- Date of birth
- The name of STRIVE Prep or concurrent enrollment classes the student is enrolled in
- Dates of attendance
- Grade level
- Participation in school sponsored events, activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student generated work that is selected for publication or viewing
- The most recent educational agency or institution attended
- Higher Education institution the student plans to enroll (or is enrolled in)
- 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.

During registration, parents will be provided additional information on FERPA and information on how to opt-out of the school providing Directory Information. Parents/guardians or eligible students may opt of Directory information by completing the Opt-Out Form no later than September 10th or ten days following the student's enrollment at STRIVE Prep, whichever is later. The election is good for the remainder of the current school year long. The Opt-Out Form is available at registration and at the Main Office.

In addition to FERPA, STRIVE Prep adheres to all applicable state and federal student privacy regulations. If you have any questions about FERPA or other student privacy laws or regulations, please contact your school principal.

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.

Complaints or questions on FERPA compliance can be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-USA-LEARN (1-800-872-5327)

2018-19 School Year School-Family Commitment

For Parents & Guardians:

- I commit to supporting STRIVE Prep’s rigorous academic program and high standards of conduct.
- I commit to making sure that my child is at school on time, in uniform, every single day, unless for an excused absence, in which case I will call the school before 9 AM on each day that my child will be absent or late.
- I commit to monitoring my child’s schoolwork, homework, and grades regularly. I will always encourage him/her to work hard and produce the best possible work.
- I commit to providing an environment to my child in which he/she can do his/her homework, with a clean desk or table and necessary materials.
- I commit to calling STRIVE Prep if I have questions or concerns about my child’s academic progress or social-emotional learning and to attend the required parent events throughout the year.

For Students:

- I commit to attending school on time, and in uniform (unless otherwise directed), 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.

In addition, teacher and staff make the following commitments:

- 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 four 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 _____

Student & Family Handbook Statement of Understanding

I acknowledge that I have received a copy of the STRIVE Prep Middle Schools Student & Family Handbook for the 2018-19 school year. By signing below my student and I understand that it our responsibility to become familiar with the contents of the handbook and my student and I agree to adhere to the policies and procedures included in the Handbook. We understand that if we have questions about the Handbook or any STRIVE Prep policy, we will speak to the school principal.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date