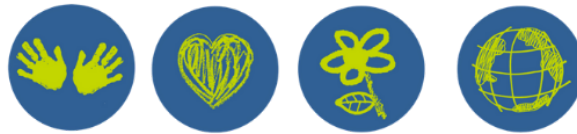




## Northeast Elementary



## Family Handbook 2021-22

4635 Walden St, Denver CO 80249  
720-425-2551

2021-22 School Hours:  
MWTF: 7:45-3:45  
T: 7:45-1:45

2021-22 Office Hours:  
M-F: 7:45-4:00

# Principal Welcome Letter

Dear KNE Families,

Welcome to the 2021-22 school year! Our team is excited to work alongside you as we support your child on their path to and through college or a career of their choice. This handbook has been prepared as a resource for you and your child. We want to ensure that your family understands the procedures and policies in place at KIPP Northeast Elementary that help us to provide consistency, safety, and an excellent education for your child. We hope this handbook answers any questions you may have. If you have additional questions, please call the school and we will be happy to assist you in any way that we can. Please sign and return the handbook acknowledgement form to show that you have read and discussed this handbook with your child.

This handbook represents an in person return to school. All changes to policy due to COVID-19 will be communicated on an on-going basis.

Thank you for your continued support and we welcome you to the new school year!

Sincerely,

Ms. Liz Dillon  
*School Leader, KIPP Northeast Elementary*



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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 Elementary

KIPP Northeast Elementary (KNE) is a college preparatory public charter elementary school. The school opened in August 2015, this school year we will have 500 students in pre-kindergarten – fourth grade.

## Our Mission

KIPP Northeast Elementary **teaches** academic skills, **cultivates** character growth, and **empowers** students on their journey to and through college. Our students will leave KIPP Northeast Elementary with the passion, skills, and desire to **change the world** and be **leaders** in the Far Northeast community.

## Our Vision

KIPP Northeast Elementary is built on the belief that great schools create both **excellence** and **equity**. An excellent and equitable education will prepare our students with the passion, skills, and desire to be college graduates and leaders of the Far Northeast community. Our students will excel academically with a rigorous, standards-based curriculum that supports their love of learning so that they will be lifelong readers, and critical thinkers. With an equity-driven, culturally responsive approach, students will become community leaders with a deep pride in who they are and where they come from. In partnership with families and community members, students will be empowered to change the world every day.

## Our Values



**We Grow.** We achieve because we always try our best, reflect on our actions, and problem solve challenges.

**We Love.** We love ourselves, learning, and our community.

**We Pursue Justice.** When faced with inequity, we recognize it, respond to it, and take action to change it.

**We are a Community.** I am because we are.

## Our Mascot

*Be like a duck. Calm on the surface, but always paddling like the dickens underneath. - Michael Caine*

The KIPP Northeast Elementary mascot is the Mighty Ducks. At KNE, we embody calm strength for each other, students, and families. We work together in a collaborative community just as “ducks fly together.”

## Our Rules

At KIPP Northeast Elementary, our KIPPsters follow the below rules every day:

Work hard.

Be kind.

Be a leader.



# School Routines & Expectations

## KIPP Northeast Elementary Overview

The Basics	
School name	KIPP Northeast Elementary
School address	4635 N. Walden Street, Denver, CO 80249
School phone & fax	School phone number: 720-452-2551 School fax number: 720-492-1031
School website	<a href="http://www.kippcolorado.org/KNE">www.kippcolorado.org/KNE</a>
Shared campus information	KNE is co-located with our partner school, KIPP Northeast Denver Middle School (KNDMS). KNDMS has been in the Far Northeast Denver community since 2011 and serves 5 <sup>th</sup> -8 <sup>th</sup> grade. Both schools share the cafeteria, gymnasium, outdoor field and playground area, and the library.  Outside of time spent in those spaces, we will always be on the 1 <sup>st</sup> floor of the building, while KNDMS will be on the 2 <sup>nd</sup> floor of the building.
Founded	August 2015
Grades served	ECE4-4 <sup>th</sup> Grade

### Arrival Prior to 7:45 AM

If your family arrives to school prior to 7:45 AM, please wait on 47th Street until the car loop has been opened. Please wait until arrival staff come outside at 7:45am to receive students before leaving your child. If you are at the door as a walker family, 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 lobby area.

### Car Loop

Family members can drop off students in the front loop of the school. The car loop is directly in front of the KNE entrance. Staff members will supervise the car loop in order to ensure students enter the building safely. To ensure your child's safety, please do not attempt to drop off your child in any other part of the school. To ensure your child's safety we ask that KNE Families use the inner loop for KNE rather than the middle school car line to drop off elementary school students. Additionally, we ask that families work with staff to follow traffic guidelines so that all staff, students and families are safe during arrival.

### Walk-in Drop Off

If you would like to walk your child into school and chat with their teacher, you are more than welcome. You may also want to join for Family Literacy time during the morning drop-off block. If so, you are asked to enter the car loop with everyone else. Instead of driving into the car line, you may turn left after the car line into the parking lot. Please park in one of the front spaces near the car loop and cross at a designated cross walk to enter the building with your child. You should never park in the car loop. Please

only enter the building at the KNE main entrance. Families staying in the building past 8:15 will need to retrieve a visitor sticker from the main office. (\*Family Literacy Time and visitors in the building is temporarily suspended during the COVID-19 pandemic).

## **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 KNE, it will be met by two staff members who will ensure your child arrives into KNE safely.

## **Walkers**

If you plan to walk your child to school, please plan to arrive between 7:45 AM and 8:15 AM. You are asked to enter through the KNE Main Entrance where we will have staff waiting to greet your child for arrival. Please do not enter through the back doors or other entrances of the KIPP NE Campus. To ensure your KIPPster's safety please always use crosswalks within the neighborhood when crossing any street. Our staff are not trained as crossing guards and therefore cannot stop traffic in the street if there is not a crosswalk.

## **Before School Care**

Boys and Girls Club offers before school care starting at 6:30am. Families interested in using before school care should contact the BGC directly. BGC staff will drop KIPPsters off at their classrooms at 7:45am.

## **Arrival Frequently Asked Question/Answers:**

### **Q: WHO will be there when I drop off my child?**

A: There will be several teachers stationed at the drop-off zone in the loop in front of the school to help your child exit the car and walk to the front door safely. An additional teacher will be stationed at the entrance of the school to help your child walk into the school and to their classroom safely. There is additional staff in the hallways that will supervise your child as he or she enters the school and walks to his/her teacher.

### **Q: WHAT is the purpose of following this drop-off procedure?**

A: Due to the number of parents dropping off children, we can only ensure safety if all parents follow the procedures. Thanks in advance for helping all staff members and families keep our KIPPsters safe!

### **Q: WHERE do I drop off my child?**

A: Children should be dropped off at the car loop **on Walden Street, the inner loop, not the street.** Please drop off your child using the KNE carline, we have an obligation to your child's safety, and we cannot ensure safety if they are dropped off away from the supervised zone.

### **Q: WHEN do I drop off my child?**

A: Children should be dropped off between 7:45 AM and 8:14 AM. If you arrive before 7:45 AM, there will be no supervision and you are responsible for parking on the street and **waiting with your student until 7:45 AM.**

### **Q: HOW do I drop off my child?**

A: Please pull up to the car loop drop-off zone. A staff member will be standing at the top of the loop, please drive all the way down to that teacher. The teacher will be waiting at the drop-off zone to open the door for your child. If someone else is dropping off, they will pull in behind you. We will allow several children to get out at a time and then the cars will pull up.

**Q: What if I want to park and walk my child into school instead of dropping off?**

A: As noted above, park in one of the designated parking lots in front of school, just past the car loop and cross at the cross walk to enter the building with your child. The ECE parking lot is used for our ECE students, only ECE families should park in that lot. Additionally, out of courtesy for our neighbors and the safety of our students, we ask that you use the KNE parking lot rather than parking on the street.

**Q: What if I arrive after 8:14 AM?**

A: If you arrive after 8:14 AM, there will be a sign indicating you are now tardy. If you see that sign, you must walk your child into the building. You cannot leave them at the car loop to walk in on their own. Our staff walks inside promptly at 8:04 AM and it is very unsafe for them to be left unsupervised. Additionally, when a child is tardy, they must be signed in by a parent/guardian in the tardy system.

## **Breakfast, and Family Literacy Time: 7:45-8:15 AM**

Students will put their belongings in their cubby, eat breakfast, and begin their morning work. Families are welcome to stay in the classroom and help the students with their morning work. (\*Family Literacy Time and visitors in the building is temporarily suspended during the COVID-19 pandemic).

## **Late Arrival: After 8:15 AM**

KNE doors close at 8:15 AM. After this time, staff will have gone up to the school. In order to enter the building, you will have to buzz in and bring your child into the building. No students should be dropped off at the building after 8:15 AM, instead you will need to bring the child in and sign them in late at the main office.

After signing in at the main office, your child will receive a tardy pass to head to class. If a student is tardy, this will count towards their overall tardies for the year. Three tardies will count as an absence.

Teachers are unable to accept a student into class without a tardy pass. To ensure that students' attendance is documented please check them into the main office before they go to their classroom.

## **School Day Begins: 8:15 AM**

### **Morning Meeting: Between 8:15-8:30 AM**

Students must arrive to their teacher's room by 8:15 AM. If a student enters after 8:15 AM, he/she is tardy and will need to check in to the main office. Teachers cannot allow a child into the classroom without a tardy pass, even if you are with the child.

All students will receive breakfast during arrival or during morning meeting. Late students will receive a modified breakfast from the main office. Morning breakfast is free for every student.

By 8:15 AM, breakfast will be cleaned up and students will begin learning time.

## **Student Dismissal: 3:15-3:45 PM (1:15-1:45 PM on Tuesdays)**

### **Dismissal Procedures**

Students will begin dismissing from their classrooms at 3:15 PM. Dismissal will happen in the front of the building, the same place arrival happens. Parents will be asked to fill out an arrival/d dismissal sheet at registration that asks their child's method of transportation and we will follow this sheet.

\*Please read our dismissal changes policy in full below.

### **Dismissal Changes Policy**

If you change how your child will get to/from school after registration, you must call our school and let us know the updates. We will change their records in our system. If there are changes for that day, they must be done no later than 2:00pm (12:00 PM on Tuesdays) of the day you are going to change.

### **Student Car Pick-Up**

KNE Families will be given 2 plastic placards with your family's family number printed on them. All families who are picking up a child, must have this placard displayed in the front of their vehicle. Upon arrival, families enter from 47<sup>th</sup> street from the direction of Himalaya and pull through the car loop. We safely load 5 cars at a time. If you arrive before 3:15pm, you must wait in the line on Walden Street and may not enter the parking lot early.

Additionally, if you are using the car pick-up loop and your child is not ready when your car pulls up to the number cones it is critical you follow the direction of our staff to pull all the way up so we can keep the line moving as we call for your child.

### **Walk-Up Pick-Up**

If you plan to walk up to the building to pick up your child, you will still need to enter through the car loop and wait in the line with other families. However, when you enter the loop, advise the teacher on duty you want to park and she will give you a yellow sheet, enter the left lane and do not wait in the right lane. Once you reach the last parking lot, turn left and park here. Cross at the cross walk and wait in line at the entrance between the main entrance and ECE entrance (a sign will mark this).

Please wait your turn in this line. There will be a staff member at the entrance who can help you pick up your child. You will need to show your identification or pick-up placard just as if you were using the car loop, and your child will be called from inside the building to come out to you. In order to ensure the safety of all children, you may not enter the building at all during dismissal.

### **Bus Riders**

Students that take the Success Express will walk down the cafeteria for dismissal. Once their bus arrives, their group will be escorted out to the bus by a teacher. Each child will get to the bus supervised by an adult.

You are expected to meet your child at their bus stop by your home at the scheduled time.

### **Middle School Siblings**

Families with a KNE student and a sibling at KNDMS may utilize our middle school sibling dismissal procedure. To do so please contact the main office to complete a waiver that will approve your older student to pick up an elementary (K-4th grade student) KNDMS students dismiss at 3:30, if they are approved to pick up their sibling they will exit the KNDMS main doors, walk to the KNE main doors where they will provide their name and their siblings name to a KNE staff member. If they are not on the approved pick up list we will need to contact the family before releasing the elementary student.

**Due to requirements for our Early Childhood Program, we cannot offer this policy to our ECE students. ECE students must be signed out by an approved pick up person who is 18 or older.**

### **After-School Care**

Boys and Girls Club offers after school care on our campus for students in Kindergarten-4th grade every day until 6:30 or 7pm. Families interested in using after school care should contact the BGC directly. If you use BGC, you would contact the office to advise us and we would have a teacher walk your child there right after dismissal. You would then pick up your child at the BGC side entrance.

## School Day Policies

We ask that you review these policies with your child so they feel confident on the first day of school. Additionally, we want you to be familiar with our school policies so you understand what we are asking of your child.

## Homework Policy

We believe that reading every night is essential to child development and a love of learning. We also believe that daily homework can be a helpful tool to reinforce the day's learning and build long term self management habits when balanced with family time, extracurriculars, and rest.

### Criteria For Success: Homework Assignments

- Requires at least 20 minutes of reading/sight word practice a night which will be recorded in the reading log
- Outside of reading, homework assignment for the day is optional.
- Content planners will provide families with daily work options aligned to that day's objective in hard copy format. Content planners will need to submit this hard copy to the member of the team creating the packets for the grade level.
  - Eureka Math daily aligned homework page
  - Open court decodable ( at least 1 per week)
  - Wit and Wisdom homework (based on lesson)
- Teams will determine who is in charge of creating the weekly reading log and making hard copies of packets for families.
  - Families will be surveyed at the beginning of the year for their level of homework participation. Teachers will not be expected to grade homework unless they agree with a family that homework feedback is a differentiated tool to support the child.
    - *We commit to reading 20 minutes a night*
    - *We commit to reading 20 minutes a night and completing portions of a hard copy weekly homework packet*
    - *We commit to reading 20 minutes a night and completing virtual homework assignments on i-Ready.*
- If students bring back and reading logs or completed homework, it should be acknowledged, asked about and collected during breakfast in order to honor the families' effort and foster relationship building.
- 4th grade will move to supporting students with time management, planning and keeping an agenda in the spring to support the transition to middle school.

## Dress Code/Uniform

All KIPP Northeast Elementary, students are required to wear the KNE uniform every day. We believe in the power of feeling pride in our school and like we are all part of a team. We also want to be a support to your family should you need assistance with uniforms, so please don't hesitate to contact us if you need anything.

The uniform will consist of a blue KIPP Northeast Elementary polo shirt. On top of the polo shirt, students may wear the KNE hoodie or cardigan. The blue KNE polos must be worn under the hoodies or cardigans. Students must wear uniform bottoms, which include black or khaki colored pants, shorts,

or skorts. These bottoms may be purchased from the school or a store of your choice. On Fridays, students may wear KIPP Northeast Elementary t-shirts earned throughout the year. Students may also wear college shirts and jeans on Fridays.

**When you pick up uniforms, we highly recommend that you write your child’s name in their hoodie or cardigan on the tag with a permanent marker.** We had many uniform pieces lost and never claimed at the end of the last school year. We are not responsible for your children’s uniform items, so please talk to them about how to keep them under their protection. We also highly suggest you do this for their coats or jackets as winter time approaches.

**Please refer to our uniform dos and don’ts below:**

Uniform tops (DO)	Uniform tops (DON’T)
<ul style="list-style-type: none"> <li>● KNE polo shirt</li> <li>● Thermal/long-sleeve shirt can be worn <b>under</b> KNE polo or t-Shirt (patterned or one-color is fine)</li> <li>● KNE hoodie or KNE cardigan (polo shirt must be worn underneath) can be worn over polo.</li> <li>● KNE/KIPP t-shirt/College t-shirt on Fridays</li> </ul>	<ul style="list-style-type: none"> <li>● Non-school shirt on non-dress down days.</li> <li>● Thermal or long-sleeve shirt over polo, please wear underneath the polo shirt.</li> </ul>
Uniform bottoms (DO)	Uniform bottoms (DON’T)
<ul style="list-style-type: none"> <li>● Khaki or black pants, shorts, or skorts purchased from KNE or another store that sells these colored bottoms.</li> <li>● Tights, leggings or high socks can be worn under shorts or skorts.</li> <li>● Please ensure pants button/close.</li> <li>● On Fridays only, students may wear jeans.</li> </ul>	<ul style="list-style-type: none"> <li>● No jeans (except Fridays)</li> <li>● Other colors besides black or khaki</li> </ul>
Uniform shoes (DO)	Uniform shoes (DON’T)
<ul style="list-style-type: none"> <li>● Shoes must be flat: can include sandals with backs.</li> <li>● In winter, students may bring a pair of boots to change into for playing outside.</li> </ul>	<ul style="list-style-type: none"> <li>● For safety, no shoes with wheels</li> <li>● For safety, no flip flops or slip on sandals (without a back)</li> </ul>

**For students who do not meet the uniform requirements, the following system exists:**

- Students out of uniform will receive a written reminder to share with parents/caregivers.

## Classroom Rules

Students will have specific rules in each classroom, dependent on their teacher’s systems and procedures

Students are expected to demonstrate high engagement, participation, and focus in all classrooms. In KIPP language, all students are expected to SEEK. This means—

- **Sit safely**
- **Eyes on the speaker**
- **Engage with the lesson**
- **Keep trying!**

\*The purpose of the SEEK expectation is to maintain a high expectation for student engagement and participation in class.

## Lunch

Students can bring their lunch or can have lunch at the school. If you decide to pack your child's lunch, they will store it in their cubby each morning for lunch time. If you do not pack them a lunch, we will automatically assume you want them to have lunch from the school.

If you have completed the appropriate forms, students will be able to get lunch from the school cafeteria. If your student does not qualify for free or reduced lunch, please be sure to give them lunch money each day or load it onto their account.

## Bathroom Policy

The hand signal for a student who needs to use the bathroom will be to raise his or her hand in a fist. Children can go to the bathroom at the teacher's discretion whenever necessary throughout the day. In ECE and Kindergarten, teachers will have scheduled bathroom breaks. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

## Change of Clothes

We also ask that each child bring a change of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom or other emergency. The only ask is that the shirt is KIPP shirt or polo for your child's safety. Even if a child is completely able to use the bathroom on their own, we have had many students need a change of clothes for play outside where their uniforms have gotten wet or dirty. There are many reasons why a child may need to change, so we ask that **every family have at least a change of pants and underwear in the child's cubby.**

If your child does not have a change of clothes, your child's teacher will send home a pink reminder sheet for you to bring in a change of clothes. If a student does not have a change of clothes and the office does not have anything left, students may have to get picked up by parents.

## Hall Passes

In order to ensure your child's safety, students will be expected to use passes when travelling in the hallways. Each classroom will have a bathroom pass, and office/nurse pass. Teachers will create specific rules in regards to using these passes.

Students are expected to conduct themselves and behave in the hallways, all students are expected to practice HALL. This means—

- **Hands to yourself**
- **All eyes looking forward**
- **Lips zipped**
- **Legs walking safely**

## Off-Limit Areas of Building

KNE students are not permitted in the following areas of the building:

- KNE Students should not enter the 2<sup>nd</sup> floor of the building, unless accompanied by an adult.



- Students are not permitted to enter any teacher workrooms, or the elevator, unless accompanied by a staff member.

## Family Involvement at KIPP Northeast Elementary

### School and Family Communication

KNE believes the success of a child's education depends on the teamwork of teachers, parents, and students. Therefore, KNE is dedicated to a high level of communication between all stakeholders in the student's education. KNE will provide Spanish language translation in communication with parents and guardians. KNE supports various opportunities for regular open communication between the school and parents/guardians:

#### **KIPP Northeast Elementary Family Newsletters**

Important information that needs to be communicated to parents/guardians will be sent home with students as a Family Newsletters on Fridays. Families are required to read all notices. Family Newsletters include communication about academic and school culture updates, and notices of upcoming school events.

#### **KIPP Northeast Elementary Flyer App**

Important information that needs to be communicated to parents/guardians will also be delivered via our Smart Phone app. All parents will be asked to download the phone app at our school registration. Please be sure to enable push notifications so you can receive important reminders and notices from the school. The app. will also allow you to view things like the bus schedule, parent resources, attendance and dismissal forms, etc. You will also use it to sign up for various other things, including conferences on it. It will have other great features, so please be sure someone in your family has downloaded the app.

#### **Possip**

KIPP Northeast Elementary wants to know your thoughts regularly. To support hearing from you, our school is working with Possip so that you can share your thoughts and ideas weekly. How will it work? Each week you will get a text or email from Possip. Questions will ask: Are you happy with our school? Do you have any praise or feedback? If you do not want your name shared you will have the opportunity to request anonymity. These texts are to simply prompt you in case you DO want to share. Of course we hope you will take 1-5 minutes a week to share with us, but you don't need to. If ever you want to STOP receiving an email or text simply reply with STOP. You should no longer get texts or emails from Possip.

#### **Website**

KNE maintains an updated website at [www.kippcolorado.org/kne](http://www.kippcolorado.org/kne). The website includes a monthly school calendar, information on school faculty and staff, and other important school information.

#### **Teacher Cell Phone Availability**

KNE provides all students and families a directory of teacher and staff phone numbers at the start of the school year. Parents and students may contact teachers after school hours with any questions or

concerns they may have. We ask that calls be made at a reasonable hour; typically not after 7:00 PM. Teachers will return all calls within 24 hours. Some teachers prefer to communicate via text; teachers will let students know of their preference.

KNE teachers and staff may call parents/guardians to communicate important information to parents, including information regarding student academic performance and behavior or discipline matters. We will send autodialers with reminders about family meetings and events.

## **Student-Teacher-Family Meetings & Conferences**

Teachers and/or families may schedule meetings or conferences to discuss a student's academic performance and character development. All parties are expected to attend, as agreed upon in the Commitment to Excellence. At the end of the first and second trimesters, we hold mandatory family/KIPPster/teacher conferences to review progress, set goals, and receive report cards.

Trimester One Family Report Card Conferences: November 19th

Trimester Two Family Report Card Conferences: March 4th

Report card conferences will be held all day and you will be asked to sign up for an individual appointment time with your child's teacher via the school's app.

## **Family Engagement**

### **Family Volunteer Opportunities**

At KNE, we know we are stronger because of our families. As a school, we offer many opportunities to volunteer. For more information please reach out to your KIPPsters teacher or our operations team! Volunteer Opportunities Include:

- Volunteering in the Front Office
- Volunteering in the Classroom
- Donating Supplies to the School
- Attending KIPP Family Association Meetings
- Volunteering at various family events,
- Supporting with Student Recruitment

*Some of the items below are temporarily suspended, no visitors during COVID-19 pandemic*

### **Classroom Visits**

Parents/Guardians are welcome to visit their child's classrooms to learn more about the child's learning. We require all parents/guardians to sign in with the front office and get a visitor's pass. When visiting classrooms, we ask that parents abide by the same rules as our students (no use of technology, no food or drink, no side conversations) so as not to disrupt the learning environment. If parents are a deterrent to student learning, we will ask them to leave the classroom and visit on a different day.

### **Family Literacy Time**

From 7:45 AM – 8:05 AM, families are welcomed to be in the classroom to engage in Family Literacy Time. Families can sit with their child and other children as they do their morning work, support the

teacher with homework check or breakfast distribution, or sit and observe. We ask that families help us start the day strong with their students by helping teachers create a calm environment. Families are welcomed to stay beyond Family Literacy Time to observe or volunteer and will need to sign in and grab a visitor badge at the front office to do so.

### Family Nights

We will have mandatory family events during the school year. At Family Nights, families will receive information on supporting their child’s academic progress at home. Our Family Nights for the School Year can be found in our annual calendar distributed at Registration.

\*Nights may be virtual or in person.

\*We will also have various optional family nights throughout the year, including Family Fitness Night, Family Culture Night, Specials Showcases, etc. Please check the Family Calendar for dates!

### Community Saturdays

We will have Community Saturdays twice during the school year for families, students, and staff to come together. Community Saturdays are an essential component of our program and mandatory for students and guardians. Our Community Saturdays for the 2020-21 school year will be:

- Fall Festival: October 9th
- Spring Carnival: April 30th<sup>th</sup>

### KIPP Family Association

The KIPP Family Association will serve as a space for families to voice their opinions and seek ways to be even more involved in our school community. We will ask that there be a representative from each class present at these meetings (a room parent), and that parent would then be responsible for relaying any important information to the other families in their class. The KIPP Family Association will meet monthly on a Thursday evening.

### KIPP Northeast Elementary Ceremonies and Traditions

<b>Community Week</b>	Community Week attendance is mandatory for all KIPP Northeast Elementary students. During Community Week, students will engage in important activities and lessons to prepare for full day school, attendance is essential.
<b>Family Literacy Time</b>	Each morning from 7:45-8:15 AM families are welcome to their child’s classroom during breakfast/morning work to sit with their child and support them during their morning work and/or read with them.
<b>Friday Family Meeting</b>	Every Friday, we bring the whole school together for a Friday Family Meeting. During this time, we sing our values songs, our KIPP songs, and celebrate KIPPsters of the week.
<b>Field Trips</b>	Field Trips are one of the many ways we have students explore outside of the classroom. Students who do not consistently demonstrate safe behavior will only be permitted to attend field trips with a one-on-one parent/guardian chaperone.  <i>Local Field Trips</i>

No child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received or if the child has not satisfied the requirements made by the teacher.

*Chaperones*

We welcome parent chaperones on our field trips throughout the year. Please let your child's homeroom teacher know if you are willing and able to chaperone a particular trip. Chaperones will be picked on a lottery system per class. We will put all interested chaperones names together and randomly pick the names of those who can attend. All chaperones are required to complete a background check. *Please note that siblings are not allowed to attend KIPP Northeast Elementary field trips and chaperones are not allowed to have non-KIPP Northeast Elementary children with them on the trips.*

## General School Procedures

At KIPP Northeast Elementary we have the following policies and procedures. These policies and procedures should answer all your questions in regards to your student's enrollment at our school.

### Student Supplies

Supplies for School:

- Backpack
- Change of clothes to keep in cubby

Recommended Supplies for Home:

- Child-Safe Scissors
- Pencils (lots)
- Large eraser
- Glue sticks (6)
- 1 bottle Elmer's glue
- Crayons
- Washable markers (pack of 8)
- Reading books (students will need to read a minimum of 20 minutes every night)
- Paper (for writing and drawing)

Optional Supplies to Support Our Classrooms:

- Tissues
- Paper towels
- Hand sanitizer
- Wet wipes
- Pencils (lots)
- Crayons
- Ziploc bags (gallon and quart-size)

### Birthday Celebrations at School

The staff of KIPP Northeast Elementary recognizes the importance of birthdays in a child's life and will do their best to make each student's birthday special while respecting the wishes of those who choose not to participate. In that regard, the class will honor all student birthdays during snack time or at the end of the day. If a parent wishes to celebrate their child's birthday at school, these guidelines must be followed:

- Parent must contact the teacher directly and give the teacher at least one week notice.
- Birthday treats will only be served at lunch or during snack time in the homeroom.
- All birthday treats **must be store-bought and sealed prior to being brought to school**.
- School birthday celebrations are *not* birthday parties. Parents are expected to help clean up the rooms after the celebration.

*(\* Due to COVID-19 birthday celebrations unfortunately cannot include family visitors but items can still be dropped off for the class.)*

## Lost & Found

KNE maintains a “lost & found” of misplaced and/or lost student personal belongings and school supplies. The lost and found will either be located in the main office or in the cafeteria. Families may access the lost and found after checking in at the main office. Appropriate times to access the lost and found include before and after school. KNE staff members are not responsible for any items in the lost and found. Unclaimed lost and found items will be donated to charity every month.

We highly suggest you write your name with marker in your child’s hoodies, cardigans, or jackets, as these are lost very often throughout the year.

## Food and Nutrition Services

All families must fill out a federal free/reduced lunch form at Registration in August. Families who qualify will receive a free/reduced pricing for lunch; breakfast is free for all students. All teachers, student and families must follow rules and regulations regarding payment. Families may choose to have their children eat breakfast at home and/or send a bag lunch in lieu of meals served by Denver Public Schools. **We encourage families to provide healthy meals for students to teach them about nutrition and ask that fast food and soda be limited or not a part of packed lunches.**

**\*We are a peanut-free and fish-free school.**

## Outside Food

In order to promote a healthy learning environment, if you choose to send a snack with your child in addition to the food served at the school, we encourage the consumption of healthy snacks on campus. Students may bring fruit, vegetables, juices or single servings of crackers. **Students are not allowed to bring soda, gum, large bags of chips, and any type of candy unless directed by his or her teacher.** If a student brings any of these items, they will not be permitted to eat at school and the food will be returned home in the child’s backpack.

## School Closing

If the Denver Public Schools District is closed due to bad weather, KIPP Northeast Elementary is 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 executive director will make a determination to close if needed. Listings will be on local television and radio stations. Once the school day has started, school will be canceled only if the weather or situation deems necessary. KIPP Northeast Elementary will follow the DPS decision on such matters.

## KIPP Northeast Elementary Academics

### The KNE Vision

*“Education as the practice of freedom-- as opposed to education as the practice of domination-- denies that man is abstract, isolated, independent, and unattached to the world; it also denies that the world exists as a reality apart from people. Authentic reflection considers neither abstract man nor the world without people, but people in their relations with the world.” – Paulo Friere*

At KIPP Northeast Elementary the intersection of excellence and equity is realized with an instructional program founded on the belief that education is the practice of freedom. Our students bring their unique strengths into our school each day and we will foster a sense of *collaboration* with *culturally responsive* content so that our students have the space to think *critically* about their world and use their *voice* to create equity around them. Teaching for equity at KNE means that we are preparing students for jobs that don't yet exist, using technologies that haven't been invented in order to solve problems we don't know are problems yet. We acknowledge that we currently live in an era where information is at our fingertips. We no longer have to memorize rote facts and information, but rather make meaning of information to draw conclusions, solve problems and create.

We aim to develop leaders who will collaborate, ask questions, defend their conclusions, and have the confidence to think differently; leaders who will take risks and work to find solutions for the betterment of their community and society as a whole. In order to prepare our students to be tomorrow's leaders they will need the academic knowledge, critical thinking, social capital and voice to be college graduates and community leaders.

## Data Driven Instruction

At KIPP Northeast Elementary we ensure that data drives every decision in order to put every single student on the path to and through college. We measure what matters, and have identified academic, operational and culture big goals that we believe will create conditions where all big and little KIPPsters will be successful and happy!

## KNE Academic Reporting

We believe that academic feedback is essential to student growth. We use standards-based grading and report on academic progress in Weekly Progress Reports and Trimester Report Cards.

## Grading System

KIPP Northeast Elementary issues report cards on a trimester basis. Throughout each trimester, KIPP Northeast Elementary students will take assessments and quizzes which will measure students' progress on standards taught that quarter.

The grading scale is based on the students' mastery of the content standard using the following scale:

Standards-Based Grading Key	
4	Above level
3	On level
2	Below level: approaching standard
1	Far below level: not yet meeting the standard

## Progress Reports

Families will receive Progress Reports once a month outlining student achievement on in class quizzes and tests. Families can text or call teachers at any time for more detailed updates.

## What We Score

We score standards on a bi-weekly basis with curriculum based assessments, each Module Assessment in Math, and with Interim Assessments.

## How We Communicate

Progress Reports with the most recent data will be printed and distributed each month. Report cards are given during Report Card conferences.

## Grade Level Promotion & Retention

KIPP Northeast Elementary will use the following grade level exit standards to guide our promotion and retention decisions. The exit standards serve as a guide as all decisions will be decided upon collaboratively with administrators and teachers.

Grade Level	Literacy Exit Standards	Math Exit Standards	Absences
ECE	n/a		
Kindergarten	<ul style="list-style-type: none"> <li>On or above grade level on i-Ready reading assessment</li> <li>80% mastery on curriculum based reading, writing and foundational skills assessments</li> </ul>	<ul style="list-style-type: none"> <li>On or above grade level on i-Ready math assessment</li> <li>80% mastery on curriculum based Eureka math assessments</li> </ul>	10 or more unexcused absences
1 <sup>st</sup> Grade			
2 <sup>nd</sup> Grade	<ul style="list-style-type: none"> <li>On or above grade level on i-Ready reading assessment</li> <li>80% mastery on curriculum based reading, writing and foundational skills assessments</li> <li>65% mastery on ANET interim literacy assessments</li> </ul>	<ul style="list-style-type: none"> <li>On or above grade level on i-Ready math assessment</li> <li>80% mastery on curriculum based Eureka math assessments</li> <li>65% mastery on ANET interim math assessments</li> </ul>	
3 <sup>rd</sup> Grade			
4 <sup>th</sup> Grade			

## Retention

KIPP Northeast Elementary students must meet grade level standards in the major content areas (reading, writing, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance of less than 85% will also serve as a major consideration in the decision to retain a student.

KIPP Northeast Elementary students will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the family, grade level team, interventionist, and school leader. This recommendation will be based upon the following criteria:

- Formative assessment data



- Summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Student retention is recommended when considered in the best interest of the student. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where he or she will ultimately be the most successful.

Students qualifying for special education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Report card conferences will indicate whether a student is “at risk for retention” beginning in or after Trimester 2 and a letter indicating this risk will be sent home with a request for an in-person parent conference. When considering retention, the instructional team will prepare a body of evidence to present to the family at the conference. All retention decisions are made with the students' family. The school’s decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.

# 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 self quarantine for 14 days, follow the directions of a doctor, and continue to stay in contact with the school. A student who tests positive must show no symptoms as outlined by the CDC (<https://tinyurl.com/sj3ssz2>) and have a doctor's note in order to return to a KIPP building.

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(s) must stay home for 14 days after exposure or get tested, and continue to stay in contact with the school. The student can continue to attend school via the distance learning program. After 14 days, or a test showing negative results, and if no symptoms are occurring, students can safely return to KIPP buildings.

All students, children, and adults entering a KIPP building will be temperature checked. 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, face covering, or face shield. Masks must also be worn when riding a bus. Students will wear masks throughout the day.

All students, children, and adults entering a KIPP building or campus must stay at least 6 feet from one another and follow all social distancing protocols.

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

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

Parents/guardians will not be allowed to congregate in parking lots or other campus spaces.

All Parents/guardians will be asked to choose a schedule option for their child(ren); it is expected that all parents make these choices by the due date set by the school so schedules can be developed for your child.

If a PreK student does not qualify for free PreK based on the TEA eligibility guidelines, full tuition is still due in order for your child to stay enrolled.

Breakfast, lunch, and snack will be provided but eaten in the classroom.

It is expected that all students have technology at home to use for distance learning. If you require a device and/or hotspot, KIPP will loan this to you and your child. Please let KIPP know this immediately so arrangements can be made. These devices must be kept in good working condition and returned at the request of the school, as stated in the device loaner agreement.

## 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 course of study, instruction, or classes offered outside the regular school day and year for purposes of completion of credits required for promotion or graduation. Programs that may require fees include but are not limited to: Saturday school (scheduled classes offered for completion of required credit on scheduled Saturdays), night school (scheduled classes offered for completion of required credit in the afternoon or evening following dismissal of the regular school day), and/or summer school (scheduled summer classes offered for completion of required credit outside of the regular school year, typically during the month of June). 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 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.

KIPP Colorado Public Schools may require payment of fees related to dual enrollment courses offered at the high school level. The amount of the flat fee to be charged will be published by the school by the time of start-of-year registration and will not exceed \$75 per course taken, regardless of credit hours.

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 2<sup>nd</sup> 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 3<sup>rd</sup> 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. Every three tardies will be counted as one unexcused absence. Excessive tardies may result in retention.

- At 15 unexcused tardies (equivalent to 5 unexcused absences), the school will send a letter home informing the family of the tardy count.
- At 30 unexcused tardies (equivalent to 10 unexcused absences), the school will send a 2<sup>nd</sup> letter home and set up a parent meeting to develop an attendance contract.
- At 45 unexcused tardies (equivalent to 15 unexcused absences), the school will send a 3<sup>rd</sup> letter home and set up a parent meeting with the school leader to review the attendance contract.

### **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 complete the report an absence form on the KNE Flyer App or call 720-452-2551 ex. 3to report their KIPPSters absence as soon as they are aware their student will miss school. If an absence is not reported ahead of time, a call will come from our operations team regarding the absence and ensuring that your KIPPster and family are okay.

To provide documentation for an excused absence families should provide documentation to the KNE Operations team by emailing to [kneoperationsteam@kippcolorado.org](mailto:kneoperationsteam@kippcolorado.org) or bringing a hard copy to the main office. Documentation should be provided within 2 weeks of the absence.

## 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](http://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 good or service 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.

## 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 and 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	Head of Schools	Chief Executive Officer	KIPP Colorado Board of Directors
Principal	Head of Schools	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, KNE:** Elizabeth Dillon, KIPP Northeast Elementary, 720.425.2551

**Chief Schools 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

# KIPP Northeast Elementary Early Child Education Attachments

## **Attachment 1: Policies and Procedures per 7.702.31 A-Z**

A written statement of the center's policies and procedures must be made available to parents and guardians and to staff and must include the following:

**A: The Center's purpose and its philosophy on child care.** KIPP Colorado's Preschool Program strives to create and uphold an integrated and comprehensive system of diverse, high quality early childhood education and care services that enhances the development of young children so they are "ready to succeed" when they enter school. Even from a young age, KIPP Colorado views graduation from college as our end goal, and within our preschool program, our young learners will develop skills to be students and grow to love education. We strive to provide a program of excellence that creates both opportunity and equity for all learners. KIPP Colorado Preschool Programs also work collaboratively with families in their role as nurturers and first teachers, and to meet the needs and financial abilities of Denver's working parents. The program will be centered on the school's main values.

**B: The ages of children accepted.** The program is licensed to accept children ages 2 years, 10 months- 6 years of age. Any children accepted in KIPP Colorado's Preschool Program must be three (3) or four (4) years of age on or before October 1 of the year of enrollment to meet the income qualification guidelines and classroom models.

**C: The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed.** The preschool program at KIPP Sunshine Peak Elementary will be a total of 8 hours from 7:40-3:45 pm. The school will open its doors at 7:40 am for breakfast, and classes will begin promptly at 8:00 am. The school will be open except for predetermined days for Professional Development and any snow days as determined by the Denver Public Schools closure system. Holidays and planning days will be determined by the school calendar.

**D: The policy regarding inclement or excessively hot weather.** If the school administrator determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, ECE students will not go outside.

**E: Procedure concerning admission and registration of children.** Children must be three (3)/four (4) years old on or before October 1 of the year of enrollment. A legal birth certificate or other acceptable record shall be required for enrollment age verification. Payment of tuition at various levels or tuition-free status is based on family income provided at the time of application. Residents of the city and county of Denver will have priority in filling available classroom slots. Families living outside the city and county of Denver may be accepted at non-Denver resident tuition levels if space is available. Additional income requirements must be met in Head Start classrooms. ECE children register according to DPS registration and Colorado state child care licensing requirements.

**F: Itemized fee schedule.** ECE student tuition is determined by a sliding fee scale based on family size and income. Each application is given a copy of the fee scale at the time of application.

**G: Procedure for identifying where children are at all times.** Children are signed in and out at the start and end of each class by the parent/guardian or other person for whom written authorization has been given by the parent/guardian. Only signatures including a parent/guardian's full first/last name are acceptable on the sign-in/out forms, *not initials*. Teachers do regular roll-calls and head counts at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.

**H: The center's procedure on guidance, positive instruction, supporting positive behaviors, discipline and consequences, including how the center will:**

**1. Cultivate positive child, staff and family relationships.** ECE staff work to develop a personal relationship with each student during daily classroom interactions and with the student's family through positive and respectful communication. KIPP staff make yearly home visits to the child's home in order to form strong relationships with families and to lay the groundwork for open and constant communication. Other opportunities for collaboration include phone and in-person conferencing, classroom volunteering, and extracurricular activities.

**2. Create and maintain a socially and emotionally respectful early learning and care environment.** Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.

**3. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.** At KIPP Colorado Public Schools, we view social emotional development as an integral and vital part of child development. We support students' growth and development through the use of Second Step curriculum and positive behavior supports.

**4. Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.**

KIPP Colorado Preschool Programs follow the school code of conduct, including the ladder of discipline and system of behavior checks, in alignment with Board of Education policy JK-R. The program prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.

**5. Access an early childhood mental health consultant or other specialist as needed.** The DPS Division of Student Services provides school partners that can assist with helping to address significant behavioral, speech language, or academic needs of ECE students. Providers are assigned to each school and support classrooms as needs arise.

**I: The procedure, including notification of parents and guardians, for handling children's illnesses, accidents and injuries.** Parents are informed in writing of all illnesses, accidents and injuries on the day of occurrence unless the incident warrants immediate attention in which case appropriate procedures are initiated and the parents are contacted. ECE classrooms follow *Denver Public Schools Policy JLCE* regarding First Aid and Emergency Medical Care.

**J: The procedures for responding to emergencies such as lost children, tornadoes, and fires.** Staff

attempts to locate a missing child, informing appropriate authorities, including police, sheriff, etc., based on location from which child is missing. After 15 minutes, emergency procedures, as defined in G, I, and any other related procedures, apply. Fire drills are held at schools monthly; shelter-in-place drills (for severe weather or tornadoes) are held at schools no less than 3 times per year.

**K: The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities.** Parent/guardian permission for excursions is signed at each field trip to accompany the trip. Parents/guardians are notified prior to all field trips requiring transportation of children. District transportation procedures (see *Denver Public Schools Policy J/CC-R*) are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation regulations.

**L: The procedure governing field trips, television and video viewing and special activities, including staff responsibility for the supervision of children.** Parent/guardian permission for excursions, media and internet use is required annually in Denver Public Schools and is furnished at registration. TV, recorded media, and video use is NOT encouraged in Early Childhood Education classrooms. However, if such use is believed to be relevant by an ECE teacher, school policies, as determined by the school leader and Collaborative School Committee, will apply and will be limited to 30 minutes per week. Computer and tablet use in the ECE classroom is designed to support and enhance children's skills in alignment with curriculum goals but is limited to non-consecutive fifteen (15) minute increments, not to exceed 30 minutes per day.

**M: The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.** Public school transportation guidelines in compliance with Colorado Department of Transportation regulations are followed. Students with parent permission are permitted to ride the *Success Express* to and from school, only if an adult over the age of 18 years remains with the child until he or she enters the bus, and is at the bus stop upon arrival at drop-off. School staff will be waiting outside at the school for any student arriving via bus, and will walk students onto the bus at dismissal.

**N: The procedure for releasing children from the center only to persons for whom the center has written authorization.** Parents/guardians are required to complete a *Parent/Guardian Information and Permissions* form when enrolling their ECE child that lists only those adults to whom their child may be released. Children may be released to other adults with prior parent/guardian approval and as noted in the school's Infinite Campus system. At least one piece of identification must be inspected (and a copy kept in the child's file) for individuals who are strangers to ECE staff. Per state licensing requirements, parents, guardians or others authorized in writing by parent or guardian are required to sign children in and out of the classroom daily.

**O: The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day.** Parents/guardians are expected to advise the school in advance if they know they are going to be late so that arrangements can be made and explanations given to the child. Children not picked up after class will remain in the care of administration for one hour past dismissal. Attempts will be made to contact an authorized adult by the administrator on duty. After one hour, if a designated adult cannot be located, the school will follow district guidelines and contact the Department of Human Services.

**P: The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.** All children will be taken care of upon arrival by school personnel. A plan is in place at each school that meets the needs of their community.

**Q: The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."** Per *Denver Public School Policy JLCD*, each school's procedure for storage and administration of medication as designated by the "Nurse Practice Act" is applicable to the Early Childhood classrooms. School staff trained and designated to administer medications to ECE students will be specified in school nurse's planning book. Only those ECE classrooms trained and designated to administer emergency or routine medications will store required medications in the classroom.

**R: The procedure concerning children's personal belongings and money.** A limited space is provided for each child's personal belongings. Parents/guardians are advised that children do not bring money or valuables to school. Should a child bring money or valuables or when special event purchases occur, classroom staff collects the money or valuables at the beginning of the session for safekeeping. Valuable items and cash for non-specific uses are returned at the end of the day.

**S: Meals and snacks.** KIPP Colorado values healthy eating habits. Meals and snacks are nutritious and either determined by program requirements, or can be site-based choices.

**T: Diapering and toilet training.** Children enrolling in any KIPP Preschool Program will be supported in becoming independent in their toileting routine. In case an accident occurs, the staff will treat the child with care and respect. Parents will be notified. A child's need of toilet training **cannot** be the basis for denying enrollment to an Early Childhood Education student. In classrooms where diapering is required, CDHS regulations from Personal Hygiene and Space Requirements will be followed in addition to CDPHE diapering regulations.

**U: Visitors to the center.** Per *Denver Public Schools Policy KI*, visitors must report to the school office when entering, receiving authorization before visiting elsewhere in the building. In the ECE classroom, visitors will sign in with name, date, address, phone number and purpose of their visit. At least one piece of identification must be inspected for individuals who are unknown to ECE staff.

**V: Parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs.** Conferences are held twice a year and as needed. Home visits are conducted yearly as well. Home visits will be conducted as part of the Kindergarten Transition process as students exit ECE-4. As part of KIPP philosophy, teachers are readily available on their cell phone, the number of which will be provided to parents at enrollment.

**W: The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities).** Posted in each classroom:

To file a complaint about this state licensed program, contact:  
The Colorado Dept. of Human Services Division of Child Care  
1575 Sherman St.  
Denver, Colorado 80203-1714  
303-866-5958

OR by dialing 311, Denver City Information system.

**X: Reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities).**

Posted in each classroom:

To report suspicion of abuse or neglect, contact:  
The Colorado Dept. of Human Services – Abuse Hotline  
1200 Federal  
Denver, Colorado 80204  
720-944-3000

**Y: Notification when childcare service is withdrawn and when parents or guardians withdraw their children from the center.** In order to withdraw a child from an ECE classroom, parents/ guardians are required to inform the teacher and school office staff. Individual school procedures for withdrawal are implemented. In extreme cases, withdrawal of childcare services may occur after parents/guardians have been informed of steps necessary to maintain services and compliance has not been achieved within a specified time period.

If a child is absent:        3 consecutive days.....teacher calls the home  
   5 consecutive days.....refer to social worker  
   10 consecutive days..... the child may need to be dropped from the program and replaced with a child on the waiting list (based on Principal/CSC policy).

**Z: How decisions are made and what steps are taken prior to the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child’s behavioral issues. These procedures must be consistent with the center’s policy on guidance, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior.** ECE classrooms follow each school’s code of conduct and will be made available to parents/guardians, to the maximum extent possible in the preferred language of the parent/guardian, and Board of Education policy JK-R. The Office of Social Emotional Learning provides supports to help answer questions related to the Board Policy. Division of Student Services provides school partners who can assist in helping to address significant behavioral needs of ECE students. Prior to any out of school suspension, principals are required to consult the appropriate district Instructional Superintendent. Expulsion for ECE students is exceedingly rare and only done through a formal request by the school principal to the Office of Social Emotional Learning. See H., above, for additional details.

## **Reporting Abuse / Making a Complaint**

Dear Parent,

Your child is enrolled in a child care program licensed by the Colorado Department of Human Services and by the Department of Excise and Licenses. These licenses indicate that at the time of inspection the provider has met standards needed to operate either a licensed Family Child Care Home, Child Care Center, or School-Age Child Care program. These standards include:

- Written policies and procedures
- Communications, emergency, and security procedures



- Personnel requirements for education, experience, training, and supervision
- Requirements including procedures for admissions: health care; personal hygiene; physical care; food and nutrition; discipline; overnight care; field trips and transportation; holiday schedules; and fee policies
- Activities
- Equipment and materials
- Facility requirements
- Fire and other safety requirements
- Maintaining children’s records
- Administrative reports and records

In addition to the above standards, all licensed child care providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

As a parent of a child/children in licensed child care, you may report any suspected abuse by calling: Child Abuse Hotline at 1-844-264-5437 (1-844-CO-4-KIDS).

If you wish to make a complaint or have a concern regarding your provider you may call:

Colorado Division of Child Care	303-866-5958
Denver Public Health Inspection Division	720-865-5485

Your provider’s State Child Care License and Denver Department of Business and Excise License should be posted and available for you to see at your request. You may also review inspection reports at the facility upon request.

We hope the services you and your child/children receive in this licensed child care facility will be both positive and productive.

**Resources for Families and Referral to Service Providers**

Each ECE classroom has a family resource binder containing phone numbers, addresses, and other contact information for community resources. Community resources include mental health agencies, health clinics, dental clinics, housing and clothing resources. At the start of each program year, family survey results are compiled to determine if there is a need for any other type of resource to be provided to families. If a need arises, information will be added to the classroom binder and families will be notified.

As a part of Denver Public Schools, if a concern arises around mental health, health, behavioral, speech language, physical, or educational development, the school will notify the district/school special education team to begin the intervention process and connect the team with the family and classroom teachers. If through intervention and partnership with families no improvement is made in a given developmental area, the team, with permission from the family, may evaluate the child for special education services. If a child qualifies, they will receive an Individualized Education Plan (IEP), through

which they can receive occupational therapy, physical therapy, speech language therapy, special education and mental health services at the school, through Denver Public Schools and KIPP Colorado Public Schools staff at no cost to the family. These plans will also include information regarding best practices for learning environments for each child, and specific goals to help support developmental and growth.

### **KIPP Colorado Early Childhood Policy for Health Screenings and Resources**

Each child at KIPP Colorado is screened yearly for hearing and vision at the school of attendance. The school nurse collaborates with a health team to obtain screening results for all children. If a child is to fail a developmental screening, the health team provides the family with a referral to a local optometrist, dentist or an audiologist to conduct further testing, and to determine if there is a need for further evaluation or assessment or intervention.

### **KIPP Colorado Early Childhood Education Procedure for Referral to Service Providers and Special Education Evaluation**

1. Child need is identified by classroom team
2. Child is referred to Multi-Tiered Intervention Support System (MTSS) for further discussion/intervention planning with the school special education team
3. At MTSS meeting, classroom teacher, other school teachers, and school special education staff create intervention plan and data collection system to target area of need
4. Parents are notified and involved in intervention process.
5. Interventions are put in place for 3 weeks, and data is reviewed with MTSS team. Team will decide to continue with plan or make adjustments as needed.
6. After 2-3 rounds of intervention (6-8 weeks on average) if inadequate progress is made, school special education team meets with classroom teacher and family to determine if evaluation is warranted
7. If evaluation is warranted, permission for special education evaluation is signed, and the assessment process begins.
8. Providers (speech language pathologist, special education teacher, nurse, psychologist, social worker, physical therapist, occupational therapist) evaluate child in targeted areas of need.
9. Within 60 days, the family and service providers will meet to discuss evaluation results and determine if a child will benefit from an Individualized Education Plan (IEP)
10. If the child qualifies for an IEP, the team will meet to create goals, accommodations, and a learning plan individualized to the child's given area of need.

### **KIPP Colorado Early Childhood Policy for Developmental Screenings and Resources**

If a parent or teaching team has a concern regarding a child's development, the classroom team will notify the special education team at the school to undergo a developmental screening. Screenings can be used to determine if a child can benefit from further evaluation for specialized supports and services. If a child fails a given developmental screener, the family can consent to a special education evaluation

through which a child will be assessed and evaluated for qualification for an individualized education plan and special education services (motor, speech, education, health, vision, mental health).

### **KIPP Colorado Early Childhood Program Staff to Student Ratio**

KIPP Colorado values low student to teacher ratios, and feels that students in early childhood programming learn best when lower student to teacher ratios are maintained. KIPP Colorado's ECE program follows the following ratio:

*Appropriate group sizes and ratios of teaching staff to children are maintained (for example, infants—no more than 8 children in a group, with 2 teaching staff; toddlers—no more than 12 children in a group, with 2 teaching staff; and 4-year-olds—no more than 20 children in a group, with 2 teaching staff).*

Each early childhood classroom is capped at 16 students, and a student to teacher ratio of 1:8 is maintained at all times.

### **KIPP Colorado Early Childhood Continuity of Care Practices**

KIPP Colorado values the secure relationship that students need with teaching staff in order to feel safe to explore their educational environment and take risks in learning. In order to support the formation of this relationship and emotional bond between teaching staff and students, KIPP Colorado Early Childhood teaching teams (1 teacher/1 teaching fellow) spend the entire year with one group of 16 children. Learning specialists and floater paras are used throughout the week to spend time in classrooms to maintain ratio and provide breaks/plan time to teachers, however children are cared for consistently by the same two staff members throughout the entire year of early childhood programming.

### **Policy regarding Use of Interpreters for Sharing Information**

KIPP Colorado values our families and their partnership in each child's education. A commitment we make to all families is to provide live interpretation and translation of documents into home languages for families to the maximum extent possible. During family conference time or educational family nights, interpreters are utilized to share information with families who request the need for this service. All documents, both those sent home and those posted inside of the school, are translated into Spanish and English, and can be translated into other languages at the request of our families through Denver Public Schools Multicultural Office.

### **KIPP Family Association**

KIPP Family Association (KFA) is a parent lead advisory group that meets monthly 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.