



UNIVERSITYPREP
COLLEGE STARTS IN KINDERGARTEN



FAMILY/SCHOLAR HANDBOOK

2021-2022

University Prep:
Arapahoe St.

2409 Arapahoe Street
Denver, CO 80205

303-292-0463

<https://uprepschool.org/arapahoe-street-campus/>

Antonio Pacifico, Principal

University Prep:
Steele St.

3230 East 38th Ave.
Denver, CO 80205

303-329-8412

<https://uprepschool.org/steele-street-campus/>

Clare Lundquist, Principal

A BRIEF HISTORY

Founded in August of 2011 with our first class of K and 1st grade scholars who will graduate from college in 2027, University Prep (U Prep) was established to ensure all children develop an unbreakable educational foundation upon which they are positioned to pursue their unique dreams and ambitions. Our two K through 5th grade public charter schools in Northeast Denver (Arapahoe St. and Steele St.) serve more than 700 children and have more than 500 alumni currently in middle and high schools across the Denver Metro Area. Since its inception, U Prep has operated with a “college starts in kindergarten” ethos because we know and believe that all children can achieve at the highest levels. When the adults who surround them show them what’s possible, hold an unwavering optimism about what they CAN do, provide all of the love and supports needed, and work as a connected community, anything is possible.

A DEGREE (AND OPPORTUNITY) IN EVERY CHILD’S FUTURE

As of 2020, 74% of jobs in the state of Colorado require a post-secondary credential (*this can be a four-year degree or a number of other degree pathways*). With this reality grounding us, we operate college prep elementary schools because opportunity in our state is incredibly limited without an education. We believe every child has the right to pursue their dreams and know that doing so starts with a quality education. In Colorado today, only 25% of current 9th graders are on track to earn that post-secondary credential. We believe 100% of children deserve access to all career pathways, and we know that our work at U Prep, alongside of our families, is what sets the stage for that belief to become reality.

OUR 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.

FAMILY PARTNERSHIPS

Every family has a dream for their child. At U Prep we work hand in hand with families to ensure those dreams come true. We understand that achieving our shared mission of a high-quality education for every child that sets the stage for a genuine life of opportunity requires an authentic partnership between home and school. We strive to build relationships with each and every family member involved in a scholar’s education in which everyone is an equal partner and a meaningful member of the school community. We respect and honor that families are the experts of their children and our community, and believe our work together, in partnership, is what makes the future truly limitless.

There are a variety of ways to engage with our U Prep school community should you want to become more involved in bringing the mission to life for your child and all children.

FAMILIES FOR ACHIEVEMENT COUNCIL (FAC)

Family involvement is not only welcomed, but is absolutely necessary for the success of the school and our children. Families are encouraged to participate in Families for Achievement Council, which meets monthly throughout the year. The council may engage in the following efforts, as well additional work that it deems necessary for the success of the school.

- Connecting families to volunteer opportunities at the school
- Developing and implements special programs for families
- Sponsoring events for the school community
- Working with University Prep teachers and administrators to examine scholars’ academic and character progress and discuss initiatives to improve scholar outcomes

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

The School Accountability Committee, which meets on a quarterly basis, is made up of a collection of school-based leadership, teachers, members of the Board of Trustees and parents (at least 3). This group has an opportunity to consistently examine the performance of the school against its mission and vision, to review recommendations for changes in program and to make recommendations based on areas of need.

The SAC:

- Works with University Prep teachers and administrators to examine scholars' academic and character progress and discuss initiatives to improve scholar outcomes
- Makes recommendations to the Principal on the school priorities for spending school moneys, including federal funds, where applicable
- Makes recommendations to the Principal of the school concerning preparation of a school Performance or Improvement plan, if either type of plan is required
- Discusses whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is applicable, and other progress pertinent to the school's accreditation contract (and most importantly, the school's mission and vision).
- Publicizes opportunities to be a part of and to serve on the SAC

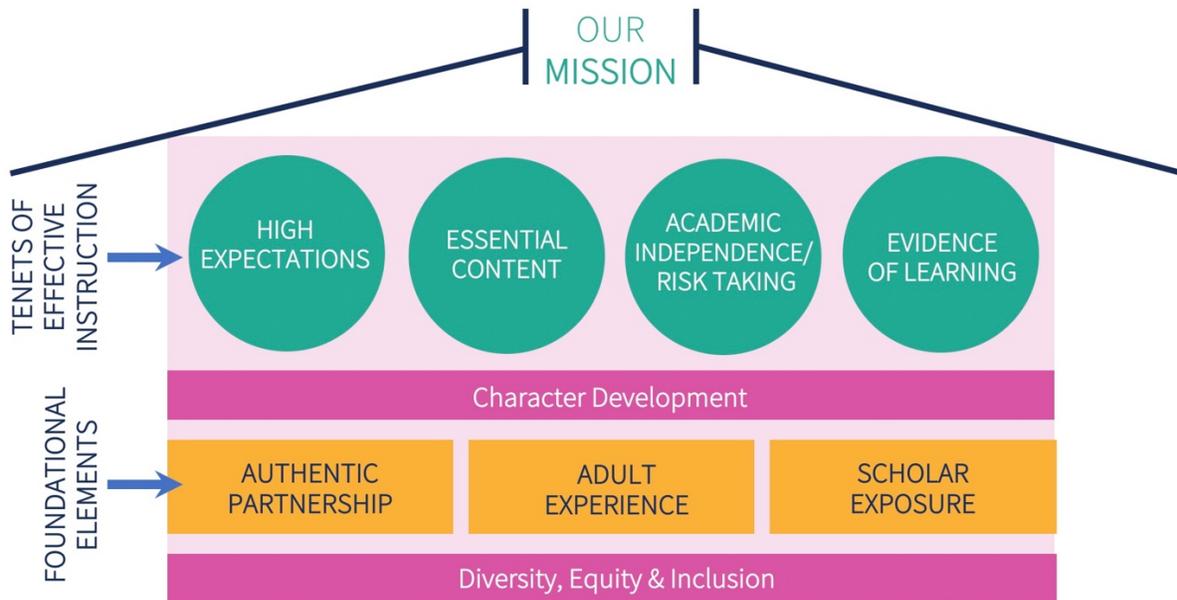
UNIVERSITY NIGHTS & CELEBRATIONS

University Nights are held regularly throughout the year and provide opportunities for families, educators, and at times, outside experts, to come together and learn with one another. Covering such topics as the benefits of reading with your child, building conceptual understanding in mathematics, and understanding and working with children's emotions, these events build our collective knowledge of key topics that benefit the full school community.

Celebrations, whether to honor the cultural heritage of our family's backgrounds, an end of year ceremony to share love for our scholars' hard work and achievements, or our weekly Community Circles that uplift the school community, are always open to families with a deep encouragement to attend and engage whenever you're able to do so.

OUR SHARED VISION OF EXCELLENCE

To bring our mission to life we developed a "Vision of Excellence" (VoE) alongside of our families, community partners, and educators. Our VoE establishes four "Tenets of Effective Instruction" (*what has to be true in our classrooms*) and three foundational elements that are essential for our classrooms to be healthy and thriving with all children engaging in meaningful learning and achieving academically. The visual below illustrates our VoE and is followed by descriptors for each component.



4 Tenets of Effective Instruction:

- **High Expectations:** The culture of our classrooms is safe, warm, joyful and challenging, setting the table for all children to engage meaningfully in their learning. Teachers and scholars, together, through their words and actions, demonstrate an unwavering belief that all can and will succeed. Instructional time is maximized, scholars are focused, and there is a palpable team mentality that uplifts all learners.
- **Essential Content:** Scholars are given consistent access to grade appropriate content. Through our academic program, scholars are exposed to a variety of thoughts, ideas and experiences that represent a diverse range of perspectives, viewpoints, and cultures.
- **Academic Independence/Risk Taking:** Conditions are created to allow scholars to “fail forward.” Scholars productively struggle with challenging texts and tasks, and persist in the face of difficulty. Failure and struggle are seen as a necessary part of the learning process, and scholars lean into both while demonstrating meaningful ownership over their learning.
- **Evidence of Learning:** We maintain a consistent micro and macro pulse on scholar understanding, and respond intentionally, ensuring all scholars gain the understanding required to achieve mastery without taking any learning away from them.

3 Foundational Elements:

- **Authentic Partnerships:** True partnerships exist between home, school and the community at large. Families are valued as full, contributing partners in their child’s education and are positioned as the expert of their child and our community.
- **Adult Experience:** U Prep fosters a healthy and thriving adult culture while delivering equitable, high quality support and development that sets our staff up for long term engagement and success.
- **Scholar Exposure:** Scholars get consistent access to experiences and content that expands their world view, and furthers their understanding of future opportunities and possibilities for themselves and their communities.

BEYOND ACADEMICS – CHARACTER COUNTS

A focus on growing good students and good people is at the heart of our mission. U Prep knows that to succeed in life, scholars must have a strong and confident character. Our schools go beyond a foundation of academic skills and knowledge with the development of our PREP values – Pride, Responsibility, Enthusiasm and Perseverance. Character development resides within our VoE (*see central pink line underneath our tenets*), sitting as a foundation for classroom instruction. The values we work to build in our children, alongside of our families, are as follows:

Pride

“We take pride in everything we do.”

- We do our best work
- We speak in a loud and proud voice – what we have to say matters
- We carry pride in who we are, and in our family, our community and our school

Responsibility

“We own our words and actions.”

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

Enthusiasm

“We celebrate ourselves and each other.”

- We are eager to participate
- We cheer on ourselves and our teammates
- We are excited by challenges and take risks

Perseverance

“We believe the struggle makes us stronger.”

- We take feedback and work to improve (*good, better, best*)
- We keep trying even when things are hard
- We carry a “yes we can” attitude despite the challenges in front of us

OUR ACDEMIC PROGRAM (BRIEF OVERVIEW)

Curriculum:

Aligned to our VoE, U Prep leverages a standards-aligned, cohesive, knowledge building curriculum for all core content areas. Below is a list of the curriculum we use (**Links to each curricula’s website are available for quick reference*):

- **Core Knowledge Language Arts – Skills Strand** (Foundational Reading Skills)
 - <https://www.coreknowledge.org/curriculum/language-arts/>
- **Wit & Wisdom** (English Language Arts)
 - <https://greatminds.org/english>
 - **Social studies is imbedded within the program*
- **Eureka** (Math)
 - <https://greatminds.org/math>
- **Amplify** (Science)
 - <https://amplify.com/program-filters/?subject=Science&grade=All&sort=subject>

The curricula were selected based on significant research that demonstrates “what” we put in front of kids is one of the most important factors in driving high quality learning. These curricula set our scholars up for success because they are challenging, and ensure children build meaningful knowledge over time. They

provide opportunities for scholars to engage with a wide range of texts, ideas and tasks, ensuring they develop automaticity and fluency with baseline skills along with application, problem solving and conceptual understanding (critical thinking).

Assessments:

We use assessments (tests) to see what children know and what they don't know *yet*. With all of our scholars, we refer to assessments as a chance to “show what you know,” establishing the idea that we should be proud of what we've learned and not nervous or fearful of what we haven't learned *yet*. Our educators use assessments not to make judgements, but to evaluate what skills and concepts are being internalized by children and where more time and effort is needed to address unfinished learning. The data collected from these assessments provides us with a chance to support individual scholars, small groups and whole classes. Further, the data provides an opportunity to share openly and honestly with our families so everyone who is supporting our children (school and home) is on the same page with where a child currently is and where we're all working to move them to (grade level proficiency and beyond).

Below is a set of key assessments that we use to support our educational program.

- **Curriculum-based Assessments (K – 5)** – Aligned to the curriculum (above), these assessments are given throughout the school year, typically in the middle and end of a unit of study.
- **DIBELS (K – 5)** – Given quarterly, these assessments are focused specifically on reading. Each test is given 1:1 and provides a chance to see how children are progressing in their foundational reading skills.
- **Achievement Network (2nd – 5th)** – These assessments are given quarterly in Math and English Language Arts (ELA) and provide us with a snapshot of how children are progressing towards end-of-year expectations.
- **Colorado Measure of Academic Standards – CMAS (3rd – 5th)** – This assessment is given to all children in grades 3 through 5 across the state and is administered in the spring each year to determine how children have done at mastering grade level standards. In 4th and 5th grade, because children have already taken the tests the year before, we gain access to growth scores, which show us how far kids are progressing against their peer group across Colorado.
- **ACCESS (K – 5)** – For all English Language Learners, U Prep, like all schools, is required to administer this assessment once a year (completed in January). The test provides information on how children are doing in their acquisition of the English Language (Listening, Speaking, Reading & Writing).

Enrichment:

Beyond our core academic program, U Prep offers all of our children enrichment programming. While these programs vary by campus, each child has access to enrichment learning in two content areas each week. These programs include Spanish, Music, Physical Education and Performing Arts. We know that a well-rounded education goes beyond core academics and we're grateful for the opportunities that our enrichment teachers provide each day for our scholars.

KEY POLICIES

COMMUNICATION

In order to be effective and authentic partners, we have to communicate frequently, directly and honestly, and we have to share successes, challenges and everything in between. We believe all communication is two-directional – you to us and us to you, and that the most important element is listening – listening to understand. We have a few key approaches to our communication that we believe help support both sides of our school/home partnership.

- **Be Pro-Active:** If we have something to share, let's share it. Never hesitate to pick up the phone and call us or send a text message or email. If you have something that's on your mind, if you have a question, if you have a concern or simply want to share what's going on in your world, reach out. We will be sure to do the same.
- **24-Hour Policy:** We will always do our best to get back to you within 24 hours when you reach out. We expect the same from you whenever possible as we know that timely communication, in both directions, helps build trust and shows care/concern for one another.

Outside of these guiding approaches to communication, we have a whole series of ways in which we'll be sure to stay meaningfully connected about your child's experience and education as we move through their years of elementary school together.

- **Home Visits:** For every new to U Prep family we will engage in a home visit. We believe this is a key starting point to building our relationship and recognizes that this partnership is truly two-directional (we come to you and you come to us). Home visits may also occur during the school year.
- **Daily Updates:** In your Life's Work folder you'll receive daily information about your child's experience at school. The folder will also contain flyers with key information for your review.
- **Monthly phone calls:** At minimum, one of your children's teachers will speak with you for an extended window each month.
- **Quarterly Family/Teacher Conferences:** After each quarter of learning we'll have a chance to really dig in with one another, share how things are going, understand your scholars' current performance compared with grade-level expectations, and game plan how we're going to move forward together to continue seeing the success your child is experiencing and address any additional needs they may have.
 - **Across our school we expect to meet the 100% mark for all conferences, and do everything we can to work with your schedule to make that happen.*

Separate from these more personalized communication approaches, we provide the following approaches to sharing key news and information from the school.

- **Text Blasts:** There are times we will directly text you with a note from the school (could be regarding a school closure due to weather, a reminder to complete a survey, or a nudge to attend an upcoming event).
- **U Prep App:** The app provides a centralized location for key information to live and occasionally we use push notifications to alert you of that key information.
- **Website:** Each campus has their own page on our website where you can find informational updates and we also have a page specifically focused on announcements and important information
 - <https://uprepschool.org/sections/announcements/>
- **Social Media:** U Prep has an Instagram account and a Facebook page where you can find information and continue to monitor all of the amazing things happening with your children and our organization.
 - **Facebook:** <https://www.facebook.com/UniversityPrep>
 - **Instagram:** @uprepschools

HEALTH AND EMERGENCY INFORMATION

MEDICATION:

If your scholar requires medication during school hours, we will assist by administering medication. Both of our campuses have nursing staff (a minimum of two days/week) and front office staff who are trained on medication administration. However, medication will not be given without the completion of the "Student Medication Release Agreement" form, which must be completed by a healthcare provider and signed by the parent/guardian. Families can get a copy of this form from the Main Office (and during Registration). 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 "Student Medication Release Agreement" form by an adult to the main office.

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

ACCIDENT OR MEDICAL EMERGENCY

If a medical emergency occurs with 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 reached out to. If the situation warrants, the school will call Emergency Medical Services (911).

EMERGENCY CONTACT 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, email or address changes during the school year, please notify the school immediately (along with changes for other emergency contacts).

ATTENDANCE & TIMELINESS:

Attendance is the first step to ensuring academic achievement. In order for our scholars to reach their personal best, which we all work together to achieve (school and home), it's critical that children are present and on time each day. Our arrival window is open from 7:15 – 7:40 AM each morning and we start our days with breakfast and advisory in the classroom, which provides a chance for scholars to launch their school day together, as a family, and get situated for the learning ahead. Before 8:00 AM, children are in the midst of our core academic programming, hence the impact that can be felt should a scholar be late to school.

We certainly understand that circumstances arise that prevent a scholar from being at school and work with families to make sure communication is strong and that any missed learning is made up. We assume the best of all of our families and recognize you are the expert of your child, deciding when they need to be home because they aren't feeling well and when they need to miss school for a family priority.

We track and monitor attendance (and timeliness) closely to ensure we're doing everything we can to support you and your child. Our academic program is an ambitious one that builds daily, and with that in mind, we do everything possible, working alongside of you, to keep all children moving forward together as they "climb the mountain to college." Below you'll find a set of steps we take on our end should attendance or timeliness be affecting that climb.

EARLY PICKUPS

We recognize that scheduling appointments for your child can be challenging and doing so outside of school hours can be nearly impossible given our day runs from 7:15 AM – 3:00 PM, Monday through Friday. We ask that you do your best to minimize the amount of instructional time missed by your child, and if they have an appointment in the morning or early afternoon, when possible, you bring them back to school to ensure the volume of learning missed is limited. Further, using our "Academic Calendar" for the year, we recommend looking at windows of time where school might not be in session when it comes to appointments that you're able to schedule in advance.

In cases where your child does need to miss a portion of the day, please communicate directly with your teachers so you can receive any of the missed work and your scholar still has access to their learning.

In situations where a circumstance arises and you have to unexpectedly pick your child up, please contact the front office whenever possible so they may be helpful in expediting and supporting your pick-up experience without disrupting the classroom environment.

HOMEWORK ("Life's Work")

We all work together to achieve the mission of our schools – a four-year college degree in every child's future and a life of opportunity. With this in mind, U Prep assigns homework, which we call "life's work" both over the summer and each night during the school year. Why do we do this?

- 1) We believe our children will grow up to have careers where work often continues outside of the "work day" (consider the founders of non-profit organizations in our community, the CEO's of Fortune 500 companies, surgeons who are on call, architects hustling to finish their designs before a deadline). Our children will be in these roles, and these are careers that don't always follow a specific start/end time. They require strong self-discipline and tremendous time management. We believe these habits are built over time and should be started while children are young. Thus, we

call homework “Life’s Work” because homework isn’t just something you experience in school, you experience it as an adult too throughout life.

- 2) In terms of our Summer Life’s work expectations, there are two primary reason for our approach.
 - a. University Prep recognizes that learning loss can occur over the summer as students spend significant time away from school. Continuing to read and engage in school work is a way to offset that potential learning loss as children further prepare for a strong start in the year ahead.
 - b. We expect our children to be on a path to Advanced Placement (AP) coursework in High School. Many AP courses require summer reading and task completion. These are also courses, that when passed, result in college credits and the ability to skip over certain freshmen year course requirements. This means that for those who are successful with AP coursework, which is one of the strongest predictors of collegiate success, that our future scholars will pay less for their undergraduate degrees. The idea of Summer Life’s Work is fundamentally about setting the stage for what’s coming in the future – summer AP coursework.

Beyond habit formation, which we believe is pivotal in the elementary grades, Life’s Work is a chance to practice and apply knowledge and skills being learned in the classroom to further enhance learning.

Below are key expectations and procedures aligned with Life’s Work.

- **Summer Life’s Work:** We will provide you with a binder before the close of the school year that your child should engage with throughout the summer. The tasks found in Summer Life’s Work provide a chance to solidify key skills/knowledge from the previous grade level and continue the critically important habit of reading. Reading logs should be completed daily.
 - *Summer Life’s Work is reviewed by teachers at the start of the new school year and also referenced during home visits that take place for new families over the summer as a check-in to see how things are progressing (and to provide any needed supports).*
- **Daily Life’s Work:** Every U Prep scholar has their own Life’s Work folder. In that folder, in relation to homework, is a daily reading log along with materials for core content areas (i.e. Math and English Language Arts). The expectation is that every child engages in reading for a minimum of 30 minutes every evening and completes all assigned homework. During morning check-ins with teachers, which every child receives each morning, the teacher will review the scholar’s life’s work folder for completion and ask them questions about what they read and their experience with completing their assignments.

COLLEGE VISITS

Every year each grade level visits one college or university. Before continuing from 5th grade, scholars who start at U Prep in Kindergarten will have experienced 6 different colleges or universities. We believe this early exposure is critical to our children all knowing that a post-secondary option is part of their academic future. We encourage one family member (could be a parent/guardian, uncle, aunt, grandparent, cousin, etc.) to attend each college visit so that our scholars are reminded that their families and educators equally believe in their future college degree attainment. In circumstances where a family member may not be able to attend, we will provide additional supports and engagement with your child on that particular trip. To best position strong family participation, we work to communicate dates/times of college visits as early as possible.

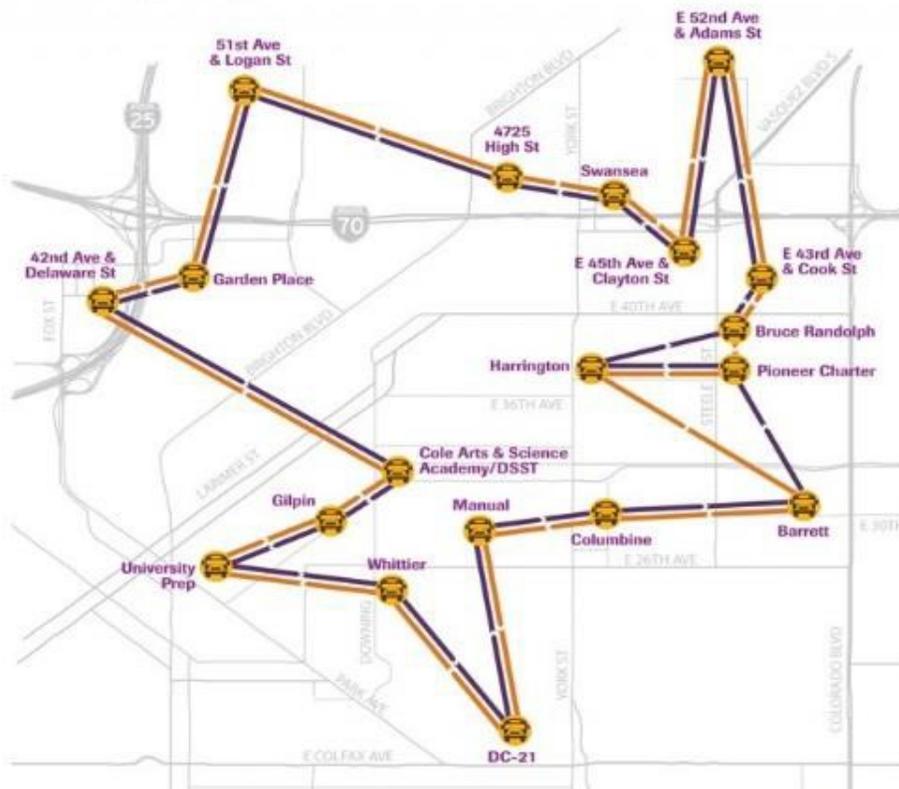
TRANSPORTATION (INCLUDING ARRIVAL & DISMISSAL):

The school day at U Prep starts promptly at 7:40 AM with an arrival window from 7:15 – 7:40 AM and concludes at 3:00 PM. Whatever method of transportation you choose, we strongly encourage you to arrive on the early side of our arrival window so your child has plenty of time to eat breakfast, engage with their classmates, and settle into their day.

For those in need of bussing services, U Prep works with Denver Public Schools (DPS) to provide that service. Both of University Prep’s campuses are a part of the “Success Express” across Near Northeast Denver. The map below illustrates this shuttle service, which in essence treats each school across our community as a pick-up and drop off point. So long as you can get your child to one of those locations, you have complete and free access to the bussing service. A detailed schedule of pick-up and drop off times from each location is available to you from our front office staff. In addition to the Success Express shuttle, U Prep also pays for an additional bus that travels into the North Park Hill neighborhood. To learn about details on the times for that bus service you may also work with your school’s front office staff.

U Prep adheres to the district’s bus riding expectations as well as any consequences associated with choices that may make for an unsafe bus riding experience for children.

NNE Success Express Map



CAR LINES – Drop-off & Pickup:

For families who choose to drive their children to school and pick them up, we have car lines established at each of our campuses.

In the morning, these car lines have a “valet service” meaning that we greet each individual family, get the door for the child, and welcome to their school day (this system runs from 7:15 – 7:40 AM). For the safety

of all children and staff and as a demonstration of respect for one another in our school community, we ask that families remain in their vehicles and drive up to the “valet station” where our staff can engage in this morning routine. We are excited to see you each morning and say hello and appreciate the opportunity for that short, but meaningful exchange.

At the close of the day, dismissal begins at 3:00 PM, and we once again provide a “valet service.” Every child is walked to their car to ensure their safety, and there is a chance to once again engage in a brief exchange between staff and families. Once again, we appreciate your patience in moving up in the car line and waiting patiently for your child to join you. By engaging in this intentional hand-off process the way we do, ensuring the child safely enters the vehicle, we avoid any potential accidents.

Safety during arrival and dismissal is our first priority followed by warmth and efficiency (we want to have those exchanges with you and we want to move swiftly recognizing families have schedules to keep and places to be).

CHANGES TO PICK-UP – Same Day:

During the registration process, you will have a chance to share your preferences for dismissal. At that time, we’ll know if you plan to pick up your child or have them ride the bus. Included in that process will be a list of individuals who you’ve authorized to pick up your child in the event you’re not available to do so. We understand that schedules can change and unexpected needs can arise. On days where a change occurs we ask you to contact the office as early as possible to let us know. Each afternoon we produce dismissal rosters for our staff that show which scholars are going to be on which buses, and so the sooner we know of a change the more manageable it is for us to make those adjustments. The same is true when you need someone to pick up your child who is not currently in our system from when you registered. Again, please do your best to communicate with us so we’re all on the same page and we’re positioned to make sure your child is with the adults they should be with or on the bus that they need.

SCHOOL VISITORS:

Visitors, especially parents/guardians/families, are a vital part of the University Prep community. We welcome them as partners in the education of our scholars. At any time, you are more than welcome to come to school and sit in on a class, observe your child in action, and engage alongside of them in their learning experience. When you do so, please be sure to come through our main entrance and check in at the front office. We log all visitors to the building, helping ensure the safety and security within our facilities, and will help direct you to where you’re going.

If you need to meet with a teacher or school leader, we ask that you reach out in advance, when possible, to ensure their availability and help us maintain a consistent school day for all children. We are happy to meet and even in challenging circumstances, want to sit down with you and engage directly. We appreciate your patience and understanding when it comes to staff availability in the moment.

UNIFORMS:

University Prep operates with a school uniform for two primary reasons.

- 1) Uniforms unite a community/team.** While each of our children have their own, unique identity, which we honor, celebrate and love, being a part of U Prep means being a part of our community and team. Putting on the uniform each day is a commitment to upholding the values of our greater school community, doing your best to support the learning and growth of yourself and others, and remembering that we are all in this together.

- 2) Uniforms reduce distractions and clothing competition.** We come to school to learn and “grow our brains,” build meaningful relationships with peers and adults, and develop our strength of character. Wherever possible, U Prep works to remove distractions that are not helpful in moving our mission forward. Wearing uniforms helps eliminate distractions or concerns around who is wearing what and keeping up with the latest fashion trends.

The table below illustrates all elements of uniform expectations and what scholars can wear that ensures they are meeting those expectations. Should you need any support in meeting these expectations, we ask that you don’t hesitate to reach out – we are always here to help and will do everything in our power to support you. Further, should you need any clarification, feel free to call our front office at your child’s campus (**Arapahoe St.** – 303-292-0463. **Steele St.** – 303-329-8412).

What scholars are expected to wear:	Where you may purchase these items:
<p>Shirts: Scholars wear a U Prep polo shirt daily. The shirts are light blue and short-sleeved and have our graduation cap / logo on the chest.</p> <p>*Children may wear under-shirts (short or long-sleeved) under their polos. These shirts should be plain, neutral colors (black, navy, grey, white) and not include any noticeable patterns</p>	<p>U Prep polos may only be purchased directly at U Prep. You may purchase uniform shirts during registration or at any other times from the front office.</p> <p>Undershirts may be purchased from any store that is convenient for you (<i>i.e. Amazon, Walmart, Target, etc.</i>).</p>
<p>Sweaters: Scholars may wear a U Prep cardigan sweater over their polo. The sweaters are navy and have our graduation cap / logo on the chest</p>	<p>U Prep cardigans may only be purchased directly at U Prep. You may purchase uniform shirts during registration or at any other times from the front office.</p>
<p>Pants/Shorts/Skorts: Plain, light khaki dress pants or light khaki dress shorts/skorts should be worn with the uniform top. Pants, shorts and skorts may not have any kind of embellishments, designs, or patterns. No jeans, cargo pants or elastic at waste or ankles are permitted.</p> <p>*A child who is wearing a skort may choose to wear leggings underneath. Those leggings should be a plain, neutral color (black, navy, grey, white) and not include any noticeable patterns.</p>	<p>You are welcome to purchase these items from any store that is convenient for you (<i>i.e. Amazon, Walmart, Target, etc.</i>).</p>
<p>Jumpers: Scholars may wear a U Prep jumper. The jumpers are navy and have our graduation cap / logo on the chest. Jumpers may be worn with a light blue, peter pan blouse underneath or scholars are welcomed to wear their U Prep polo underneath.</p> <p>Tights or leggings must be worn with a jumper and those tights/leggings should be a plain, neutral color (black, navy, grey, white) and not include any noticeable patterns.</p> <p><i>*Jumpers other than U Prep jumpers are not a part of the uniform options.</i></p>	<p>U Prep jumpers may only be purchased directly at U Prep. You may purchase uniform jumpers during registration or at any other times from the front office.</p>

<p>Shoes: Children may wear any shoes of their choice, but those shoes should be non-distracting (i.e. not light-up or roller shoes). Please note that shoes are expected to be closed-toed (i.e. no sandals) to ensure scholars may participate fully in PE, recess, performing arts, and other elements of the school day.</p>	<p>You are welcome to purchase these items from any store that is convenient for you.</p>
<p>Accessories: Scholars may wear uniform accessories such as hair beads, clips, and band, etc. and jewelry so long as it is not a distraction to themselves or the learning environment. As an example, if a scholar's acrylic nails are preventing them from typing properly, or a child's watch has games on it that are distracting from learning, then staff will work to resolve the challenge and communicate directly with the family.</p>	

Accidents: All scholars are required to have an extra full set of uniforms (undergarments included) at the school in case there is an accident or a spill (could be a situation at recess, during lunch or a bathroom accident). These should come to school with your scholar on the first day of school, and if ever used, scholars should come back to school with a replenished set of extras.

What happens if a scholar is not meeting uniform expectations? All scholars are expected to come to school in their uniform each day unless there is a unique exception, which we'll communicate to you (i.e. school spirit day, pajama day, etc.). In the event that your child is not in uniform, we will do two things.

- 1) **Meet the expectation.** We will work to resolve the issue by providing your scholar with what they need to meet the expectation (i.e. if a scholar isn't wearing a U Prep polo, we'll provide them with one, or if a scholar is wearing jeans instead of khaki pants, we'll give them a pair of pants to borrow).
- 2) **Contact the family.** We will let you know what element of the uniform expectation wasn't being met and work with you to ensure success with that expectation in the future. The goal is to ensure you know what the expectations are and that we support you, if needed, in meeting them.

Expectations in classrooms. Within our classrooms scholars should remain in full uniform throughout the day, meeting the expectations detailed above. If a child is cold, they may wear a long-sleeve undershirt or a U Prep cardigan, both of which help address the issue while staying in uniform. On occasions where a classroom is at an uncomfortable temperature, which can happen from time to time given the age of our buildings, the teacher may approve outerwear to be worn in the classroom. However, in these moments, hoods and hats are not permitted. A significant component of U Prep's instructional approach includes discussion between students. This requires everyone to be fully visible to one another so all scholars are positioned to share, listen and learn from the classroom community.

SCHOOL CALENDAR & CLOSINGS:

Please see the University Prep School Calendar for the scheduled school days for the 2020-2021 school year. **Please note that while we do align major holidays/breaks with the DPS schedule, not every element of our calendar directly follows Denver Public Schools' annual calendar.**

University Prep will only close the school in cases of extreme weather conditions and in alignment with the decisions of DPS. We recognize that many of our families have children at U Prep and at other schools, thus making it incredibly challenging should U Prep make different decisions than the larger school district. Please listen to the local radio and television stations, check online or review our website for potential closures.

As an additional note, if DPS announces a delayed opening, U Prep will also follow that delayed start.

At the discretion of the Board of Trustees and Senior Leadership, 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.

STUDENT PROMOTION TO THE NEXT GRADE:

We believe in every child and know that every scholar who walks through our doors is beautiful, brilliant, and capable of achieving excellence. The mindset of our entire staff is one that holds the core idea that all children can learn at the highest levels. Our academic program combined with the targeted supports we offer and the relationship we establish between school and home all work in concert to ensure children are truly on track to achieve grade level mastery. Having said that, there are times in which a child is simply not progressing in a way that is setting them up for success in the next grade level. In situations where that is the case, the school will communicate honestly and frequently with families, always sharing information from a place of love and support while never wavering on the level of achievement we believe is possible. Further, in those instances, the school works to provide targeted interventions that align directly with the child's needs.

Should there be a time when U Prep staff recommend retention (a child experiencing the same grade again), that recommendation will only come after frequent intervention efforts and robust communication. There are truly occurrences when a child simply needs more time to develop the skills and knowledge they need to proceed forward, and in those moments, we work hand in hand with families and a comprehensive set of data/information to decide what should happen. Parents ultimately have the final decision-making rights when it comes to their child's education, which we fully respect.

There are two unique circumstances that are always part of retention considerations. Scholars who have Individualized Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals of the IEP. University Prep always considers the needs of a child who is on an IEP and works to isolate what may be preventing grade level mastery tied to a learning need (academic, behavioral or both) and what might be unrelated to the IEP. In addition, University Prep always examines the needs of our English Language Learners (ELLs) and intentionally examines how English Language Acquisition might play a role in their current academic performance (this impacts our collective decision-making tied to promotion and retention).

AFTER SCHOOL PROGRAMMING:

Both of our U Prep campus offer fee-based internal after care from 3:00 – 6:00 PM Monday through Friday. We recognize the needs of many of our families to utilize after school programming to support them in managing their schedules and are thankful for partner organizations who work with us to provide these options. Details related to after school programs at each campus are available from our front office staff, and signing up for after school support is part of our registration process over the summer. Please know that space is limited in these programs and so if this is a service your family needs, we encourage you to engage in registration early on when that process opens up.

SUPPORTING A HEALTHY STUDENT CLUTURE:

University Prep believes all classrooms should be warm, joyful and focused environments where all children are meaningfully engaged in learning. We believe the best way to bring this belief to life is to lead high quality instruction with content that's worth digging into, and in which student work and student voices sit at the center. This requires our teachers to be fully prepared each and every day along with a

significant amount of energy and effort during each and every lesson. It also requires our teachers to invest deeply in building relationships with every one of our scholars. Enhanced by our PREP values (described above), which set a universal framework for how we demonstrate our character within and outside of classroom instruction, these efforts set the stage for a healthy and thriving student culture.

In addition to consistent, high quality instruction that provides children with so much to “say yes to,” healthy relationships between adults and children, and a shared set of PREP values, we couple those efforts with Positive Behavioral Interventions & Supports (PBIS). The premise of our tier 1 efforts found within our PBIS are as follow:

- Effectively teach appropriate behavior to all children.
- Intervene early before unwanted behaviors escalate.
- Use research-based, scientifically validated interventions whenever possible.
- Monitor student progress.

At its core PBIS is really about providing clarity and consistency to all children, which they need and deserve, and then intervening pro-actively whenever possible to prevent behaviors that may interfere with a scholar’s learning or the learning of their peers.

As an added layer to our high-quality instruction, healthy relationships, shared U Prep values, and PBIS efforts, U Prep leverages restorative practices to address moments when classroom and school-based expectations have been broken that lead to harm being caused. As articulated by the DPS Mental Health and Assessment Services, “Restorative Approaches (RA) are a philosophical approach which holds that wrong-doing is best addressed through identifying the harm done through one’s actions and creating steps to repair the harm. Rather than punishment of wrong-doers, RA focuses on creating an opportunity for the wrong-doer to make things right with those harmed and the community as a whole.”¹ While we do believe in logical consequences tied to the actions and words of our scholars, we simultaneously believe that a restorative approach is fundamental to changing behaviors and repairing harm for all parties involved. As such, when harm is done, University Prep staff, led by our teachers, the Dean of Scholars or a member of the campus-based leadership team, engage in a process in which we work with scholars to understand what the impact was of actions/words, how we can repair that impact and restore the relationship, and what future actions/words need to look like and sound like to prevent a repetition of the harm.

ADDITIONAL DISCIPLINARY MEASURES:

University Prep aligns its own discipline systems to the DPS discipline ladder and matrix. These documents can be found on the DPS website (<https://www.dpsk12.org>) and are used rarely in moments where an infraction needs to be addressed with measures that go beyond what is described above within our “healthy student culture” section.

In-school suspensions may be administered along with out-of-school suspensions, but both are used as infrequently as possible and out of school suspensions, in recognition of new DPS policy, should not be used for ECE through 3rd grade except in extreme cases.

ACCESS TO STUDENT-FOCUSED and FAMILY-FOCUSED MENTAL HEALTH SERVICES:

Recognizing that children and families may need mental health supports beyond what is offered by our DPS service providers (i.e. school psychologists), U Prep partners with the Mental Health Center of Denver (MHCD) Dahlia Campus. A full-time therapist is assigned to our U Prep network (both schools) and children/families can work with our therapist year-round (including the summer months). To access these

¹ <http://denver.co.schoolwebpages.com/education/dept/dept.php?sectionid=164&>

services for your family or to inquire about services for your child, please feel free to speak with your teacher directly or reach out to the front office. The link below will provide you with further information about MHCD. Please note that there are also remote supports available should that approach be more accessible to your family.

- Mental Health Center of Denver: <https://mhcd.org/get-to-know-us/>

FOOD SERVICES

U Prep partners with Denver Public Schools' Food Services to provide breakfast, snack and lunch daily. Both breakfast and a healthy snack (generally fruits and vegetables) are distributed universally to all scholars. During the registration process, all families need to complete a form that enables the school to participate in the Free and Reduced Lunch Meal Program. This form qualifies family, depending on their income levels, to receive free or reduced lunch for their scholars. The Food Services staff at the school works directly with families. Should you choose to eat school lunch and there be any associated costs for your family they will communicate with you directly

All families, should they choose, are welcomed to send their child to school with lunch from home. Please know that scholars do not have access to a refrigerator or microwave. Lunches should be in a single container or bag and labeled.

NUT ALLERGY POLICY

University Prep is a "nut-free zone." Please DO NOT include any nut-based products in any food item brought into the school. This includes peanut and almond butter. We appreciate this can add a challenge, but are grateful for everyone's effort to ensure the safety and well-being of our full student body.

BIRTHDAY CELEBRATIONS

If you would like to celebrate your scholar's birthday in the classroom we appreciate you organizing that effort with your child's teacher and the front office. We would be happy to host you recognizing how special birthdays are for children. As part of a celebration, If you would like to bring treats for your scholar's class please bring store-bought and sealed items (and enough for each child). No homemade birthday treats or snacks containing nut ingredients will be served to students. We also appreciate avoiding cakes that require cutting to make for a simpler distribution process to all children. Thank you in advance for helping us to celebrate our scholars in inclusive ways that ensure everyone in the class is involved.

Birthdays are also recognized during our weekly Community Circles. If your child has a birthday on the week leading up to our Friday Circle ritual, they will be recognized at that week's Circle where everyone sings happy birthday together. We'd love to have you join us for that moment.

CELL PHONES

We recognize that cell phones are a part of all of our lives and that many scholars have their own cell phones. We understand children may need to communicate with their parents or guardians after school and respect their need to have cell phones with them. We ask that scholars keep their phones put away throughout the school day so we can be fully present with one another and focused on learning. U Prep does use a variety of technology during the school day including iPads and Chromebooks, but asks that phones stay out of the classroom.

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, we ask the parent to complete a Request for Records form and submit it to the Main Office. The school will provide records as swiftly as possible.

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 main office.
- 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.

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: books, pencils, glue, scissors, crayons, paper, and a book bag that is big enough to fit full sized folders and books. We believe strongly that the school should supply all needed materials in the building for your child's academic success, and as such, we provide those materials at no cost. If you need any supports with acquiring materials to support your child at home (including access to a library of books), please reach out and we will be happy to help.

LOST AND FOUND

The school will keep a lost and found for misplaced items. Parents/guardians/families may come in any day to search the lost and found for missing items. At the end of every quarter, items left in the lost and found may be donated to a local charity.

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 and engages in continuous oversight. The Board consists of the following members:

Cuneyt Akay

Board Member – Treasurer, Finance Committee Chair
Partner - GreenbergTraurig

Renaë Bellew

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

Recardo Brooks

Board Member (U Prep Alumni Parent) – *Governance Committee*
Sales Manager – Cadillac

Brenna Copeland

Board Member – Academic Achievement Committee Chair
Program Officer, K – 12 Education – Michael & Susan Dell Foundation

Emily Eikelberner

Board Member – Vice Chair, Fund Development Committee Chair
Director – Tuchman Family Foundation

Tracey Lovett

Board Member – Fund Development & Finance Committees
Vice President, Scholar Relations – Daniels Fund

Nicholas Martinez

Board Member – Secretary, Governance Committee Chair
Co-Founder & Executive Director - Transform Education Now (TEN)

Juan Peña

Board Member – Governance Committee
Co-Founder & Executive Director – Cross Purpose

Kimberlee Sia

Board Member – Chair, Finance Committee
President & CEO – CO I Have a Dream Foundation

Bev Sloan

Board Member – Fund Development Committee
Retired nonprofit executive

The Board engages in 10 meetings per year from July through May with November & December sharing a meeting the first week of December. Board meetings are held at Arapahoe or Steele campuses at 7:00 A.M. on the last Monday of each month.