



**ELEVATED**

**MENTORING STUDENTS TO COLLEGE**

Mentoring, Collegiate Access and Equitable Opportunities

\*copy posted to website under Elevated 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, the Elevated mentor program provides intentional mentorships to students who identify as Black in El Paso County and Denver-Metro area. 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 community-based volunteering, team-building activities, and college visits. Families are supported through a holistic approach with financial assistance, resources, and case management as needed.

## 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 educational and college planning workshops along with social activities that enhance mentor/mentee communication and trust

### € **Equitable Opportunities**

- Providing free tutoring, 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 and volunteer opportunities are available to students

### € **Collegiate Access**

- A dedicated College and Career Readiness Director will assist all students in searching, navigating, and preparing students for higher education and/or other options
- 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 cost to families. All meals, hotels rooms, and transportation are provided by the Elevated program.
- Students receive a one-time educational grant at completion of the program

## **Student Eligibility**

- Identify as Black and reside in the Pike’s Peak Region and Denver-Metro area
- Desire to attend accredited 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 support 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 \$33,000 or less will have priority in program eligibility
  - Returning Elevated families, always have priority
- Completed family application and signed family agreement to participate in activities
- 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
- Plan and execute a schedule that focused on the Elevated mission statement

## **Program Policies**

### **Participation**

All Elevated students are expected to actively participate in all planned group events. Students are expected to limit the 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 a home visit.
- Following 3 attempts to contact the student or family, a certified letter will be sent to family address on file. After receipt of the letter, a family has 2 weeks to contact Elevated mentors staff.

***If no contact is made within 2 weeks of a letter will be mailed.***

- The student forfeits any educational grant 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 at all events. ***Missing more than 2 events or outings, during 1 academic school year, without communication with a mentor will result in the potential loss of an education grant the student and removal from the program.***

**Unexcused Absences:** Missing more than 2 events or outings, during 1 academic school year, without communication will result in the potential loss of an education grant the student and removal from the Program.

**Excused Absences:** Missing more than 4 events or outings, during 1 academic school year, will result in the potential loss of an education grant for the student and removal from the program.

Late Notice: Cancelling within 24 hours of an event will result in an unexcused absence.

***Additional attendance policy, specific to 11<sup>th</sup> and 12<sup>th</sup> graders only,***

- ∄ 12<sup>th</sup> graders will meet with Director of College Counseling **at least** twice a year (once each semester)
- ∄ 11<sup>th</sup> and 12<sup>th</sup> graders will attend “required” college counseling events or will complete the make-up if they’re unable to attend the live event. *Required events will not exceed 3 events in an academic year.*
- ∄ 12<sup>th</sup> grade students are expected to join Google Classroom and utilize platforms for scheduling meetings and tracking progress.

### **Behavior Expectations**

Elevated students are held to the highest standards and serve as ambassadors for the Sachs Foundation. Students will demonstrate ***respectful and mindful behavior to others, show positive and openness to new experiences and ensure a safe environment is maintained.***

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 supply a brief description of the incident and parent communication log. The Elevated program will work with students and families to ensure the safety of all students. Students and families will be given proper 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 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**

**Bus Transportation:** Elevated students will remain seated and wear a seatbelt appropriately while 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. A 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 2.50.*** 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.

*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 TO 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 employees. 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.

When an Elevated student exits the program, either by their own will or by termination, an exit letter will be provided to the family.

Students and families who move out of state before high school graduation are no longer eligible for an 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 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 find 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**

Mentors ***will not be*** responsible for supplying medication reminders, carrying 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 find resources or options.

Elevated staff may provide transportation to students in the event of an emergency or with the consent of the family as needed, for activities, internships or events. If you need assistance with transportation, please contact Pamela at [pamela@sachsfoundation.org](mailto:pamela@sachsfoundation.org). Students can ride with fellow cohort families if mentors were informed of specific pick-up persons. Students cannot be released to anyone unless explicit consent was given to mentors prior.

Mentors are not to be relied on to provide transportation to and from events. Mentors are not required to provide personal insurance coverage; any transportation is at the sole discretion of the mentor.

### **Photo/Social Media Release**

Occasionally, parents/guardians and student(s) photos 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 full-time or part-time, and interns 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 Chief Operations Officer. If your complaint involves the Chief Operations Officer, please contact the President of the Sachs Foundation. All contact information is listed at the end of this manual.

### **Communications**

Elevated program manual and application for families are available online only at [sachsfoundaion.org](http://sachsfoundaion.org), under the Elevated Tab.

Cohorts will use the application Bands to communicate with students and families. It is the sole responsibility of the student and family to download and utilize the Bands app for all cohort specific notifications.

General notifications will be sent to families via text message and email.

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

### **Elevated Student Grants**

Any student graduating high school and maintaining good standing will be provided with a **one-time** educational grant. Please note, this is not the Sachs Foundation scholarship which is renewed up to 4 years.

Elevated grants will not be sent to institutions or colleges that are for-profit. Only accredited, not-for-profit institutions are eligible for the Elevated grant. Grants are mailed directly to the school provided by the student; **it is the responsibility of the student to provide the correct information prior to graduation.**

**Students will be awarded as follows:**

- ∅ \$2400 Elevated program participant for one year
- ∅ \$3400 Elevated program participant for two years
- ∅ \$4200 Elevated program participant for three years
- ∅ \$4800 Elevated program participant for 4 years
- ∅ \$5000 Elevated program participant for more than 4 years

**Elevated Family Support**

Elevated understands that the family is part of the student's education journey as well. Therefore, Elevated families who are in good standing are eligible for up to \$5,000 of financial assistance, per Elevated student.

**Case management is provided with all family assistance, and can include local community resources or referrals.** Case management is provided by Sachs Foundation staff members, social work interns and/or volunteers.

Please note: reimbursements a sent in the form of check to the address on file, it is the sole responsibility of the family to provide updated address information and have access to a United States Post office mailbox.

<b>Criteria for financial support</b>	
<ol style="list-style-type: none"> <li>1. Student must be an Elevated program participant.</li> <li>2. Student must reside with the adult who is applying for financial support</li> <li>3. Family and student must be in good standing with regular participation from student and family</li> <li>4. Completed application, and necessary documentation, such as but not limited to, proof of bill or statement, correct information for payment directly to payee, lease or eviction notice.</li> <li>5. <b>Financial support to not exceed a term of 3 months</b></li> </ol>	
<b>Consideration for acceptance</b>	
<ol style="list-style-type: none"> <li>1. Completed application</li> <li>2. Verification of bill or past due bill</li> <li>3. Bill is in the name of adult residing in Elevated student household</li> <li>4. Previous requests for assistance</li> </ol>	
<b>Assistance given for the following area of needs</b>	
Rent/Mortgage*	<b>Proof of lease or mortgage statement needed.</b>
Utility*	<b>Proof of bill or statement needed.</b>

Car repair / Transportation support*	<b>Proof of invoice, or receipt needed.</b>
Unexpected Medical Expenses, to include, dental and vision*	<b>Does not include any elective or cosmetic surgeries or procedures.</b>
Education Institution Related Costs & Fees  (Education Related Fees will be calculated as separate total amounts, unless otherwise noted.)	<p>School Fees: technology, library, calculators/devices. <i>Assistance provided up to \$250/academic year</i></p> <p>Extracurricular Activities: team registration, uniform, rentals/equipment provided by a school, or organization, sports physicals. Not to include fees incurred for sports teams outside of school, no travel teams. Sachs Foundation will not pay for any athletic gear purchased by the student or family, i.e. basketball shoes. Music lessons by approval only. <i>Assistance provided up to \$250/academic year</i></p> <p>Course Fees: IB course fees, AP test fees, academic related fees to courses at a recognized educational institution. <i>Assistance provided up to \$500/academic year</i></p> <p>Camps/School Trips: tuition for approved camps and excursions, and/or registration fees. <i>Assistance provided up to \$1000/academic year</i></p> <p>Driver Education Courses: approved driver safety/education courses as a requirement for a student's driving eligibility only. <i>Assistance provided up to \$350 total</i></p> <p>Graduation Expenses: support will be given for up to 5 college application fees, (receipt needed), cap, gown and invitations <b>will be reimbursed only or ordered by a SF staff member.</b></p>
<b>* overall assistance, to not exceed a combined total \$5000, per Elevated student, for the entirety of program enrollment.</b>	
<b>Any family who is approved of financial support agrees to the following.</b>	
<ol style="list-style-type: none"> <li>1. Completed monthly budget form for length of assistance</li> <li>2. At least 3 checkpoints between case manager (Program Director/social work intern/Sachs Foundation staff member/volunteer) and family</li> <li>3. Completion of pre/post survey</li> </ol>	

## Overnight College Visits

Overnight college visits are a privilege and earned as a cohort. The Elevated program provides, up to, 2 overnight visits and 4 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*.

**\*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. A written warning will be given upon return of trip.**

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 not to 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 confirming with mentors their attendance for all trips. No call, no show for any overnight or day college trip is counted as unexcused.

### Overnight Packing Checklist

**\*If an Elevated student does not have an item listed below, and cannot afford to purchase, please let your mentor know.**

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	
Backpack or handbag	For day use

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.

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Signed/Printed Name of Parent or Guardian

Date

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Signed/Name of Elevated Student

Cohort: \_\_\_\_\_