



Student & Family Handbook

**Middle Schools
2020-2021**

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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 at the discretion of STRIVE Prep 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.

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 is learning to change the world. 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 two high schools, STRIVE Prep – SMART 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

Mission and Core Beliefs

STRIVE Prep commits to preparing all students for educational success from kindergarten through college and career, by challenging them to realize their full potential through high expectations, in a safe, rigorous, and compassionate learning environment with shared accountability among students, families and staff.

Core Beliefs

Achievement

- I commit to celebrating academic and personal success for all.
- I commit to holding myself and others accountable to high expectations.
- I commit to bringing passion and joy to my work.

Justice

- I commit to intentionally disrupt inequity, bias, and systems of oppression.
- I commit to creating an environment of safe body, mind, and heart.
- I commit to building a community where each person can bring their full, authentic self.

Perseverance

- I commit to believing that we grow and get smarter through effort and by making mistakes.
- I commit to showing up Con Ganas, where we never give up even when the work is hard.
- I commit to showing up with integrity and doing the right thing even when the road is tough.

Registration

As part of registration, each parent/guardian completes the Denver Public Schools (“DPS”) Annual Family Update for their child. This includes certain Parent Permission and Releases, including but not limited to¹: Excursions, Media, District Marketing, Web and Internal Use of Photos and Video, Internet Use, Educational Technology and Student Data Privacy, MY Denver Card, Annual Notification of Parents/Students’ Rights, Directory Information, and Opting Out of Assessments. STRIVE Prep is a charter public school authorized by DPS and by enrolling your student at STRIVE Prep you understand and agree that all registration information and parent/guardian permission, consents and releases completed through the DPS registration packet are extended to STRIVE Prep.

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.

¹ Please speak to your child’s principal if you would like to receive a copy of the registration packet or have questions.

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 child's grades on a regular basis. Parents can always see their child's 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).
- At STRIVE Prep we want students to have every opportunity to obtain outside-the-classroom academic support tailored to their needs. We provide many opportunities for students to receive extra support with homework completion and mastery of content supports. Please contact your child's principal for specific supports and interventions, including during school and after school supports and interventions.

Middle Schools	
60% Mastery Assessments	40% Academic Habits

Tests, quizzes, projects, essays, formative assessments, checkpoints, lab reports, Socratic Seminar, including IA/PAs	Assignments that lead to mastery <ul style="list-style-type: none"> • Homework • Classwork • Exit tickets
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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
<p>The student demonstrates thorough knowledge and mastery of skills that allows their to function independently above their current educational level.</p> <ul style="list-style-type: none"> • The student demonstrates a comprehensive understanding of all information relevant to the grade level content area. • The student demonstrates comprehension and understanding of knowledge and skills above their grade level. • The student can perform skills or processes independently without any significant errors. 	4.00	93-100	A
	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 grade level content area. • 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 their 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 grade level content 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-

The student demonstrates some skills and knowledge, but requires remediation to complete basic skills or knowledge sets. <ul style="list-style-type: none"> • The student can demonstrate some knowledge of grade level content, but displays misconceptions about some information. • Student can complete skill set, but requires significant coaching and assistance 	1.00	64.5-69.4	D
Lack of evidence and/or unsatisfactory performance on assessment and evaluations of student work.	0	0-64.4	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 that are not received at conference nights are mailed home.

Progress reports and report cards are also available in Parent Portal myportal.dpsk12.org. 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 lower than this on any progress report, the student may be required to participate in during-school tutoring or after-school academic interventions. 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 the student may be promoted to the next grade.

Any student failing one or more classes is considered "at-risk for retention," meaning that the student may not be eligible to move on to the following grade at year's end. If a student is still failing one 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/guardians will meet to discuss whether the student should be retained in their current grade, based on an analysis of a number of factors. Retention is not recommended for students with disabilities. 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 to 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/guardian conference and additional consequences.

Homework

STRIVE Prep assigns 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. Teachers will proactively incorporate aligned IEP or 504 accommodations into the homework. Families should be supportive of efforts on homework and actively check homework each night.

Students who do not complete their homework may be required to attend make up sessions, during or after school. All STRIVE Prep campuses provide individual and general academic support interventions, during and after school hours. Please see your child's principal for more information about voluntary and mandatory academic supports and interventions.

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/Guardian Contact

STRIVE Prep middle schools use an advisory program to create a powerful learning community centered on the STRIVE Prep values. Every student is assigned to an advisor and to a student advisory group. 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/guardians, 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 24 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. Any individual can report suspected child abuse or neglect by contacting the Colorado Child Abuse and Neglect Hotline at 844-264-5437.

Consequences and Discipline Procedures

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 are not limited to: a student redirection (non-verbal, verbal or written), parent/guardian notification, a written assignment, lunch, break, or after-school reflection or detention, an office referral, community service, in-school suspension, out-of-school suspension, or expulsion. Any relevant components of a student's IEP or 504 (e.g. behavior intervention plan, accommodations, etc.) are taken into account for students with disabilities.

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. 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 written notification will be given to the parent(s)/guardian(s). As a part of the suspension, the student will be required to catch up on all academic work and may be asked to participate in a restorative approach to repair any harm caused within the community.

Expulsion

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

STRIVE Prep may refer a student to DPS for expulsion under the following circumstances:

- Continued willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children²;
- Declaration as a habitually disruptive student;
- Carrying, bringing, using or possessing a deadly weapon on school/district grounds, in a school/district vehicle or at a school/district sanctioned event or activity. 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;
- 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, on school/district grounds, in a school/district vehicle or at school/district event or activity;
- The commission of an act, on school/district grounds, in a school/district vehicle or at school/district event or activity, that, if committed by an adult,

² Except that, if the child who creates the threat is a child with a disability, the child may not be expelled if the actions creating the threat are a manifestation of the child's disability. However, the child shall be removed from the classroom to an appropriate alternative setting within the district in which the child is enrolled for a length of time that is consistent with federal law, during which time the school in which the student is enrolled shall give priority to and arrange within ten days for a reexamination of the child's individualized education program to amend his or her program as necessary to ensure that the needs of the child are addressed in a more appropriate manner or setting that is less disruptive to other students. A child with a disability may be suspended for a length of time that is consistent with federal law.

- would be robbery or assault as defined by law; and/or
- Sexual assault, as determined and defined by a judge.
- Repeated interference with a school's ability to provide educational opportunities to other students
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school/district building or in or on school/district property

The expulsion process, including hearings, are administered by DPS in accordance with applicable DPS policies and procedures. STRIVE Prep will notify the student's parents or guardians in writing if it is determined that referring a student for expulsion is necessary or required by law. Parents or guardians will receive advance written notice of the expulsion hearing.

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:

- The use of protective or adaptive devices for providing physical support, prevention of injury or voluntary or life-saving medical procedures;
- The holding of a student for less than 5 minutes for the protection of the student or other persons;
- The use of time-out. Time-out is the placement of a student individually with an adult for the purpose of allowing the student to think about inappropriate behavior prior to rejoining class or other school-related activity.

Request for Informal and Formal Complaint Resolution

The school administration and the STRIVE Prep Board of Trustees work in conjunction to hear and resolve any complaints. In the event of a complaint regarding student discipline, STRIVE Prep encourages the complainant to first 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 the complainant believes that the school has violated applicable laws or regulations, the complainant should request a meeting with the school principal. If the issue is not resolved with the school principal, the complainant can request resolution or file a formal complaint by

contacting the school's Managing Director. Contact information for the school's Managing Director can be obtained from the school or by contacting info@striveprep.org.

If the complaint is not resolved to the complaint's satisfaction through this process, he or she can request Board review by submitting a written request to info@striveprep.org.

School Discipline

STRIVE Prep Schools implements the DPS Discipline Ladder; the full policy can be found on the [Denver Public Schools Board of Education website](#), [Policy JK-R](#). For questions related to the discipline ladder or implementation, please contact your school's principal. A copy of the most up to date discipline ladder is also available at the front office.

School staff responsible for implementing school discipline policies 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. 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/guardian 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/guardian 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 at safe2tell.org.

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.

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 their possession, and if such possession would constitute a clear and imminent danger to

safety and welfare or school property.

General School Policies

Our goal is to ensure that every student attends school regularly – **Every Student. Every Day!** To succeed at STRIVE Prep, students must be present. Consistent attendance is key to achievement and not all school-based learning can be sent home as make up work. STRIVE Prep believes it is the responsibility of both the parent/guardian and the student to ensure that the student attends school daily and complies with school attendance rules in order to receive an appropriate education.

All STRIVE Prep schools have clearly articulated policies defining attendance guidelines and expectations. Schools may also develop and implement individual or school-wide attendance plans consistent with STRIVE Prep policy and state law to encourage daily student attendance.

A copy of the school calendar is available on each school's web page at www.striveprep.org.

Attendance Procedures and General Information

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. Students should come to school every day, except in cases of serious illness, including being contagious, or other circumstances outlined below as an "excused" absence. Absences for illness of longer than two days must be verified in writing by a doctor. Any unexcused absence will result in immediate parent/guardian communication.

Students are responsible for making up work missed due to an absence. If the absence is planned, parents/guardians and students should proactively request make up work in advance.

Notification of Absences

A parent/guardian should notify the school by 9 a.m. on the day of the absence, providing the reason and when the student will return to school, however, we encourage parents/guardians to notify the school with as much advance notice of absences as possible.

Depending on the circumstance, written documentation may be required in order to mark the absence as "excused."

Upon return to school, each student who has been absent and whose parent/guardian did not call the school, is responsible for providing the Office Manager with a note from the parent/guardian (or other responsible person), which sets forth the reason(s) for the absence/tardy (note should include the date and any other information listed below that may be needed for the specific absence).

Please Note: When a student is absent, the parent/guardian will receive an automated phone call each day the student is absent.

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:

- Illness or medical condition of the student;
- Death in the immediate family;
- Medical or mental health appointment (e.g., doctor, dentist, therapy),
- Observance of a religious holiday;
- Absence resulting from school disciplinary actions (e.g., suspension),
- Legal obligation (e.g., court appearance, community service); or
- Or another non avoidable student commitment (parent/guardian should discuss with the principal to determine if the absence will be excused).

The school may require documentation from the parent/guardian in order to confirm the absence should be excused by the school (e.g., written documentation from the parent/guardian and/or health care provider or evidence of the reason the student missed school).

Unexcused Absences

Unexcused absence are any of the following:

- An absence that does not meet the criteria for excused;
- Failing of the student or parent/guardian to provide written documentation needed for an excused absence; or
- A medical absence of more than two days without documentation from a healthcare provider.

Any absence that is not excused is considered an unexcused absence. Examples include, but are not limited to, family and/or student vacations, child care situations and non-school related activities. If you know in advance your child will need to miss school for any reason, please contact your child's principal to discuss how your student can avoid missing school work.

Please Note: The school principal ultimately decides whether absences are excused, not families. Additionally, should a student miss a significant amount of school due to absences, school staff will work with families to determine a plan for regular attendance.

Truancy

School attendance is required by state law for students up to age 17. The goal of school attendance and truancy law and policies are to support the student and family and reduce barriers to school attendance.

Students with four unexcused absences in a month or 10 unexcused absences in a year (not counting suspensions/expulsions) may be referred to DPS for a truancy filing. STRIVE Prep is required to refer a student for a truancy filing if the student has more than thirty (30) days of unexcused absences.

Prior to a truancy referral, the school principal will notify the parent/guardian of

unexcused absences and request a meeting with the parent/guardian to discuss the absences and create an attendance plan. 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.

If you believe your child is in need of an attendance plan or you would like more information on the truancy process, please contact your student's principal.

Early Dismissal

Students who need to leave campus early must be picked up by a parent/guardian or authorized (as documented by the school) individual. The authorized individual will be asked to show ID and must sign the student out of the school's attendance log before the student will be released. Students may only be dismissed from class and school premises by school personnel.

Closed Campus

STRIVE Prep middle schools are closed campuses. All students must remain on 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 may only be dismissed from class and school premises by school personnel and students may only be released to authorized individuals (as either shown in Infinite campus or other release previously provided by the parent/guardian). When checking a student out from school, the individual should be prepared to present identification to school staff.

Family 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/guardians. 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 a.m. 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/guardians 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 participate 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 Denver Public Schools Food & Nutrition Services.

Student Allergies

Parents/guardians are responsible for notifying the school nurse and principal if their child has allergies or dietary restrictions. Once notified, the school will work with you to accommodate your child's needs and ensure their safety. Medical documentation may be necessary and families are responsible for providing any necessary emergency medicine their child may need (i.e. EpiPen). The school nurse, principal and parents/guardians will work together to develop a plan for an allergy emergency. (i.e. EpiPen administration, if applicable and submitted with the medical

form). Parents are responsible for updating the school if there are any changes to your child's allergy or medication needs.

Student Technology Fee

In order to ensure that computers are available for 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 includes 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, or prior to the student's first day of school for mid-year enrollees. They may be paid in cash, check, or credit card. If you are unable to pay for tech fees 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 parents/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 Prep'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 \$40 per sport (maximum of \$80 per student in sports participation fees per year). This fee assists 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 due, please contact your campus Athletic Director to make a plan.

Athletic Eligibility

- STRIVE Prep middle schools follow Colorado High School Activity Association guidelines for eligibility. Each middle school has an eligibility plan designed specifically for its school based on its guidelines in coordination with any partner programs. The eligibility plan will be communicated to parents/guardians and students by the campus athletic director, coaches, and admin team prior to each season.
2. An eligibility roster is compiled every week by the Administrative Team.

Physical Examinations

Prior to engaging in any competitive athletics each year, 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. STRIVE Prep reserves the right to require any student to provide a physical examination recertification. Even if a student has participated in STRIVE Prep Athletics in previous school years, a new physical is required.

Textbooks

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 parent/guardian and may result in a fee.

Student Phone Use/Cell Phones

Cell phone use is not permitted during the school day. Students and parents/guardians understand that any student that brings a cell phone to school is doing so at their own risk. Students will be required to turn off their cell phone and turn it into the student's classroom locked box at the start of each day. If a student fails to turn in their cell phone and it rings or is visible, a staff member will confiscate the phone and only return it to a parent or guardian.

When needed, and in cases of an emergency, students will have access to the school phone to contact their parent/guardian. If a student needs to contact a parent/guardian, the student is expected to ask permission from staff to use the school phone.

Please note: STRIVE Prep staff does not assume any responsibility for theft, loss, or damage of a cell phone, students and parents/guardians assume all responsibility for cell phones. Staff members investigate issues related to cell phone ownership.

Personal Property

Students have access to assigned lockers and should place all personal items not needed during the school day in their locker. 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, oftentimes requiring a parent/guardian to come to retrieve the item (including for cell phones and unauthorized electronics such as wireless headphones). Repeated violations will require a parent/guardian conference. Students should not bring large sums of money to school.

Lost and Found

Each school has a lost and found box. Please contact your school's front office manager for more information. Items not claimed within a month may be donated to a charitable organization at the discretion of STRIVE Prep.

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. During registration or prior to the first day of school, 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 and 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/guardians 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 rights, 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 and staff at STRIVE Prep have a right to feel safe and respected. Consistent with federal civil rights laws (Title VI, Title IX, Americans with Disabilities Act, Section 504, and Age Discrimination Act), state law, and STRIVE Prep policies **STRIVE Prep does not discriminate on the basis of color, ethnicity, gender, sexual orientation, gender identity or expression, transgender status, religion, national origin, ancestry, age, marital status, veteran status, disability, or any other status protected by local, state or federal law, in admission into, access to, or treatment within its educational programs or activities or in employment.** Harassment is a form of prohibited discrimination. STRIVE Prep prohibits retaliation against any individual for making a good-faith complaint or participating in good faith in an investigation of discrimination or harassment. All forms of discrimination and harassment, including sexual harassment, will not be tolerated.

Discrimination and harassment have no place in schools, school grounds, STRIVE Prep office locations, or in other settings with a nexus to STRIVE Prep. Discrimination and harassment by employees, students, and community members will not be tolerated.

If you are a student, parent/guardian, community member, or employee who needs to raise a concern of harassment or discrimination, including Title IX, please contact the school leader for the school (or STRIVE Prep Central Office) where the conduct took place or contact STRIVE Prep's Title IX Coordinator or contact info@striveprep.org to make a report. For incidents involving STRIVE Prep staff only you can also contact HR Support by emailing hrrsupport@striveprep.org.

STRIVE Prep will promptly investigate all concerns and reports of harassment. To learn more about STRIVE Prep's nonharassment and nondiscrimination policies and the resolution process, please visit www.striveprep.org/resources. Full copies of STRIVE Prep's non harassment and nondiscrimination policies and resolution processes are also available at each campus and the Central Office.

Title IX

STRIVE Prep's Title IX Coordinator is Susan Morris, Managing Director. Ms. Morris can be reached at smorris@striveprep.org, by phone at: 720.772.4300 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. For more information on Title IX policies and procedures, please visit www.striveprep.org/resources.

Notification of Rights under FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents/guardians (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/guardian (or eligible student), you also have certain rights with respect to your student's education records.

To learn more about FERPA, Educational Records, parent/guardian rights pursuant to FERPA, Directory Information, what STRIVE Prep has designated as Directory Information, and how you may exercise opt-out rights to Directory Information, please visit www.striveprep.org/resources. Parents/guardians are also provided FERPA information at registration.

2020-21 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 a.m. 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 them to work hard and produce the best possible work.
- I commit to providing an environment to my child in which they can do their 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/guardian 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 Core Beliefs and commit to always doing my best to follow them.
- I commit to giving my full respect, attention, and effort 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 _____

Technology Responsible Use Agreement

Responsible Use

All STRIVE Prep rules and conduct policies apply to the use of school-issued devices and internet, including but not limited to, bullying, discrimination and harassment and code of conduct policies. Students that violate school policies or laws using their school-issued devices or STRIVE Prep internet will face disciplinary action. The use of any form of STRIVE Prep technology is contingent on students and parents/guardians signing this agreement.

Students and parents/guardians understand that all data transmitted, including through email, on a STRIVE Prep issued device or through the use of STRIVE Prep's internet service, may be monitored and/or accessed by school administration.

In collaboration with parents/guardians, STRIVE Prep educates students about appropriate technology and internet use. STRIVE Prep relies on parents/guardians to also talk to their students about appropriate technology and internet use. If you would like assistance in how to discuss appropriate use with your student, please ask your school principal for resources.

CIPA Compliance

STRIVE Prep complies with the federally regulated Children's Internet Protection Act (CIPA) by monitoring, filtering, and blocking Internet content that is considered harmful or inappropriate for minors. This filtering policy is required by law. A copy of our detailed Content Filtering Policy is available upon request.

STRIVE Prep's content filter also monitors activity for certain safety and self-harm activity (using known key words or searches) and provides alerts to designated campus administrators. Monitoring and alerts are only done during school hours. Depending on the cause for alert, the alert may be forwarded to local law enforcement or other appropriate authorities. By allowing their child access to STRIVE Prep's technology and school issued devices, parents/guardians agree that

this monitoring and alert system does not create any responsibility or liability on the part of STRIVE Prep for students online activities or behavior associated with such activities. STRIVE Prep may change its monitoring and alert system at any time, consistent with state and federal law. Parents/guardians that have questions about the monitoring and alert system should talk to their child's principal.

Damage/Liability

Student users and their families are responsible for the financial impacts of damaged, lost or stolen property, up to and including the cost of replacement (up to \$250 per Chromebook) at the discretion of the school. If your student's school issued device is damaged, lost or stolen, you must notify your school principal immediately.

Violations

STRIVE Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through STRIVE Prep's internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

By signing below, I acknowledge that I have read, understand and agree to the terms stated above. I understand that my student will not be allowed access to STRIVE Prep technology or internet service until both my child and I sign this agreement.

Student & Family Handbook Statement of Understanding

I acknowledge that I have received a copy of the STRIVE Prep Middle School Student & Family Handbook for the 2020-21 school year. By signing below my child and I understand that it is 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. Further, I understand and agree that by enrolling my child at STRIVE Prep all registration information and parent/guardian permission, consents and releases completed through the DPS registration packet are extended to STRIVE Prep. 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