



## **Family Handbook 2021-22**

Address: 375 S Tejon St, Denver, CO 80223  
Phone: (303) 623-5722

2021-22 School Hours:  
M, W, R, F- 7:45am-3:30 pm  
T- 7:45am-1:30pm

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

# Principal Welcome Letter

Dear KSPA Families,

Welcome to the 2021-22 school year! I am so excited to welcome you to the new school year and I am especially excited to introduce myself. I am Daniel Church, the new principal of KIPP Sunshine Peak Academy.

Throughout the past thirteen years, I have served schools in the Denver Metro Area as a middle school literacy teacher, literacy department chair, Dean of Culture and Instruction, Assistant Principal and Principal. I helped build four charter schools in their founding years of operation, all of which were green on the DPS school performance framework. I also have a strong connection to the SW Denver Community, having worked at various schools in the area. I am also really grateful to be leading KSPA as we return to school in-person and celebrate our 20th year as a school. I am deeply committed to KSPA's values of **LOVE, EXCELLENCE, PRIDE, and LIBERATION** and am eager, along with the staff, to collaborate with families to realize these values.

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 Sunshine Peak Academy 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.

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,

Daniel Church, Principal  
KIPP Sunshine Peak Academy  
dchurch@kippcolorado.org  
School: 303.623.5772  
Direct Line: 303.736.6090

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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 Through College:** 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 Sunshine Peak Academy Overview

## The KSPA Mission

The mission of KIPP Sunshine Peak Academy is to provide a rigorous college preparatory education in partnership with families and the community that meets both the academic and character development needs of all students.

## The “Why” of KSPA

At KSPA, we believe a strong Team and Family can accomplish anything. To us, Team and Family means joy, equity and hard work. We believe that with the hard work and dedication of a true team and the joy and love of a family, our students will be empowered with the knowledge, skills and pride in self and community that is needed to lead a life of choice and make the world a better place.

## Our Core Beliefs and Pillars of Excellence

### Academic CORE BELIEF:

At KSPA, we believe that a college preparatory academic program is driven by classroom teachers as content experts who provide students with engaging learning opportunities that are responsive to student needs and accessible to all students.

### PILLARS of Academic Programming:

1. At KSPA, academic programming is standards-aligned and driven by data.
2. At KSPA, lesson materials and modes of instruction are differentiated to meet the needs of all learners.
3. At KSPA, teachers model pedagogical excellence.
4. At KSPA, teachers are content experts and continuous learners.
5. At KSPA, students are explicitly taught academic habits to encourage independent thinking.

### Student Culture CORE BELIEF:

At KSPA, we believe that students deserve a safe, structured and fun school environment. As such, we are committed to **creating and maintaining a joyful, equitable and consistent school-wide culture** in service of providing opportunities for strong academic and social-emotional growth for ALL students. We believe that in order to accomplish this, we must build and maintain strong school-wide systems, create intentional opportunities for student joy and utilize a restorative approach to discipline issues when they arise.

### PILLARS of Student Culture:



1. At KSPA, we have consistent school wide systems and routines.
2. At KSPA, we intentionally build a fun and joyful school environment.
3. At KSPA, we strive to ensure our discipline structures are equitable and restorative.

**Staff Culture CORE BELIEF:**

At KSPA we believe our staff is a true Team & Family that can accomplish anything. To us, Team & Family means joy, equity and hard work.

**PILLARS of Staff Culture:**

1. At KSPA, people are appreciated, valued, and respected as unique individuals with diverse backgrounds and experiences.
2. At KSPA, we have and meet high expectations and get strong results in all that we do.
3. At KSPA, staff exemplifies grace, kindness, and assumes the best of each other at all times.
4. At KSPA, work is fun & joyful!
5. At KSPA, we model excellence and professionalism in all we do.

# School Routines & Expectations

## KSPA Cultural Expectations for ALL Students & Families

### 1. Adherence to the KSPA Commitment to Excellence Form.

### 2. Adherence to the KSPA Credo:

If there is a problem, we look for a solution.

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask.

### 3. The following expectations are implied in the KIPP Sunshine Peak Academy Commitment to Excellence Form:

- Work hard. Be nice. There are no shortcuts.
- Be on-task at all times during class. This means that students will always have their eyes, ears, and brains on the person who is speaking.
- Be organized and prepared for all classes. Every student should have every day at least two sharpened pencils with erasers, a pen, and paper in their notebooks. Work should always be completed and presented neatly. The KSPA Heading should be used on all papers. Finally, to be prepared for school and life, all papers should be kept neatly in the organizational materials each KIPPster has.
- Respond appropriately to all questions. Non-verbal actions matter and actions speak louder than words.
- As representatives of KSPA, whether on campus or off, KIPPsters will conduct themselves in an orderly manner demonstrating respect to KSPA's educational mission.
- Do the right thing without being told; "Assign Yourself." This includes behaving as a positive role model to your Team and Family on campus and around the nation.
- The KSPA buses are not an entitlement; they are a privilege. Bus behavior must be identical to the behavior expected in the KSPA classrooms. This privilege will be taken away if students are behaving inappropriately on the bus or at a KSPA bus stop.
- Field Trips and Field Lessons are not entitlements; they are also privileges. Inappropriate behavior, unexcused absences, and tardies are reasons that a student would not be invited on a Field Trip or a Field Lesson.

### 4. Parents and Guardians will be prompt when bringing their children to KSPA or KSPA functions, as well as picking up their children within 10 minutes of the time KSPA or a KSPA function is scheduled to end.

# School Calendar

The KSPA calendar is available in the following formats:

- Parent corner ticket in the summer
- On the back cover of the student agenda
- KIPP Sunshine Peak Academy web page - [www.kippcolorado.org/kspa/](http://www.kippcolorado.org/kspa/)

Teachers, staff, and KIPPsters are not permitted to miss the day before or after a holiday or trip departure/return day without consent of the school leader.

## School Hours for 21-22

### Monday, Wednesday, Thursday, Friday

7:45 am	<b>Doors Open</b> - Please do not drop off your student before this time, unless you are with them for a parent meeting. KSPA is not responsible for child supervision prior to this time.
7:50 am	<b>School Begins</b>
3:20 pm	<b>Student Dismissal</b> - Dismissal is mandatory unless students have CP or WHC.

### Tuesday

7:45 am	<b>Doors Open</b> - Please do not drop off your student before this time, unless you are with them for a parent meeting. KSPA is not responsible for child supervision prior to this time.
7:50am	<b>School Begins</b>
1:20 pm	<b>Student Dismissal</b> - Dismissal is mandatory unless students have CP.

## Banking/Weekly Behavior Progress Reports

Every student will have an electronic paycheck which will track the number of ganas and deductions earned. Students and parents will receive a weekly report indicating the following information from his or her previous week's paycheck.

1. Student Earnings
  - This will list the earnings your student has for the previous week, the year to date, and indicate whether your student is on track to earning Marshmallow Trips.
2. Student Attendance
  - This will list your student's tardies, unexcused absences, and attendance percentage.
3. Behavior & Work Deductions List
  - This will list the number of behavior and work deductions your student earned for the previous week. Details for each deduction can be found in LiveSchool. Please reach out to your student's advisor for logins.

Students will reflect on their earnings and take the report home to discuss the week of learning with their parents/guardians. The money earned will then be automatically deposited into each student's account, since the earnings go toward the Quarter and End-of-Year trips.

## The KSPA Heading

Students must include the specific KSPA heading on each assignment in the upper right hand corner of the paper, as follows.

(First and Last Name)  
(Today's date – Month Day, Year)  
(Travel Group)

## School Procedures

### Money Collection

All money paid to KSPA by students or parents/guardians for uniforms or student fees should be turned in to the main office staff. Please do not leave money on the front desk. Always be sure to pay the money directly to the office staff and ensure you receive a receipt for the payment.

### Bus Policy

KIPP Sunshine Peak Academy will provide buses for families living in the West Enrollment Zone. Bus transportation is offered without a cost to families. Students are expected to ride the buses provided by the school in a responsible and respectable manner, always showing people outside of our school that

the students who attend our school are polite, respectful, clean, and responsible. KSPA has contracted with Denver Public School Transportation Services and their rules and regulations apply.

Students can lose the privilege to ride the bus. All school rules and policies apply to the bus. We explain to students that the bus is a “moving classroom” and they are expected to follow the rules and exhibit the same conduct that is expected of them at school. Generally, students are given one warning before the privilege of riding the bus is suspended unless the school leader determines that an exception should be made. Based on the circumstance of the incident, the student’s disciplinary record and the severity of the infraction the student may be suspended immediately, without previous notice. Repeated violations of bus rules and expectations will result in a student losing all bus privileges for the remainder of the school year.

Safety on the bus is taken extremely seriously, and the school will not tolerate any student not following directions the first time asked, or behaving in a way that jeopardizes the safety of other students. This includes, but is not limited to, excessive noise, getting out of seats without permission, walking around or moving while the bus is in motion, fighting, encouraging fighting, possessing or using prohibited items, engaging in sexual acts, or any other behavior deemed inappropriate or unsafe.

Please keep in mind that the KIPP Sunshine Peak Academy buses are not an entitlement; they are a privilege, which can be earned and can be taken away. The school leader or assistant principals shall immediately notify the parent(s) or guardian(s) that the student has been suspended or permanently removed from the bus.

## **School Supplies & School Store**

Every student should have every day at least two sharpened pencils with erasers, paper in their notebooks, and any additional materials required by the student’s teachers. Most school supplies are available for students to purchase in the KSPA School Store. Students may use their KSPA paycheck earnings to purchase these supplies.

## **Lockers**

All lockers are earned KIPPsters are responsible for their upkeep, cleanliness, and content. KSPA teachers and staff reserve the right to search any KIPPsters locker for any reason at any time, as they are the property of KSPA. Lockers will be used only for the storage of books, PE/Athletic equipment, and supplies for school. KSPA is not responsible for any cell phone or technology left in a locker as those items should be turned into the front office for safekeeping.

## **Lost & Found**

KSPA maintains a “lost & found” of misplaced and/or lost student personal belongings and school supplies. The lost and found is located in the cafeteria. Students may access the lost and found with the permission and supervision of office staff, and only outside of the academic schedule. Appropriate times to access the lost and found include before school, during passing periods, and during lunch. KSPA staff members are not responsible for any items in the lost and found. Unclaimed lost and found items will be

donated to charity every two weeks.

## **Food Policy**

### **Why does KSPA have a food policy?**

At KSPA we believe that a healthy body is key to building a healthy mind. We also believe that students need to learn to make choices about what to eat based on their own values and the values of their families and community. In order to provide clarity and support our KIPPsters in making healthy choices, we have the following KSPA Food Policy. This policy was created with input from parents, staff and students.

### **Prohibited Items**

Gum, Candy, Soda, Energy Drinks and other Sugary Drinks are never allowed at KSPA.

### **Student Lunch Policy**

Students may bring their own lunch to school. Families are free to pack what they would like for their student to eat during lunch as long as it does not include the Prohibited Items listed above. At KSPA, we respect the rights of families to choose what their students eat. As such, student may NOT bring large bags of chips, cookies etc in order to share with friends. Large bags of chips, cookies etc will be confiscated and must be picked up by parents at the end of the day.

### **Healthy Breakfast and Snack Policy**

KSPA provides healthy breakfast and snacks for students throughout the day. As such, students are not allowed to eat food not provided by KSPA in classrooms. Students are never allowed to eat in any space except the cafeteria and in classrooms during teacher approved times.

## Family Involvement

For a general description of parent/guardian, teacher, and student responsibilities please see the KIPP Sunshine Peak Academy Commitment to Excellence Form and the KIPP Sunshine Peak Academy Cultural Expectations Form. Each of these documents is an integral part of the success of this school. In addition to this handbook, each family member, student, and teacher must commit to the expectations outlined on these forms upon entering KIPP Sunshine Peak Academy.

### **KIPP Sunshine Peak Academy will:**

- Involve families in the planning and executing of annual events.
- Involve families in the joint development of any school wide program or plan that improves the quality of life for KIPPsters, teachers and families on campus, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform families of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to families, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents/guardians of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide information to families of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to families of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- At the request of parents/guardians, through the KIPP Family Association and grade level teams provide opportunities for regular meetings for families to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
  - Provide each family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
  - Provide families the opportunity to serve on the Collaborative School Committee (CSC). The CSC serves in an advisory role to the school leader. Pursuant to C.R.S. § 22-11-401, the CSC consists of at least seven members as follows: the school leader; at least one teacher; at least three parents/guardians of students at the school; at least one member of a recognized organization of parents, teachers and students; and at least one person from the community.

In addition to the above pledge and the duties listed in the Commitment to Excellence, and Cultural

Expectations (see below), parents are expected to attend ALL parent orientation nights, family event nights, and parent/guardian/teacher/student conferences to meet with teachers to go over student's progress report. All KIPPsters are also expected to attend the orientations, events, and conferences as well.

## **The KIPP Sunshine Peak Family Association (KSPFA)**

### **Goal of the KSPFA**

The KIPP Sunshine Peak Family Association's goal is to promote parent/guardian, family, and community involvement at KIPP Sunshine Peak Academy in support of all KIPPsters and the KIPP mission.

### **Structure of the KSPFA**

The KIPP Sunshine Peak Family Association is made up of KIPP parents and family members, school leadership and works in collaboration with grade-levels, student council and the school administration to plan, execute and staff school-wide events as well as provide important input and help guide school policy (when appropriate). The KSPFA will meet monthly on a date to be determined by members at the beginning of the school year. All meetings are open to all parent, staff and community members and will be led by parent volunteers.

## **School & Parent/Guardian Communication**

KSPA believes the success of a child's education depends on the teamwork of teachers, parents, and students. Therefore, KSPA is dedicated to a high level of communication between all stakeholders in the student's education. When necessary, KSPA will provide Spanish language translation in communication with parents and guardians.

KSPA supports various opportunities for regular open communication between the school and parents/guardians:

### **Agenda**

Students write all homework assignments in their Agenda. The Agenda is provided by KSPA at registration. Parents/guardians must review and sign the student's Agenda each night to ensure ongoing communication between teachers, students, and parents. The Agenda is also an encouraged place for parents to communicate messages to teachers. Teachers will always check and sign the student's agenda every morning during homework check; this ensures to parents/guardians that communication in the Agenda is also being monitored and received at school. Pages should not be torn out of the Agenda because it is a record of our communication between the school and parents/guardians.

### **Tickets**

Important information that needs to be communicated to parents/guardians will be sent home with



students as a written notice, flyer, or memorandum. KSPA sends all tickets home on Monday in a packet called the Husky Weekly. Parents are required to read all tickets and sign the designated portion indicating they have received and read the information. Students must return the signed and detached portion to school the following day. Tickets include communication about academic performance (report cards or progress reports), student behavior and discipline, permission forms for off-campus events and trips, and notices of upcoming school events.

### **Website**

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

### **Online Grade Book**

Teachers maintain student grades on an on-line system. Parents/guardians will receive access to Infinite Campus in the Fall. Additionally, detailed progress reports will go home 1x/quarter to update parents/guardians on students' academic progress.

### **Teacher Cell Phone Availability**

KSPA 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 before **7:00 pm** to respect teachers' time.

### **School Phone Calls**

KSPA teachers and staff may call parents/guardians to communicate important information including information regarding student academic performance and behavior matters. These phone calls will be made before **7:00 pm** to respect families' time.

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

Teachers and/or parents/guardians may schedule meetings or conferences to discuss a student's academic performance and character development.

### **Back to School Nights/Family Orientations & Open Houses**

KSPA schedules a Back to School Night/Family Orientation at the start of the school year and several informational meetings throughout the school year to inform parents of school goals, policies, events, and opportunities. Please plan on attending these meetings as important information will be communicated.

### **Home Visits**

Teachers may request an appointment with parents/guardians for a home visit to discuss a student's academic performance, behavior, and character development.

# Academics

## Homework

KIPP Sunshine Peak Academy students have at least 20 pages of Reading homework each night. The amount of homework from other subjects may vary. If a student discovers that she or he has a problem with any part of the homework, then he or she should contact the teacher by phone for help.

A parent/guardian signature is required in the student agenda every night. The school asks parents/guardians to provide a quiet place for their child to complete homework, to establish a nightly routine at home to help their child organize all of their work, read and sign all letters sent home from the school, and check their child's homework every night for completion and quality. Students and parents/guardians should call teachers for help or questions on the homework; if a teacher does not receive a call from a student, and the student's assignment is incomplete or completed poorly, then the student's grade will reflect that level of work and the student may be required to attend after school tutoring.

## Make-Up Work

All missed work must be completed. Upon returning to school, students must collect their missing work from each teacher, according to the school-wide make-up work protocol. Teachers may not be able to prepare missed work for families to pick up from school the day of a student's absence. It is the student's responsibility to consult with each of his/her teachers to make sure he or she is aware of all assignments and call all teachers on days that he/she is absent. The teacher will ensure that the student has properly written down any missing work assignments (classwork and homework) in his/her agenda as a homework assignment for that night. The student will have one day to complete the missing work for every day he/she is absent. After school support may be required for every unexcused absence so students have the time to make up the work they missed while absent from school.

## Character Education

We believe that students should be held accountable for their choices, and that their choices have consequences — “Do good things, good things happen.” For this reason, conversations among and between KIPPsters, teachers, and families are vital in helping students to develop character.

Students are guided to be reflective of the real life consequences of their choices. We expect students to accept personal responsibility for correcting their mistakes and getting back on track. Perhaps by lying, a student has broken trust with a teammate or a teacher; or by neglecting his science homework for two nights in one week, he/she has lost valuable learning. Teachers guide our students to ask themselves what actions they should follow to repair the situation and why. Students should hold themselves accountable for the negative choices they have made and the actions they should take to restore the situation to a just result. We want each student to consider his or her choices through a question of human character—what type of person do you want to be?

At KSPA, we focus on the development of eight character strengths between 5th through 8th grade in the development of a KIPPster's character: Curiosity, Social Intelligence, Zest, Optimism, Self-Control, Gratitude, Grit, Integrity.

Character education is embedded in classroom lessons, weekly traditions, quarterly, traditions, and annual traditions.

## **Grading & Report Cards**

At KSPA, we believe that every child is different, with individual strengths and learning needs. We do not believe the purpose of grading is to compare students and force students to compete with one another. Rather, we believe that the purpose of grading is to provide students and parents with valuable and useful information on how they are progressing with the learning goals in each subject area.

Students will receive one grade for every subject - a performance grade that indicates how the student is performing with the academic goals of the subject (i.e., "How much has this student learned what s/he needed to learn about the content this trimester?").

The exact breakdown of their grades will vary from subject to subject, but the general breakdown will be:

- 40% Tests & Projects

- 40% Quizzes

- 20% Effort

Students who have IEPs will receive grades based on performance (meeting IEP goals) in reading and/or mathematics, depending on their IEP goals. Grades will be modified to illustrate a student's mastery level percentage.

## **Progress Reports**

1x/quarter each teacher will send home detailed reports of each student's performance in that class. These progress reports are not part of the student's formal academic record. Rather, they are an opportunity to communicate with parents or guardians how their child is doing at various points during the trimester. Progress reports will include a grade indicating the student's performance level. Teachers can also request conferences with parents or guardians. Based on the progress report, parents or guardians may call or request a conference with any teacher. Additionally, parents may check Illuminate online anytime they want to know their student's grades.

## **Promotion to the Next Grade**

To be promoted to the next grade level, a student is expected to achieve a performance level of A, B, C, or D in the core academic classes. A student may be retained if he or she is below a year-total performance level F in two or more classes.

When making the decision of whether or not a child will be promoted, the school embraces the fact that all children develop academically, behaviorally, socially, and emotionally at different rates, and that having a child repeat a grade level is not a punishment, but may be a solution to many of the problems that a child has encountered throughout his/her educational history. The main goal is helping our children get to college, and it's not a race; what matters is that our children make it to college, and they succeed when they get there. Along the way, we need to make sure that we set our children up for success at every point and every child is different. Retaining a child does not mean that the child is unintelligent, lazy, or lacking in any sort of way, but that developmentally the child is not ready for the next grade.

Furthermore, when decisions concerning promotion and retention are made, the school makes a great effort to communicate with parents and students the reality of a child's current level of performance and the improvements that must be made to succeed in the subsequent grade. The school also gathers all information pertaining to the child and weighs it carefully and thoughtfully before making any decisions.

According to the intellectual and cultural expectations of the school, students are expected to have ten or fewer unexcused absences in one school year. Students with more than ten unexcused absences in the school year may be retained based on his/her academic readiness for the next grade level.

Students who have an Individual Education Plan will be promoted to the next grade based on successful completion of the goals in the IEP but may be retained with full support of the parents/guardians, the Special Education Team, Principal and Grade Level Team.

## **Assessments**

KIPP Sunshine Peak Academy administers two forms of standardized assessment during each school year: the iReady assessment, and the Colorado Measure of Academic Success (CMAS). The iReady is administered up to four times each year and is used to track student academic growth throughout the school year in Reading and Math. All public schools in the state of Colorado administer the CMAS test. The following shows which tests are given at each grade level at our school:

- Fifth grade: math, reading, writing, and science
- Sixth grade: math, reading, and writing
- Seventh grade: math, reading, and writing
- Eighth grade: math, reading, writing, and science

Once a year, the state of Colorado and Denver Public Schools will publish the school-wide results of the CMAS tests. A parent or guardian is given copies of the individual scores of his or her child and is required to review the results with their child.

## **Cheating & Plagiarism**

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves stealing of someone else's ideas/words as one's own or the imitation of language, ideas, and thoughts of another author/person and representation of them as one's original work.

The first time this offense happens in a teacher's class, the teacher will notify parents or guardians and the school leader, a grade of zero will be given to the student on the assignment, and consequences under the code of conduct will be applied. The student will earn an automatic College Prep as a consequence to reflect on his/her mistake. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent or guardian, teacher, and School Leader. In addition, there will be escalated consequences for repeated cheating or plagiarism. If this continues to happen, additional parent meetings and solutions will be found to support the student in showing integrity. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero.

# Student Dress Code

KSPA has re-written our dress code in an effort to ensure that it does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## **We believe:**

- All students should engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.

## **We have designed the dress code with the following goals in mind:**

- To allow students to wear clothing that expresses their self-identified gender.
- To allow students to wear religious attire without fear of discipline or discrimination.
- To prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- To prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities
- To prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- To ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## **1. Required Shirt for In Person Learners**

### *Monday-Friday*

Any KIPP Sunshine Peak Academy Polo or T-Shirt

Any KIPP Sunshine Peak Academy Sweatshirt (Without Hood unless permitted)

### *Friday Only*

Any KIPP Polo or T-Shirt

Any KIPP Sweatshirt

Any College, Military, or other Post-Secondary Program T-shirt or Sweatshirt

➤ KSPA athletes are allowed to wear their team jerseys on game days with appropriate uniform pants

## 2. Required Pants for In Person Learners

Pants (including jeans) of an appropriate size and style that meet the following criteria:

- Light-khaki, tan, brown or black in color
- Must fit to the waist and not sag
- Include belt loops

No capris or shorts

“Joggers” are only permitted if they meet the above criteria.

Skirts of an appropriate length that meet the following criteria:

- Light-khaki, tan, brown or black in color
- No more than 2-inches above the knee
- Tights may be worn but must be neutral in color (permitted colors include black, grey, tan, white or blue)

Blue jeans without holes may be worn on Fridays **ONLY if students have earned the privilege according to their grade level’s system.**

## 3. When to Wear a Belt

Sagging is not permitted. Students must wear a belt if their pants cannot remain at the waist without being pulled back up. When worn, belts must conform to the following guidelines:

- Must be black, tan, or brown in color (unless on a dress-down day)
- Must be appropriately fit to the waist and cannot hang beyond the belt loop

## 4. Permitted Shoes

Tennis shoes or dress shoes (Boots are permitted but students **MUST** be able to participate in outdoor PE in them.)

## 5. Permitted Accessories

Accessories that distract from the learning environment or that violate the spirit of the above guidelines may be confiscated by school staff and **ONLY** returned to parents or guardians.

## 6. Hair Styling/Make-Up & Nails

- Hairstyles must be appropriate for a school environment such that they do not interfere with the learning of students.
- If parents/guardians allow it, students may wear makeup. However, **students are not allowed to apply make-up at school.** If they are found to be doing so, they will receive a consequence.
- If parents/guardians allow it, students are allowed to have painted nails or acrylic nails. However, **students are not allowed to paint nails at school.** If they are found to be doing so, they will receive a consequence.

## 7. Not Allowed At Any Time

In addition to all expectations for dress outlined above, the following are not permitted as part of KSPA Dress Code:

- Contacts that alter eye-color (non-natural color)

- No clothing with holes or tears - ripped jeans allowed with “dress down days” but tights MUST be worn underneath. (No skin may be showing.)
- Distracting accessories or jewelry
- Drawing or writing on clothes or skin
- Excessively tight or baggy clothing
- Hats, headgear, scarves, or gloves inside buildings (religious head coverings are permitted at all times)

## **8. Student Dress Code During Earned Dress Down Days**

Permitted Shirts:

- Non-KIPP shirts, sweatshirts, or sweaters
- No sleeveless tops or shirts with inappropriate writing permitted

Permitted Pants:

- Jeans, khakis, or other long pants of any color
- Shorts or capris that fall at the knees or below

*The same expectations for accessories, hair-styling, and items not allowed at any time still apply during these days.*

## **9. Professional Dress Code on Earned Dress Up Days**

- Business blouse or cardigan (no visible cleavage or bra straps)
- Black or grey dress pants, skirt, or dress (skirts and dresses may not be more than 2-inches above the knee and should not be overly tight/form-fitting)
- Closed-toe shoes, with heels 2 inches or smaller
- Solid color tights under skirts or dresses (optional)
- No jeans of any color
- Long or short-sleeve dress shirt
- Black or grey dress pants
- Black shoes
- Tie (optional)
- No jeans of any color

## **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, KSPA teachers and staff will enforce the KSPA Dress Code as outlined, as well as using their discretion in upholding KIPP values.

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students’ family/caregivers may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.



No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the school administration.

# Daily Routines & Expectations

## Morning Routine and Expectations

### Before 7:45 am

The buildings are closed. Students are not permitted in the buildings until 7:45am for arrival. Due to current COVID restrictions, visitors (including parents) are not permitted past the front office.

### Breakfast

Students may pick up breakfast at the arrival door before going to their advisory class. At 8:00 advisors will do attendance and breakfast check to track which students have taken a breakfast from the bin.

### Community Time

Students have two days per week when they attend Community Time. Community Time is an opportunity for students and staff to gather in a Weekly Advisory meeting or as an entire grade level in Songfest.

- In **Weekly Advisory**, Paychecks are distributed and students engage in Community Circles that focus on a weekly discussion topic centered on the KIPP values of Curiosity, Social Intelligence, Zest, Optimism, Self-Control, Gratitude, Grit, Integrity.
- In **Songfest**, KIPPsters and teachers join TOGETHER as one grade level Team & Family to celebrate a week of learning, share announcements, offer gratitude and apology where needed, and find opportunities to demonstrate our values. During Songfest, KIPPsters and teachers sing along to songs. Songfest is an opportunity for everyone to let loose for a few minutes every week, have fun, and in doing so, appreciate the Joy Factor of KIPP!

## Hallways & Passing Periods

Towards the development of social and academic independence, the purpose of the passing period is twofold—healthy and positive social interaction.

### Personal Organization

Students are expected to maintain a respectfully quiet volume in the hallways during passing periods. Respectful conversations are appropriate and encouraged. However, other students will be in classes during passing periods; therefore, loud shouting, talking, slamming of lockers, or any noise that will disrupt learning in the classrooms is not acceptable. Teachers will actively monitor students in the hallways during passing period to uphold high expectations, including:

#### Volume Standard

Quiet voices: Volume should not disrupt learning in any classroom (teachers will communicate to the grade level when this expectation is breached)

## **Behavior Standard**

No hand-holding or hugging; “side” hugs only  
Arrive to class on time and prepared

## **Accountability**

If the general volume is too loud, teachers will give one verbal reminder to all students and if the expectation is still not met during that passing period, the next passing period will be silent.

Students may independently use the bathroom during the passing period. All hallway expectations apply to the bathrooms as well.

Students are expected to maintain personal organization systems for locker use and backpack use. Grade level teachers will establish expectations for each specific grade level to promote student organization and smooth passing periods.

## **Lockers**

For the start of the 21-22 school year, students will not use lockers. We plan to assign lockers later on in the fall for students to store materials for their classes. Students are expected to keep their lockers organized, and may lose the privilege of using a locker if they do not demonstrate the integrity and trust expected of them in using a locker.

## **Bathrooms**

Students are expected to use the bathroom during passing periods, not during class time. If a student must use the bathroom during class, that student may use one of the two available bathroom passes with teacher permission after the first ten minutes of class or before the last ten minutes of class. Note: students do NOT need to use a bathroom pass during lunch.

Students are expected to treat and care for all school bathrooms no differently than bathrooms in their own home’s bathroom. They are expected not only to clean up after themselves, but to leave the bathrooms cleaner than they found them—paper towels thrown in trash can, water on the floor cleaned up, any feminine products thrown away in the proper stall receptacle. If our students make poor choices and abuse their bathrooms, they are held accountable. This may mean a bathroom will be closed until the problem at hand is solved, that bathroom use is limited to use only under teacher supervision, or that the student must clean the bathroom under adult supervision as a required consequence.

## **Dismissal**

All students are dismissed at 3:20 Monday, Wednesday, Thursday, and Friday, and 1:30 on Tuesday. Upon

dismissal, students collect all necessary materials from lockers and promptly move to their car, bus, or walk home. Students in sports or clubs report directly to their assigned room or space. Parents need to pick up students promptly after school.

All teachers and staff are on duty during the dismissal period to ensure the students' safety; specific duty assignments are assigned at the start of the school year.

# Student & Family Policies

## COVID-19 Student & Family Commitments

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

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

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

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

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

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

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

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

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

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

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

## Enrollment & Registration

### Enrollment

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

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

### Registration

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

### Food and Nutrition Services

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

### Student Fees

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

KIPP Colorado Public Schools may require payment of fees as a condition for participation in 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 call the front office (303)-623-5772 as soon as they are aware their student will miss school.

To provide documentation for an excused absence families should bring a Doctor's note to the front office or email the document to Ruby Molinar (RMolinar@kippcolorado.org)

## **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.

## KSPA Code of Conduct

### **Our Beliefs in Upholding Student Expectations**

We believe KIPPsters will be empowered to change when given a fresh start every day. We also believe that repeated violations of KSPA expectations necessitate increasing levels of consequences.

We believe that learning time is sacred. Teachers are the authority in the classroom and should make every effort to resolve violations of KSPA expectations with the intent to keep students in class.

We believe in the strength of teamwork in holding students accountable to KSPA expectations. If a teacher is unable to resolve a violation of expectations on her or his own, then the teacher will ask for support from a teacher teammate, grade level chair, restorative practices coordinator, assistant principal, or the school leader to resolve the situation in the classroom. Teachers are encouraged to pair with a second teacher when engaging in difficult conversations with students to leverage the strength of the team in most effectively holding a student accountable for his or her choices. All teachers and school leaders will commit to making themselves available to help a teammate when he or she asks for help.

We believe that consistency across the school is essential to student accountability and growth.

### **Restorative Practices**

*The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them. -Ted Wachtel*

*Consistent use of restorative practices in a school setting will change attitudes and represent a philosophical shift in thinking about students and problem behaviors away from punishment, toward the management of situations using a restorative approach. -Ric Zappa, Chief Academic Officer at Caliber Schools and former Director of Culture*

### **Restorative Practices Research and Philosophy**

By combining evidence-based practices with a systems approach to implementation, restorative practices have created a model that has had widespread adoption and lasting success. Restorative practices, when implemented with commitment across school systems and grades, have been shown to improve student outcomes (academic skills, pro-social behaviors, graduation rates, attendance, teacher retention rates, and low student attrition rates). Restorative practices continue to support the community with high levels of accountability, but with interventions and consequences that focus upon taking responsibility, understanding the harm that one's actions have had upon the school community, repairing the harm, and building high levels of support to prevent the behavior from occurring again.

Restorative practices allow for a shift in practice from traditional punitive discipline policies to a culture that is inclusive, builds fair process into decision-making practices, and facilitates students' learning to address the

impact of their behavior on others. Restorative practices allow for true accountability, skill building, cooperation, mutual understanding, and respect. In the restorative approach, based on relationships, we ask: what happened, who has been affected by your actions, and what are you going to do to make it right?

**Through restorative practices, members of the school community will:**

1. have an opportunity to be heard
2. understand the impact of one's action
3. learn to take responsibility
4. repair the harm one's actions may have cause
5. recognize one's role in maintaining a safe school environment
6. build and expand upon personal relationships in the school community
7. recognize one's role as a positive contributing member of the school community

**Benefits of Restorative Approaches in the School Setting**

- A safer, more caring environment
- A more effective teaching and learning environment
- A greater commitment to listening to, and respecting opinions and differences
- A reduction in bullying and harassment
- A greater awareness of self, community, and belonging
- A greater emphasis on responses toward inappropriate behavior that address root causes, rather than disconnect the student from the environment
- Reductions in suspensions and expulsions
- Greater confidence in staff in dealing with students who have experienced trauma and challenging life circumstances
- Lower attrition rates
- Higher teacher retention rates
- Increased academic success

**Restorative Interventions & Consequences**

Teachers and staff have access to a variety of restorative opportunities that can be assigned to the student when there has been harm done to relationships or the learning environment. KSPA expects that KIPPsters choosing to participate in those restorative opportunities will be fully engaged and committed to those actions as a way to make it right. In certain circumstances, students may be able to engage in assigned restorative opportunities instead of other, more traditional consequences, including those connected to the Paycheck system of deductions and ganas.

## 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 escalated 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 escalated 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)
- Intentional 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)
- 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 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

Students participating in ISS may be expected to participate in restorative opportunities including, but not limited to, conflict resolution circles, reflective writing assignment, and/or one-on-one social-emotional support from the mental health team or other staff members as appropriate.

## **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.

## **Re-Entry Meeting & Intervention Plan**

Upon the conclusion of the suspension, the student and a family representative must meet with a member of the school leadership team, grade level chair, advisor, restorative practices coordinator, and/or other key staff as identified by staff or the family as critical to the situation. At the re-entry meeting, participants will highlight the student's strengths, identify areas of growth, review the circumstances leading to the suspension, and develop an intervention plan to support the student with

positive behavioral choices moving forward. Upon the completion of the meeting, the intervention plan will be shared with school leaders, the advisor, grade level team, mental health staff, anyone involved with school culture, and the grade level teacher team.

## **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.

### **Promoting Academics & Character Education (PACE)**

PACE, located at the YMCA at 8th and Inca, is an alternative to traditional disciplinary action used in schools. Students are referred to the program, not for punishment; rather for an opportunity to better refine their social and academic skills. The refinement of these skills will give students more tools and knowledge to use in their school and at home. Students will also be linked with supportive services as needed such as, but not limited to, counseling, educational testing, family services, etc. In most cases, a student will be assigned to PACE as a last resort prior to being declared habitually disruptive.

### **Bullying, Harassing, Fighting, and Weapons**

Denver Public Schools defines "bullying" as any unwelcome physical act or gesture, or a pattern of behavior combining physical and verbal/written/electronic expression, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to another student. It typically involves a real or perceived imbalance of power.

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 permitted to be used inside the school from the time students arrive in the building until they leave the building at day's end (This includes cafeteria, bathrooms, and during after school activities). When students arrive at school, they must turn off their technology before entering the building.

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



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

## **Student Searches**

School personnel may conduct searches without notice or warning of student's personal property (including backpacks, clothing, and supplies) and school property used by the student (including lockers and desks) under a reasonable suspicion of a student's possession of illegal, non-permitted items, or other threats to the safety of the school and its occupants. All locks must be school locks purchased through the school office; any other lock will be removed without notice. School personnel will detain any student found to be a threat to the safety of the school and its occupants, or one in possession of any illegal items, in which case school personnel will also immediately notify law enforcement and parents of the student. Whenever practicable, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

## **Student Restraint**

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

## **Discipline of Students with Disabilities**

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

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

# Non-Discrimination Policy

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

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

## Harassment

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

### Definition of Harassment

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

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

### Sexual Harassment

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

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

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

Family.

### **Reporting Harassment**

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

### **Response to Harassment**

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

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

### **Prompt and Thorough Investigation**

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

## **Student Rights & Responsibilities**

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

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

### **Freedom of speech**

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

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

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

### **Freedom of press**

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

### **Freedom of religion**

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

### **Right to equal opportunity**

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

### **Right to access**

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

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

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

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

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

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

### **What to do if rights are violated**

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

### **Student Initiated Groups**

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

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

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

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

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

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

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

# Grievance Policy for Parent and Community Concerns

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

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

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

**Principal, KIPP Sunshine Peak Academy:** Daniel Church, 303.736.6090

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

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

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