



KIPP: COLORADO

Sunshine Peak Elementary



Family Handbook 2021-22

3400 W, Nevada Place Denver, Colorado 80219
Phone 720 452 2572

2021-22 School Hours:
Monday, Wednesday, Thursday & Friday: 7:45-3:30pm
Tuesday: 7:45am- 12:30pm

2021-22 Office Hours:
Monday- Friday 7:45-3:15pm

Principal Welcome Letter

Dear KIPP Sunshine Peak Elementary Families,

We are SO excited you are part of the KIPP Colorado Team and Family! An exciting journey lies ahead and we are honored that we get to be on it with you! This year, your child will begin - or continue - their journey with us to and through college and career. Together, our relentless drive toward academic growth and achievement coupled with an unwavering commitment to building strong social and emotional skills and habits will build empowered KIPPsters.

We know you are trusting us with your child's education and we take that responsibility seriously. We believe our commitments and promises to you, our families, are sacred. In partnership, we will do whatever it takes to ensure your child leaves us with the knowledge, character strengths, and habits to navigate and be successful in college and beyond.

The KSPEFamily Handbook has been prepared as a resource for you and your family. We hope this handbook answers any questions you may have. If (and when!) you have additional questions, please reach out to Darby or Crystal at the phone numbers listed below.

Shine On!



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Shine On!

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Choice & Commitment

KIPP Colorado Public Schools

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

Our KIPP Colorado Family includes:

Southwest Denver

KIPP Sunshine Peak Elementary School (KSPE)

KIPP Sunshine Peak Academy (KSPA)

KIPP Denver Collegiate High School (KDCHS)

Far Northeast Denver

KIPP Northeast Elementary School (KNE)

KIPP Northeast Denver Middle School (KNDMS)

KIPP Northeast Denver Leadership Academy (KNDLA)

KIPP Across the Nation

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

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

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

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

Our success is driven by:

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

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

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

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

KIPP Sunshine Peak Elementary

Our Mission

At KIPP Sunshine Peak Elementary, we work every day to deliver on the promises we make to our KIPPsters and families:

We promise to provide an excellent and equitable education that teaches our children to be critical and creative problem solvers, lifelong learners, and activists who recognize and respond to injustice in their community and the world.

We promise to work for and with our families and communities to equip our KIPPsters with the knowledge, skills, and character strengths needed to be empowered individuals with choice-filled lives. As a team and family, we SHINE!

Our Vision

KIPP Sunshine Peak Elementary is built on the belief that, by providing an excellent and equitable education, our KIPPsters will be empowered individuals with choice-filled lives. To achieve this vision, we are grounded by three guiding beliefs: We are critical and creative problem solvers. We are lifelong learners! We are activists who recognize and respond to injustice.

Our Values

	<p>Love: We love ourselves, our team, and our family. We love learning! <i>“Love recognizes no barriers. It jumps hurdles, leaps fences, penetrates walls to arrive at its destination full of hope.” - Maya Angelou</i></p>
	<p>Honor: We honor ourselves, our team, and our family. We embrace our differences as a way to learn and grow. We make helpful choices and encourage our teammates to do the same. <i>“We cannot seek achievement for ourselves and forget about progress and prosperity for our community... Our ambitions must be broad enough to include the aspirations and needs of others, for their sake and for our own.” - Cesar Chavez</i></p>
	<p>Curiosity: We ask and answer questions so we can learn. We actively listen to others' ideas. <i>“The important thing is not to stop questioning. Curiosity has its own reason for existing.” - Albert Einstein</i></p>
	<p>Activism: We stand up for what is right and show others how to do the same. We use our voice to speak up and speak out for equity and social justice. <i>“Every moment is an organizing opportunity. Every person a potential activist, every minute a chance to change the world.” - Dolores Huerta</i></p>



Growth: When we make mistakes, we learn from them. When we get feedback, we use it to be better. When we have a problem, we work to solve it. We set goals and work hard to achieve them.

“When I dare to be powerful - to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” - Audre Lorde

Our Collective Commitments

Here at KIPP, we believe we are more likely to reach our goals when we write them down. The KIPPster Promise Form and the KIPP Commitment to Excellence are two ways we make our goals visible. These forms are signed by the school, the family, and the KIPPster to symbolize our partnership and shared responsibility.

The KIPPster Promise Form

KIPP Educators:

- Prometemos proteger la seguridad, los intereses y los derechos de todos los niños./*We promise to protect the safety, interests, and rights of all children.*
- Prometemos brindar lo mejor de nosotros todos los días para proporcionar una educación de primera clase./*We promise to bring our best selves every day to provide a world-class education.*
- Prometemos honrar a nuestros hijos, nuestras familias, nuestro equipo y nuestra escuela./*We promise to honor our children, our families, our team, and our school.*

Big KIPPster Signature

KIPP Families:

- Prometemos modelar y apoyar a nuestro hijo al mostrar los valores de KIPP Sunshine Peak Elementary de amor, honor, curiosidad, activismo y crecimiento./*We promise to model and support our child in showing the KIPP Sunshine Peak Elementary values of love, honor, curiosity, activism, and growth.*
- Nos comprometemos a comprometernos por completo con el equipo y la familia de KIPP Sunshine Peak Elementary y creemos que las relaciones sólidas con nuestros amigos, nuestra familia y nuestra comunidad guiarán nuestro camino./*We promise to fully commit to the KIPP Sunshine Peak Elementary Team and Family and believe that strong relationships with our friends, our family and our community will guide our path.*
- Prometemos alentar a nuestro KIPPster para que se honre a sí mismo, a quienes nos rodean y a nuestra comunidad./*We promise to encourage our KIPPster to honor his or her self, those around us, and our community.*

Family KIPPster Signature

KIPPsters:

- Prometo trabajar duro./I promise to work hard.
- Prometo ser amable./I promise to be kind.
- Prometo aprender todos los días./I promise learn every day.
- Prometo siempre brillar./I promise to always shine!

Little KIPPster Signature

School Routines & Expectations

Hours

School Hours: 7:40 am - 3:30 pm

School Office Hours: 7:30 am - 4:00 pm

Please note our front office will close between 3:20 - 3:40 pm on Mondays, Wednesdays, Thursdays, and Fridays; and from 12:10 - 12:30 on Tuesdays. This is to ensure we are set up to run a safe and efficient dismissal procedure.

Arrival

Our arrival window is between 7:40 - 8:04 am for all KIPPsters.

ECE: Families of ECE KIPPsters must walk their child directly to their classroom door and sign with a symptom screener and signature.

Kindergarten - 3rd Grade: We offer both car line and walk-up options for families. All families will complete a temperature check and health screen before entering the building.

Dismissal

Our dismissal window is between 3:30 - 3:45 pm. All children must be picked up by 3:45 pm.

ECE: Families of ECE KIPPsters must pick up their child directly at their classroom door and sign out with a signature. **By Colorado law, ECE KIPPsters can only be picked up by adults 18 years of age or older.**

Kindergarten - 3rd Grade: We offer both car line and walk-up options for families.

For the safety of all students, all adults must produce their assigned placard in order to enter our dismissal area. All families will receive two placards.

Uniforms

Tops: All KIPPsters must wear a KSPE t-shirt or Polo shirt. KSPE sweatshirts are also available for purchase.

Bottoms: There is no dress code for bottoms. KIPPsters are free to wear any pants, shorts, skirts, or jumpers.

Shoes: For the safety of students, we ask all KIPPsters to wear sneakers to school.

Homework

Homework will be provided for all students in Kindergarten - 3rd grade on a weekly basis. While homework is strongly encouraged in order to build strong study habits, it is not required.

There will not be homework in ECE.

Grading

KSPE runs on a Trimester system.

Trimester 1	August 16 - November 18
Trimester 2	November 30 - March 3
Trimester 3	March 7 - June 2

Kindergarten - 3rd Grade: Each trimester, students will receive a standards-based report card where they will receive a score on how well they are mastering the Common Core State Standards. Grades are determined based on assessment and bi-weekly quiz scores.

4	Exceeding Expectations
3	Meeting Expectations
2	Approaching Expectations
1	Below Expectations

ECE: All ECE KIPPsters will receive their TS Gold Report, which captures where a child falls along a continuum of development, called 'Widely Held Expectations.'

Student Cubbies and Change of Clothes

We ask that all students bring at least one full change of clothes to school to keep in their cubby. We know accidents happen - from milk spills to bathroom accidents - and want to be sure we are prepared to support your child.

All ECE KIPPsters should bring two full changes of clothes.

These do not have to be uniform shirts.

Family Communications and Partnerships

We believe our KIPPsters' learning and development only grows stronger when we have strong partnerships with our families. Here are the systems we have in place to promote strong communication and family partnerships:

Flyer: Please download this app and follow KIPP Sunshine Peak Elementary. You will receive updates from our home office team on a regular basis.

Bloomz: Bloomz will be our one-stop shop for KSPE-specific school, grade level, and classroom communications. You will receive an invitation via text and email.

Possip: Every Friday you will receive a short survey via Possip to rate your experience at KSPE from the past week and to offer feedback. This allows us to hear your feedback every week without waiting for once yearly DPS surveys.

First Friday Cafecitos: Join us the first Friday of every month to meet and greet the school leadership team and to get to know other KSPE families. This is an informal opportunity to share your feedback with the school leadership team and to learn with our Social Worker as she shares how we are implementing Conscious Discipline at KSPE, and to participate in our Friday Family Meeting. These will be held right after arrival on the first Friday of every month.

KIPP Family Association: KFA is held in early evening on the first Thursday of each month. KFA is an opportunity to support with school event planning, fundraising, and more. KFA is a wonderful way to make your voice heard!

Collaborative Schools Committee: CSC is an elected position, voted on by fellow members of the KSPE community. In addition to family members, the CSC will also include a community member and staff member. Together, this group will work closely with the principal to provide input on key decisions around budget, student experience, and more.

Schedule

ECE: Our ECE program is play-based and 50% of their day is spent in play as teachers work with children individually and in small groups to offer play-based learning experiences that develop children holistically. ECE students also have a 60-minute built-in rest time every day.

Lower Elementary (Kindergarten - 2nd Grade): Our lower elementary children will experience both Morning Meeting and Team & Family Time to develop their social emotional skills and strategies, a 70 minute literacy foundational skills block (half in Spanish, half in English), 45 minutes of both English Language Development (ELD) and Spanish Language Development (SLD) instruction; 80 minutes of math, and a 45 minute intervention block. Children also have a 45 minute Movement & Dance class and at least 60 minutes for lunch and recess.

Upper Elementary (3rd Grade): While many structures are similar to lower elementary, 3rd Graders will not have a literacy foundational skills block, but instead a Close Reading and Fluency block to continue to work on their reading development as they grow.

Student & Family Policies

COVID-19 Student & Family Commitments

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

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

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

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

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

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

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

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

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

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

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

Enrollment & Registration

Enrollment

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

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

Registration

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

Food and Nutrition Services

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

Student Fees

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

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

KIPP Colorado Public Schools may require payment of fees related to the costs of some required supplies, uniforms, and equipment not provided free of charge by the school; or for repair or replacement of supplies and equipment issued to a student free of charge for use during the school year

that become lost or damaged. The amount of fees charged will be published by the school by the time of start-of-year registration and will be based on and will not exceed the per-student cost of the supplies, uniforms, or equipment.

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

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

Extended Absences

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

Early Release/Late Arrival and Appointment during School Hours

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

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

Tardies

In order to fully implement our rigorous educational program, we must make use of every minute.

Students are considered tardy if they arrive in their classrooms after the scheduled start of the school day or class period. Tardy students must follow the tardy procedures set up at the school and make up all work that is missed. 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 2nd 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 3rd 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 contact the schools main office as soon as they are aware their student will miss school.

To provide documentation for an excused absence families should either send in documentation with their students to turn into the front office or email to jhuerta@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 designated in an IEP meeting, which will take place within the first 30 days of school. If your student has previously received special education services or has been given a Section 504 plan, please make sure to immediately notify the school leader.

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

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

Multi-Tiered System of Supports (MTSS)

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

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

Medical Policies and Protocol

Immunization and Health Records

State law requires that all children entering elementary school and middle school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a

properly signed health or religious exemption is filed with the school.

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

Medications

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

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

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

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

Allergies

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

Student Illness during School Hours

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

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

Communicable Diseases

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

School Safety

Closed Campus

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

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

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

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

Contacting Students during School Hours

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

Student Use of Telephones

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

Visitors

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

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

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

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

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

Loitering on campus by non-students is prohibited.

Student Commerce

Students and outside organizations may not sell any 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.

KIPP Sunshine Peak Elementary Code of Conduct

At KSPE, we believe all children do well if they can. We do not believe in external rewards or punishments to learn behavior. Rather, we believe when a child demonstrates challenging behaviors, it is our job to teach them the skill that will support them in responding to triggers.

For all children, we follow our KSPE Habits of Heart Ladder. The table below can help our families understand exactly how we respond when a child does not follow through on expectations. The **Habits of Heart Ladder** is meant to align our team on implementing consistent language, feedback, and communication in response to misbehavior. It is meant to help us operationalize our guiding beliefs and to help our KIPPsters be successful through building new social, emotional, and executive skills. Success of the ladder is ultimately contingent on having built safety and connection through strong, trusting relationships with families and KIPPsters.

Step	Adult Actions	Examples
Step 1	<u>Assertively Restate the Expectations</u> Be explicit: what should KIPPsters be doing? What is the positive opposite that you <i>want</i> children to do that they are currently not doing?	<i>“Walking feet.”</i> <i>“Focus on your math. Start by completing problems 2-4. I’ll watch you get started so I know you understand what it takes to be successful.”</i>
Step 2	<u>Use Non-Judgmental and Specific Praise and Proximity</u> Move closer to KIPPster not following through. Positive narrate/reward others who are meeting expectations. Use nonverbals to redirect KIPPster.	<i>“I see KIPPsters pushing in their chairs and walking safely to the carpet.” as you move closer to child who has not yet followed through.</i>
Step 3	<u>Apply Empathetic Process in Private Conversation</u> Describe what you see in terms of emotional signals (face and body cues) and physical actions. Name the feeling the child is	<i>Your arm is going like this (demonstrate) and your face is going like this (demonstrate).</i> <i>You seem [feeling].</i> <i>You wanted ____ (or) You were hoping to ____.</i>

	<p>communicating. Acknowledge the child’s desire with positive intent.</p> <p>Quietly remind KIPPster of the expectation. Give reminders of the possible positive and negative consequences using “When/Then” and “If/Then” language.</p>	<p><i>Your arm is going like this (demonstrate) and your face is going like this (demonstrate). You seem frustrated. You were hoping to be the first KIPPster on the carpet.</i></p>
Step 4	<p><u>Offer Two Positive Choices</u> Offer true, positive choices by voicing two options that are acceptable to you and ultimately leads to a child following through. Repeat the choice until follow through.</p>	<p><i>You have a choice! You can line up behind Jada or you can line up next to me. Which is better for you?</i></p>
Step 5	<p><u>Choice of Safe Place</u> If a child does not choose to change behavior or resists following through, they have the choice to go to the Safe Place to calm down.</p>	<p><i>Your arm is going like this (demonstrate) and your face is going like this (demonstrate). You seem frustrated. You were hoping to be the first KIPPster on the carpet. If you would like a few moments to yourself to calm down, you can use our Safe Place.</i></p>
Step 6	<p><u>Natural Consequence</u> Describe what could happen if behavior continues using “When/Then” language.</p>	<p><i>When you use kind words with your friends, they will feel safe being around you.</i></p> <p><i>Natural consequence is learning a new social skill with teacher guidance</i></p>
	<p><u>Logical Consequence</u> Have a conversation with KIPPster to deliver the logical consequence using “When/Then” and “If/Then” language.</p>	<p><i>You have a choice. When you choose to (helpful skill) and (positive consequence). If you choose to (hurtful skill) again then(negative consequence).....I can see by your actions you have chosen to (be specific with location and length of time).</i></p>
Step 7	<p><u>Reflection Station and Coaching Conversation</u> KIPPster spends time away from the team at the Reflection Station to complete a values based reflection form. They will</p>	<p>Live School Consequence Coding: RS</p> <p>Next Step: send home completed reflection form and write on Family Communication Log</p>

	<p>have a coaching conversation with their teacher.</p> <p><i>To maintain strong relationships, the teacher who experienced the challenging behavior should be the one closing the loop with the student.</i></p>	
Step 8	<p><u>Recommitment Meeting</u> KIPPster spends time completing a Refocus Ticket, missed academic work, and restores safety to relevant teammates. The Refocus Meeting is meant to determine a next logical consequence and a more intensive coaching conversation. The KIPPster’s family is called to communicate this consequence.</p>	<p>Live School Consequence Coding: RM</p> <p>Next Step: call home, send home completed Refocus Ticket, determine re-entry plan</p> <p>Leaders must also enter this data in the Conference Tab in IC</p>

Suspension & Expulsion

It will always be our goal to keep students in class and learning at all times. When necessary, though, students may receive in-school or out-of-school suspensions for repeated or severe misbehavior. The school leader or designated personnel reserves the authority to suspend a student both in-school and out-of-school. A student may be suspended for the causes outlined within this handbook, for repeated or severe misbehavior, or for any other serious infractions the school leader or designee deems serious enough for suspension.

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

In-School Suspension

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

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

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

*Mandatory referral to fire department

**Mandatory referral to Title IX officer

Out-of-School Suspension

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

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

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

If a parent/guardian is not present at the conference within a reasonable amount of time, the student may still be formally suspended out-of-school. The school will provide the parent/guardian with written and oral notice of the suspension, including the grounds for suspension, the period of suspension, and a date for a conference with the school leader or designated personnel prior to the student's return to

classes. The parents/guardians will also be informed if the suspension is to count towards the student being declared “habitually disruptive.” Additionally, the student will be placed on an intervention plan upon his/her return to classes. The student will be given the opportunity to make up any schoolwork missed during the suspension within the allotted period of time.

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

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

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

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

Expulsion & Due Process

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

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

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

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

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

Habitually Disruptive Students

Per Denver Public Schools Board of Education policy:

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

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

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

Bullying, Harassing, Fighting, and Weapons

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

Possession/Use of Drugs or Alcohol

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

Student Technology & Personal Property

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

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

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

Student Searches

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

Student Restraint

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

Discipline of Students with Disabilities

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

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

Non-Discrimination Policy

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

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

Harassment

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

Definition of Harassment

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

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

Sexual Harassment

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

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

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

Family.

Reporting Harassment

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

Response to Harassment

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

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

Prompt and Thorough Investigation

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

Student Rights & Responsibilities

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

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

Freedom of speech

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

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

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

Freedom of press

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

Freedom of religion

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

Right to equal opportunity

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

Right to access

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

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

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

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

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

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

What to do if rights are violated

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

Student Initiated Groups

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

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

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

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

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

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

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

Grievance Policy for Parent and Community Concerns

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

Person with whom there is a disagreement...	After speaking with the person with whom there is a disagreement, then go to...	If you are unsatisfied with this outcome, escalate grievance to...	If you are unsatisfied with this outcome, escalate grievance to...	If you are unsatisfied with this outcome, escalate grievance to...
Teacher, Assistant Principal, School Office Staff, Other School Staff	Principal	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 Elementary: Darby West, 720.626.7979

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

KIPP Sunshine Peak Elementary Early Child Education Attachments

Attachment 1: Policies and Procedures per 7.702.31 A-Z

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OR by dialing 311, Denver City Information system.

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

Posted in each classroom:

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

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

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

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

Reporting Abuse / Making a Complaint

Dear Parent,

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

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

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

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

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

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

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

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

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

Resources for Families and Referral to Service Providers

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

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

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

KIPP Colorado Early Childhood Policy for Health Screenings and Resources

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

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

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

KIPP Colorado Early Childhood Policy for Developmental Screenings and Resources

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

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

KIPP Colorado Early Childhood Program Staff to Student Ratio

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

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

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

KIPP Colorado Early Childhood Continuity of Care Practices

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

Policy regarding Use of Interpreters for Sharing Information

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

KIPP Family Association

KIPP Family Association (KFA) is a parent lead advisory group that meets monthly to discuss school programming/events and how to better support the community, families, students and staff at KIPP. KFA is made up of families from each grade level and school staff. At the start of the year, KFA school staff reach out to families to comprise the advisory group. After roles are assigned, an initial meeting is held

to acquaint participants with each unique role and responsibility and provide information on participation for the year. Families are invited to not only participate in leadership roles on KFA, but to also come monthly to voice concerns, opinions, or ask questions about the school and program.