



Northeast Denver
Middle School

**Family Handbook
2022-23**

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

2022-23 School Hours:
M, W, R, F- 8:00am-3:30 pm
T- 8:00am-1:30pm

2022-23 Office Hours:
M, T, W, R, F- 8:30am-4:00pm

Welcome to KIPP Northeast Denver Middle School!

Dear KIPP Northeast Denver Middle School Families,

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

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

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

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

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

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

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

Sincerely,

Stephani Olson

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

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KIPP Northeast Denver Middle School

Our Mission

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

Our Vision

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

Our Values

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



Love

We value the humanity of a child over all else.

We believe that positive relationships are the foundation of all learning.



Excellence

We work relentlessly to achieve our goals and constantly push ourselves to get better.

We believe that all students can and will achieve at the highest levels.



Pride

We are a team and family and our work is creating a legacy for generations to come.

We hold ourselves and others accountable to living our values, every minute of every day.



Liberation

We believe our students hold the power to dismantle systems designed to limit them through critical thinking, self-awareness, and celebrating one's identities.

School Routines & Expectations

School Operations & Schedule

School Hours

Monday, Wednesday, Thursday, Friday

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

Tuesday

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

Daily Routines & Expectations

Arrival: 7:45 AM-8:00 AM

Doors Open: 7:45 AM

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

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

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

Arrival Prior to 7:45 AM

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

Car Loop

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

Walk-in Drop Off

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

Bus Riders

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

Walkers

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

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

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

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

Car Pick-Up

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

Walk-Up Pick-Up

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

Bus Riders

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

Walkers

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

KNDMS Expectations and Academic Procedures

Homework Guidelines

KNDMS students have 20 minutes of nightly (IR) independent reading. Occasionally, students may have extended research for projects. Students and parents may text or email teachers for help or questions on the homework.

Make Up Work

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

Advisory: 8:00AM– 8:30AM

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

Bathroom Passes And Expectations

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

School & Family Communication

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

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

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

- Student-Teacher-Family Meetings & Conferences
- Weekly Virtual Community meeting

Bus Policy

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

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

Uniforms

Dress Code

KNDMS acknowledges that choice of clothing is deeply personal and a means of self-expression. As a school, we value the voices and choices of individuals, and these are always in balance with the good of the community.

We believe:

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

We will:

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

KNDMS Uniform - All Uniforms must adhere to the dress code below.

<p>Shirts:</p>	<ul style="list-style-type: none"> • School-logo polo or sweatshirt • KNDMS spirit or club t-shirts, sweatshirts, jackets (Student council, student ambassadors, Mountain Lion, Values shirts, etc.)
<p>Bottoms:</p>	<ul style="list-style-type: none"> • Jeans, sweats, pants, shorts, leggings or skirts.
<p>Shoes:</p>	<ul style="list-style-type: none"> • Athletic shoes, “Croc” style, slides, sandals. Close toed shoes for PE only.
<p>Outerwear (inside the building):</p>	<ul style="list-style-type: none"> • KIPP uniform outerwear (sweatshirt ¾ zip sweater) • Non KIPP outerwear is to be taken off once in the building and placed in lockers or assigned area
<p>Hats and headwear</p>	<ul style="list-style-type: none"> • Hats are not permitted unless for religious observation. • Hoods on sweaters cannot be worn up. • Hair accessories (headbands, du-rags, ribbons, headwraps) are permitted.
<p>College Fridays/Traditional/Ethnic Heritage Attire Dress Down Days:</p>	<ul style="list-style-type: none"> • On Fridays, students will have the option of wearing any of the uniform choices above, college t-shirts or sweatshirts or traditional ethnic heritage attire. (ex. Dashiki’s, Sari, Kilts, Lederhosen, Dirndls, Seledang, Maasai Beadwork, Huipel, Habesha Dress) Please see examples here • Students will occasionally be able to earn dress down days. KNDMS staff will set the criteria for earning these rewards (academic growth, behavior, etc.).
<p>General Guidelines:</p>	<ul style="list-style-type: none"> • Students are expected to arrive on campus in KNDMS uniform and remain in uniform until they leave campus • Students who come to school out of uniform will be provided a uniform to borrow for the day and guardians will be notified.

Uniforme KNDMS: todos los uniformes deben cumplir con el código de vestimenta a continuación.

Camisas:	<ul style="list-style-type: none"> ● polo o sudadera con el logo de la escuela ● Camisetas, sudaderas, chaquetas del espíritu o club de KNDMS (Consejo estudiantil, embajadores estudiantiles, Mountain Lion, camisetas de valores, etc.)
Fondos:	<ul style="list-style-type: none"> ● Jeans, sudaderas, pantalones, shorts, leggings o faldas.
Zapatos:	<ul style="list-style-type: none"> ● Zapatos deportivos, estilo “Croc”, chancas, sandalias. Zapatos cerrados solo para educación física.
Ropa de abrigo (dentro del edificio):	<ul style="list-style-type: none"> ● Ropa exterior uniforme KIPP (sudadera con cremallera de ¾) ● La ropa de abrigo que no sea KIPP debe quitarse una vez en el edificio y colocarse en los casilleros o en el área asignada
Sombreros y tocados	<ul style="list-style-type: none"> ● No se permiten sombreros a menos que sea por motivos religiosos. ● Las capuchas de los suéteres no se pueden usar arriba. ● Se permiten accesorios para el cabello (cintas para la cabeza, du-rags, cintas, cintas para la cabeza).
Días de vestimenta informal los viernes universitarios/tradicionales/de herencia étnica:	<ul style="list-style-type: none"> ● Los viernes, los estudiantes tendrán la opción de usar cualquiera de las opciones de uniformes anteriores, camisetas o sudaderas universitarias o vestimenta tradicional étnica. (por ejemplo, Dashiki, Sari, Kilts, Lederhosen, Dirndls, Seledang, Maasai Beadwork, Huipel, Habesha Dress) ● Los estudiantes ocasionalmente podrán ganar días de vestimenta informal. El personal de KNDMS establecerá los criterios para obtener estas recompensas (crecimiento académico, comportamiento, etc.).
Reglas generales:	<ul style="list-style-type: none"> ● Se espera que los estudiantes lleguen al campus con el uniforme de KNDMS y permanezcan en uniforme hasta que salgan del campus. ● A los estudiantes que vengan a la escuela sin uniforme se les proporcionará un uniforme para el día y se notificará a los tutores.

Student & Family Policies

Attendance Policy

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

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

Absences

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

Excused Absences

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

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

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

Unexcused Absences

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

Excessive student absences are a serious issue. School staff closely monitors student attendance and will

determine if and when a student's absences are affecting his/her academic success. We will send home a report of all absences and will respond to unexcused absences as follows:

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

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

Extended Absences

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

Early Release/Late Arrival and Appointment during School Hours

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

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

Tardies

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

Withdraw/Transfer Policy

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

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

Attendance Procedures

Reporting an Absence

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

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

Discipline Policy

Responses to supporting students in the classroom

Teachers use a continuum approach that supports students in correcting classroom misbehaviors with minimal influence, by supporting students' self-correction. When a student does not self-correct, the continuum allows the teacher to provide multiple learning opportunities through the way of logical consequences and restorative practices.

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

Disciplinary Practices

To ensure transparent and equitable disciplinary practices, we adhere to the Denver Public Schools matrix of consequences for specific and tiered infractions. Please refer to the linked documents for details. [DPS JK-R: Student Conduct and Discipline Procedures](#)

Student Support

Special Education

Students with identified physical, emotional, learning, or developmental disabilities have the right to

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

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

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

Multi-Tiered System of Supports (MTSS)

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

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

School Safety

Closed Campus

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

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

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

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

Contacting Students during School Hours

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

Student Use of Telephones

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

Visitors

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

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

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

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

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

Loitering on campus by non-students is prohibited.

Student Commerce

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

Mandated Reporting of Suspected Abuse or Neglect

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

Emergencies, Drills, & Evacuations

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

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

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

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

Student Accident or Medical Emergency

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

In all situations involving a student needing first aid or emergency medical care, a parent/guardian of the student will be immediately contacted. If the parent/guardian cannot be reached, school personnel will contact the emergency contact and/or the student's physician as identified on the student's emergency contact card.

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

School Delays and Cancellations

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

Student Transportation

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