



embark
education

2019-2020 HANDBOOK

Please never hesitate to reach out to us with any questions, concerns or curiosities. We want to be partners with families and students!

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This Handbook outlines expectations, policies, and procedures for students and parents at Embark Education. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with this information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

Embark Education reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Embark reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any modifications or amendments are made to this Handbook, a copy of those changes will be distributed to students and parents.

Important Contact Information:

www.embarkeducation.org
303-323-4681

Embark Education Mailing Address:
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Denver, CO 80211

Miguel Gonzalez: Miguel@embarkeducation.org

School Hours:

8-9am - Flexible work time

9am-3pm - Academic day

3-4pm - Flexible work time

Embark Education Vision

Embark Education is an independent micro-school for 7th and 8th graders. Middle school is a crucial time in education when schools need to look, feel and behave differently.

Learning at Embark is embedded into two North Denver businesses, Pinwheel Coffee and Framework Cycles, which grounds students' academics in real-world situations. Our students benefit from a truly integrated curriculum in which math, english, science, and history are artfully woven together so that no content or skill is learned in isolation. We are a learner centered school in which students are able to capitalize on their strengths, while also receiving the guidance needed to meet their academic, social and emotional needs. By embedding our learning in real-world concerns, Embark students are never left asking; "Why am I learning this?"

The academics will be rigorous, but relevant to the work in these real world operations. For example, researching world history, geography and climate is a part of ordering and understanding where the beans for the coffee shop are sourced. Physics experiments are interlaced with repairing bike gears, etc.

The environment is centered to support social development, interpersonal growth and the questions adolescent students have around "who am I?" and "where do I fit into this world?" The days at Embark Education are rarely alike and don't follow a traditional schedule based on arbitrary blocks of time. Instead our students' schedules sync with the ebb and flow of the student's projects and research and are guided by our education team who are leveraging the constant and natural learning opportunities within our environments to integrate education in a relevant and meaningful way.

While much of the academic experiences are integrated into the operations of the coffee and bike shops, the learning at Embark Education transcends the walls of our buildings. When learning opportunities, curriculum and environment intersect in a meaningful way students will be set up to succeed in high school and beyond.

We know this is a big task, but is also why a new approach is key.

Non-Discrimination Policy

Embark Education does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, gender, sexual orientation, gender identity, military service, or other protected status.

Academic Overview and Expectations

Expectations for Continuation

Students are expected to successfully complete all classes by demonstrating progression and achieving growth in standards related to our core content and enterprise opportunities. Students must abide by all rules and policies and remain in good standing.

At Embark Education we have mixed grade levels and the curriculum is on a two year rotation meaning that during the students' two years at Embark they will work toward the Colorado State Standards in each core content but not necessarily in consecutive order.

Academic Warning, Probation, and Dismissal

Embark reserves the right to dismiss a student from enrollment at any time if, in the sole judgment of the School, that student's industry, progress, conduct, or influence, on or off campus is not in keeping with Embark Education's standards and objectives. Additionally, Embark reserves the right to dismiss a student from enrollment at any time if, in the sole judgment of the School, the parent(s) or guardian(s) fail to abide by the standards of conduct, policies, rules, and regulations of Embark Education currently in effect or hereafter promulgated, or with the conditions of enrollment (including, without limitation, the terms of Embark's enrollment contract and the policies described in this Student/Parent Handbook).

Student progress is assessed individually. Effort is made to keep parents informed if there is an academic performance issue. Assessment is holistic, taking into account academic performance, social functioning, and psychological well-being as well as the projected match between the next year's expectations and the student's needs and skill set. The School may choose to issue an academic or behavioral warning or place a student on academic or behavioral probation as part of the counseling process, but these steps are not required in advance of dismissing a student.

Standards Based Grades and Reports

Evaluations of the academic progress of students are made by the educators. Student assessment is based upon the teacher's judgment of student work on major and minor assignments and projects, as well as in-class participation, class work, and behavior. Teachers work to establish criteria that determine various levels of progression toward meeting learning standards. There is a subjective element to grading. Decisions on progress are at the ultimate discretion of the administration, and decisions are final.

Grading and Reports

Progress reports are prepared for all students at the end of each trimester. Trimester reports with accompanying narrative comments are in the spring. Teachers often share reports with students. In addition, the school schedules two parent conferences each year. Conversations about students and their progress are not limited to these times, and we encourage an open dialogue with all parents during the school year. Progress reports are accessible through the School's LMS. Parents/guardians receive instructions about how to log in to this password-protected system.

Grades: Failures

Earning a mark in any class that represents no growth or progress will lead to a student being placed on Academic Probation and potentially to discussions about whether Embark Education is the right school for the child.

Grades: Incompletes

An "Incomplete" grade is given when the student is unable, because of extenuating circumstances, to complete the required assignments prior to the end of a grading period. No Incomplete may be carried longer than three school weeks following the trimester in which the Incomplete was granted, without the school directors permission. The educator will determine the date of the deadline for completing work following Trimester I or II. No Incompletes are given at the end of the Trimester III unless by special permission of the school director. Failure to complete the assignments for which an Incomplete was granted results in failure for those assignments.

Homework:

Research has shown that there is little correlation between homework and student success and learning. At Embark we believe that learning extends beyond traditional academic work and support our students in engaging in sports, clubs and community activities that enrich their lives. That being said, students who do not complete their work during the school day at Embark will be expected to complete their work, and thus it may become homework. Educators will provide students time within the day to complete appropriate academic work.

When a student is absent from School, it is his or her responsibility to obtain work. The student should first check any course syllabus given to him/ her by the teacher and consult the teacher. Students may also email teachers to ask for assignments.

Plagiarism and Cheating:

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. Disciplinary action for plagiarism may include receiving a failing grade, being put on academic warning or academic probation, being suspended or dismissed from the School, or other consequences.

Arrival and Departure

Please remember that the safety of all students is of utmost importance. As you drop off your child, the use of cell phones or other electronic devices while driving is not permitted. Please be alert, patient, and courteous.

Drop-Off Procedure

Students may be dropped off and enter through Pinwheel Coffee or Framework Cycles. Students are encouraged to arrive with enough time to prepare for the school day, which officially begins at 9:00am, but not before 8:00 am, as there is no adult supervision, despite Pinwheel being open for operations. Students arriving between 8:00-9:00 should check-in and proceed with Flex Time activities.

Afternoon Departure

Students are expected to be picked up – by 4:00 p.m. at the latest. Students may be picked up at either Pinwheel or Frameworks. Please know that after 4:00 p.m. students will no longer be under the supervision of adults, despite both Pinwheel and Framework being open for operations. Our academic day ends at 3:00 p.m. and students will be free to leave Embark and the shops at that time- parental permission is not needed after 3:00 p.m.

Use of Ridesharing Services for Student Pick Up and Drop Off

Embark strongly discourages parents from hiring taxis or using other ridesharing services such as Uber and Lyft to pick up and drop off their students at Embark. Taxi and ridesharing drivers are not subject to the same background checks as Embark staff, and their professionalism and safety may not be monitored by the companies for which they work. Accordingly, parents who choose to hire or permit the use of taxis or ridesharing services to transport their students to or from Embark voluntarily assume all risks in connection with the use of such services, which risks include property damage, personal injury, mental anguish, emotional distress, illness, and even death. Moreover, parents who choose to hire or permit the use of taxis or ridesharing services to transport their students to or from Embark waive any claims, demands, causes of action or damages by them or their students against Embark, its owners, directors, officers, trustees, employees or agents that may arise from the use of taxis or other ridesharing services.

Inclement Weather

The weather in Colorado is unpredictable. Embark prioritizes the safety and well being of our students and families. Embark will follow the lead of Denver Public Schools regarding both delayed starts and school closures. DPS publishes their delays and closures through all major media outlets. Embark will also work to publish any delays or closures through our social media, website and major communication channels as soon as possible.

When a delay is called we will not have Flex Time and our academic day will begin 1 hour later at 10:00 a.m. If schools are closed than all school related activities will be canceled, regardless of if Pinwheel or Framework are open.

Attendance and Absences

Attendance at school on a daily basis is required. Frequent absences and tardiness seriously affect academic and social emotional progress. While students may need to miss an occasional day due to illness or other unavoidable reasons, we need your help to ensure consistent attendance. Should a student miss five days of school for any reason, the School Director or advisor will review the student's attendance record and may contact the parents. After ten days of missed school, the School Director or advisor will contact parents. After 15 days of absence, the School Director will meet with the student's parents to discuss a solution. In situations involving consistent absence (15 days or more in a school year or 10 in a trimester) the school reserves the right to deny class credit, grade- to-grade advancement, re-enrollment, or be subject to dismissal from Embark. Families are discouraged from taking students out of School prior to or after a School break. Absences for vacations will be considered unexcused. For absences related to family trips not taken during scheduled vacations or special student off-campus opportunities, the student is responsible for catching up on missed work.

Reporting an Absence

Parents or guardians, not students, regardless of age, must call the Embark Attendance line at 303-323-4681 ext. 5 by 9:30 a.m., or send a note to school with the student if they will be tardy or absent for any portion of the school day, including leaving School early.

Any absence, late arrival or early dismissal not excused by a parent note or call will be considered unexcused. It is the responsibility of the parents or guardians to contact the School regarding their student's absence, late arrival or early dismissal. Please make every effort to schedule all doctor and dental appointments outside of class time. If a student is marked absent, and the parent has not called by 9:30 a.m., the School may initiate a call home. If a delay causes your student to be later than 9:30 a.m., please contact us.

During inclement weather, students are not counted tardy, and there is no need on those days to notify the office about a delay.

Excused Absence

An absence is excused under the following circumstances: illness validated by a parent or guardian (for an extensive illness involving several days of absence, the School may require a note from a physician), medical appointments, personal business that can be accomplished only within the period of the School day (parent sanction), School- sponsored trips and activities, death in the immediate family, and religious holidays, subject to approval from the School Director. When a parent excuses an absence in advance, the student is expected to consult with their teachers to determine the arrangements for completing assignments.

Any student not well enough to attend all of his or her classes during the School day may not participate in any co-curricular, extra-curricular, that afternoon or evening, except with the specific approval of the School.

Student Illness

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic before returning to school. In other words, students must have no fever, vomiting, etc., for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment. The appropriate staff member should sign out a student who is ill.

Unexcused Absence

All other absences from School will be considered unexcused, subject however, to the review and discretion of the School Director. When an absence is unexcused the teacher reserves the right to require that all work be submitted and determines the procedure for evaluating that work. In the case of suspension from School, the same conditions governing make-up work for an unexcused absence apply.

Make-Up Work for Absences

Students should access the school website or LMS for assignments. It is the responsibility of the individual student to see their teacher(s) to make up any work missed because of an excused absence. Students will have as many day(s) to make up work as they are consecutively absent. Make-up assessments, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up an assessment and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test and will receive no credit for the assignment. A student returning to school during the school day is required to locate the teacher of each class missed to get any work and/or schedule with the teacher to schedule any missed assessments.

Extended Absence

The School does not support the practice of removing students from school for extended periods of time. Parents/guardians are asked not to excuse students on days immediately preceding or following a vacation period. All make-up work is the responsibility of the student. Educators will not "re-teach" material for students with extended absences.

Tardiness

Students are expected to arrive on time. Instances of repeated tardiness will be reported and, if necessary, students will meet with their homeroom teacher/advisor, or school director. If appropriate, a consequence will be given. Any student arriving late to school for any reason must sign in before going to class. It is the parent's responsibility to contact the School to excuse the student; otherwise, tardiness will be considered unexcused. Exceptions are granted only for inclement weather and for scheduled doctor/ dental appointments (in which case, please notify the School in advance).

Truancy

A student is truant if they are absent from School without the permission of a parent or guardian or leaves the School grounds once they have reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

Daily Schedule

The days at Embark Education are rarely alike and don't follow a traditional schedule based on arbitrary blocks of time. Instead they sync with the ebb and flow of the student's projects and research and are guided by our education team who are leveraging the constant and natural learning opportunities within our environments to integrate education in a relevant and meaningful way. Embark Education has a daily schedule built around projects, not periods and because of this, every week looks different. Below is an example of how the flow of a week might look at Embark Education.



Flex Time

Each day students will have Flex time from 8:00-9:00 a.m. and again from 3:00-4:00 p.m. this is a time for students to work individually with teachers, pursue a passion project, engage in working with either Pinwheel or Framework, or engage in a group activity, and finally they can work independently to accomplish work. Flex time is not mandatory as we also recognize the research based need for adolescents to sleep as well as the social need for them to join clubs, sports or other activities outside of the walls of Embark.

Lunch

Students should bring their own lunch on a daily basis. Embark will strive to provide healthy snacks when possible. Also, on a semi-regular basis students will prepare a Community Lunch for each other.

“Working” in the Shops and Service Learning

The concept of service to others is fundamental to a Embark education. Students may participate in various projects, including service learning, to develop social responsibility, perspective, and sensitivity to the world around them. In the process, students encounter different people and cultures and learn valuable lessons about life and the importance of helping others. The Embark program helps students develop and form values that will guide them at Embark today and in the world tomorrow.

Movement and Physical Education

Students participate in movement regularly and during all three trimesters. Movement and exercise provides a combination of skill, exercise and strategy development appropriate to the age.

Field Trips and School-Sponsored Off-Campus Trips

Day and overnight trips are a part of our academic program, and student participation is expected. Proper behavior during trips is of the utmost importance. Parents of any student unable to follow the given guidelines will be notified. In the School’s discretion, the parent will be requested to pick up or provide transportation home for the student.

General Policies

Contacting Your Child During the School Day

In order to maintain an appropriate environment, interruptions during the school day should be limited to emergencies. Please do not ask for messages to be relayed to your child. This should be done prior to School. To contact a student during the school day, please call the main Embark phone line. Educators will check their individual voice and email messages, but often not until the end of the day. To be connected to an educators extension, call the Embark main line at 303-323-4681.

Lost and Found

Containers for lost clothing and books are located in Learning Hub or Office. Items of value such as watches, jewelry, iPads, calculators, and the like are stored in the main office. Students should label all books, notebooks, clothing (jackets, hats) and sports equipment with their name. The Lost and Found is cleared out at the end of each trimester and unclaimed items are donated to charity.

Parent/Teacher Communication and Conferences

Embark Education values two-way communication and provides a variety of formal and informal opportunities for communication during the course of the school year. While the School works hard to provide timely information about student progress, there may be times when parents will want to talk to educators, and administrators outside regularly scheduled conference times. The School recommends emailing or calling to set up a time that works mutually. Important communication should not be given the disservice of being rushed.

Educators and administrators try to return parent communication within 24 hours of receiving the initial contact. We do ask that parents respect teachers', and administrators' family lives by restricting communication to school hours.

Educators work from a standpoint that cooperating and collaborating with parents helps each student achieve success. Parent/ Educator conferences provide an opportunity for parents to have a dialogue with educators, and the goal is to provide useful feedback about a student's performance, and, if necessary, to devise a plan that will improve student performance.

School Supplies

There are few requirements for Middle School supplies. Educators will notify students as to what is needed for class, however any textbooks will be supplies. We do encourage students to bring their own device as a school supply. Please note that we recommend basic chromebooks.

Tutoring

Embark strives to help all students achieve to the best of their ability. At times, some students face a particular learning challenge. After exhausting available options for support from a student's education team, the school from time to time will recommend that a student receive outside tutoring. Tutoring is typically needed only for a defined period of time, until a student can return to working comfortably without assistance. Students are expected to use tutoring infrequently and with specific goals that are temporary.

The School does not have an "approved" list of tutors, nor do we have a review or evaluation system that screens tutors, assesses tutors' pedagogical skills or places them under any kind of School supervision or oversight. Tutoring arrangements are made off-campus at times convenient for families and not in conflict with regular school obligations. Tutors are not allowed on campus without express permission from the School Director.

Purpose and Goals

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others. Students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The policies and standards apply any time a student is enrolled in the School, including when a student is off campus; is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation.

General Conduct

Embark Education believes the quality of one's character is learned and regular practices of those actions that define good character are essential to developing the whole child. All members of the School community are expected to treat one another with civility, respect, tolerance, and humility; each is expected to take responsibility for his or her actions, ensuring that an individual's behavior enriches our School and the broader community. Students are expected to respect School property and the personal property of other people.

We strive to develop self-awareness in students and aspire as a School to serve the greater good. Parents play an important role by modeling for their children respect for education, for faculty and staff, and for the School. Embark's character and conduct work with students is age-appropriate and based on best practices. The underpinnings of that work with students of all ages are honesty, kindness, respect, responsibility, citizenship, and safety.

Behavior Expectations

Students are expected to behave in ways that are appropriate to a shared learning and working and real world environment. Students are to use a reasonable tone of voice, and should exhibit appropriate behavior at all times. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not walking while viewing an electronic device, not blocking entrances or walkways, etc.

Cooperation with School Staff

Students and parents are expected to be honest with, cooperative with, and respectful towards School staff at all times.

Community Roles and Cleaning Up

As part of our ongoing desire to promote a healthy and proactive community, students are assigned to do community clean-up during the school day. Students are required to tidy up the shops, Learning Hub, common spaces, outside of the shops, take recyclables to the appropriate bins, etc.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at School-sponsored events.

Displays of Affection

Students are prohibited from inappropriate displays of affection, such as kissing, fondling, sexualized hugging or touching, or other such behavior, anywhere on campus, in the shops or at a School-related event.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Destructive Acts

Students and parents should govern their actions by the values of respect for self, persons, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, threats to harm others, or similar conduct is prohibited.

Leaving School Campus

It is a serious infraction for any student to leave campus without authorization. Students who do so are subject to disciplinary consequences.

Valuables and Personal Property

Bringing valuable items to School (e.g., laptop computers, cameras, iPods, etc.) requires responsibility on the part of the student. A student bringing a valuable item should keep it secure or supervise it at all times; make sure it is labeled with the student's name. Money is not necessary or appropriate at Embark unless the teacher requests it for some special project. Students whose possessions are missing should report their loss to a member of the School staff. The School will not be held responsible for lost, damaged or stolen items, cash, or personal property.

Off-Campus Behavior

The School does not wish to unnecessarily involve itself in a student's off-campus behavior. However, the School's rules and regulations apply at all times a student is enrolled in School, including when a student is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break. The School reserves the right to take action to the extent that off-campus behaviors impact the individual's ability to continue at School or affect other students' or employees' experience on campus.

We expect students to avoid all types of behavior that may be harmful to one's or others' body, self-esteem, or health. As examples, off-campus Internet and social media activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from Embark.

Dress Code and Appearance

Embark expects students to dress in age-appropriate, modest attire. The School acknowledges that choice of clothing is deeply personal and a means of self-expression. As a school, we value the voices and choices of individuals, and these are always in balance with the good of the community. Students should wear clothing that is comfortable and practical for their various learning environments, using maturity and self-regulation to select clothing that will not offend others or violate health or safety codes. This includes wearing closed toed shoes every day! The choice to wear clothing that is not in compliance will lead to appropriate consequences. As such:

- All clothing must be neat and clean.
- Clothing may not make references to drugs, alcohol, or profane language.
- Closed toe footwear must be worn at all times.

We strongly recommend that all sweatshirts, coats, jackets, hats, mittens, and boots be labeled with the student's name. This applies to athletic wear, as well. At the end of each trimester, we donate unclaimed clothing from our Lost and Found to charity. Students should understand that clothing that reveals their underwear, chests, stomachs, backs, or bottoms may be offensive to others in the community, and that choosing to wear such articles may generate a conversation with another student or adult.

Movement is a regular part of the Embark day so we suggest that students always have a change of clothes and be prepared for such endeavors. We will, however, strive to communicate any planned events ahead of time and will expect that when done so all students will come dressed appropriately to engage in the activity

Dress Code Violations

Violations will be addressed in an age appropriate manner in each division by teachers and the school director.

The first time a student is out of dress code they will be asked to contact a parent so that appropriate clothing may be delivered to the School. While waiting for the clothing to arrive, s/ he may be provided a t-shirt or sweatpants to wear on top of their current attire. The student is responsible for returning the loaned clothing. The second time a student is out of dress code they will follow this procedure and there may be disciplinary consequences.

Technology

Cell Phone and Personal Electronic Device Use Policy

In order to promote a greater sense of community and a focused learning environment, cell phone use is restricted. Students may only place calls after asking an educator or School Director, provided they are not interrupting any school business. During the day, phones should not be used to place calls or send texts. Texting is permitted during Flex time and on their own free time. There may also be times when teachers will allow the use of smartphones as part of the business of the class. Unauthorized use of phones (e.g., inappropriate calling or text messaging) is prohibited and may result in cell phones being confiscated and held in the office.

Technology Acceptable Use Policy

Purpose

The purpose of providing access to computers, iPads, and other technology in the labs, libraries, classrooms, and other spaces is to support the educational mission of the School. The purpose of the Embark Education network and its connection to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of such resources should be limited to those activities that support the School's educational objectives.

Scope

All persons using electronic devices such as computers, iPads, cell phones, or other technology on School property, over the School's systems, or at a School-related event are required to abide by these policies.

Privilege

The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet as determined by the School administration may result in the revocation of access privileges, confiscation of devices, and possible disciplinary responses, including dismissal from the school.

Personal Responsibility

Embark Education will take reasonable steps to ensure that student use of technology resources is appropriate; however, appropriate technology use is ultimately the responsibility of the student, and in general, requires efficient, ethical, and legal utilization of all technology and network resources. To the extent that a student brings any electronic devices to School (cell phones, laptops, iPads, etc.), the student does so at their own risk. The School will not be responsible for the theft, damage, or loss of such devices. All technology should be used in a responsible, ethical, and legal manner.

Internet Access

Access to the Internet is available on Embark Education's network. On such a global network, it is impossible to control access to all materials and controversial information. The School believes that the valuable information and interaction available via the Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of the School.

Content Filtering

The School provides content filtering on devices accessing the Internet through the School's network. The primary purpose of content filtering is to reduce accidental viewing of inappropriate material. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Purposely obtaining explicit material will be considered a violation of School rules.

Appropriate Behavior

Students may not use their email accounts or electronic devices in any way that is a violation of the law, harassing, or disruptive to the educational environment, including accessing, publishing, displaying, or printing any obscene, threatening, offensive, inappropriate, or illegal material. In addition, students should not send text messages to other students during class or use their devices, text messaging or email accounts in any other way that violates a School rule or policy. Please see sections above on Harassment and Bullying for additional information on appropriate behavior.

Photographs and Recording

Students may not capture, record, or transmit an image or video of any person without his or her permission. The use of any recording equipment at any time in locations in which inappropriate or privacy violating images could be obtained is strictly prohibited.

Internet Safety

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security number, credit card number, etc.) over the Internet. Students also should not meet with someone who they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Software and Licensing

The school may provide access to certain software depending upon applicable licenses. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. The use of illegally obtained software is strictly prohibited. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access/Passwords

Each student is provided a login to access the School's network. Students should be aware that the School does not guarantee the functioning of the School's systems or devices, and work may be lost.

Accessing the accounts, files, or communications of others without appropriate authorization is prohibited. The School reserves the right to monitor network usage and to limit or block access for any user who uses excessive amounts of network resources or bandwidth. Attempting to impair the network or to bypass restrictions set by the technology department, circumvent any security or filters, obtaining another user's password or rights to another user's directory, files, or e-mail is a violation of School rules and in many cases is also a violation of the law. Taking advantage of a student who inadvertently leaves a computer or device without logging out is prohibited. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Students should guard their password. They are responsible for any activity done on the School's system under their password.

Email Accounts

Embark provides students with an email account designed for School-related communication and collaboration, e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc. "Global" email blasts, invasive or offensive emails are forbidden.

Creating of Third Party Accounts

The School reserves the right to create accounts for students with third-party services for educational purposes such as Apple, Google, Microsoft, and other companies. Some of these accounts may require personal student information such as names and birthdates.

Copyright

Students must abide by all copyright laws and use proper citation for information, images, sounds and video files, or other data retrieved online or found elsewhere. Plagiarism will not be tolerated.

Computer Care

Members of the School community may not abuse, tamper with, or willfully damage any technology equipment, or use technology for other than appropriate work. Students may not install any software on School computers. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

School's Right to Inspect

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. The School also reserves the right to access student email accounts, text messages and information available on the Internet and to discipline students for any violation of these guidelines. The School may also inspect user directories for inappropriate files and remove them if found and take other appropriate action if deemed necessary. The School also reserves the right to inspect any personal electronic devices brought onto campus, including cell phones. In such cases, students must provide any passwords to inspect the device upon request by a School administrator. The student should not assume that any messages or materials on their device or the School's systems are private or that deleted messages, data, or information are necessarily removed.

Disclaimer

Embark Education's technology, network and Internet system is to be used for educational and professional purposes. All activity on systems and networks may be monitored, logged, reviewed by system administrators, or discovered in legal proceedings. In addition, all data created, stored, transmitted or received on School computers and networks may be subject to monitoring. There is no expectation or assurance of privacy or warranty of any kind, either expressed or implied, or that all services provided through this system will be error-free or without defect. Embark does not guarantee the functioning of any device, server, or the network, and it is not liable for any service interruptions or inconvenience, including lost data sustained in the use of any computer, iPad or other hardware or software.

Social Media, Social Networking, and Off-Campus Policies

Social media encompasses a broad array of on-line activity, including social networks, anonymous sharing sites, messaging, and other similar on-line or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate Embark's position regarding a student's use of social media or networking.

Use at School or School-Related Event

Students should not access social media and/or social networking sites while on School property or at a School-related event unless directly related to an academic assignment.

Use Away from School Property

It is not our goal to regulate a student's personal on-line activities when not on School property or at a School-related event. Please understand, however, that the School reserves the right to regulate certain activities that might impact a student's relationships with other students or employees of the School. All students should ensure that they are familiar with the School's conduct policies to avoid any on-line communications that might violate those policies. For example, students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other.

If a student posts or says something online that makes another student feel uncomfortable, threatened, or harassed in any way, the activity may result in an investigation and possible discipline. Students should not be "friends" with any faculty member or other adult member of our community (except the student's parents) on any social networking sites. Any violation of this prohibition must be reported to the administration immediately. In addition, postings on social networking or other Internet sites of or regarding students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) are prohibited. Students should be aware that electronically transmitting sexual images of themselves or others (whether to adults or to other minors) is an illegal activity, and the School reserves the right to act on this type of behavior, including reporting to legal authorities. Students are not permitted to use the School's name, logo, trademark, or service mark in on-line activities without the explicit permission of the School administration. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's publications. Finally, students are not permitted to disclose any confidential information of the School, employees, students, or parents.

What a student publishes on personal on-line sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

Borrowing Equipment from the School

Embark Education may provide technology equipment, such as a laptop, iPad, camera, charger, or accessory to a student on a temporary basis for their lawful use to assist with their academic work. This use by the student is intended for academic purposes only.

Students are responsible for returning equipment in good working order and exercising care in preserving any borrowed equipment, components, cords, or other accessories while in their possession. The School may request the immediate return of any borrowed equipment at any time for any reason.

During the term of use, students are responsible for the cost of repair or actual replacement costs resulting from any damage due to misuse, abuse or loss that is not caused by normal wear and tear (including, but not limited to, theft or breakage) as determined by the School.

Viruses and Malware

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses and malware can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or malware or for damage suffered from a virus or malware.

Student Safety

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Colorado child abuse reporting laws. Please understand that we must take our obligations seriously, and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse or neglect. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we endeavor to protect the students under our care.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family. This could include individuals in the student's family, or a coach, counselor or teacher.

Because of our concern for student safety, all employees are screened through the criminal background review process. Although the School performs such screenings on employees, the School cannot attest to an employee's future conduct, or to the background of the various parents or other adults whom their child may associate with whether on or off school property.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents have a responsibility to report any suspicious behavior or concerns about student safety to School administrators and officials.

Appropriate Student-Educator Relationships

Appropriately supportive relationships between students and educators foster learning. It is the student's as well as the educator's responsibility to respect boundaries appropriate to this academic relationship. Communication should be limited to school hours and to established means of Embark official communication (such as Embark email or Messages). Students should refrain from texting or communicating with teachers using social media. Similarly, faculty-student contact should be limited to the school day and school-sanctioned events. Any unwanted or inappropriate contact or communication between educator and student should be reported immediately to the appropriate school administrator.

If a student or the student's parents become aware of any adult's (whether the adult is a school employee, contracted staff, volunteer or otherwise) communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the School Director or another educator.

Some behaviors that should not occur and which should be reported are listed below.

An employee or volunteer should not:

- Call students at home for matters outside of school, co-curricular or extra-curricular activities.
- Touch students or their clothing in non-professional ways or inappropriate places, or touch a student with aggression or in frustration.
- Make personal comments (about a student's clothing, hair, personal habits, etc.)
- Send emails, texts or notes to students of a personal nature.
- Flirt or ask a student on a date.
- Visit students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home.
- Ask students to sit on a teacher's lap.
- Tell secrets, or tell the student not to repeat something that is a secret.
- Swear or make inappropriate sexual, racial or ethnic comments.
- Invite students to visit the adult's social networking profile or become a "friend" on a social network.
- Tell inappropriate jokes.
- Date or engage in consensual relationships with students.

Harassment/Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or "bullying" against any person for any reason. Harassment includes, but is not limited to: slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, gender, sex, sexual orientation, ethnicity, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to: physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). Bullying or harassment can occur via any type of method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, etc.), camera phones, or other forms of technology.

Note that Embark's expectations are in keeping with the most recent Colorado State "Kiana Arellano" cyberbullying law which says an action may constitute cyberbullying when a posting is either direct or indirect, meaning an online posting need not be sent directly to an individual victim to fall under the statute. Any offensive conduct, on or off campus, or at a School-related event, creates an uncomfortable School environment.

All concerns relating to harassment or bullying should be reported immediately to the an educator or School Director. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student or adult found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, and could face potential legal consequences.

All concerns relating to harassment or bullying should be reported immediately to the an educator or School Director. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student or adult found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, and could face potential legal consequences.

No adverse action will be taken against any person who makes a good faith report of harassment or bullying. However, students and parents found to have made false or frivolous charges of bullying, sexual or other harassment will be subject to disciplinary action, including, without limitation, the possibility of suspension or dismissal from the school. Retaliation in any form against anyone for making a good faith complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Drugs, Alcohol and Tobacco

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages, drugs that are illegal under State or Federal laws, and/or other mind-altering substances (including synthetic salts or other substances) on or off School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited and subject to school discipline. "Medical Marijuana" or any cannabinoid-based medication, or drugs that are illegal under Federal law prescribed to students and adults, will not be allowed on campus or on school field trips. The use or possession of tobacco products, including electronic cigarettes or vaporizers, is not permitted on campus or at School-related events.

Parents are not permitted to use, possess or be under the influence of any alcoholic beverages, drugs that are illegal under State or Federal law, and/or other mind-altering substances on School property or at School-related activities.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for dismissal. Violations of law that occur off campus during or after the school day, will be subject to review under School rules. While the school is mandated by law to report certain types of crimes to authorities, the school may go beyond mandates to report criminal activity to law enforcement and will do so at its sole discretion.

In the case of offenses that occur at the end of the school year, the School may require discipline to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned discipline. All decisions involving suspension or dismissal are subject to the final approval of the School Director.

Weapons, Threats and Disruptive Items

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School, toward or about another student, employee, or the School. Unless authorized in writing by the School Director or otherwise required or permitted by applicable law, the School prohibits the possession of any weapon, including, without limitation, any firearm, imitation firearm, pellet gun, or any other type of gun or firearm, knife, Taser, crossbow, or other dangerous weapon, ammunition or fireworks on campus, on any School-sponsored off-campus trip or excursion, or in any School bus. Any such item may be confiscated and, if appropriate, turned over to law enforcement. This policy applies to students, faculty, staff, applicants, alumni, parents, substitutes, and anyone associated with Embark Education, other than on-duty law enforcement personnel, who enters the campus or attends any School-related event, regardless of whether the individual has a valid permit to carry a firearm. In addition, any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion that appear to be threatening in nature will result in disciplinary consequences.

If in doubt about whether something is allowed, we expect students to ask an educator or the School Director; students are expected to exercise good judgment about such matters.

Health and Medical Forms

Embark Education is committed to student health and safety. The school endeavors to follow accepted practice protocols and applicable state statutes and laws. Some health forms are a requirement of attendance at Embark. Please ensure that all forms are submitted in a timely way.

Immunizations

In accordance with guidelines from the Colorado Department of Public Health and Environment ("CDPHE"), Embark Education will collect immunization records for all students. Students may be suspended if their immunization records are incomplete. Immunization information from the State of Colorado can be accessed at www.coloradoimmunizations.com. By Colorado State law, schools are required to calculate immunization and exemption rates for their enrolled students and make that information available for parents upon request.

Illness/Injury at School

If a student arrives at school with a fever, it will be assumed that the student is contagious. The student will be isolated in the office and parents will be called to pick up the student. We also ask that students who experience diarrhea, nausea, or vomiting the night before remain home from school until that event is at least 24 hours in the past. It is in the best interest of students not to send them to school if they are ill or if they have a fever. Students must be free of a fever for at least 24 hours before returning to school, or if a doctor prescribes antibiotics for a student's illness, the student must be on that medication for 24 hours before returning.

Students who become ill or injured during the school day should report to an educator or School Director immediately. The School can provide basic first aid, and there is a cot for a sick student to rest. However, facilities and healthcare are quite limited. Therefore, parents or emergency contacts will be notified and a determination made as to whether the parent will pick up the student.

Students injured or with an illness that requires emergency treatment or hospitalization must submit to the School a signed physician's release attesting to the student's condition, limitations or restrictions.

Emergency Medical Care

The School will attempt to contact parents regarding student illness or injury occurring during the school day or as part of any School program. In circumstances that warrant immediate attention, School representatives and qualified medical personnel will make decisions regarding medical treatment as they deem necessary, including transportation by ambulance to a medical facility. Parents are responsible for the financial obligations related to such emergency medical treatment.

Medications at School

School personnel will not administer medication, either prescription or non-prescription. Parents or students may self administer. Please see below for Self-Administration guidelines.

Self-Administration of Medication

Students may be granted the privilege to self-administer routine medications on a case-by-case basis in consultation with School Director, RN, parents, and the student. According to the American Academy of Pediatrics students that are beyond elementary age and deemed responsible enough may self-administer. Approval will be granted based on a number of factors, including a student's age, level of responsibility and demonstrated skill level necessary to use the medication. Students must carry medications related to asthma, allergies or anaphylaxis, and have a plan to address carrying and self-administering emergency medication. Students may be allowed to carry and self-administer one day's dose of prescription or non-prescription medication. Medications shall be confiscated and self-administration privileges shall be revoked if the student shares medication with others or inappropriately self-administers.

Medications: Field Trips and School Sponsored Off-Campus Trips

The school's medication policy applies to all travel trips. Medications shall be packaged and labeled with the name of the student, medication, route, time to be given, and any special instructions.

In some instances students do not take medication during the regular school day but will need to take medication while on an overnight school trip. Parents are responsible for the completion of the appropriate medication authorization form before a student will be permitted to participate in the travel trip.

Special Rules and Clarifications for Student Medications on Travel Trips

- 1.) Chaperones and interim vendors can only administer medication to students if we have current medication permission forms signed by both the parent and the student's health care practitioner with prescriptive authority under Colorado law.
- 2.) Parents must provide the medication in the original packaging. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container. If your child needs to continue to take a prescription medication prior to trip departure and after you turn medications in to the school, remove a portion of the medication to leave at home and turn in an appropriate quantity for the trip duration in the original packaging.
- 4.) A self-carry exception can be made for asthma meds and Epi-pens if the parent has completed a Self-Carry Authorization Form.
- 5.) Medications must be turned in 5 school days prior to the trip departure date. The trip leader will not accept medications on the day of the trip departure.

Health Information Sharing

Student health-related information, including, but not limited to, information relating to contagious diseases, drug treatment, testing, medical and mental health records will be shared with school personnel, volunteers and vendor representatives, as needed. This information may also be shared by the School with the Colorado Department of Health, other health professionals, or law enforcement personnel, to meet the medical or safety needs of the student and the community or the School's legal responsibilities.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School endeavors to safeguard the confidentiality of student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. The School will endeavor to notify the student and/or parents/ guardians in advance in the event of a disclosure required by law.

Food Allergy Policy

The School recognizes that food allergies, in some instances, may be severe and even life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences. The School request that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products.

The School cannot guarantee that a student will never experience an allergy-related event while at school but we are committed to student safety, and therefore have created this policy to reduce the risk that students with allergies will have an allergy-related event.

For students with severe allergies, it is the responsibility of the student and/or their family to notify the School, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student.

The School will endeavor to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present, as we cannot monitor products brought to school by students, or special student sales, products brought for potlucks or celebrations, or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

The School organizes various trips and programs and contracts with various vendors to support programs. Vendors may manage allergies in ways that differ from the School's approach. In some instances, these vendors may limit a student's participation in appropriate cases. In these cases, Embark will work to provide an alternative experience.

Wellness and Mental Health

Mental Health and Wellness Policy and Procedures

Embark Education is invested in the well-being and safety of the entire School community. Whenever the School is made aware of any student, faculty member, or staff member who is at risk or if their safety or health is in jeopardy or threatened, the School will respond accordingly to endeavor to protect the safety and welfare of the individual(s) at risk, as well as the School community. If a member of the Embark community is aware of any student who may be a danger or threat to themselves or others, they are required to immediately notify an educator, School Director or adult in the Embark community who will respond, as appropriate, to the at-risk student in order to endeavor to preserve their safety and well-being.

Confidentiality/ Confidentiality with Minors

Members of the school community commit themselves to maintaining professional tact and discretion with regard to any confidential information they receive. The guiding principle for extending a student's or another faculty member's confidence is where there is concern ("duty to warn") about an individual's ability to function academically, emotionally, physically, and/or mentally within the school environment. The constitutional right to privacy is a very important personal right, but it is not absolute. There may be compelling reasons for confidential information to be disclosed. Students have a right to privacy and confidentiality, but exceptions to confidentiality exist when students or others are in imminent danger or when legal requirements demand that confidential information be revealed. The privacy rights of minors belong legally and inherently to parents or guardians. Adults in the school have a legal obligation to the parents or guardians of the minor students that they counsel or teach. Students and parents should know and understand in advance that whenever a student's ability to function academically, physically, emotionally, or psycho-socially is or may be in jeopardy, extension of confidentiality through consultation with the School Director, and/or the parent is warranted.

Faculty and staff are cautioned about entering into confidential relationships with students, including the use of journals. Students should be informed by teachers that information revealed to them either verbally or through a written process which raises concerns about their health or well being, a danger to themselves or others, cannot be held in confidence and will be shared ("duty to warn").

Members of the School community commit themselves to maintaining professional tact and discretion with regard to any confidential information they receive. However, confidential information may be disclosed to the educators, School Director, outside professionals, law enforcements officers, parent/guardians or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies; when students or others are in imminent danger of harm; when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

If a student's, faculty and/or staff member's health or safety is at risk, or if they jeopardize the health or safety of others in the community, or if their behavior or presence poses an immediate or continuing threat or disruption to the educational process of the School, the School Director shall be notified so that appropriate action may be taken. After consulting with the educator team, the School Director shall have the authority and discretion to impose disciplinary and/or require therapeutic measures for the individual at risk, in order to preserve the welfare and safety of the School community, including but not limited to the following, singularly or in combination with others:

- 1.) A clinical assessment/evaluation or written letter/documentation provided to the School by an outside professional mental health clinician referred by Embark, confirming that the individual at risk is no longer a threat or danger to themselves or others, is able to return to School without threatening or disrupting the daily educational process at Embark, and is able to appropriately manage and maintain their own daily functioning and learning in the School environment.
- 2.) A parent/guardian and student signed Embark release/exchange of information form, authorizing communication between the outside mental health professional treating the individual and the School;
- 3.) Recommended or mandated ongoing counseling/therapy, treatment plan, and/ or prescribed medication, determined by the outside mental health professional treating the individual in consultation with the School,

Nothing herein, including the at-risk individual's adherence to the above-referenced guidelines or other measures imposed by the Head of School pursuant to this Policy, shall limit the rights of Embark and the Head of School to exercise and resort to other disciplinary measures, including dismissal from Embark.

Comportment and Support for School Policies

At Embark Education, we believe that a positive and constructive relationship between the School and a student's parents or guardians or other person associated with the student is essential to the fulfillment of the School's mission and responsibilities to students. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

To assist in creating the most effective relationship, Embark Education expects that parents, students, and others associated with a student ("Family Member") will observe these guidelines.

Embark understands and appreciates that parents and guardians may employ different means to meet Embark's expectations and their responsibilities. Nevertheless, if any Family Member engages in behavior, communication, or interaction on or off campus, that is disruptive, illegal, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community.

The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Policy shall be in the School's sole discretion. The School also reserves the right to dismiss a student immediately or refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a Family Member, on or off the School's property, make a positive, constructive relationship impossible, or otherwise might interfere with the School's accomplishment of its mission and/or educational goals.

As members of the Embark community, parents agree to:

Share in the School's Vision

- Support the mission and vision of the School.
- Understand and support the School's philosophy, policies, and procedures.
- Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- Be supportive of the School's commitment to a diverse and inclusive community.

Provide a home environment that supports the intellectual, physical and emotional growth of the student.

- Create a schedule and structure that supports a student.
- Be aware of the student's on-line activities and use of computers, television, iPads, smart phones and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.
- Become informed about the facts surrounding alcohol and drug abuse and abide by the following:
 - Do not serve alcohol to other students or allow young people to bring alcohol and/or drugs into your home.
 - Do not sponsor or condone student activities outside School with limited or no adult supervision.

Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the educators, School Director, outside professionals, or law enforcement officers.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels.
- Acknowledge the value of the educational experience at Embark by making regular and timely school attendance a priority, scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Follow the below expectations, which we believe will result in a positive and cooperative relationship:

- As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
- Parents are encouraged to allow students to learn to advocate for themselves.
- Students must learn to seek help from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose.
- When parents contact the School without the student's knowledge ("John doesn't know I'm calling, but . . ."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality about your phone call. Refer to expectation number one.
- The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.
- Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.
- Please refrain from inquiring about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
- Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate School channels if we believe there is a concern that you should address with your student.
- All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Dual Households

In order for Embark to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in dual households. Please be sure to communicate to Embark about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a child from school, parent involvement in field trips or other issues, please include the school in your communications loop. These situations can be stressful for parents and confusing for children, and your help in minimizing the school's phone calls to you for clarification is very important. Unless otherwise ordered by a court, each parent for whom the office has current contact information will receive grade reports as well as other informational mailings and electronic communications during the year. When possible, divorced parents are asked to schedule conference time together instead of scheduling separate conferences.

School-Family Communication

There are a number of communication channels used by the school such as the school website, the LMS, newsletters and social media. We strive to communicate on a regular basis and believe in open communication as a means to a strong partnership to support students.

Parent Involvement in Student Conflict

Disciplinary matters and student issues are handled directly by educators, administrators, and appropriate staff.

The School will typically investigate issues and question students without the parent's presence and will not seek parental permission to speak with their child. This helps us move quickly to resolve issues.

Parents should never intervene or engage with a child who is not their own in response to a dispute or concern involving their own child. Similarly, we expect that our parents will not take it upon themselves to engage with another student's family in a combative or aggressive manner related to student conflict. Doing so may put a student or family in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with any questions about contacting another student or parent about a School-related matter. Loud, angry, or aggressive language or actions will not be tolerated and will be subject to disciplinary consequences.

Re-enrollment and Contract

The enrollment contract is issued annually to families and students in good standing at the School. Reasons that a student's reenrollment contract may be withheld may include, but not be limited to, a pattern of low progress, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a family member's failure to meet the School's behavior policy. Entrance into the next grade will be based on the classroom performance of the student, observations of the educator, and possibly assessments. Re-enrollment is not guaranteed and is not a right, rather it is at the sole discretion of the School.

Discipline Procedures and Process

Procedures

Each disciplinary situation will be handled at the School's discretion in accordance with the School's rules, policies and practices, as well as legal considerations. The School will take into consideration the welfare of the community, the learning of the individual student, and the reputation of the School. Parents will be informed promptly by phone and/or email if the matters being investigated result in disciplinary action towards their child.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level. However, depending on the circumstances, school educators, in consultation with the School Director, will make disciplinary decisions that are final.

A range of consequences is possible depending upon the situation and will vary based upon the age of the particular student. The school examines each disciplinary situation in its individual context and will therefore not always appear to be consistent.

Disciplinary decisions are made with the intent to handle issues discreetly, and are not typically reported to the school community. However, non-consensual disclosure of personally identifiable information from education or disciplinary records is possible if the school has determined it has a legitimate issue at hand.

Process

The School strives to treat students fairly with the goal of having students learn in a way that is also consistent with the best interests of the School and other students. While there are procedures that are followed when there is a discipline issue, the School reserves the right to alter procedures at its sole discretion.

Disciplinary decisions are made by the appropriate adult, given a particular situation. Sometimes this is an educator, enterprise team member or School Director. Decision-making is in consultation with the School Director, as appropriate.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

The School will typically investigate issues and question students without the parent's presence and will not seek parental permission. This helps us move quickly to resolve issues.

Parents will be informed promptly by phone and/or email if the matters being investigated result in disciplinary action towards their child.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from the School. If deemed necessary, the school reserves the right to engage an independent investigator.