



Student & Family Handbook

**Middle Schools
2018-19**

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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 all seven middle schools. STRIVE Prep also operates three high schools, STRIVE Prep – SMART, STRIVE Prep – Excel, and STRIVE Prep - RISE, which follow the guidelines as described in the STRIVE Prep High School Student and Family Handbook, and one elementary school, STRIVE Prep - Ruby Hill, which follow the guidelines as described in the STRIVE Prep – Ruby Hill 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 middle 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 families is necessary to achieve this goal.

Academic Classes

Students at STRIVE Prep middle schools generally take the same academic classes. Every student has an English Language Arts class (90-100 minutes daily), a Math class (90-100 minutes daily), World Studies (45-50 minutes daily or 90-100 min every other day), Science (45-50 minutes daily or 90-100 min every other day) and Specials (a physical special and/or Art) during each year. In addition, students have a daily Achievement Block based on their individual academic performance and data. Achievement Block offerings include an English Language Development (ELD) course, academic interventions, or extension/enrichment opportunities.

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 students multiple opportunities to receive feedback about their work, implement that feedback, and improve their performance.
- Ensure students build necessary skills both academically and within each content to arrive in high school ready to excel and with a clear understanding of how high school grades result in college acceptance.

In addition:

- 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.
- Families will be notified 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.
- Grades are year long. Students receive quarterly report cards with quarter grades that are averaged together to result in one year long grade.
- In order to have grades reflect final mastery of standards, students should be able to redo mastery assignments after receiving feedback (quarterly IAs and PAs are the exceptions).
- Students may receive extra support with homework completion at Homework Center/College Prep and extra support with mastery of content in after-school Interventions.

Middle Schools	
<p>60% Mastery Assessments Tests, quizzes, projects, essays, formative assessments, checkpoints, lab reports, Socratic Seminar, including IA/PAs</p>	<p>40% Academic Habits Assignments that lead to mastery.</p> <ul style="list-style-type: none"> • Homework • Classwork • Exit tickets

Grade Point Scale

STRIVE Prep's grading scale is based on Denver Public School's grading scale and is outlined below.

Description	Value on a 4 point scale	Percent based	Letter Grade
The student demonstrates thorough knowledge and mastery of skills that allows him/her to function independently above their current educational level.	4.00	93-100	A
<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. • The student can perform skills or processes independently without any significant errors. 	3.67	90-92	A-

<p>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.</p> <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	87-89	B+
	3.00	83-86	B
	2.67	80-82	B-
<p>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.</p> <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	77-79	C+
	2.00	73-76	C
	1.67	69.5-72	C-
<p>The student demonstrates some skills and knowledge, but requires remediation to complete basic skills or knowledge sets.</p> <ul style="list-style-type: none"> • The student can demonstrate some knowledge in content area, but displays misconceptions about some information. • Student can complete skill set, but requires significant coaching and assistance 	1.00	60-69.4	D
<p>Lack of evidence and /or unsatisfactory performance on assessment and evaluations of student work.</p>	0	0-59.9	F

Report Cards and Progress Reports

Students receive a report card for each quarter, which includes a summary of their academic work. Report Cards are provided to parents/guardians at a family conference night in the fall and spring. If the parent or guardian is unable to attend the family conference night, he or she should schedule an alternative time to meet with the student's advisor and pick up the report card. Progress reports are issued to all students at the mid-quarter point. Progress reports and report cards are mailed home.

Progress reports and 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.

Promotion

Students must receive a minimum of 64.5% yearly average in each course in order to receive credit. If a student earns a grade of lower than this on any progress report, s/he may be required to participate in during-school tutoring, after-school academic interventions, and/or summer school. Note that though grades are issued quarterly, the final, year-long grade that a student receives is an average of their quarterly grades received. A student's final grades determine whether s/he may be promoted to the next grade.

Any student failing 1 or more classes is considered "at-risk for retention," meaning that s/he may not be eligible to move on to the following grade at year's end. If a student is still failing 1 or more classes and therefore "at risk for retention" at the end of the year and/or at the end of summer coursework, administrators, teachers, and parents will meet to discuss whether the student should be retained in his/her current grade, based on an analysis of a number of factors. In all cases, the final determination as to whether a student who is "at risk for retention" will be retained or promoted rests with the principal.

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 in most classes (exceptions are vacations and during assessment windows). The purpose of homework is to extend learning and help students become responsible, practice time management, and learn independent problem solving skills. Families should be supportive of effort on homework and actively check homework each night. Students who do not complete homework are required to stay after school Monday through Thursday to complete it or are required to make up missing homework assignments during the school day. Parents will receive a text or phone call by noon any day that students will be required to stay after school.

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.

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 students 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 the STRIVE values, as are explained below. Every student is assigned to an advisor and to an advisory group with approximately 12-15 other students. The advisory program creates an opportunity for students to build a relationship with their advisor, and obtain 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 framework for academic planning, goal-setting, home/school communication, team and community building, social-emotional learning, and personal reflection.

The advisor serves as the primary contact with families and facilitates communication between parents, teachers and other school personnel. Advisors are expected to contact parents/guardians at least once each month, either through a phone call or a letter/email home, to give a regular update on progress at school. Monthly communications will include 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. Family Council also identifies important topics based on the academic and social emotional needs of the students at their campus and broader school community to share with school staff and other families. Family Council members play a key role in helping plan activities, build school pride, and sharing key information with other families throughout the school.

There are five representatives on each Family Council. 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. If you would like more information about Family Council, including how you can get involved, please contact your principal.

School-Family Commitment

The School-Family Commitment, included on page 30 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 provide an environment where the academic, physical, social, and emotional well-being of every child, can flourish 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, break, advisory, Morning Meeting, Community Meeting, and elective classes, will include activities to support these values.

Each week students are evaluated based on their demonstration of the STRIVE values. Students who regularly reflect the values are rewarded with special privileges, incentives, and/or recognition in full-group gatherings. Students who demonstrate behaviors that are in conflict with the values will be asked to reflect on their choices and may be asked to serve a detention/reflection based on the school's system of rewards and consequences.

STRIVE Values Statement

1) *Scholarship: I conduct myself as a student 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, participating actively in group work, 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 7PM. I understand that if I do not complete my homework, I will be expected to complete this homework 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 or staff member 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.

Consequences and Discipline Procedures

Rewards and Consequences

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior impacts the individual and has a cost to the larger school community. Consequences may include but is not limited to: a student redirection (non-verbal, verbal or written), parent notification, a written assignment, lunch, break, or after school detention, an office referral, community service, in-school suspension, out-of-school suspension, or expulsion.

Students who do not demonstrate the STRIVE Values may receive a consequence, or if the violation is serious or occurs multiple times, the student may receive a referral, a reflection/detention, or a more significant consequence.

Teachers will work to proactively and positively support students to meet expectations within the classroom and during school activities. Issues that require additional decision-making about disciplinary action will be made by school administrators. STRIVE Prep will notify parents/guardians promptly of disciplinary action.

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 12). 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>	Disruption of classroom learning environment, community gathering, or school activity
	Inappropriate behavior to others, including picking on, bothering, or distracting other students

<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>	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 district 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

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, which can be found below. A copy of the school calendar is available on each school's website at www.striveprep.org.

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 for the reasons stated below, 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 approved by the principal for one of the reasons below:
 - a. illness or medical 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 parent/guardian.
- The school may require proof from the parent/guardian in order to confirm the absence should be excused by the school (e.g., written excuse from the parent/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.
- Any absences that is not excused is considered an unexcused absence. Examples include family and/or student vacations, child care situations, non-school related activities, transportation difficulties.

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, STRIVE Prep is obligated to report the student to the proper agency under Colorado state law.
- 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 student to ensure that the child attends school daily and complies with school attendance rules in order to receive an appropriate education. Individual schools will develop and implement plans consistent with Denver Public Schools procedures to encourage daily student attendance.

Parent Explanation of Absence

- Parent/Guardian must call the school by 9AM to notify the staff of the absence - including the date and reason. Depending on the circumstance, written documentation may be required as noted above.
 - Families should avoid scheduling extended vacations and doctor's appointments that require children to miss school.
- 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.

Middle School Attendance Policies

- Students who need to leave campus early must be picked up by a parent/guardian or authorized (as documented by the school) individual. The parent must sign the student out of the school's attendance log before the student 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, home visits, attendance letters, attendance plans, attendance meetings) about an attendance problem or concern for impact on educational performance. If a family is concerned about attendance, they are welcome to contact the school as well.
 - 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. A truancy notice

letter will be sent to the student's home address, and if unexcused absences continue, the truancy process will be pursued.

Closed Campus

STRIVE Prep middle schools are closed campuses. All students must remain on the campus during school hours unless supervised by a staff member. Students who are excused at dismissal time and do not have other school obligations may be picked up by a parent/guardian, an authorized individual, or may be dismissed independently with written permission from a parent/guardian. Students who need to leave campus early must be signed out of the school's attendance log by a parent/guardian or other authorized adult in the school's main office before the student will be released. Students may only be dismissed from class and school premises by school personnel.

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 authorization.

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 for 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

In order to ensure that computers are available for our students, 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.

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.

STRIVE Prep Athletics

Sports Athletic Participation Fee

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 in sports participation fees per year) and High School students will pay \$40 per sport (maximum of \$80 per student in sports participation fees 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.

Athletic Eligibility

STRIVE Prep Schools commit to preparing our students 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:

1. If students are failing a single class, then they cannot play but they can practice.
 - If students are failing more than one class, they may not play or practice until their grades improve.
 - If students have mandatory tutoring, then they must honor this intervention first before attending practice.
 - Additionally, students 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.
2. An Eligibility roster is compiled every week by the Administrative Team.

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 class novels. The books should be maintained 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.

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.

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