



UNIVERSITY PREP
COLLEGE STARTS IN KINDERGARTEN

FAMILY/SCHOLAR HANDBOOK
2017-2018

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MISSION

Building a foundation of skills, knowledge, and character, University Prep educates every scholar for a four-year college degree and a life of opportunity.

PREP VALUES

We believe that it is our responsibility to not only educate our scholars academically, but also build their character. To do this, we focus on our PREP values:

Professionalism

We turn in neat and complete work. We make eye contact and speak in a loud and proud voice. We dress for success. We always come prepared with our materials.

Responsibility

We admit our mistakes and learn from them. We think about how our choices affect others. We try to solve our own problems.

Enthusiasm

We show a bright face and are eager to participate. We cheer on our teammates. We are excited by challenges and take risks.

Perseverance

We take feedback and work to improve (good, better, best). We keep trying even when it's hard. We keep a small problem small.

SCHOOL AND OFFICE PROCEDURES

Attendance

All absences—“Excused” and “Unexcused”—are still considered absences: Any day your child does not attend school is considered an absence. Scholar illness (with a doctor’s note) is still considered an excused absence at University Prep. While we appreciate a call or note from a parent/guardian or doctor explaining the absence, the scholar is still considered and marked absent from school.

Never Miss School for Appointments: Parents/Guardians/Families are responsible for scheduling medical appointments outside of school time. The best times are during early dismissal afternoons or days when school is not in session. In the rare case that a scholar has a medical appointment during school, he or she should not be absent for the entire school day.

Never Miss School for Vacations: Parents/Guardians/Families are asked to schedule vacations when school is not in session. It is essential that scholars be in school every day. The most appropriate time to schedule a vacation is during Thanksgiving, Winter, Spring and/or Summer Break.

Suspensions Are Considered Absences: Both In-School Suspensions and Out-of-School Suspensions will be treated the same as absences.

ABSENCES AND CONSEQUENCES

Attendance is the first step in ensuring academic achievement. In order for our scholars to reach their personal best, they must be present and make their strongest effort at school each and every day.

At University Prep, regular attendance is required. Our curriculum is ambitious and every day is essential for scholars to keep pace. Parents/guardians/families are expected to ensure that their children are in school. PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the School-Family-Scholar Contract of Commitment and scholars who miss an excessive number of absences may not be promoted to the next grade.

- **Three Absences in a Quarter**
 - If a scholar is absent three times in a quarter it is considered an issue. The Family and Community Engagement Liaison will contact the parent/guardian to discuss the absences and work on limiting future absences.
- **Five Absences in a Year**
 - If a scholar is absent five times in a year, it is considered a serious issue. The parent/guardian will be contacted by a member of Leadership and a letter will be sent home.

- **Seven Absences in a Year**
 - If a scholar is absent seven times in a year, the parent/guardian will be required to attend a meeting with a member of Leadership and an attendance contract will be signed.
- **Ten Absences in a Year**
 - If your scholar is absent ten times in a year, the scholar is considered truant. At the point the scholar is at risk of not being promoted to the next grade. The parent/guardian will be asked to meet with a member of Leadership. The Principal reserves the right to retain any scholar who misses more than ten days of school. In addition, a report may be filed with the appropriate child service agencies to ensure the issue receives heightened seriousness.
- **Twenty Absences in a Year**
 - If a scholar is absent twenty times in a year, the scholar will be considered a habitual truant. At this point, the school administration will file a written complaint with a relevant court or child services agency alleging that the acts or omissions of the child are such that his/her family has service needs.

TARDIES AND CONSEQUENCES

Getting to school on time is key to your scholar's success—in school and in life. At University Prep, the learning begins from the moment scholars walk in the door. For instance, scholars read and complete reading, writing and math work, or “Bright Work,” during breakfast. Scholars who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind in our ambitious curriculum.

Tardiness in general is a bad habit—one of the most common reasons that people lose their jobs is persistent tardiness to work.

Definition of Tardiness: Our doors open at 7:15 A.M. each morning. Scholar must arrive between 7:15 A.M. and 7:40 A.M. Scholars arriving after 7:40 A.M. are considered tardy – 7:41 A.M. is late. (Breakfast is available for all scholars from 7:15-7:35 A.M.). Please note that the doors are locked at 7:40 A.M. and late arrivals will not be let in until 7:50 A.M. An adult must accompany the tardy scholar into the vestibule and sign them in using the grade level tardy binder. There is a sheet for each scholar to sign in tardies.

Every three tardies will be considered an absence. Excessive tardiness is a truancy problem. If a scholar is absent more than nine times (and some or all of these absences are due to excessive tardiness), the scholar will be at risk of not being promoted to the next grade.

- **Three Tardies in a Quarter**
 - If a scholar is tardy three times in a quarter, it is considered an issue. At this point the parent/guardian will be contacted by the Family and Community Engagement Liaison. The problem will be discussed and resolved.

- **Six Tardies in a Year**
 - If a scholar is tardy six times in a year, it is considered a serious issue. The parent/guardian will receive a call from a member of Leadership to talk about solutions.
- **Nine Tardies in a Year**
 - If a scholar is tardy nine times in a year, it is considered a serious issue. A letter will be sent home warning of further action if excessive tardiness continues to be a problem.
- **Twelve Tardies in a Year**
 - If the scholar is tardy twelve times in a year, the parent/guardian will meet with a member of Leadership and an attendance contract will be signed. The possibility of retention will be discussed.

EARLY PICKUPS AND CONSEQUENCES

Scholars are expected to stay in school until the end of the day (4:00 P.M. for regular dismissal and 1:30 P.M. for early dismissal). Early pickups are disruptive to the learning environment. Please note that departures occurring before 1:00 P.M. on regular days and 11:00 A.M. on early release days will result in the scholar being marked absent for that entire day. Due to end of the day activities, **we will NOT dismiss scholars after 3:30 P.M. during regular dismissal days and 1:00 P.M. on early release days.**

Every three early pickups will be considered an absence. Excessive early pickups is a truancy problem. If a scholar is picked up early nine times (and some or all of these absences are due to excessive early pickups), the scholar will be at risk of not being promoted to the next grade.

- **Three Early Pickups in a Quarter**
 - Three early pickups in a quarter is considered an issue. The parent/guardian will be contacted by the Family and Community Engagement Liaison.
- **Five Early Pickups in a Quarter**
 - If a scholar is picked up early five times in a year, it is considered a serious issue. A letter will be sent home, warning of further action if the problem is not corrected.
- **Seven Early Pickups in a Quarter**
 - If a scholar is picked up early seven times in a year it is considered a very serious issue. The parent/guardian will be contacted by a member of Leadership and a solution will be discussed.

FAQs

Q: *What happens if I do not call or send a note to verify my scholar's absence?*

A: A member of the office staff will call you to notify you of the absence so that you can verify it and inform us of the reason for the absence.

Q: *If I let my scholar's teacher know the reason for the absence, does that count for verification of the absence?*

A: No, it does not. Please contact the Main Office and inform them of your scholar's absence. It is a parent's responsibility to notify the office by phone, email, or note for any absence that your student has. It is not the teacher's responsibility to inform the office.

Q: *If my scholar is absent for a vacation and I have let the teacher and the office staff know about it, is my absence excused?*

A: No, it is not. Even if you let the office and the teachers know that you will be on vacation, the reason for the absence is still not excused as per district policy. We STRONGLY DISCOURAGE you from taking a vacation while school is in session.

Classroom Interruptions

University Prep recognizes its obligation to minimize the number of classroom interruptions so that scholars and teachers may fully take advantage of all opportunities for maximum learning time in the classroom.

To maximize instructional time, we have the following expectations, which permit necessary communication while protecting instructional time:

- Parents/guardians needing to leave emergency messages may do so by contacting the main office, which will then ensure the scholar gets the message.
- Any item (i.e., homework, money, lunch) to be delivered to scholars must be brought to the Main Office and not to classrooms.
- If it is necessary to pick up your scholar early, please report to the Main Office to sign your scholar out.

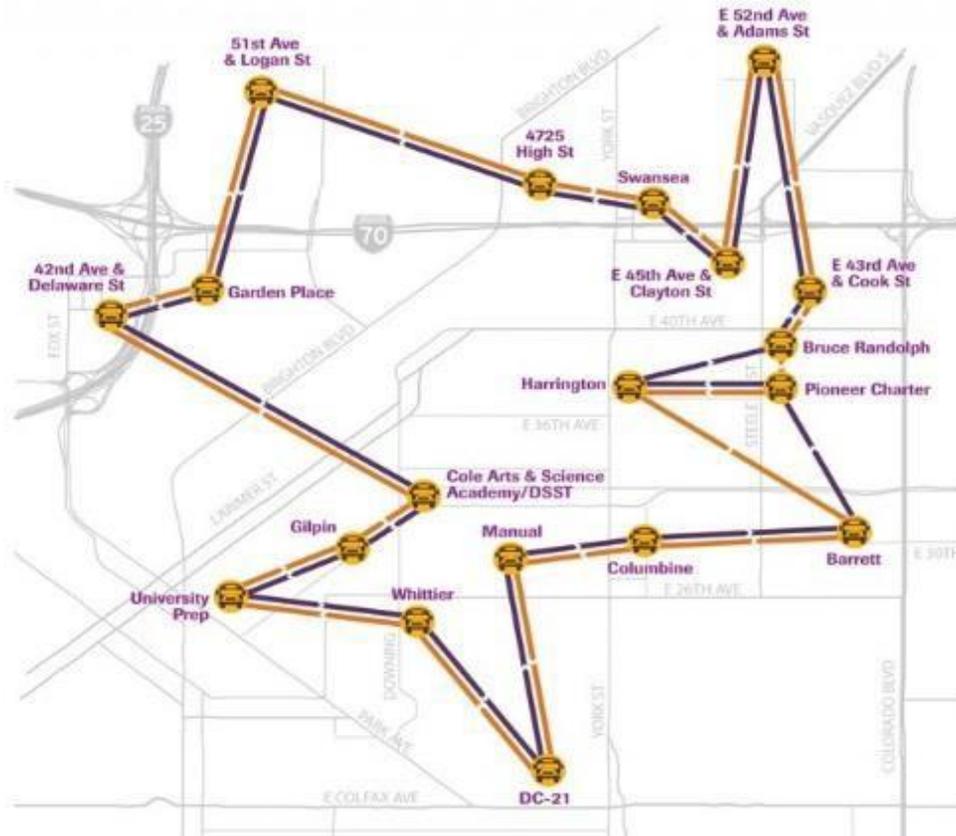
School Transportation

Scholars have three options for transportation to and from school:

1. Walk with a family member.
2. Receive a ride from a family member.
3. Ride the DPS Shuttle Bus System, the Success Express or University Prep's Park Hill Bus (Arapahoe Campus only). Buses are free to all University Prep families and easily accessible across Near Northeast Denver. It should be noted that the bus service is a privilege for our scholars and not a right. As such this privilege may be lost for periods of

time based on repeatedly poor behavior. Our scholars are accountable for their actions and behavior on the school bus no different than in the school building.

NNE Success Express Map



For scholars using the Success Express, please note that University Prep will provide a time table illustrating exactly when your child needs to be on the bus at their pick up location in order to arrive on time. This information will be provided as soon as possible.

Arrange Transportation Before Your Child Leaves Home: We will request a daily dismissal form from you detailing how your scholar will be dismissed during registration in August. Scholars will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child (and your child usually rides the bus) or otherwise change your scholar's transportation for that day, you must:

- Call the Main Office before 12:00 P.M.—**You MUST call the Main Office by 12:00 P.M.** to change your scholar's transportation arrangements for that day. Please do not write scholar dismissal changes in their Life's Work folders or communicate them to teachers. Due to the large volume of scholars being dismissed each day, bus lists are created and distributed to staff by 3:30 P.M. on regular dismissal days and 1:00 P.M. on early release days. Any last minute requests to add or remove scholars from the bus list will be not

guaranteed.

After School Options

University Prep offers fee-based internal after care from 4:00-6:00 P.M. on regular schedule days and 1:30-4:00 P.M. on early release days. Sign up is on a first come, first serve basis during school registration in August. University Prep also partners with the Boys and Girls Club to offer after school care from 4:00 – 9:00 P.M. Monday through Thursday only. Dues are payable directly to the Boys and Girls Club each year. University Prep – Arapahoe St., pays for a special bus to take all after care scholars to the Boys and Girls Club—the fee to ride the bus is \$25 per month per scholar that is payable to University Prep.

School Calendar and Closings

Please see the University Prep School Calendar for the scheduled school days for the 2017-2018 school year. **Please note that we do not directly follow the Denver Public Schools annual calendar.**

University Prep will only close the school in cases of extreme weather conditions. In such situations, we will follow the Denver Public Schools closings. Please listen to the local radio and television stations. **If DPS announces a delayed opening, it ONLY applies to schools that begin after 8:30 A.M. This does NOT apply to University Prep.** Please plan on arriving at 7:15A.M.

If there is a school closing, families will receive a text from University Prep informing them of the school closure, in addition to local radio and television station notifications.

At the discretion of the Board of Trustees and the Principal, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year.

SCHOOL POLICIES

School Visitors

Visitors, especially parents/guardians/families, are a vital part of the University Prep community. We welcome them as observers and partners in the education of our scholars. Unfortunately, unannounced visits can be disruptive to our educational program. Parents/guardians who would like to visit should simply call one day in advance and schedule a class visit appointment. Upon arriving, all visitors must sign in within the Main Office and sign out upon leaving. They should enter classes during a regular scheduled transition period and between classes, although they may leave at any time.

Visitors may not talk to a child or a teacher during class. If a visitor would like to talk to a teacher to talk about what was observed, a phone call after school is encouraged.

Please note that the month of August is critical in establishing our school culture. As such, no visitors including parents/guardians/families will be allowed in the building during the month of August.

If a visitor is coming to school to drop something off for a scholar or to leave a message, we still require that the visitor come first to the main office. For the sake of scholar safety, we cannot have anyone unannounced in the building.

For the safety and well-being of our scholars, University Prep reserves the right to deny parent requests to visit and observe classrooms.

Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At University Prep, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the opportunity to learn without needless interruptions. We have very high expectations for scholar behavior and we “sweat the small stuff” to create and preserve a focused learning environment.

The mission of University Prep is to educate every child for a four-year college degree. In order to ensure all students receive a high quality, rigorous education, we hold high expectations for all of our students from the start until the end of each day. Our behavior management systems exist to ensure students and their families know exactly what is expected of scholars in our school and what the rewards and consequences are for living up to or failing to meet those expectations.

Moreover, and most importantly, our systems are designed and implemented to ensure we maintain a safe and structured learning environment for all children.

PREP VALUES

We believe that it is our responsibility to not only educate scholars academically, but also build their character. To do this, we focus on four main PREP values: Professionalism, Responsibility, Enthusiasm, and Perseverance. Scholars are explicitly taught the meaning of each value and throughout the school, teachers and scholars are constantly reflecting on their actions and how they uphold each value enough to earn a PREP block. The purpose of PREP blocks is to use competition and teamwork to drive scholars to live the PREP values and be aware of their actions. Up to eight PREP blocks can be earned each day. At the end of the week, the college with the most PREP blocks from that week wins the *Preppy and Proud Blazer* at Community Circle and the Blazer lives in that classroom for the week.

The highest individual honor that a scholar at University Prep may achieve is to earn the PREP Stick. The PREP Stick is given out weekly at Community Circle to one scholar who has been nominated and chosen by the staff. There are two main reasons why a scholar may earn the PREP Stick. The first, and more common reason, is because that scholar has been consistently representing the values of University Prep. They are professional in their homework completion, class work completion, and uniform. They are responsible for school materials and for their actions. They are enthusiastic in class cheers and display that enthusiasm for their friends as well. They persevere when tasks are difficult or they encounter a challenge. In short, this scholar always does the right thing with few reminders and is a model for other scholars. The second reason a scholar may win the PREP Stick is because although they may struggle from time to time, they are relentless in their perseverance and desire to improve. This scholar makes mistakes, but own their mistakes and uses them to learn and grow.

K-4th COLOR CHECK SYSTEM

To ensure scholars are living our PREP values daily, we use a check and color system in kindergarten through 4th grade. All scholars start each day on green and if they meet expectations throughout the day they stay on green. When faced with a situation in which not every scholar is following a direction or meeting well-established behavioral expectations, teachers first use a combination of narration, non-verbals, positive whole group and individual re-directs. If the scholar still does not follow the direction or meet the expectation, the teacher quickly states, “[Name of school scholar], check, [reason for check].” For example, “Malachi, check, STAR.” And moves on. Checks are recorded on a “check sheet” on the teacher clipboard next to the scholar’s name. The rate at which a teacher progresses to giving a check will vary based on the situation and the time of the year. For example, in the first month of school a kindergarten teacher may try using a combination of narration, proximity, and precise praise to remind a scholar to track the speaker before administering a check. But that same teacher may move directly to a check for the same behavior later in the year when expectations are more solidly engrained in

classroom culture.

Scholars understand that after receiving three checks, their color moves down to yellow. Scholars who are on yellow when they go out to recess miss five minutes of recess as a consequence. If a

scholar continues to make poor choices (and receives three more checks) while on yellow, his or her color moves down to red. Scholars who are on red at recess miss all of their recess. There are times when a behavior warrants an automatic color change without issuing a check. These behaviors include, but are not limited to, talking back, pouting, physical aggression, etc.

If a scholar who is on green is having an excellent day—following directions and expectations without any reminders and behaving like an exemplary scholar—his or her color could potentially move up from green to blue, which is the highest color possible. Blue is rare and is reserved for scholars who are truly working their absolute hardest to make the right choices without any reminders. A color pocket chart is displayed in each classroom with each scholar's name and green, yellow, red, and blue card. As scholars' colors change, the colored cards are flipped to reflect their current behavior. To help promote a growth mindset, if a scholar makes a significant attempt to fix their behavior throughout the day, their color can move back up by the end of the day.

Treasure Chest

Scholars who are consistently living the PREP values have the opportunity to earn Treasure Chest (K-4th). The requirements for earning Treasure Chest are:

1. Ending every day on green or blue.
2. Have 100% attendance.

The goal of these requirements assists our efforts to reinforce the PREP values, while helping scholars build the habits needed to be successful at school and in life. The Treasure Chest contains small items such as stickers, toy cars, pens, plastic sunglasses, toy wands, toy rings, etc. Scholars who have earned blue more than once that week will earn the privilege of picking a prize from the double blue treasure chest at the end of the week. This treasure chest has extra special prizes such as books, crayons, coloring books, etc. Each classroom has a treasure chest full of items and on Friday afternoons there is a special treasure chest ritual during the end of day meeting. Scholars who have not earned treasure chest are still included in the ritual to help promote a sense of community and pride for others.

5th GRADE TOKEN ECONOMY SYSTEM

To encourage even more ownership over scholars' actions, scholars in the 5th grade run on a token economy system where they earn bonuses and deductions that equate to a weekly paycheck. Scholars start the week with \$25 on their paycheck. Scholars can earn dollar bonuses and deductions for behaviors related to the PREP values. Different behaviors have varying dollar

amounts. Most behaviors related to the PREP values are +\$1 or -\$1.

Scholar Dollar Store

On Thursday afternoons, scholars receive their weekly paycheck that includes their previous balance, the weekly \$25 and any other bonuses and deductions from that week. Scholars take the paycheck home, get it signed by a family member and bring it back to their teacher on Friday. In order to spend their balances, scholars must:

1. Return a signed paycheck on Friday (or the last day of the week).
2. Have 100% attendance.

Similar to Treasure Chest, these additional requirements assist our efforts to reinforce the PREP values, while helping scholars build the habits needed to be successful at school and in life. Scholars can spend their balances on various privileges and special jobs (Community Circle cheer captain, PREP Blocks leader, lunch with the Principal, etc.). These opportunities are valued at various amounts (i.e. \$50-\$500). Some privileges and jobs are available all year long, while others may be part of a rotating availability. Scholars can choose to spend their paychecks as they earn dollars or they may save their money for costlier items.

ADDITIONAL BEHAVIOR INCENTIVES

While there is consistency amongst classrooms with regards to school-wide behavior systems, many classrooms also implement additional positive behavior incentives. Teachers use various whole-class and individual incentive systems to invest scholars in learning and their community. These include, but are not limited to:

Row Points: Classrooms are set up in rows so each row works together to earn points for things like quickly passing out papers, putting materials away, tracking, etc. At the end of the week, the row with the most points earns a reward.

Sticker Charts: Stickers are rewarded to individual scholars for exhibiting specific behaviors that align to the PREP values. Once a scholar reached a pre-determined amount of stickers they are a reward.

Scholar of the Week: Teachers and scholars vote on a scholar who has lived the PREP values and positively contributed to the classroom community to earn scholar of the week. Their picture gets posted on the wall.

Class Jars: A specific focus behavior is picked and each time the whole class exhibits that behavior, a cube/cotton ball/etc. is placed in the jar. When the jar is full, the class earns a reward such as a pizza party.

Choice Time: If scholars end the day with good behavior, they may earn an activity of their choice. Activities could include extra computer/iPad time, drawing/coloring time, math and literacy

games, etc.

Fun Friday: If scholars exhibit good behavior all week, they may earn participation in a class-wide activity such as a movie, arts and craft activity, special snack party, extra recess, group physical activity/game, etc.

ADDITIONAL CONSEQUENCES

In Class: When reminders, checks, and color changes are not sufficient to manage difficult behaviors, teachers may decide to ask the scholar to move away from their spot in the group until they can show self-control and earn the privilege of sitting with their class again. The expectation is that, when removed from the group, scholars do not pout or overreact in any way. Scholars understand that once they have reached the point of being asked to sit apart from their class they have reached their last chance to fix their behavior before being asked to leave the classroom which is the ultimate negative consequence. The goal of having scholars who are experiencing extreme behavioral challenges move away from their class is to give them one final opportunity to calm down, consider their actions, and fix their behavior before they are asked to leave the classroom. Scholars will be given a timer and the teacher will clearly outline what behaviors he or she needs to see before being allowed to rejoin the group. In some cases, especially in the older grades, scholars will be asked to fill out a reflection form where they describe the behavior that occurred, which PREP value they violated, and what they should have done instead. At the end of the time (between 5-15 minutes) the teacher will check back in with the scholar and determine if they are ready to rejoin the group or if an escalated consequence of going to the office needs to happen.

Send Outs: If a teacher consistently followed the behavior management system and sequence, and a scholar still causes disruptions to the learning environment, the scholar will be sent to the office. The main goal is to reset behavior and get scholars back to the class as soon as possible. However, in instances where scholars fail to show significant changes in their attitude and behavior, members of Leadership reserve the right to withhold the scholar from the classroom until they can ensure a successful and safe return.

After a scholar is sent out of class (sequence of events):

1. The scholar is taken to the office.
2. The scholar is given a “cool down” period in which they must demonstrate visible improvement in attitude and demeanor.
3. A member of Leadership will engage the scholar, attempting to get to the root causes of the behavior.
4. A member of Leadership will reset the scholar by having a discussion about expectations and goals, while attempting to prepare the scholar for a positive conversation with the appropriate staff member (talk about expectations and goals).
5. Scholars will not return to their classroom community until they conference with teachers

about the incident.

6. The scholar will return to class if he or she is ready, or they will stay with a member of Leadership and receive additional support and/or face additional consequences such as a family member working with the scholar in class or the scholar being sent home for the remainder of the day. For extreme behavioral concerns involving student safety, Denver Public School Safety & Security may be contacted.
7. The teacher will phone the scholar's parents that day. If the offence is more serious that requires further action (i.e., out-of-school-suspension), is part of a larger trend, or the teacher requests additional support, a member of Leadership will also make a call to the family.

A send-out to the office may result in additional consequences such as color changes (K-4th) deductions (5th grade), or a loss of privileges.

BEHAVIOR LOGS

In order to ensure clear communication between teachers and families regarding scholar behavior, teachers send home daily behavior logs. The family should sign the behavior log and return it the next day. The family also has an opportunity to write a note back to the teacher or follow up with a phone call.

REQUESTING FAMILY ATTENDANCE

In the event that a child has continuous challenges with doing the right thing in spite of a multitude of interventions being put in place, the school may ask a family member to join their child in the classroom. In such instances, our goal is simply to have the family member present as a support to their child. Often times, scholars will regain their composure when being observed by a parent, for example, and as such, may make better choices. Our effort in these cases is often about that scholar experiencing a success or series of successes in class that they can build on.

SUSPENSIONS

In-School Suspension: The following type 2 behavior could warrant an in-school suspension (this is in alignment with the Denver Public Schools discipline policy):

- False activation of a fire alarm
- Possession of fireworks/firecrackers
- Bullying Level 1 – see Policy JBB
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability or religion: Level 1 – see Policy JBB
- Sexual Harassment: Level 1 – see policy JBB
- Consensual, but inappropriate physical contact
- Destruction or theft of school property, including graffiti (under \$500)
- Severe defiance of authority/disobedience
- Trespassing
- Theft from an individual (under \$500)

- Other school-based misconduct that disrupts the school environment
- Recurring Type One Offenses (After going through Levels A through C)
 - Type One Offenses
 - Classroom disruption
 - Excessive tardiness
 - Picking on, bothering, or distracting other students
 - Use of profanity or vulgarity
 - Dress code violation – see Policy JICA
 - Disrupting school activity
 - Minor defiance of authority/disobedience
 - Verbal insults or put-downs
 - Use of cell phones and electronic devices at unauthorized times
 - Minor damage or defacement of school property
 - Tobacco offences – see Policy JICG
 - Unauthorized use of school equipment
 - Gambling
 - Minor physical aggression with another student (e.g. pushing, shoving)
 - Scholastic dishonesty
 - Other minor school-based misconduct

In the event of an in-school suspension, families are notified of the incident and the upcoming suspension. If a scholar is serving an in-school suspension, they are isolated from their peers in the office up to an entire day. They will be provided their missed class work to complete during their suspension. They will not be allowed to interact with their peers at any time during the day – breakfast, snack, lunch, enrichment, etc.

Out-of-School Suspension: The following Type 3 behaviors could warrant an out-of-school suspension (this is in alignment with the Denver Public discipline policy):

- Bullying: Level 2 – see Policy JBB
- Harassment based on race ethnicity, sexual orientation, gender identity, disability or religion: Level 2 – see Policy JBB
- Sexual Harassment: Level 2 – see Policy JBB
- Fighting: Level 1 (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)
- Being under the influence of drugs or alcohol – see Policies JICH, JICH-R
- Possession of alcohol or unauthorized (but legal) drugs
- Possession of illegal drugs
- Destruction or theft of school property including graffiti (\$500-\$5000)
- Theft from an individual (\$500-\$5000)
- Other school-based misconduct that disrupts the school environment
- Recurring Type Two offenses

In the event of an out-of-school suspension, families are notified of the incident, the upcoming suspension, and the length of the suspension (1-5 days). If a scholar is serving an out-of-school suspension, they are not able to attend school for that day or any school-related functions. They will be expected to complete any work missed the day(s) of suspension.

School Uniforms

All scholars must come to school in the University Prep uniform every day. If a scholar arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform and/or office staff will correct the issue before the scholar is sent to class. We have a required uniform for several very important reasons:

1. **Uniforms unite as a community/team.** When you look at a group of scholar in the University Prep uniform, it is a powerful visual statement of our community, our team. Scholars make a commitment that when they put on the University Prep uniform they are agreeing to live up to the school's high expectations.
2. **Uniforms reduce distractions and clothing competition.** Often scholars spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
3. **Uniforms make us all equal.** Whether families have high incomes or low incomes, the scholars come to school looking the same way. No one will feel bad about the clothes they have or don't have.
4. **Uniforms look professional.** Scholars look neat when they arrive to school with shirts tucked into their pants. The scholars come mentally prepared for school and "dressed for success."

Scholars may not change out of the University Prep uniform at any point during the school day. Scholars must wear the University Prep uniform on all school field trips.

UNIFORM REQUIREMENTS: BOYS

ALL UNIFORMS, EXCEPT KHAKI BOTTOMS, MUST BE PURCHASED AT UNIVERSITY PREP OR FROM THE UNIVERSITY PREP SPECIFIC STORE AT FRENCHTOAST.COM

Shirt: Light blue short-sleeved polo shirt with the University Prep logo and one button buttoned.

Pants/Shorts: Plain, light khaki dress pants or light khaki dress shorts (Purchased from Old Navy

or French Toast). Pants and khakis may not have any kind of embellishments, designs, or patterns.

Belt: Solid black belt (no logos or markings). It is mandatory with pants and shorts.

Shoes/Sneakers: Solid black (including sole), shoes/sneakers without any embellishments of any kind. The following shoes are **NOT** permitted: sandals, moccasins, clogs, bowling shoes, shoes with stripes, multi-colored shoes, two-toned shoes, or any shoes with logos or markings.

Socks: Solid white, black, or navy blue socks. Solid color, no patterns.

Optional:

Sweater: Navy blue V-neck cardigan sweater with University Prep logo (purchased from University Prep). No fleeces or sweatshirts.

Undershirt: Solid white, black, grey, or navy blue long-sleeved or short-sleeved undershirt only.

UNIFORM REQUIREMENTS: GIRLS

ALL UNIFORMS, EXCEPT KHAKI BOTTOMS, MUST BE PURCHASED AT UNIVERSITY PREP OR FROM THE UNIVERSITY PREP SPECIFIC STORE AT FRENCHTOAST.COM

Shirt: Light blue short-sleeved polo shirt with University Prep logo and one button buttoned.

Pants/Skorts/Shorts: Plain khaki dress pants, khaki skort, or khaki shorts (Pants and skort can be purchased at Old Navy or French Toast; Tights are not required with the skort or shorts.) **Shorts and skorts must be 2 inches or less above the knee.**

Jumper: Navy jumper with University Prep logo (Purchased from University Prep).

- Jumper must be worn with a light blue peter pan blouse underneath (purchased from University Prep)
- Jumper must be 2 inches or less above the knee.
- Solid white, black, grey, or navy blue tights **MUST** be worn with the jumper— tights may be textured (i.e. sweater tights) but cannot have a pattern.

Tights: Tights are required with the jumper and optional with the skorts. Tights may be textured, but cannot have patterns or designs.

- Tights must be footed.
- No leggings allowed.

Belt: Solid black belt (no logos or markings). It is mandatory with pants and shorts.

Shoes/Sneakers: Solid black (including sole), shoes/sneakers without any embellishments of

any kind. The following shoes are **NOT** permitted: sandals, moccasins, clogs, bowling shoes, shoes with stripes, multi-colored shoes, two-toned shoes, or any shoes with logos or markings.

Socks: Solid white, black, or navy blue socks. Solid color, no patterns.

Optional:

Sweater: Navy blue V-neck cardigan sweater with University Prep logo (purchased from University Prep). No fleeces or sweatshirts.

Undershirt: Solid white, black, grey, or navy blue long-sleeved or short-sleeved undershirt only.

UNIFORM REQUIREMENTS: ALL SCHOLARS

Other Logos: No logos, emblems, markings, designs, or insignias of any kind with the exception of University Prep logos are allowed on shirts, sweaters, pants, jumpers, belts, shoes, or socks (e.g., Levi's, Polo, Gap, Nike, Fubu, Tommy Hilfiger, etc.).

Shoes and Socks: Scholars must wear closed-toed shoes/sneakers daily. Because scholars walk a lot and have exercise time each day, we recommend that scholars wear sneakers instead of dress shoes. All sneakers should be plain black without any distinctive logos or markings. Girls cannot wear shoes with heels.

Fit: Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed. Jumper, skorts and shorts must be 2 inches or less above the knee.

Jewelry: Simple watches, simple necklaces (tucked into uniform shirt) and small, plain earrings are allowed. No other jewelry, including bracelets, of any kind is allowed while at school.

Head Coverings: Scholars must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation.

Jackets: Scholars may not wear jackets inside the school building. If you are worried about your scholar being cold inside the building, he or she should wear a uniform sweater.

Hats/Hair: Scholars are not allowed to wear winter hats, baseball caps, scarves, sweatbands, or bandanas in the building. Small clips, beads, and bands for the hair are permitted—any hair adornments must be small and non-distracting. Scholars will be able to wear hats outside during recess as necessary based on the weather.

Shoelaces: Scholar must maintain a neat appearance at all times. Shoelaces must be tied at all times.

Make-up: Make-up is strictly prohibited (lipstick, blush, eye shadow, etc.).

Nail Polish: Nail polish is not allowed. Any scholar arriving to school wearing nail polish will be sent to the office to have it removed.

Whenever any element of physical appearance or grooming—even if it is permitted under the school's current rules—becomes a distraction to one's self or to others, it is no longer acceptable

and steps will be taken to remove the distraction.

Accidents: All scholars are required to have an extra full set of uniforms (undergarments included) at the school in case they have an accident. These must come to school with your scholar on the first day of school.

Uniform Non-Compliance: Uniforms are checked upon arrival each day. Families may be asked to come in and provide the necessary appropriate clothing to ensure their child is in full uniform compliance. Uniform non-compliance may result in a scholar not being permitted to attend class until the issue has been corrected. In such a case, the scholar will work independently in an office on their class work. Uniform infractions will be tracked daily.

Uniform Sales: The Main Office will not sell uniforms during the following times:

- The Friday prior to school starting
- The first week of school
- During scholar arrival—from 7:15 A.M.-8:00 A.M.
- During scholar dismissal—from 3:30 P.M.-4:15 P.M.

School Lunch Program and Food Policies

Breakfast, snack, and lunch will be available daily at University Prep. All families will need to complete a form that enables the school to participate in the Free and Reduced Meal Program.

Families may send lunch to school, however, scholars will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your scholar bring unhealthy drinks (e.g., sodas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, chips, or other sugary foods will not be allowed to be eaten in school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it.

NUT ALLERGY POLICY

University Prep is a “nut-free zone.” DO NOT include any nut-based products in any food item brought into the school. This includes peanut and almond butter. All lunches will be subject to search to ensure no nut-based products have entered the building.

Scholar Birthday Celebrations

If you would like to celebrate your scholar's birthday in the classroom, it must be organized with the teacher and the Main Office one week prior to the celebration. Treats are optional. If you would like to bring treats for your scholar's class, they must be store-bought and sealed prior to being brought to school. No homemade birthday treats or treats containing nut ingredients will be served to students. Cakes that require cutting will not be permitted. You must have enough treats for everyone in the class to enjoy if you choose to bring them.

Use of Phones

Scholars are not allowed to use cell phones in school or on school field trips. **Scholars are strongly discouraged from bringing cell phones to school.** If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the scholar and only returned after a parent/guardian has come to the school to pick it up. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees scholars and/or their families incur as a result.

Scholars have the option of turning in their cell phone at the beginning of the day with the Main Office and picking it up at the end of the day. University Prep is not responsible for cell phones that are lost, damaged, or stolen on school property.

Student Records

The school administration is in charge of scholar records. If a parent/guardian would like to examine a scholar's record, the parent must fill out a Request for Records form and submit to the Main Office. The school will provide records within five business days.

There are two different types of student records, which will be treated differently:

1. **Directory information:** Directory information is basic information about scholars such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teacher may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he or she should submit a request in writing to the principal.
2. **Confidential Records:** Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

Other Information and Policies

STUDENT BELONGINGS

Scholars who disrupt class for any reason are violating school rules. This rule applies to scholars' personal possessions as well. Items including, but not limited to: game cards (Yugio Cards, Pokemon Cards, etc.), trading cards (baseball cards, football cards, etc.), portable electronic games, toys, portable electronic games, toys, and portable electronic devices. Scholars who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences. Repeated violations of this policy may result in indefinite confiscations irrespective of any costs or fees scholars and/or their families may incur as a result.

LOST AND FOUND

The school will keep a small lost and found box in the main office. Parents/guardians/families may come in any day between 8:10 A.M. and 3:30 P.M. to search the Lost and Found. At the end of every quarter, items left in the box may be donated to a local charity.

SCHOOL SUPPLIES

University Prep will purchase all of the school supplies needed for the classroom. The only supplies you will need to purchase for your scholar are those supplies that will be used at home. These include: pencils, glue, scissors, crayons, and a book bag that is big enough to fit full sized folders and books.

ACADEMICS

Promotion to the Next Grade

University Prep has tough standards for promotion. It is not automatically assumed that students will pass from one grade to the next: scholars must earn promotion by demonstrating mastery of the essential knowledge and skills. Students may not be promoted if they are performing significantly below grade-level standards. Promotion decisions will be based on a scholar's grades, assessment performance (tests), attendance, homework completion record, and other measures. We will look thoughtfully at scholar's test scores, behavior, examples of scholar work, teacher observations, and other measures to make these decisions.

Lastly, **a scholar may be retained if he or she misses more than 10 days in a school year**, has significant behavior problems that result in a lot of missed instruction time, or if the scholar has persistent trouble completing homework assignments. We will maintain close and communicative relationships with families, proactively addressing any attendance concerns as part of our overall early intervention approach.

Scholars who have Individualized Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals of the IEP. However, scholars with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons.

Assessments

University Prep employs multiple assessments to monitor scholar progress, inform instruction, and ensure that all scholars succeed. Staff work to ensure that assessments are not stressful times for scholars; rather they are presented as opportunities to show off all that scholars have learned. The assessments, which include the NWEA MAP Test (a nationally normed standardized test), ANet (Achievement Network), STEP (an assessment of early literacy development), internally developed assessments, and the Partnership for Assessment of Readiness for College and Careers (PARCC) (beginning in third grade) are administered throughout the year. Teachers analyze the results to inform their instruction, identify scholars in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed four times each year.

Report Cards

Report cards based on scholars' proficiency on the standards and PREP values are issued four times a year on quarterly basis.

Report Card Conferences: At the end of the first and third quarter, parents/guardians will be required to attend Report Card Conferences with their scholar's teachers. These are very important opportunities for parents/guardians to learn about their scholar's progress and needs. Report Card Conferences are REQUIRED.

Homework (Life's Work)

Homework is an essential part of the University Prep educational program. It is designed to reinforce skills taught in the classroom, to help scholars develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned EVERY night at University Prep.** This means that families must help scholars with their homework in ways that include: reading instructions out loud to younger scholars, creating routines at home for scholars to follow each day, and providing a quiet organized place to work.

Homework includes 20-30 minutes (depending on grade level) of required reading every night (including weekends and holidays), for which a parent/guardian signature is required on the reading log. In addition, there will also be reading, writing, and math work—this portion also requires a signature. Homework must be completed and be in accordance with University Prep's high standards for hard work and professionalism.

All scholars are provided with their own "Life's Work" Folders that include a nightly Reading Log. "Life's Work" Folders are designed to teach scholars essential organizational skills. **The Reading Logs must be filled out properly with a parent/guardian signature, and all assigned homework must be completed, in the folder, and signed.** There are high standards for homework. All homework must be neat, clean, and thorough. "Life's Work" folders are turned in to teachers each morning as soon as scholars arrive at school.

If the homework is late, missing, incomplete, of poor quality, or if the Reading Log is not completed properly, then the scholar will face an in-school consequence, during an allotted time when homework must be completed. Moreover, since bringing all necessary books and supplies is part of homework, scholars may also face consequences if they do not bring all necessary books and supplies. If a scholar completes less than 90 percent of Life's Work in a quarter, consequences include conferences with school staff, scholar missing privileges, or if ongoing, retention. U Prep staff may contact parents/guardians if their child has missed assignments. We expect and need family support to make sure all the homework gets done according to TOP QUALITY standards.

SUMMER LIFE'S WORK

Scholars must bring their completed Summer Life's Work binder with them on the first day of school. If any part of the folder is incomplete, the scholar will stay in for recess until a parent/guardian comes to the school to meet their scholar's teacher.

FAMILY INVOLVEMENT

Family Expectations

University Prep requires parents/guardians/families to be partners in the education of their children. The important task of educating a child calls for the school, the scholar, and the family to all work together to ensure success. We reflect that commitment by choosing to sign the **University Prep School-Family-Scholar Contract of Commitment**. We encourage families to participate actively in their scholar's education. We strive to cultivate positive and productive relationships with all our families.

University Prep families are asked to:

- Reinforce University Prep's academic and behavioral standards at home
- Establish a daily routine for scholars
- Provide a quiet space for scholars to complete "Life's Work" (homework) every night
- Provide positive reinforcement of scholar progress and success
- Discuss academics and scholar work among family members
- Help scholars with homework
- Ensure that scholars complete all of their "Life's Work" every night
- Chaperone field trips (especially college trips)
- Assist with scholar recruitment
- Support other University Prep families

Families for Achievement

University Prep is a partnership between the school leadership, teachers, scholars, and families. Although the job of making decisions about school policy belongs to the Board of Trustees and the Principal, family involvement is not only welcomed, but absolutely necessary for the success of the school. All families are welcomed and encouraged to participate in Families for Achievement, which meets regularly throughout the year.

Families for Achievement Council:

- Provides families with concrete actions which will help them help scholars achieve
- Allows families to connect with and support each other

- Supports the school in reaching its academic goals
- Connects families to volunteer opportunities at the school
- Develops and implements special programs for families
- Sponsors events for the entire school community
- Helps raise money for the school
- Works with University Prep teachers and administrators to examine scholars' academic and social progress and discuss initiatives to improve scholar outcomes

Communication

In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year:

Weekly Reminders: Your child will bring home weekly reminders from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders.

Report Card Conferences: At the end of the first and third quarter, parents/guardians will be required to attend Report Card Conferences with their scholar's teachers.

Behavior Logs: Every day your child will bring home a behavior log in their homework folder that informs you of any misbehavior or excellent behavior they may have displayed that day. You must sign it and return it to school the next day in their "Life's Work" folder.

Phone Calls: Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours. You are always welcome to call the teacher if you have any questions or concerns, but please note that if you contact a teacher or staff member after 7:00 P.M., a response should not be expected until the next day.

Teacher Calls: Your scholar's teacher (homeroom or literacy teacher) will contact you periodically to discuss your scholar's behavioral and academic performance. These calls will be consistent regardless of scholar performance (we don't just call you when there is an issue).

Home Visits: Prior to the year starting, every new family will have a home visit with a member of the University Prep staff. The visit will be an opportunity to strengthen the home/school relationship and an opportunity to sign our commitment contract.

Meetings: If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly.

Visits: To arrange a visit to the school, please see the section on *School Visitor Policy*.

Parent/Family Concerns: If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then contact the

school. We welcome the conversation. We understand that as parents/guardians/families, you have very strong feelings about issues concerning your children. We ask only that you try to deal with any issue professionally. We promise to treat you and your concern with respect and ask that you treat our staff with the same respect. If a parent/guardian/family member is disrespectful to University Prep teachers or administrators, we will cut short the conversation and you will be asked to leave until a more respectful conversation can be carried.

We Need Your Support: As you know, University Prep is a very demanding school with high expectations for academics and behavior. All of us—parents/guardians/families, teachers, administrators—are working hard to help your child climb the mountain to college. We are all part of your child’s team: if you and your child work with us, we can all succeed.

Messages/Phone Use/Voicemail: It would take an incredible amount of staffing and resources to provide message service, and we cannot guarantee that messages will actually reach scholars or teachers during the day. Scholars and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Scholars are allowed to use the telephone only in the case of emergencies or unexpected events.

Parent Contact Information: Please keep your contact information updated with the Main Office at all times.

University Prep App: University Prep uses an app that can be downloaded to your cell phone. University Prep will use the app to send mass/automated messages regarding important school notices. It is crucial that you download the app to your cell phone to receive messages. Many important communications are relayed through the app.

Family Involvement Opportunities

- Back-to-School Night
- Report Card Conferences
- University Nights
- Families for Achievement Meetings
- Community Circle
- Community-wide Events and Celebrations
- Homework, Independent Reading, and Behavior Logs
- Field Trips

HEALTH AND EMERGENCY INFORMATION

Medication

If your scholar requires medication during school hours, we will assist by administering medication. However, medication will not be given without the completion of the “Student Medication Release Agreement” form which must be completed by a healthcare provider. Families can get a copy of this form from the school. This policy and the requirement to have a form on file applies to all medicine including aspirin, Tylenol, and other over-the-counter medication.

Please DO NOT attempt to give your scholar’s medication to his/her teacher. ALL medications must be cleared by the school nurse and the main office. **Please do not send scholars to school with medication as scholars are NOT PERMITTED to carry medication.** Medication must be dropped off with the Administration of Medication form by an adult to the main office.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

Prescription Medications: Per DPS policy, University Prep will not administer any medication to your scholar without a completed Student Medication Request Release Agreement. This form must be completed by your scholar’s doctor and turned into University Prep. The medication must be in its original box with a pharmacy label.

Over-the-Counter Medications: If your scholar needs over-the counter medication (i.e. Benadryl, topical creams, etc.) it must be in the original sealed box and a Student Medication Request Release Agreement completed by a healthcare profession must be turned in.

Accident or Medical Emergency

If a medical emergency occurs to a scholar at school, first aid will be administered and parents/guardians will be contacted immediately. If parents/guardians cannot be reached, emergency contacts will be contacted. If the situation warrants, the school will call Emergency Medical Services (911).

Emergency Information

Having up-to-date emergency contact information is crucial to the safety of your child. Please ensure that all emergency contact information provided to the office is accurate and up-to-date throughout the year. If your phone number or address changes during the school year, please notify the school immediately.

BOARD OF TRUSTEES

As a public charter school authorized through Denver Public Schools, University Prep's Board of Trustees sets all policy for the school. The Board consists of the following members:

Cuneyt Akay

Board Member – Governance Committee Chair, Strategy Committee
Associate - Greenberg Traurig

Marti Awad

Board Member – Finance Committee, Fund Development Committee
Founding Partner – CARDAN Capital Partners

Renaë Bruning

Board Member – Fund Development Committee Chair
Director of College Access Services - Denver Scholarship Foundation

Mave Gasaway

Board Member – Fund Development Committee
Associate – Davis Graham and Stubbs LLP

Laura Giocomo

Board Member – Fund Development Committee
Vice President, Marketing/Communications - Denver Metro Chamber of Commerce

Tracey Lovett

Board Member – Fund Development Committee, Strategy Committee
Vice President, Scholar Relations – Daniels Fund

Kieron McFadyen

Board Vice Chair – Facilities Committee Chair, Finance Committee
Founder and Managing Director – Competitive Strategy & Intelligence

Denise Maes

Board Member – Strategy Committee
Director of Public Policy – American Civil Liberties Union of Colorado

Juan Peña

Board Member – Governance Committee, Strategy Committee
Executive Director – CrossPurpose

David Scanavino

Board Chair – Finance Committee, Governance Committee
Founding Principal, Executive Vice President and Chief Medical Officer – MMM Healthcare
Member

Bev Sloan

Board Member – Fund Development Committee
Retired nonprofit executive

The Board meets monthly while school is in session. Board meetings will be held at Arapahoe or Steele campuses at 6:30 A.M. on the last Tuesday of each month.

