



ELEVATED

MENTORING STUDENTS TO COLLEGE

Mentoring, Collegiate Access and Equitable Opportunities



Elevated Program Manual

Academic Year 2021-2022

*copy posted to website under Parents Tab

Mission Statement

The Elevated Program seeks to empower Black youth and their families by providing mentorships, equitable opportunities, and collegiate access to succeed in higher education and beyond.

Program Overview

Aligning with Sachs Foundation values, Elevated program provides intentional mentorships to students who identify as Black in El Paso County, Colorado. Through cohort mentorships and targeted programming for 8th to 12th grades, Elevated provides students with the tools and knowledge necessary to research, navigate and thrive in higher education. *Mentors support their students over the course of several years. The robust relationships formed between the students and mentors allows for youth to receive the support and guidance that are critical to their growth in education.* Programming seeks to empower youth to explore post-secondary options through standardized testing preparation, team-building activities, and college visits. Families are supported through a holistic approach with financial assistance, resources, and case management as needed. Elevated is currently serving 128 students across 8 cohorts in Colorado Springs.

What You Can Expect for Your Student (s)

€ Mentorships

- Skilled paired mentors provide guidance to a *group of 16 students*.
- Students communicate with their mentor at least 4 times a month in group sessions or one on one.
- Mentors plan and execute education and college planning workshops along with social activities that enhance mentor/mentee communication and trust.

€ Equitable Opportunities

- Providing free SAT preparation and practice tests, resume building and essay writing workshops.
- Students and families are instructed on and given resources on how to apply, finance and define their college path.
- Paid internships, social justice initiatives and volunteer opportunities are available to students.



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€ **Collegiate Access**

- Information on financial aid, scholarships and college programs for students and families.
- Overnight and day visits of colleges in Colorado and surrounding states, free of costs to families. All meals, hotels rooms and transportation are provided by the Elevated program.
- Students receive a scholarship at completion of the program.

Student Eligibility

- Identify as Black and reside in Pike's Peak Region
- Desire to attend post-secondary options, college, technical or trade school.
- Student must have a GPA of 2.50 or higher to apply.
 - Students expected to raise GPA with Elevated supports within 1 academic year.
- Desire to actively engage in programming and activities.
- Families with an expected family contribution below \$3,000 annually for college expenses or have annual household income of \$27,000 or less will have priority in program eligibility.
 - Any family who does *not meet this requirement and are returning families* from 2020-2021 will be eligible.
- Completed family application, and signed family agreement to participate.
- Overall, above average academic or effort, interest, or participation in extracurricular or community service activities.

Commitment from Families

- Be an active participant in your student's academic career.
- Regular and consistent communication with Elevated Mentors and Program Director.
- Ensure your student meets all attendance requirements for outings, college visits and activities.
- Provide transportation to your student as needed, for activities, internships, and events.

Commitment from Mentors

- Be an active participant in your student's academic career and a trusted adult.
- Regular and consistent communication with Elevated families.



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- Plan and execute a schedule that is focused on the Elevated mission statement.

Program Policies

Participation

All Elevated students are expected to actively participate in mandatory and group events. Students are expected to limit use of personal technology (cell phones, tablets, and other devices) during Elevated events. Parents will be notified if active participation is not occurring.

If a student declines to participate or does not attend 2 or more events without notice to mentors, the following will occur. Mentors will make reasonable efforts to contact the Elevated family, such as but not limited to, phone calls, emails, text messages and home visit, after 3 attempts to contact the student or family, a certified letter will be sent to family address on file. After receipt of letter, a family has 2 weeks to contact Elevated mentors or staff. If ***no contact is made within 2 weeks of certified letter receipt***, student forfeits scholarship funds at high school graduation, financial support and any other gifts/perks afforded to Elevated families. The student will be removed from the Elevated Program.

Attendance

Mentors plan and coordinate events for all students that are fun, educational and meaningful. Elevated students are encouraged to maintain a 100% attendance to events or outings. Missing more than 2 events or outings, during 1 academic school year, without communication with mentor will result in the potential loss of education grant for the student.

Behavior Expectations

Elevated students are held to the highest standards and serve as ambassadors within the Pike's Peak Region community and beyond. Students will demonstrate ***being respectful to others, being mindful of their actions and being positive and open to new ideas or perspectives***. No offensive language, or clothing while in attendance to Elevated events. Students must remain in good standing with the Elevated program to attend college visits and receive scholarship funds.

Good standing is having at least 80% attendance rate, maintaining regular communication with Elevated mentors, student has less than 3 written warnings in any given academic year and 3.0 GPA.

Elevated students who receive more than 3 written warnings from a mentor in any given school year, will be removed from the Elevated Program. Written warnings will provide a brief description of the incident and parent communication log. The Elevated program will work with students and families to ensure the



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safety of all students. Students and families will be given appropriate communication and support so students can succeed.

Students will automatically ***be removed from the program***, for the following reasons, but not limited to,

1. Physical violence or actions that results in the bodily harm to others or property destruction
2. Repeated and consistent verbal assaults to others that target race, sexual orientation, religion, familial status, ethnicity, social-economic status
3. Use of drugs or alcohol at an Elevated sponsored event
4. Engaging in a sexual act at an Elevated sponsored event

Behavior Expectations for Overnight College Visits

Van Transportation: Elevated students will remain seated and wear a seatbelt appropriately with the vehicle is in motion. Students will not engage in any behavior or actions that may hinder or distract the ability of the driver.

Room Assignments: Elevated students will be assigned to a hotel or dorm room during overnight college visits with a roommate by their mentors. ***Under no circumstances, shall any student switch rooms without the explicit consent from mentors, or visit other rooms after-hours without an adult present.***

***Any student who is found to be in direct violation of the above expectations, will result in having their parent or guardian contacted for immediate pick up of their student (s) at the family's expense. Written warning will be given upon return of trip.**

Academic Expectations

Skilled educators tutor students, along with mentors provide students and families with the appropriate resources and tools necessary to **maintain a cumulative GPA of 3.0 or higher.**

Students will be encouraged to apply with a GPA of 2.5 with the understanding between student, family and mentor within 1 semester or 2 quarters, the student has made significant gains to 2.75 or higher, and after one full year the student's GPA is 3.0 or higher.

No student shall be dismissed from the program for falling below a GPA of 3.0. Students will be given 1 semester or 2 quarters to show significant effort and gains in their GPA. Each student's circumstances will be assessed for a plan to support the student. If the student is not able to improve GPA at the end of 1 semester or 2 quarters the student will be placed on probationary status.



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*Probationary Status: student is not able to attend any events or outings unless related to tutoring, SAT preparation or community service until GPA has improved to a 3.0. Probationary status to **NOT EXCEED 1 full year**, if so, student will be dismissed from the program.*

Termination Policy

Students may be terminated from the program at any time. Termination is at the discretion of Sachs Foundation, Elevated and all independent contractors. Termination from the program is the last resort, mentors will do their best to support students and families. Continuous and persistent lack of participation and communication are terms for termination.

Students and families who move out of state are no longer eligible for educational grant. All educational grants are forfeited in the event a student and family exit or are terminated from the program before high school graduation.

A student may be eligible to return to the Elevated program if eligibility requirements are met and space is available. If a student exits out of the program and returns later, students time in the program will begin at the start of the most recent program start date.

Emergency Procedures

Personal Emergencies: All Elevated mentors will provide emergency medical care as necessary and possible for students. In most circumstances, Elevated mentors will contact the parents/guardians. In the event of emergencies that require immediate attention, mentors will contact the appropriate emergency personnel followed by parents/guardians.

If families do not denote the location or contact of preferred emergency services/medical care, Elevated mentors will make their best attempt to locate the closest and most reasonable service provider.

Community Emergencies: Mentors and/or Program Director will contact parents as soon as possible to update families on the status of their student. Mentors will provide a location for pick-up, that is relevant and suitable to the needs of the group.

Medication Administration



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Mentors **will not be** responsible for providing medication reminders, carrying a medication, or storing emergency medication for students. Mentors will administer emergency medication if the student is indisposed and not able to.

Transportation

Elevated mentors are not expected to transport students to and from events, that is the responsibility of the family. If emergencies or unforeseen events occur, Elevated mentors and Program Director will work with the family to identify resources or options. Elevated staff may transport students in the event of an emergency or at the consent of the family as needed. Mentors are not to be relied on to provide transportation to and from events. Mentors are not required to provide personal insurance coverage and to the Elevated program, any transportation is at the sole discretion of the mentor.

Photo/Social Media Release

Occasionally, parents/guardians and student(s) photo and/or information related to experiences in the Elevated Program may be used in electronic publications, promotional material, community presentations and social media. Please inform mentors if there is a concern with social media and publications. Consent is also denoted on the Elevated Application.

Mandated Reporting

All Sachs Foundation employees or contracted positions are mandated reporters. Sachs Foundation employees or contracted positions are required by law to make a report if abuse is suspected or reported. If appropriate the report will be shared with the parent or guardian of the student. Mentors are not obligated to inform the student's guardian or parent if they deem fit or fear for the safety of the student.

Except as otherwise provided by section 19-3-307 , section 25-1-122(4)(d), C.R.S , and paragraph (b) of this subsection (1), any person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the ***child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in section 26-5-111, C.R.S*** .

Grievances

If an Elevated student or family member of a participant feel as though they have been mistreated, misled, prohibited from receiving the programming and/or experiences expected as outlined in this program manual, please feel free to contact the Program Director. If your complaint involves the Program Director, please contact the President of the Sachs Foundation. All contact information is listed at the end of this manual.

Communications



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Applications for families are available online only at sachsfoundaion.org, under the Elevated Tab. Cohort schedules will be posted at sachsfoundation.org, under the Current Families tab.

Mentors will communicate with families any changes or updates to the scheduled as needed. Mentors will make reasonable attempts to inform families of changes to the schedule or upcoming events.

It is the sole responsibility of the student and their family to communicate with Elevated staff on changes or updates to attendance.

Elevated Student Scholarships

Any student who maintains good standing, will be provided a scholarship or educational grant, with completion of their high school career.

Students will be awarded as follows:

- ⌘ \$2400 if they've been in the program for only one year
- ⌘ \$3400 if they've been in the program for two years
- ⌘ \$4200 if they've been in the program for three years
- ⌘ \$4800 if they've been in the program for 4 years
- ⌘ \$5000 for more than 4 years

Elevated Family Support

Elevated understands that the family is the part of the student's education journey as well. Therefore, Elevated will host parent workshops that engage and educate families on relevant topics throughout the year.

Case management is provided as requested; case management is provided by Program Director, Elevated staff members, social work interns and/or volunteers.

Case management can provide resources, problem solve or just listen to concerns that may arise.

Criteria for financial support

1. Student must be an Elevated program participant
2. Student must reside with the adult who is applying for financial support
3. Family and student must be in good standing with regular participation from student and family
4. Completed application, monthly budget expenses and proof of overdue bill
5. ***Financial support to not exceed a term of 3 months***

Consideration for acceptance



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1. Completed application
2. Verification of bill or past due bill
3. Bill is in the name of adult residing in Elevated student household
4. Previous requests for assistance

Assistance given for the following area of needs

Rent/Mortgage*	
Utility*	
Car repair / Transportation support*	
Unexpected Medical Expenses, to include, dental and vision*	
Education Institution Related Costs & Fees (Education Related Fees will be calculated as separate total amounts, unless otherwise noted.)	School Fees: technology, library, calculators/devices. <i>Assistance provided up to \$250/academic year</i> Extracurricular Activities: team registration, uniform, rentals/equipment, sports physicals, fees include sports teams outside of school association, afterschool/club and/or travel teams. <i>Assistance provided up to \$250/academic year</i> Course Fees: IB course fees, AP test fees, academic related fees. <i>Assistance provided up to \$500/academic year</i> Camps/School Trips: tuition for approved camps and excursions, and/or registration fees. <i>Assistance provided up to \$1000/academic year</i>

*** overall assistance, to not exceed a combined total \$5000 for the entirety of program enrollment.**

Any family who is approved of financial support agrees to the following.

1. Completed monthly budget form for length of assistance
2. At least 3 checkpoints between case manager (Program Director/social work intern/Sachs Foundation staff member/volunteer) and family
3. Completion of pre/post survey

Overnight College Visits



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Overnight college visits are a privilege and earned as a cohort. The Elevated program provides 3 overnight visits and 2 college tour visits, in an academic school year, to Colorado schools and surrounding states. Please review Behavior Expectations above for student expectations. Any student's ability to attend any college overnight and college tour visit is at the *sole discretion of mentors*.

The Elevated Program will provide all meals, housing, and activity expenses for your student. If you wish to provide spending cash for your student, for souvenirs or snacks, please ensure your student has a wallet or purse to carry funds. Mentors are not responsible for the loss of money while out in the community. Students are encouraged to not bring valuable items.

College visits will be scheduled on weekends and scheduled in advance for planning; typically departing Friday afternoon or Saturday mornings. Return time will be provided by mentors. Students are responsible for packing their items and bringing them on visits. If the family cannot provide items, please inform mentors.

Overnight Packing Checklist

Clothes	
Elevated Gear	T-shirt, sweater, hat, etc.
Light/Heavy Jacket	Seasonal
1-2 Sweater	
2-3 change of clothes	Layers encouraged
Socks	
1-2 pairs of shoes	Comfortable for walking
Sandals or slippers	Hotel Room shoes
1-2 Pairs of Pajamas	
Outer Wear Gear	Gloves/Hats/Scarves, sunglasses Seasonal
Hygiene	
Toothbrush/Toothpaste	Travel size if available
Body Wash	
Lotion	
Deodorant	
Hair Care	Brush/Comb/Conditioner/Scarf/Shower Cap
Personal Hygiene	Body spray, cologne, personal care
Sunscreen	
Miscellaneous	
Phone Charger/Headphones	Pre-loaded music & movies for the road
Small blanket & travel pillow	
Water bottle	



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Backpack or handbag	For day use
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By signing below, you are hereby stating you have received a copy of the program manual and agree to the outlined eligibility and program requirements for you and your student.

Parent/Guardian Signature

Date

Printed Name of Parent of Guardian

Parent/Guardian Signature

Date

Printed Name of Parent of Guardian



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Student Signature

Date

Student Signature

Date

Student Signature

Date

Student (s) Printed Name

Student(s) Grade