



**Northeast Denver
Middle School**

**Family Handbook
2021-22**

4635 Walden Street, Denver, CO 80249
303-307-1970

2021-22 School Hours:
M, W, R, F- 8:00am-3:30 pm
T- 8:00am-1:30pm

2021-22 Office Hours:
M, T, W, R, F- 8:30am-4:00pm

Welcome to KIPP Northeast Denver Middle School!

Dear KIPP Northeast Denver Middle School Families,

Welcome to a great new year at KNDMS! For those families new to our school, we welcome you to our Team and Family. For returning families, welcome back. We are looking forward to embarking on a new school year with you. We are so proud of the incredible academic and socio-emotional growth students have made during the past year and promise to continue to provide equitable and rigorous academics, balanced with social emotional and culturally responsive instruction in supporting our KIPPSters to excel to and through college and career.

This year's focus will be in support of our Mission:

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and create a more just world.

We believe we will accomplish this through strong family engagement, increased social emotional support for our students and a continued focus of an anti-racism and inclusionary lens for all decisions we make for our KNDMS Team and Family. Our Core Values of Love, Excellence, Pride and Liberation will be the guiding framework of how we develop our relationships with students, staff, families and community.

This handbook is provided to families so that you can learn more about our school and its practices and procedures. Please give special attention to the **Commitment to Excellence** section, which outlines our expectations for staff, parents and students. We ask for your support in accomplishing our mission of getting our students to and through college by sending your child to school daily, on time, and prepared.

Finally, exercise your voice by attending our Weekly Virtual Community meetings and quarterly Family Town Halls. It is imperative that we build our school community together and we need your voices and ideas to make this happen. We look forward to working closely with you to ensure a great year and a brighter future for our students and for our community.

Our staff is truly excited to get to know your family and are looking forward to partnering with you to achieve our KIPP Vision **that every child grows up free to create the future they want for themselves and their communities!**

Sincerely,

Stephani Olson

School Leader, KIPP Northeast Denver Middle School, solson@kippcolorado.org / 720-930-8615

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Choice & Commitment

KIPP Colorado Public Schools

Our school is part of a regional network called “KIPP Colorado Public Schools.” In 2021-22, KIPP Colorado will serve approximately 2,600 students in six public charter schools located in Denver, Colorado.

Our KIPP Colorado Family includes:

Southwest Denver

KIPP Sunshine Peak Elementary School (KSPE)

KIPP Sunshine Peak Academy (KSPA)

KIPP Denver Collegiate High School (KDCHS)

Far Northeast Denver

KIPP Northeast Elementary School (KNE)

KIPP Northeast Denver Middle School (KNDMS)

KIPP Northeast Denver Leadership Academy (KNDLA)

KIPP Across the Nation

KIPP Colorado Public Schools is part of the larger KIPP Network. KIPP is a non-profit network of college-preparatory, public charter schools educating elementary, middle, and high school students. KIPP has a 20-year track record of preparing students in educationally underserved communities for success in college and life.

Our schools are part of the free public school system and enrollment is open to all students. Our public charter schools are given more academic and budgetary flexibility than traditional public schools and in exchange, commit to deliver high-quality academic results for students.

There are 200 KIPP schools in 20 states and the District of Columbia educating nearly 80,000 students on their path to and through college, careers, and life. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

At KIPP, teachers, students, and families are all united around the same goal: college and a choice-filled life. We believe that an excellent college-preparatory education will set students up for success in whatever life path they choose. Through collective hard work and commitment, KIPP students complete college at a rate that is above the national average for all students and four times higher than that of students from similar economic backgrounds.

Our success is driven by:

- **High Expectations:** We set clearly defined and measurable high expectations for academic achievement and conduct in order to create and reinforce a culture of achievement and support. We know that every student is different and we personalize learning based on a student’s needs, skills, and interests.
- **Strength of Character:** Success in life depends on both academics and character. We help students foster character strengths that are essential for their own success and well-being. Further, we empower them to express their voice with power and to improve the world around them.
- **Highly Effective Teachers and Leaders:** Great schools require great teachers and school leaders. We

empower our educators to lead school teams and we invest in training to help them grow as professionals.

- **Safe, Structured, and Nurturing Environments:** Students need physical and emotional safety in order to take risks and learn from their successes and their mistakes. Our schools provide a safe, structured, and nurturing environment with minimal distractions and more time for both academics and extracurriculars, so our students love school and maximize their learning.
- **KIPP Forward:** Our counselors and advisors support students as they prepare for and select the right college and career for their needs and interests. After high school, we help KIPP alumni navigate the social, academic, and financial challenges they might encounter while in college.

As we look to the future, we have never been more optimistic. We recognize there is more work to be done, but our progress to date has clearly demonstrated what is possible. Today we stand in partnership with other organizations committed to educational excellence and equity – working together so that all children have the opportunity to lead choice-filled lives.

KIPP Northeast Denver Middle School

Our Mission

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and create a more just world.

Our Vision

KIPP Northeast Denver Middle School is a joyful and caring community that works together to support our students to become lifelong learners, innovative problem solvers, and social change agents, all while staying true to their own unique identity and authentic self. By fostering a student-centered environment that is committed to racial equity and inclusion, all students experience the highest levels of academic, character, and social-emotional learning. We are committed to preparing our students with the skills and confidence to live a life of pursuing the paths they choose; college, career, and beyond so they can lead fulfilling lives and create a more just world.

Our Values

We believe in the power of love, excellence, and pride. We believe that an excellent education can improve lives and ultimately, we believe that all of us will climb the mountain to and through college and use that power to make the world a better place.



Love

We value the humanity of a child over all else.
We believe that positive relationships are the foundation of all learning.



Excellence

We work relentlessly to achieve our goals and constantly push ourselves to get better.
We believe that all students can and will achieve at the highest levels.



Pride

We are a team and family and our work is creating a legacy for generations to come.
We hold ourselves and others accountable to living our values, every minute of every day.

School Culture, Routines & Expectations

School Operations & Schedule

School Hours

Monday, Wednesday, Thursday, Friday

7:45 am	Doors Open - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDMS is not responsible for child supervision prior to this time.
8:00 am	School Begins
3:30 pm	Student Dismissal - Dismissal is mandatory unless students are participating in after school activities.
3:30- 4:30 pm	Extracurricular Activities – Only students involved in sports and clubs will be supervised.

Tuesday

7:45 am	Doors Open - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDMS is not responsible for child supervision prior to this time.
8:00 am	School Begins
1:30 pm	Student Dismissal - Dismissal is mandatory unless students are participating in after school activities.

Daily Routines & Expectations

Arrival: 7:45 AM-8:00 AM

Doors Open: 7:45 AM

KNDMS doors open at 7:45 AM. Students who enter the building between 7:45am and 8:00am and must be in advisory by 8:00 am for breakfast and preparation for the day.

Student Drop-off and Arrival: Beginning at 7:45 AM

Family members may begin dropping off students at 7:45 AM. It is important that we do not have students enter the building prior to this time as all staff will be occupied in a morning meeting. Students should ALWAYS enter through the KNDMS entrance, and never enter through the KNE main office entrance.

Arrival Prior to 7:45 AM

If your family arrives to school prior to 7:45 AM, please do not drop your child off yet. Please wait until staff come downstairs at 7:45am to receive students before leaving your child. If you are in the car loop, please wait until the staff member comes out. If you are at the door, please wait outside until doors are opened. Staff members are in a meeting prior to arrival and if you ring the buzzer it will not be answered. Occasionally in cases of inclement weather, we may open the doors prior to 7:45am and families are instructed to wait with students in the downstairs lobby area.

Car Loop

Family members can drop off students in the front of the school off Walden Street using the car drop-off/pick up line. There will be a car line where several families may pull up at a time, let their students out, and then pull away. Multiple staff members will supervise the car loop in order to ensure students enter the building safely. Please be sure to ONLY use the KNE car loop if you also have an elementary student in the vehicle with you. Please do not drop off your student at any location other than the designated car loops.

Walk-in Drop Off

If you need to visit the school or drop off your child, please park in one of the front spaces near the car loop and cross at the crosswalk to enter the building with your child. You should **never park in the car loops**.

Bus Riders

If your child plans to use the Success Express, please make sure to walk them or have a responsible older child/adult walk them to the stop by your home. Once the student's bus arrives to KNDMS, it will be met by staff members who will escort your child into the school.

Walkers

If you plan to walk your child to school, please plan to arrive between 7:45 AM and 7:59 AM. You are asked to enter through the KNDMS Main Entrance where we will have staff waiting to greet your child for arrival.

Student Dismissal: 3:30 PM (1:30 PM on Tuesdays)

Students will begin dismissing at 3:30 pm in an orderly fashion. Dismissal will occur by grade with students reporting to the following areas:

- Shared Siblings: to their designated area to meet siblings from KNE.
- Bus Riders: to the Bus Loop.
- Car Riders: to the Front Car Loop on Walden St.
- Student Athletes: to their designated areas.
- Enrichment Participants: to their designated areas.

Car Pick-Up

Families will pick up students at the front of the building on Walden Street. Students will dismiss from the KNDMS school entrance doors and walk safely across the parking lot via the crosswalk. Students will stand in the loading zone (sidewalk along Walden Street). This area is marked with cones. KIPPsters are not allowed to run to the back of the car line to jump in the car. We have them stand in the loading zone to ensure safe practices at KNDMS.

Walk-Up Pick-Up

If you plan to walk up to the building to pick up your child, you will need to park your car on the street South of 46th Street. DO NOT PARK in the car loop area or in any place that may obstruct the car loop. Parents can check-in with a supervising staff located at the Front Door of KNDMS and wait for their child.

Bus Riders

Students that take the Success Express will also walk down to the Bus Loop. Each child will get to the bus supervised by an adult.

Walkers

Students who walk home will be dismissed first and encouraged to exit the property. Students will exit the building via the front doors of KNDMS and safely cross the parking lot via the crosswalk while supervised by staff. Students are encouraged to exit school grounds immediately in order to relieve congestion and maintain safe dismissal procedures.

KNDMS Expectations and Procedures

Homework Guidelines

KNDMS students have approximately one to two hours of homework every night (20 minutes per core subject and 20 minutes (IR) independent reading). Students and parents may text or email teachers for help or questions on the homework.

Make Up Work

All missed work must be completed upon returning to school. Students must collect their missing work from each teacher, according to the grade level systems. It is the student's responsibility to check each teacher's homework organizer with extra copies of the week's work.

Advisory: 8:00AM– 8:30AM

Students are expected to report to Advisory by 8:00 each morning. During Advisory, students are expected to enter on time, eat breakfast, and get prepared for the day. This includes getting their homework ready to be turned in, chromebooks charged and ensuring they have needed supplies for the day. Daily cultural lessons, social emotional learning, and team building activities are delivered to students on a daily basis.

Bathroom Passes And Expectations

Students are encouraged to use the bathroom during non-content time such as prior to entering Advisory, during recess, or during lunch. If a student must use the bathroom during class, that student may do so with teacher permission and using a bathroom pass.

School & Family Communication

KNDMS believes the success of a child's education depends on the teamwork of teachers, family, and students. Therefore, KNDMS is dedicated to a high level of communication between all stakeholders in the student's education. KNDMS will provide language translation for communication with families.

KNDMS supports various opportunities for regular open communication between the school and family via:

- Grade Level Communications via newsletter, email or text
- KNDMS's website at www.kippcolorado.org/kndms
- The School App- Flyer App
- Facebook Page
- POSSIP Family Feedback Forum
- Family surveys
- Instagram @kippkndms_co
- DPS Parent Portal
- School Phone Calls (Autodials)
- Student-Teacher-Family Meetings & Conferences

- Weekly Virtual Community meeting

Bus Policy

KIPP Northeast Denver Middle School partners with Denver Public Schools to make the Success Express shuttle service available to our students at no cost. Students are expected to ride the buses in a responsible and respectable manner. Denver Public Schools Transportation Services rules and regulations apply.

Students can lose the privilege to ride the bus. Generally, students are given one warning before the privilege of riding the bus is suspended. Based on the circumstance of the incident, the student's disciplinary record, and the severity of the infraction, the student may be suspended immediately, without previous notice. Repeated violations of bus rules and expectations will result in a student losing all bus privileges for the remainder of the school year.

Uniforms

Dress Code

KNDMS 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.

We believe:

- All students should be able to dress comfortably for school without fear of, or actual unnecessary discipline or body shaming.
- Students should not face unnecessary barriers to school attendance.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.

We will:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, gangs, or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

KNDMS Uniform

Shirts:	<ul style="list-style-type: none"> ● School-logo polo or sweatshirt ● KNDMS spirit or club t-shirts, sweatshirts, jackets (Student council, student ambassadors, Mountain Lion, Values shirts) ● On game days, athletes may wear jerseys (t-shirt underneath tank top jersey) ● On Tuesdays, students can wear a social justice shirt that adheres to the dress code above
Bottoms:	<ul style="list-style-type: none"> ● Khaki or black jeans, pants, shorts, skirts that have no designs, rips, tears, or holes ● Skirts and shorts must be at least as long as the tips of fingers with hands extended to the sides.
Shoes:	<ul style="list-style-type: none"> ● Athletic shoes, slides, sandals that adhere to the dress code above. Close toed shoes for PE only. ● No slippers or flip-flops for safety purposes
Outerwear (inside the building):	<ul style="list-style-type: none"> ● KIPP uniform outerwear (sweatshirt ¾ zip sweater) ● Non KIPP outerwear is to be taken off once in the building and placed in lockers or assigned area
Hats and headwear	<ul style="list-style-type: none"> ● Hats and headwear are not permitted unless for religious observation. Hair accessories (headbands, ribbons, headwraps) are permitted.
College Fridays/Traditional/Ethnic Heritage Attire Dress Down Days:	<ul style="list-style-type: none"> ● On Fridays, students will have the option of wearing any of the uniform choices above, college t-shirts or sweatshirts or traditional ethnic heritage attire. (ex. Dashiki's, Sari, Kilts, Lederhosen, Dirndls, Seledang, Maasai Beadwork, Huipel, Habesha Dress) Please see examples here https://www.roughguides.com/gallery/traditional-dress/ ● Students will occasionally be able to earn dress down days. KNDMS staff will set the criteria for earning these rewards (academic growth, behavior, etc.). Dress down day clothing must be appropriate to a school setting. Tank tops or spaghetti straps, excessively tight or revealing clothing (leggings cannot be worn as pants unless with a long shirt or sweater), high heels, or clothing with inappropriate pictures or logos are not permitted.
General Guidelines:	<ul style="list-style-type: none"> ● Student apparel needs to be modest, clean, untorn, hemmed and properly fitted with consideration given to identity, comfort, and function within a learning environment. ● Students are expected to arrive on campus in KNDMS uniform and remain in uniform until they leave campus ● Students who come to school out of uniform will be provided a uniform to borrow for the day or until a parent/guardian is able to bring the student the necessary uniform.

Student & Family Policies

COVID-19 Student & Family Commitments

Norms and Expectation Due to COVID-19 and Other Infectious Diseases

The following expectations and guidelines are put in place to increase the health and wellness of all students, staff, parents, and guardians. These were developed by reviewing the latest information obtained at the time from the Centers for Disease Control and Prevention (CDC), and local and State guidelines. By following these guidelines we are promoting safety for all.

Students, staff and visitors must follow all safety procedures that the school has implemented. All students must follow the safety directions from teachers and staff. If students choose not to follow this requirement as determined by his or her teacher, disciplinary actions may be taken as outlined in the student code of conduct.

If a student is feeling ill, the student must stay home, call the school, seek medical attention as appropriate, and continue to stay in contact with the school. If a student has a fever or becomes sick while at school, the parent/guardian will be called to come and pick up their child as soon as possible. Parents must keep their contact information up to date with the front office as well as provide emergency contacts. Schools will expect students who are ill to be picked up immediately.

If a student tests positive for COVID-19, the parent/guardian must call the school immediately, and the student must quarantine the amount of time required by the school, follow the directions of a doctor, and continue to stay in contact with the school.

If a student has had close contact with someone who has tested positive for COVID-19 (including a parent, siblings, those who live in the same household, etc), the parent/guardian must call the school immediately, the student must quarantine the amount of time required by the school, and continue to stay in contact with the school.

All students entering a KIPP elementary and middle school building will be temperature checked. High school students and adults must self-monitor and report symptoms. If the temperature is 100.4 degrees or greater for a student, a parent/guardian will be called to come and pick up their child. If an adult's temperature is greater, they will not be allowed inside the building.

All students, children, and adults entering a school building must wear a face mask. Students will wear masks throughout the day with the exception of meal times, outdoor activities and naps.

All students must wash their hands and/or use hand sanitizer throughout the day (the school will provide hand sanitizer in all classrooms with the exception of ECE).

No sharing of items or food/drink will be allowed.

Parents/guardians will not be allowed beyond the front desk. If a parent/guardian needs to meet with a staff member the meeting will be set-up virtually or at a pre-designated meeting space within the school.

Enrollment & Registration

Enrollment

KIPP Colorado Public Schools enroll all students through the Denver Public Schools (DPS) Unified Enrollment System. This means students are admitted to our school based on a ranking algorithm system that accounts for student/family school preferences until the enrollment capacity is reached.

Enrollment for the upcoming school year begins in January of the preceding school year. Any student who is interested in attending a KIPP Colorado school, and is not currently enrolled, must complete and submit a DPS School Choice enrollment form (<http://schoolchoice.dpsk12.org/>). Once the student's enrollment form is submitted, and if DPS places the student at our school, the school will contact the family about registration and enrollment.

Registration

Each student must be officially registered at his or her KIPP Colorado School by a parent/guardian before attending. Registration occurs during the summer prior to the start of the school year. Please refer to the school calendar for specific dates.

Food and Nutrition Services

All families must fill out a federal free/reduced lunch form in July. Families who qualify will receive a free/reduced price for lunch; breakfast is provided for free for all students. All teachers, students, and families must follow rules and regulations regarding payment. More information can be found at <http://foodservices.dpsk12.org/meal-prices.php>. Families may choose to have their children eat breakfast at home and/or send a bag lunch in lieu of meals served at the school. Students are not allowed to bring or have delivered fast food and soda on campus. For more information on KIPP Colorado's policy on food provided at schools but not sold to students, see DPS Board Policy ADF-R.

Student Fees

KIPP Colorado Public Schools does not require payment of student fees as a condition of enrollment or as a condition for participation in any course of study, instruction, or class offered during the regular school day and year that satisfies requirements for promotion or graduation.

KIPP Colorado Public Schools may require payment of fees as a condition for participation in extracurricular and enrichment programs, including but not limited to: before and after-school programs, field trips, and athletics. Fees for these purposes may be collected as part of a general student activity fee at the time of start-of-year registration, and/or as separate fees for specific extracurricular and enrichment programs. School leaders determine whether or not credits are awarded for completion of extracurricular programs that require fees. The school will publish the amount of fees charged by the time of start-of-year registration. They will be based on and will not exceed the per-student cost of operation of the program.

KIPP Colorado Public Schools may require payment of fees related to the costs of some required supplies, uniforms, and equipment not provided free of charge by the school; or for repair or replacement of supplies and equipment issued to a student free of charge for use during the school year that become lost or damaged. The amount of fees charged will be published by the school by the time of

start-of-year registration and will be based on and will not exceed the per-student cost of the supplies, uniforms, or equipment.

In all cases where fees are charged, KIPP Colorado Public Schools will not require payment of any fees as a condition for access to or release of student academic records.

Attendance Policy

We expect all students to maintain a 96% or higher attendance rate (this calculates to a maximum of approximately 8 absences depending on the total number of days of school each year).

A student who misses a day of school for any reason is responsible for making up any missed classwork and homework. Since missing class affects learning time, repeated absences may be reflected in the student's grades and may have an impact on the student's ability to pass a class or promote to the next grade level.

Absences

Families should call or email the school as soon as they are aware their student will miss school. If an adult family member or guardian does not call to report an absence, it will be recorded as unexcused and counted towards truancy.

Excused Absences

All absences will be reported as unexcused absences unless the school receives the following documentation.

- Doctor's note specifying the excused day(s);
- Religious holidays with documentation by a religious official;
- Parent/guardian note or email indicating there is a family funeral;
- Parent/guardian note or email indicating there is a family emergency – emergencies include house fires, house floods, housing loss, etc.;
- Court documents mandating a court appearance – the student will be excused only for the day(s) indicated on the court documents; or
- School service absences (absences that occur as a result of participation in school activities that are authorized and pre-approved by the school leader).

It is a parent/guardian's responsibility to bring all excuse notes into the school; it is not the school's responsibility to follow up. We recognize that not all illnesses require a trip to the doctor. We will excuse *up to two absences* for sickness without a doctor's note. Subsequent absences will not be excused without a note. Excused absences will not count against attendance incentives.

Unexcused Absences

Absences without documentation will be recorded as 'unexcused.' All work still needs to be made up by the student; however, it is a teacher's discretion as to whether or not he/she gives credit to the student for work from unexcused absences.

Excessive student absences are a serious issue. School staff closely monitors student attendance and will determine if and when a student's absences are affecting his/her academic success. We will send home a

report of all absences and will respond to unexcused absences as follows:

- At 5 unexcused absences, the school will send a letter home informing the family of the attendance count.
- At 10 unexcused absences, the school will send a 2nd letter home and set up a parent meeting to develop an attendance contract. The student is considered a habitual truant and may not be promoted to the next grade. At this point, the school leader may make a referral to truancy court with a J-9 form.
- At 15 unexcused absences, the school will send a 3rd letter home and set up a parent meeting with the school leader to review the attendance contract. A student is considered habitually truant and may not be promoted to the next grade.
- At 20 unexcused absences, a student may not be promoted to the next grade level or may be required to retake academic coursework. A student will be referred to Truancy Court with a J-9 form. If the courts are no longer accepting J-9s for the remainder of the school year, we will file the J-9 at the very start of the next school year.

Students with unexcused absences of more than ten consecutive days for students under 17, or 30 consecutive days for students 17 and over, may be dropped from our enrollment, thus causing the student to lose all credits for the current semester.

Extended Absences

We highly discourage extended absences, as it often proves very difficult for students to catch up and get back on track. As such, the school leader must approve extended absences in advance. We require families to make these requests with at least two weeks' notice, so we can give teachers enough time to collect work for the student. Students are required to complete all assigned work during the absence and may be required to attend office hours or homework sessions to catch up on their work if it is not completed.

Early Release/Late Arrival and Appointment during School Hours

Every minute of school is crucial to a student's education. We strongly encourage all appointments for students to be made outside of school hours. If a student must attend an appointment during school hours, please try to schedule it in the afternoon on an early dismissal day. Please refer to our school schedule and calendar for early dismissal days and times.

Official documentation of the student's appointment during school hours should be submitted to the office the next day. Doctor's appointments or dentist appointments are not excused as full day absences. Please bring your child to school before or after his/her appointment, we will only excuse one hour before and one hour after an appointment. Surgeries and other in-patient procedures are excluded from this policy. Students are responsible for gathering and completing any missed classwork and homework.

Tardies

In order to fully implement our rigorous educational program, we must make use of every minute. Students are considered tardy if they arrive in their classrooms after the scheduled start of the school day or class period. Tardy students must follow the tardy procedures set up at the school and make up all work that is missed.

Withdraw/Transfer Policy

As a school of choice, we support the choice process. Parents/guardians who wish to transfer their child out of our school must first have an exit meeting with the school leader or other designee. If all parties decide the choice to leave is the optimal decision, parents must fill out the Denver Public Schools transfer paperwork and the school leader may then approve or deny the transfer. Ultimately, DPS will review the transfer paperwork and the parent will be notified of the decision made. Until there is a final decision among the DPS School Choice Office, parents, and the school leader, the student must remain in class.

If a student withdraws, all materials, books, money owed, and property of the school must be either paid, returned in good condition (as determined by the Assistant Principal of Operations), or replaced at full value.

Attendance Procedures

Reporting an Absence

Families should contact the Front Office at 303-307-1970 as soon as they are aware their student will miss school.

To provide documentation for an excused absence families should provide a doctor's note and/or documentation via email, fax, or a hard copy of the document. Families can drop off documentation at the Front Office between the hours of 8:30 and 4:00pm Monday-Friday.

Student Support

English Language Learners

KIPP Colorado Public Schools is committed to ensuring all students succeed academically. Our high expectations set the bar for our academic program and our data-driven, differentiated, and culturally responsive approach guides our work with English Language Learners (ELLs). Supporting our English Language Learners is crucial to our school mission and achieving our vision.

All incoming students, new to Denver Public Schools or entering Kindergarten, will take the WIDA Access Placement Test (W-APT) to assist with initial identification of students' English language proficiency. Families will be immediately notified if a student is identified as eligible for our language instruction educational program (LIEP) as measured by the W-APT. Families can opt in or out of our LIEP program and additional language services. In the event that a family opts out of LIEP services, we will continue to support the student with a whole group curriculum and instruction that utilizes ELL best practices for language development and access to grade level curriculum.

Our English Language Acquisition program will teach grade level academic standards with the scaffolding to simultaneously support ELLs in content knowledge and language acquisition.

Special Education

Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment, and may receive special education services according to a

written Individualized Education Plan (IEP). Students who received special education services at their previous school will receive services at KIPP Colorado Public Schools as so designated in an IEP meeting, which will take place within the first 30 days of school. If your student has previously received special education services or has been given a Section 504 plan, please make sure to immediately notify the school leader.

If you believe your child may be eligible for special education services, please notify the school leader as soon as possible in writing. If you are interested in more information on special education, please contact the school leader.

Retention of students in special education must be consistent with the student's IEP and is subject to IEP Team review.

Multi-Tiered System of Supports (MTSS)

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students (www.cde.state.co.us/mtss/whatismtss). At KIPP Colorado, the MTSS framework is managed by the MTSS team and implemented by grade level teams. MTSS structures are used to support both academic and behavioral concerns. Biweekly, the grade level team discusses students of concern. Initially looking for patterns of concern, the team creates individualized plans for collecting data and providing support, moving students from tier to tier within the system in accordance with the visual representation of MTSS.

Following four to six weeks of data collection at Tier 2 and Tier 3, the grade level team determines whether they should discontinue the process (student has caught up), continue the process (student is making sufficient progress/growth- this level of support is working), or refer the student to special education (the student may need additional supports beyond what can be offered by general education). Throughout the process, the grade level team seeks input from other stakeholders for support and services. These stakeholders include, but are not limited to, other grade level teachers, learning support staff, special education service providers, parents, and the student him/herself.

Medical Policies and Protocol

Immunization and Health Records

State law requires that all children entering elementary school and middle school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

KIPP Colorado will follow the Denver Public Schools rules and procedures regarding vaccination requirements for high school students.

Medications

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. KIPP Colorado strongly encourages families to dispense both temporary and maintenance medications outside of school hours when possible. Ask your doctor for a medication schedule that can accomplish this.

If a student requires medication during school hours, the distribution of the medications will be supervised by the front office staff or nurse under the following guidelines:

- Parents/guardians must provide a signed medicine administration release form.
- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: student name, name of medication, and doctor's name and phone number.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

Students are not allowed to have medications in their possession or in their lockers. This includes any over-the-counter medications. The only exceptions are EpiPens and inhalers that have been properly registered with the main office or school nurse.

Allergies

If a student has any type of allergy that would limit participation in routine school activities or the food program, please notify the main office with appropriate documentation.

Student Illness during School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the child. Students will not be permitted to make phone calls without the permission of a staff member. We do not have the capacity to watch over and care for ill students. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If your child has an emergency, we must be able to reach you.

Please be sure that the school has updated contact and health information. If your child has needs we do not know about, we cannot provide for those needs. Therefore, please make sure you let us know about any needs your child has.

Communicable Diseases

Any student suspected of having any communicable diseases (e.g., lice, pink eye, scabies) will not be able to attend school until satisfactory treatment has been given. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks.

School Safety

Closed Campus

KIPP Colorado Public Schools are closed campuses, meaning students must remain on campus at all times during the school day, including lunch, unless given privileges otherwise. Students may leave campus with proper parent/guardian permission and under supervision of school personnel for the purposes of field trips, off-campus field lessons, and extracurricular school events.

Students who are obligated to remain at school after the time of dismissal for extracurriculars, sports, detention, a family conference, or other school-related activities, must report directly to the room designated for that occasion, at which time attendance is required.

For any school-sponsored, off-campus event, school personnel will distribute to students a written permission form that must be signed by a parent/guardian and returned to school before the departure for the event in order for the student to be permitted to participate.

Students who need to leave campus early for any other reason must be picked up by a parent/guardian or authorized individual. The parent/guardian must report directly to the main office to pick up his/her child. There, the parent/guardian must sign-out the student and office staff will then retrieve the student from his/her class. Please refer to the Early Release/Late Arrival section for direction on student appointments that cause them to miss class.

Contacting Students during School Hours

If a parent/guardian needs to contact his/her child in an emergency, the parent/guardian should contact the school's main office. Parents/guardians are not permitted to contact a student in his/her classroom or attempt to remove the student from the building without permission from a main office staff member.

Student Use of Telephones

Students may not use any school phone without permission from a staff member. Students will only be allowed to use the phone in case of emergency. Students who use a phone without permission from a staff member will be subject to disciplinary procedures.

Visitors

KIPP Colorado Public Schools welcomes visitors. All visitors must report directly to the main office upon arrival to sign-in and receive a visitor's pass. Visitors must be authorized by a school staff member to visit classrooms. Any person without an authorized visitor's pass or who has not signed in at the main office will be asked to leave campus immediately.

Students who have withdrawn from KIPP Colorado are not permitted to visit during the academic day. They may come to the office and request permission to visit before or after school, but this permission may be denied depending on the circumstances of their departure.

KIPP Colorado recognizes the importance of engaging the community in our schools and the importance of school/community partnerships yet also recognizes concerns for the welfare of students. Therefore, KIPP Colorado limits visitors to:

- Parents/guardians of current students
- Other family members of current students who have written approval by the student's parent/guardian as well as school administrators

Visiting a school is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Loitering on campus by non-students is prohibited.

Student Commerce

Students and outside organizations may not sell any goods or services on school property or at any school-sponsored event unless approved by the school leader.

Mandated Reporting of Suspected Abuse or Neglect

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately through the statewide hotline (1.844.CO.4.KIDS) when they have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being harmed physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm. All school personnel will follow required protocols for reporting the suspected abuse or neglect.

Emergencies, Drills, & Evacuations

In the event of a fire or other emergency requiring evacuation from school, an alarm will sound at which time a teacher or staff member will organize and direct students outside the school building to a designated location where student attendance will be taken. Students in wheelchairs or with challenges using the stairs will be escorted by a staff member out of the building. In some instances, students may need to be evacuated to a location off-campus. Details of off-campus evacuation locations are available in the school office.

KIPP Colorado Public Schools administer periodic fire alarm, tornado, and lockdown/lockout procedures throughout the school year to ensure the safety of all students and school personnel. Students who have sensory needs related to drills will be notified and accommodated as needed.

A map detailing the evacuation protocol is posted in every room. The school will host drills to ensure students are aware of safety protocols and procedures. In any emergency drill or evacuation, students should remain silent, follow their teacher, and stay with their class in the designated area and wait for further instructions. Students should not gather personal belongings or stop at the bathroom or lockers. Any student violating this procedure is jeopardizing the safety of the school and will face consequences in accordance with the school's behavior system and discipline policy.

Student safety is our first priority and when an emergency arises, we will first make sure students are safe and then send notifications out to families. If there is an emergency on campus, families will be notified as soon as possible through the school app, by text message, by phone, and/or through social media. Please make sure the school has your most up-to-date contact information so we can ensure you receive notifications.

Student Accident or Medical Emergency

In the event of a student experiencing a medical emergency at school, trained school personnel will immediately administer first aid on the student as may be necessary for the student's health and safety. In emergency situations, school personnel will contact emergency medical services by calling 911.

In all situations involving a student needing first aid or emergency medical care, a parent/guardian of the student will be immediately contacted. If the parent/guardian cannot be reached, school personnel will

contact the emergency contact and/or the student's physician as identified on the student's emergency contact card.

A student sustaining severe or life-threatening injury or illness at school will be triaged by the administration/office staff and transported to an appropriate medical facility. Parents/Guardians will be notified prior to transfer and the students will be accompanied by trained school personnel if a parent/guardian is not available immediately. In the event the parent/guardian is unavailable to ride in an ambulance with the child, the parent/guardian is expected to meet staff at the respective hospital.

School Delays and Cancellations

If Denver Public Schools (DPS) is closed due to inclement weather, KIPP Colorado Public Schools are closed. Listen to the radio or television for the announcement of the closing of Denver Public Schools. If DPS is not in session, KIPP Colorado's chief executive officer will make a determination to close if needed. Listings will be on local television and radio stations as well as the KIPP Colorado website and social media sites. Once the school day has started, school will be canceled only if the weather or situation deems necessary. KIPP Colorado Public Schools will follow the DPS decision on such matters.

Student Transportation

KIPP staff are prohibited from transporting students in their private vehicles for any reason. KIPP chaperones and volunteers are prohibited from transporting students in their private vehicles to/from KIPP-sponsored field trips.

Internet Safety and Acceptable Use Policy

Internet Safety

It is the policy of KIPP Colorado Public Schools to:

- Prevent user access and transmission of inappropriate material via the internet utilizing KIPP technology resources;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

This policy applies to all KIPP community members, including students, teachers, staff, and contractual or temporary staff and/or volunteers.

Technology Protection Measure

KIPP Colorado Public Schools shall filter all internet traffic to ensure it is appropriate for minors and in compliance with all local, state, and federal mandates. KIPP Colorado Public Schools shall maintain the necessary licensing to ensure all applicable categories of harmful internet content is blocked and inaccessible by school community members.

Monitoring and Supervision of Online Activities

It will be the responsibility of all members of KIPP Colorado staff to allocate KIPP Colorado technology

resources for student use to supervise and monitor appropriate usage of KIPP Colorado technology resources, especially internet access, in accordance with the Children’s Internet Protection Act. This includes, but is not limited to:

- In-classroom monitoring of student use of technology resources
- Follow-up meetings with students and/or parents concerning student use of technology resources

KIPP Colorado staff members are responsible for providing instruction to students concerning appropriate online behavior utilizing KIPP Colorado technology resources. Such instruction shall include review of specific inappropriate behavior, the consequences of such behavior, and an indication of how staff will assist students to be successful with the use of KIPP Colorado technology resources while avoiding inappropriate content. Internet safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response, and other online privacy and security issues.

KIPP Colorado’s network and computing systems are for educational use only. KIPP Colorado makes no assurances of any kind, whether expressed or implied, regarding any internet, network, or electronic communication services. Even with the above provisions, KIPP Colorado cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate internet material. Should any violations occur, the KIPP Colorado team is committed to acting expeditiously to take corrective action.

Violation of Policy

Any violation or abuse of this policy by KIPP Colorado community members is just cause for taking disciplinary action, up to and including removal of all KIPP Colorado network privileges and accounts, and/or legal action. To keep the KIPP Colorado technology resources and property safe, viable, effective, and user friendly, all KIPP Colorado community members must work cooperatively and responsibly using this policy. KIPP Colorado reserves the right to update this policy and/or to change the technology protection measure at any time, with or without notice.

KIPP Colorado Acceptable Use Policy

KIPP Colorado will provide members of the school community with access to property and technology resources as necessary and appropriate to fulfill assigned responsibilities. KIPP Colorado community members will not supply personal technology resources to create, store, and communicate organizational information or complete responsibilities, nor will KIPP Colorado support, modify, repair, integrate, or perform work on personal technology resources. Students who are assigned work requiring the use of personal technology resources after-hours away from a KIPP campus are exempt from this requirement.

KIPP Colorado community members who use KIPP Colorado technology resources must do so responsibly, and are required to comply with all state and federal laws, the policies of KIPP Colorado, with standards of professional and personal courtesy and conduct. When using KIPP Colorado property and KIPP Colorado technology resources, the KIPP Colorado community is expected to exercise care, perform required maintenance where assigned, and follow all operating instructions, safety standards, and guidelines. The KIPP Colorado community may not use any technology resource to access, transmit, save, share, or print sexually-explicit images, messages, or any other medium containing such content. In addition, the KIPP Colorado community may not access, transmit, save, share, or print materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images,

or any other content that may be construed as harassing based on someone's race, national origin, sex, gender identity, sexual orientation, physical or mental disability, religious beliefs or any other characteristic protected by federal, state or local laws.

KIPP Colorado's technology resources are to be used by the KIPP Colorado community for the purpose of KIPP Colorado activities. KIPP Colorado does not support the storage and installation of personal hardware or software and related data on KIPP Colorado technology resources. Therefore, KIPP Colorado will not repair or backup such data and software. This includes personal music, videos, pictures, and other documents. KIPP Colorado reserves the right to determine when personal use of technology resources or other KIPP Colorado property is excessive or improper and may require reimbursement or other remediation from a community member and/or discipline the community member when he/she has used the resources excessively or improperly.

The following activities are prohibited while using KIPP Colorado technology resources:

- Knowingly giving one's password to others;
- Attempting to gain unauthorized access to KIPP Colorado technology resources, attempts to disrupt it in any way, or attempts to destroy or alter data;
- Downloading or installing any commercial software, shareware, or freeware without permission from the network administrator;
- Plagiarism;
- Using the organization's time and resources for personal gain;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using abusive or otherwise objectionable language in either public or private messages;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Attempting to break into the computer system of another organization or person;
- Accessing, saving, transmitting, or printing any pornographic materials;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Changing any computer file that does not belong to the user; and
- Using another person's password without his or her consent.

Information Privacy

Student Records

Content and custody of student education records

A school leader is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. KIPP Colorado maintains important academic, discipline, and other related educational information on each student.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents/guardians, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records

A parent/guardian or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Family Educational Rights and Privacy Act (FERPA)

The student education records contained in KIPP Colorado Public Schools electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject KIPP Colorado to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

KIPP Colorado employees may not disclose any of the personally identifiable information acquired in the course of their duties to other parties who are not school officials unless they have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Colorado Open Records Act (CORA)

KIPP Colorado complies with the Colorado Open Records Act (CORA). This policy applies to all requests, submitted pursuant to C.R.S § 24-72-201 et seq., to inspect public records in the custody or control of KIPP Colorado Public Schools. KIPP Colorado Public Schools is committed to the guiding principles of openness, transparency, accountability, and responsiveness. This policy is intended to balance the demands of the Colorado Open Records Act and KIPP Colorado Public Schools' obligations as a public school district within the State of Colorado. This policy can be found at <http://www.kippcolorado.org/about/School-Policies.cfm>.

Photograph & Student Information Release Policy

KIPP Colorado Public Schools will produce publications that report on the progress and highlights of our

educational program. These publications may include newsletters, media releases, fundraising materials, student recruitment materials, and KIPP websites. Our school or organization may also be featured in the media. In light of these opportunities for student photographs and student names to be made public, families will be provided a media release consent form during registration. KIPP Colorado will honor the decision of families when determining appropriate student photographs and information to release in publications.

Student Discipline Policy

All KIPP Colorado policies and procedures concerning students, student rights, discipline, and student conduct and behavior defer to and comply with Denver Public Schools Board of Education Policies as published on the Denver Public Schools website. If at any time, KIPP Colorado's actions accidentally conflict with Denver Public Schools (DPS) Policies and Procedures, KIPP Colorado will revert to and follow the DPS policies as published.

KNDMS Team and Family Commitments

STUDENT'S COMMITMENT

I fully commit to KNDMS in the following ways:

- I will arrive at KNDMS every day by 8:00 AM (Monday – Friday).
- I will remain at KNDMS until 3:30 PM (Monday, Wednesday, Thursday, Friday) and 1:30 PM on Tuesdays .
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This means that I will complete all my homework every night, act in a way that communicates respect, and I will let my teachers know if I have a problem. During class I will ask questions if I do not understand something.
- I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will model our KIPP core values of love, excellence and pride at all times on our campus (car line, parent/teacher meetings, main office, extracurricular events, etc.).
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This means that I will always listen to all my KNDMS teammates and give everyone my respect.
- I will follow the rules and high expectations at KIPP, including dress code.
- I am responsible for my own actions and I will follow the teachers' directions.
- I will take part in Family and Community activities (evening events, athletic events, and field trips) to strengthen our relationships with my KIPP Family.

Teachers use a response continuum to best support students within the classroom, focused in restorative practices and conflict resolution. We recognize harm caused and together work to repair those harms to ensure **KNDMS is a Caring Community**. Tiered supports such as restorative practices and intervention plans are used to support and teach students in meeting KNDMS values when in class responses are not effective. We ask that students proactively bring their concerns to their teachers. **It is through collaboration with students and families that we will be able to maintain a positive and safe environment.**

KNDMS Paycheck System

KNDMS paycheck system is designed to provide feedback to students and provide access to rewards. Parents/Guardians will be given their students' liveschool code/information to be able to monitor and support their students' choices. Access to students' liveschool can be found at liveschoolinc.com or

download the app liveschool for parents. Students will also receive their individual codes to help hold themselves accountable.

Ganas (wins)

Students have the opportunity to earn up to 5 Ganas per class per day by exhibiting KNDMS core values along with showing teamwork and advocating for themselves and others. Every week students receive their paycheck for reflection and the top 3 gana earners each week per grade will be placed in a drawing to receive a reward. Students will also have the opportunity to use their ganas at the end of the month to receive items from the school store. Students can receive Ganas for:

- **Love:** Being kind, respectful, positive towards self and others, sharing thoughts and feelings in a kind way.
- **Pride:** Pushing through to improve, doing the right thing when no one was looking, sharing/adding your own experience/identity/community to your classwork or while sharing out, helping others be accountable for classroom and school wide expectations, completing all classwork or test, trying your best, cleaning up after yourself, owning your choices and taking responsibility for them.
- **Excellence:** Being prepared/on time, showing excellent classwork, growing on assessments/work, etc., immediately get started on work, using time positively/productively.
- **Teamwork (Togetherness):** Helping maintain a positive community, showing strong group work, supporting others as they share out, problem solving an issue instead of letting it grow, waiting for the right moment to check in/give feedback to teacher or other students.
- **Advocacy (Self/Others):** Asking for help, checking in with a teacher to get help or get help for others.

Responses to supporting students in the classroom

Teachers use a continuum approach that supports students in correcting undesired classroom behaviors with minimal influence, by supporting students self-correction. When a student does not self-correct, the continuum allows the teacher to provide multiple learning opportunities through the way of logical consequences and restorative practices. The below are tracked in liveschool to provide students and families daily feedback. This continuum is outlined below as follows:

- **Discrete Feedback**
- **Teacher Accountability (Teacher Check-in)** - Restorative Conversation and Logical Consequence
- **Additional team member support: Accountability (Add. Support Check-in)**- Support staff will come to support the student and teacher
- **Restorative Process**- Support staff will remove the student from direct instruction and participation in the class and the student will enter the restorative process

When the above supports are not enough to correct the concerns, the student may be referred to the schools Behavior Interventionist to develop and implement a behavior plan and potentially to the Director of Culture to explore other disciplinary options to support the student and or those impacted.

Suspension & Expulsion

It will always be our goal to keep students in class and learning at all times. When necessary, though, students may receive in-school or out-of-school suspensions for repeated or severe misbehavior. The

school leader or designated personnel reserves the authority to suspend a student both in-school and out-of-school. A student may be suspended for the causes outlined within this handbook, for repeated or severe misbehavior, or for any other serious infractions the school leader or designee deems serious enough for suspension.

In all consequences and suspensions, we will work hard to balance the needs of the student, the needs of those directly affected by the behavior, and the needs of the overall school community. Students are responsible for acquiring and completing all classwork and homework while suspended.

In-School Suspension

Severe violation of school expectations may result in an in school suspension (ISS). A student may also be suspended in school if he/she exhibits problematic or disruptive behavior in school or at school-sponsored events. Parents/guardians of a student to be suspended in-school or out of school will be notified by school personnel and, when requested by a teacher or school leader, a conference will be scheduled before the student's return to class.

Students suspended in-school will be given assignments to complete during the suspension and may be given the opportunity to make-up any missed school work, though students may lose classwork and participation points for the class they are removed from. Any student in suspension is still fully responsible for completing all classwork and homework for all of his or her classes. The following choices by students are grounds for automatic ISS referrals:

- Possession of fireworks/firecrackers
- Consensual but inappropriate physical contact
- Bullying
- Theft (under \$500)
- Vandalism or damage to school property (under \$500)
- False activation of a fire alarm*
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability or religion
- Sexual harassment**
- Severe defiance of authority/disobedience
- Trespassing
- Theft from an individual (under \$500)
- Other school-based misconduct that disrupts the school environment
- Recurring Type One offenses
- Returning from OSS may require a one-day ISS to create a plan to be successful after being suspended
- Other infractions where the school leader decides an ISS is warranted

*Mandatory referral to fire department

**Mandatory referral to Title IX officer

Out-of-School Suspension

A student will be suspended out-of-school for any of the suspendable infractions according to DPS discipline policy at the school leader or designee's discretion. Suspendable infractions include bullying, harassment, fighting, being under the influence of alcohol or drugs, possession of alcohol or drugs, destruction of school property, theft, misconduct that disrupts the learning environment, assault, false allegations of abuse against a school employee, unlawful behavior, intimidation, retaliation, and/or other behavior that presents an active or ongoing danger to the welfare or safety of school occupants.

A student may be suspended out-of-school for a period of one to three days under the authority of the school leader and may be extended an additional ten days but no more than 25 days with the approval of the DPS Superintendent or designee.

Before a student is suspended out-of-school, school personnel will conduct a thorough investigation of the situation, inform the student of the charges and evidence against him/her, provide the student an opportunity to tell his/her version of the incident, notify parents/guardians of students involved, and schedule a conference with the student's parents/guardians to discuss the grounds for suspension.

If a parent/guardian is not present at the conference within a reasonable amount of time, the student may still be formally suspended out-of-school. The school will provide the parent/guardian with written and oral notice of the suspension, including the grounds for suspension, the period of suspension, and a date for a conference with the school leader or designated personnel prior to the student's return to classes. The parents/guardians will also be informed if the suspension is to count towards the student being declared "habitually disruptive." Additionally, the student will be placed on an intervention plan upon his/her return to classes. The student will be given the opportunity to make up any schoolwork missed during the suspension within the allotted period of time.

Students who are serving an out-of-school suspension are not allowed on school grounds or at school sponsored events during the suspension period. Violating this expectation may result in additional days of suspension. KIPP Colorado also reserves the right to notify Denver Public Schools Safety and Security and/or the Denver Police Department if a student is on school grounds.

Additionally, any student who earns the consequence of out-of-school suspension at any point in high school can be required to report the infraction to colleges and universities when applying. Further, for any student suspended out of school during high school, the school leader will also submit a written disclosure statement to colleges to which affected students are applying.

All violations labeled below with a (*) will be reported to law enforcement, as required under Colorado state law.

- Disruptive behavior while serving in-school suspension
- Fighting
- Gang affiliation or gang related activities

- Harassment based on race, ethnicity, sexual orientation, gender identity, disability or religion (Level 2)
- Sexual harassment (Level 2) – mandatory referral to Title IX officer
- Possession of dangerous and/or threatening objects*
- Possession of or being under the influence of alcohol, drugs, tobacco, or drug paraphernalia*
- Possession of or having the odor of illegal drugs*
- Other infractions where the school leader decides an OSS is warranted

Expulsion & Due Process

Expulsion hearings are conducted by Denver Public Schools and are carried out according to Denver Public Schools policy. Within DPS, the school leader of each school has the discretion to request expulsion.

The parents/guardians of any student to be recommended to Denver Public Schools for expulsion will be notified in advance of the school's recommendation. A student's family may elect to appeal a suspension decision or expulsion referral to the chief executive officer of KIPP Colorado Public Schools. The family may bring counsel with them if they so desire. In all events of expulsion, the school leader will work in conjunction with the family to find the best possible alternative setting.

There is a mandatory expulsion review under Colorado state law for any of the following offenses as outlined in the DPS Board of Education policy. Additionally, each of the offenses requires a mandatory referral to law enforcement:

- Robbery
- First or second degree assault or sexual assault
- Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance
- Possession of dangerous weapons, including:
 - Pellet or BB gun, other devices designed to propel projectiles by spring action or compressed air
 - Fixed blade knife that exceeds three (3) inches in length
 - Spring-loaded knife or pocket knife with blade that exceeds three and one-half (3.5) inches in length
 - Any object, device, instrument, material or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury
 - Firearm*

**Possession of a firearm requires a mandatory expulsion hearing and expulsion as well as a mandatory referral to law enforcement.*

Habitually Disruptive Students

Per Denver Public Schools Board of Education policy:

A “habitually disruptive student” is a child who has been suspended out-of-school by the school leader or a designee three (3) times during the course of a school year for causing a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events.

For violations that are counted toward declaration as a habitually disruptive student, consideration will be given to whether a change in the student’s schedule is appropriate to address the disruptive behavior.

The student and parent/guardian must be notified in writing of each suspension counted toward declaring the student as habitually disruptive. The student and parent/guardian must be notified in writing and by telephone or other means at the home or the place of employment of the parent/guardian of the definition of “habitually disruptive student” and the mandatory recommendation for expulsion of such students. This written notification must be provided in a language that the parent/legal guardian can understand.

Bullying, Harassing, Fighting, and Weapons

Bullying, harassing, and fighting will not be tolerated at KIPP Colorado Public Schools, either with fellow KIPP Colorado students or students from another school. These actions, along with the possession of weapons, will lead to an automatic suspension, as well as the possibility of expulsion and a referral to law enforcement.

Possession/Use of Drugs or Alcohol

Neither of these will be tolerated, and either will lead to an automatic suspension, referral to law enforcement, as well as the possibility of recommendation for an expulsion hearing.

Student Technology & Personal Property

Electronic devices including, but not limited to, cell phones, iPods, MP3 players, gaming systems, etc. are not allowed to be used inside the school from the time students arrive in the building until they leave the building at day’s end. (This includes cafeteria, bathrooms, and during after school activities). When students arrive at school, they must turn off their technology before entering the building.

Any device that is seen and/or heard will be confiscated and delivered to the office to be placed in the safe and can only be picked up by a parent/guardian.

Students should also refrain from bringing toys and other personal property to school unless their teacher has extended special permission to do so. KIPP Colorado is not responsible for any lost or stolen electronic devices.

Student Searches

School personnel may conduct searches without notice or warning of student’s personal property (including backpacks, clothing, and supplies) and school property used by the student (including lockers and desks) under a reasonable suspicion of a student’s possession of illegal, non-permitted items, or other threats to the safety of the school and its occupants. All locks must be school locks purchased

through the school office; any other lock will be removed without notice. School personnel will detain any student found to be a threat to the safety of the school and its occupants, or one in possession of any illegal items, in which case school personnel will also immediately notify law enforcement and parents of the student. Whenever practicable, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Student Restraint

Trained school personnel may use physical restraint and intervention to protect the student being restrained or others (including the person applying the restraint) from a serious, probable, imminent threat of bodily harm. Applying physical restraint for these purposes will not be construed to constitute child abuse or corporal punishment.

Discipline of Students with Disabilities

Students with disabilities are held accountable to the same standard of behaviors as their peers, and may be disciplined for the same behavioral offenses listed above. The Individualized Education Plan (IEP) or Section 504 Plan provides guidance to the team in determining what disciplinary action will be taken. When a student with a disability is suspended, the team (IEP or 504) will discuss and, if appropriate, revise the plan to address the behavior of concern. If there is no current Functional Behavioral Analysis (FBA) or Behavior Intervention Plan (BIP) then the team may decide to seek consent to conduct an FBA and develop a BIP.

A student with disabilities may not be suspended for more than ten (10) cumulative school days without convening the IEP or 504 team (including the parent) to conduct a Manifestation Determination Review (MDR). The Manifestation Determination Review is a meeting where the team (IEP or 504) reviews relevant educational data to determine if the behavior is directly caused by the student's identified disability and whether the IEP or 504 plan was being implemented as written. Depending on the outcome of the MDR, the student will either be returned to the previous educational placement or be disciplined in the same manner as their peers.

Non-Discrimination Policy

KIPP Colorado Public Schools brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. KIPP Colorado Public Schools will not discriminate based on race, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, religious creed, marital status, age, national origin, ancestry, physical or mental disability, genetic information, legally protected medical condition, veteran status, sexual orientation, family care or medical leave status, or any other basis protected by law.

KIPP Colorado Public Schools wishes to stress that it is the responsibility of every member of our Team and Family to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life. It is the responsibility of every member of our Team and Family to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

Harassment

KIPP Colorado Public Schools is committed to maintaining a school environment safe from any form of harassment. Harassment by school employees, students, parents, visitors, vendors, and any other individuals present on campus or at school-sponsored events is prohibited.

Definition of Harassment

Harassment is any form of uninvited and unwanted physical or verbal behavior, which creates an intimidating, hostile, or demeaning environment for education. Examples of inappropriate behavior include:

- Verbal or physical abuse or threats
- Sexual harassment
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment

Sexual Harassment

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person

Creating a harassment-free environment requires the diligent effort of every member of our Team and

Family.

Reporting Harassment

Any incidents of harassing conduct must be reported immediately to the school leader who will report to the chief executive officer. If the school leader is the person engaging in the conduct, you may instead report directly to the chief executive officer.

Response to Harassment

KIPP Colorado Public Schools is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

- Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
- If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
- Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
- If you are a student, notify the school leader, or if you are uncomfortable doing so, speak with another adult.
- If you are an adult, notify the school leader, the KIPP Colorado chief executive officer, or any member of the KIPP Colorado Public Schools Board of Directors.

Prompt and Thorough Investigation

Every complaint reported under this policy will be investigated thoroughly and promptly. All complaints made under this policy and any resulting investigation will be kept confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

Student Rights & Responsibilities

The right of students to freedom of expression shall not be abridged, provided that such right shall not cause the substantial likelihood of disruption within the school. Freedom of expression shall include the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions per state and federal law. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school leader (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

Freedom of speech

Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.

- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Freedom of press

Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words," following state and federal law. KIPP reserves the right to direct, to advise, and to edit the content of "school sponsored express activities," through support of the faculty advisor, per Colorado law. A sign posted must be approved by the school, signed by the person who puts it up, and must be posted in the designated area in the school.

Freedom of religion

Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the advisor and school office in writing prior to absence. An absence for religious reasons will be an excused absence from school. Students will be allowed to make up any work from an absence due to religious observance.

Right to equal opportunity

KIPP Colorado students cannot be prevented or discouraged from participating in any school activity on the basis of race, color, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, domestic partner status, sexual orientation, or on any other basis made unlawful by federal, state, or local laws.

Right to access

All public events for parents, students, and community members for whom an announced site for a school program or event is not usable may request ten (10) days in advance that the program be relocated into a site which would meet their needs to the extent it is possible. Requests should be made to the school leader of the campus.

Resolution Authorizing Actions to Make KIPP Colorado Campuses Safe School Zones for All Students

The KIPP Colorado Public Schools Board of Directors passed the aforementioned resolution on December 13, 2016. Among the actions covered in the resolution, the KIPP Colorado Public Schools Board of Directors resolves that in order to provide a public education, regardless of a child's or family's immigration status, absent any applicable federal, state, or local law, regulation, ordinance or court decision, KIPP Colorado shall continue to abide by the following conduct:

- KIPP Colorado personnel shall treat all students equitably in the receipt of all school services, including but, not limited to, the free and reduced lunch program, transportation, and educational instruction;

- KIPP Colorado personnel shall not inquire about a student’s immigration status, including that of family members;
- Any request by ICE for information or access to a school site shall be immediately forwarded to appropriate personnel at the School Services Center for review and a decision on whether to allow ICE access to the site, and/or the information to ensure KIPP Colorado compliance with Plyer and other applicable laws.

Please contact the KIPP Colorado Regional Office at 303.934.3245 to review the full resolution.

What to do if rights are violated

Students are encouraged to speak with a staff member. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, color, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, domestic partner status, sexual orientation, or on any other basis made unlawful by federal, state, or local laws, may file a complaint with the school leader. The school leader will investigate the complaint. If a violation of rights is established, the school leader will take appropriate corrective action. If a member of the school community believes he/she has had his/her rights are violated by the school leader, if there is a conflict of interest with raising the complaint with the school leader, or if there are questions about corrective action taken, the member of the school community may contact the KIPP Colorado chief executive officer.

Student Initiated Groups

Non-curriculum related student groups can meet on school premises for the purpose of religious, political, or philosophical discussion during non-instructional time if approved by the building school leader, subject to the following:

- Attendance at the meeting must be voluntary and student initiated.
- The meeting will not be school-sponsored.
- One or more school employees shall be present in a non-official capacity only.
- Non-school persons may not direct, conduct, control, or regularly attend meetings.
- All school rules, applicable laws, and the constitutional rights of other persons must be observed.

Approval by the school leader may not be denied on the basis of the religious, political, philosophical, or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful, or is in violation of any applicable school district policies or school rules.

Non-curriculum related student groups shall also be granted the following rights, within reason and common practices:

- Access to classrooms in the school for meetings and events during non-instructional time.

- Access to designated bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator at the school (a disclaimer of school sponsorship may be required on such written materials).
- The ability to submit student group announcements to be made during advisory periods.
- The opportunity to hold fundraising activities and engage in service learning.
- Access to scrolling video screens where announcements and events are communicated.
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school may not spend public funds on non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed above.

Grievance Policy for Parent and Community Concerns

The KIPP Colorado Public Schools Board of Directors (Board) will respond to all parent/guardian and community concerns. The first step in our grievance process is to bring the grievance to the party with whom there is a disagreement. The escalation of grievances is as follows:

Person with whom there is a disagreement...	After speaking with the person with whom there is a disagreement, then go to...	If you are unsatisfied with this outcome, escalate grievance to...	If you are unsatisfied with this outcome, escalate grievance to...	If you are unsatisfied with this outcome, escalate grievance to...
Teacher, Assistant Principal, School Office Staff, Other School Staff	Principal	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors
Principal	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors	
Regional Team Member	Chief Executive Officer	KIPP Colorado Board of Directors		
Chief Executive Officer	KIPP Colorado Board of Directors			

At any given time, an individual or a group may bring grievances to the Board for any reason. Such grievances will be submitted to the Board Chair at least one week prior to the next Board meeting. Grievances submitted later will be addressed at the subsequent meeting of the Board. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the grievance. The Board, as necessary, shall direct the chief executive officer (and in turn, the school leader or other responsible party) to act upon the grievance and report to the Board. The Board shall, as necessary, render a determination in writing. Any appropriate documents will be made available to the person filing the grievance.

Principal, KNDMS: Stephani Olson, 720.930.8615

Chief Academic Officer, KIPP Colorado Public Schools: Leah Peters, 303.934.3245

Chief Executive Officer, KIPP Colorado Public Schools: Tomi Amos, 303.934.3245

Board Chair, KIPP Colorado Public Schools: Jackie Hawkey, 303.934.3245

KNDMS Family Association

KNDMS Family Association (KFA) is a parent lead advisory group that meets quarterly to discuss school programming/events and how to better support the community, families, students and staff at KIPP. KFA is made up of families from each grade level and school staff. At the start of the year, KFA school staff reach out to families to comprise the advisory group. After roles are assigned, an initial meeting is held to acquaint participants with each unique role and responsibility and provide information on participation for the year. Families are invited to not only participate in leadership roles on KFA, but to also come monthly to voice concerns, opinions, or ask questions about the school and program.

KIPP Northeast Denver Middle School Team and Family Commitments

KNDMS BLACK LIVES MATTER COMMITMENT

Our Team and Family (staff, students, families) commit to KNDMS in the following ways:

- At **KNDMS**, we believe **Black Lives Matter**. We believe in social justice. We believe learning is a fundamental right. We believe the education system needs to change, and we will continue to use our platform to make that change.
- As Team and Family (families, staff, students and community) we examine our systems and policies for racist language and practices. If systems and policies are found to have racist language and/or practices, we revise them or stop doing them.
- We represent Black, Indigenous and People of Color in our visual culture (bulletin boards, print, walls), reflecting the racial, ethnic and cultural backgrounds of our students, staff and community.
- We use anti-racist language, both verbally and non verbally in our communication with each other. When we hear language that is racist we speak up and disrupt.
- We provide time and space for open dialogue through forums, affinity groups and community circles for families, staff, students and our community. We recognize and honor the heavy burden that Black Lives have had to carry throughout history.
- We acknowledge that white privilege has led to racial inequity and commit to naming, understanding and dismantling all forms of racism and white supremacy in our school, community and world.

STUDENT'S COMMITMENT

I fully commit to KNDMS in the following ways:

- I will arrive at KNDMS every day by 8:00 AM (Monday – Friday).
- I will remain at KNDMS until 3:30 PM (Monday, Wednesday, Thursday, Friday) and 1:30 PM on Tuesdays .
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This means that I will complete all my homework every

night, act in a way that communicates respect, and I will let my teachers know if I have a problem. During class I will ask questions if I do not understand something.

- I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will model our KIPP core values of love, excellence, pride and liberation at all times on our campus (car line, parent/teacher meetings, main office, extracurricular events, etc.).
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This means that I will always listen to all my KNDMS teammates and give everyone my respect.
- I will follow the rules and high expectations at KIPP, including dress code.
- I am responsible for my own actions and I will follow the teachers' directions.
- I will take part in Family and Community activities (evening events, athletic events, and field trips) to strengthen our relationships with my KIPP Family.

TEACHERS' COMMITMENT

We fully commit to KNDMS in the following ways:

- WE will arrive at KNDMS everyday by 7:30 AM (Monday – Friday).
- WE will remain at KNDMS until 4:00 PM (Monday – Friday).
- WE will always exemplify our staff values of T.H.I.N.K. (Tenacity, High Expectations, Integrity, No Excuses, and Kindness).
- WE will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
- WE will always make ourselves available to students, parents, and any concerns they might have.
- WE will treat our colleagues, students, families, and myself with kindness and respect.
- WE will take part in Family and Community activities (evening events, athletic events, and field trips) to strengthen our relationships with our KIPP Family.
- WE will always protect the safety, interests, and rights of all individuals in the classroom

PARENTS'/GUARDIANS' COMMITMENT

We fully commit to KNDMS in the following ways:

- WE will make sure our child arrives at KNDMS every day by 8:00 AM (Monday – Friday).
- WE will make arrangements so our child can remain at KNDMS until 4:15 PM (Monday, Wednesday, Thursday, Friday), 1:30 PM on Tuesdays.
- WE will ensure that our child attends school every day. We will schedule appointments and family trips outside of school hours.
- WE will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, and try to read with him/ her every night.
- WE will always make ourselves available to our children, the school, and any concerns they might have. This includes carefully reading all communication that the school sends home to us.
- WE will model our KIPP core values of love, excellence, pride and liberation at all times on our campus (car line, parent/teacher meetings, main office, extracurricular events, etc.).
- WE will show respect in all written and verbal communication.
- WE will follow all school policies and procedures as outlined in the Family Handbook.
- WE will allow our child to go on earned KNDMS field trips and field lessons.

- WE will ensure our child follows the KNDMS dress code.
- WE will take part in all Family and Community activities (family conferences, community events, feedback forums, athletic events, and field trips) to strengthen our relationships with our KIPP Family.