



## Sunshine Peak Academy

### **Family Handbook 2022-2023**

Address: 375 S Tejon St, Denver, CO 80223

Phone: (303) 623-5722

#### 2022 - 2023 School Hours

Main Office Hours: 8:00 a.m. - 4:30 p.m.

School Hours: M, T, W, R, F: 9:15 a.m. - 4:15 p.m.

Morning Student Club Hours: M, T, F: 8:15 - 9:05 a.m.

Afternoon Student Club & Athletic Hours: M, T, W, R, F: 4:30 - 5:15 p.m.



## **Principal Welcome Letter**

Dear KIPP Sunshine Peak Academy (KSPA) Families,

Welcome to the 2022-2023 school year! I am excited and deeply honored to join the KIPP community as the incoming Principal for the 22-23 school year! KSPA exists to provide a loving and rigorous educational experience in partnership with families so students have the skills and confidence to pursue a life of purposeful choices. This year, KSPA is celebrating 20 years in Southwest Denver! We are overjoyed to celebrate this incredible milestone with you!

I look forward to building new relationships with you all and contributing to KSPA's success through our shared passion and commitment to excellence in your student's education. I am committed to partnering with you as we prepare your student for a bright future. Thank you for entrusting us with your student's education.

I bring to KPSA over 17 years of experience in elementary and middle school education. I hold a bachelor's degree in education from the University of Northern Colorado and a master's degree in educational policy from Vanderbilt University. I worked in schools as a teacher, a Director of Curriculum and Instruction, a School Director in Training, and as an Interim School Director. Joining KSPA is the highlight of my career. I am passionate and ready to engage in this meaningful work together in partnership with you.

Our school's values are belonging, excellence, advocacy, courage, and belief. These values were developed with input from families, students, staff and stakeholders from KSPA and the KIPP Colorado region. We look forward to practicing these values with your student each day.

Please thoroughly read the KPSA handbook to ensure you understand the procedures and policies at KSPA. We strive to provide consistency, safety, and an excellent education for your KIPPster.

If you have additional questions, our front desk is happy to assist you in any way that we can. Thank you for the trust you have placed in me and our KSPA team. Please know that everyday I will strive to learn and grow as we partner in this incredible opportunity together.



In Partnership,  
Alana Raybon | Principal  
[araybon@kippcolorado.org](mailto:araybon@kippcolorado.org)  
(303) 623-5722



## Table of Contents

<b>Principal Welcome Letter</b>	2
<b>Table of Contents</b>	3
<b>KIPP Sunshine Peak Academy Values</b>	4
<b>School Routines &amp; Expectations</b>	5
<b>School and Family Communication</b>	7
<b>Culture and Discipline</b>	9
<b>Discipline</b>	12
<b>Student and Family Policies</b>	18
Visitor Update	26
Student Commerce Update	27
Mandated Reporting of Suspected Abuse or Neglect Update	27
Emergencies, Drills, & Evacuations Update	28
Student Accident or Medical Emergency Update	28



## **KIPP Sunshine Peak Academy Values**

### **Our Vision**

Every child grows up free to create the future they want for themselves and their communities.

### **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 build a more just world.

### **Our Values**

**Belonging:** We include our community, ensuring they feel seen, known, and valued.

**Excellence:** We strive to be the best version of ourselves by continuously learning and always seeking to improve and grow.

**Advocacy:** We disrupt deliberately to champion for positive change in our communities.

**Courage:** We reflect on what is not working and demonstrate the vulnerability and strength to reimagine what is possible.

**Belief:** We communicate our confidence in the infinite potential and brilliance of our



students.

**Our Mascot**

Hazel the Huskie



**Our Purpose**

KSPA exists to provide a loving and rigorous educational experience in partnership with families so students have the skills and confidence to pursue a life of purposeful choices.

**School Routines & Expectations**

<b>School Information</b>	
<b>School name</b>	KIPP Sunshine Peak Academy
<b>School address</b>	375 S Tejon St, Denver, CO 80223
<b>School phone &amp; fax</b>	School phone number: 303-623-5722 School fax number: 303-623-0410
<b>School website</b>	<a href="https://kippcolorado.org/our-schools/kipp-sunshine-peak-academy/">https://kippcolorado.org/our-schools/kipp-sunshine-peak-academy/</a>
<b>Founded</b>	2002
<b>Grades served</b>	5th - 8th Grade
<b>Arrival</b>	9:05 a.m.
<b>Start Time</b>	9:15 a.m.
<b>Tardy Warning Bell</b>	9:12 a.m.
<b>Dismissal</b>	4:15 p.m.
<b>School Hours</b>	Monday Tuesday, Wednesday, Thursday and Friday 9:15 - 4:15 a.m.
<b>Morning Club Hours</b>	Monday, Tuesday and Friday 8:15 - 9:05 a.m.
<b>Afternoon Club &amp; Athletic Hours</b>	Monday, Tuesday, Wednesday, Thursday & Friday 4:15 - 5:30 p.m.



### **Arrival Prior to 9:05 AM**

If your student arrives to school prior to 9:05 a.m., they may wait by the school front doors until the doors are opened. In cases of inclement weather, we may occasionally open the doors prior to 9:05 a.m.

### **Dismissal**

Dismissal is promptly at 4:15 p.m. for students not enrolled in a club or sport. If your student is a car rider, please pick your students up on time. Students who are not enrolled in clubs or sports will not be supervised past 4:30 p.m.

### **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 (9:15 a.m.) and if they are late to their class period. After signing in at the main office, your child will receive a tardy pass to head to class. Every three tardies will be counted as one unexcused absence. Excessive tardies will result in a parent meeting.

- 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.

### **Car Loop, Walkers and Transportation**

Family members can drop off students in the front loop of the school. The car loop is directly in front of the KSPA entrance. Staff members will supervise the car loop in order to ensure students exit their cars and enter the building safely. To ensure your child's safety, please do not attempt to drop off your child in any other part of the school. Additionally, please follow traffic guidelines so that all staff, students and families are safe during arrival. Students may also walk to school. Walkers must stay on sidewalks and head straight to the front doors of the building. Hop Skip Drive is a rideshare service provided by Denver Public Schools. More information about Hop Skip Drive will be provided at the beginning of the school year. If you have any concerns with transportation needs for your student, please contact the front office team.

### **Before School Care**

Boys and Girls Club offers before school care to a limited number of students. Information regarding how to sign up for Boys and Girls club will be provided at the



beginning of the school year.

### **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.

### **Food and Gum Policy**

We strive to maintain a healthy learning environment. Students may bring fruit, vegetables, juices, single servings of crackers or healthy chips. Please do not send students with junk food to school. Food is not allowed in classrooms. Gum is not allowed in the school building.

## **School and Family Communication**

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

### **KIPP Sunshine Peak Academy Parent Newsletter**

Important information that needs to be communicated to parents/guardians will be sent home with students as a Family Newsletters bi-weekly on Fridays (both hard copy, emailed, and on Flyer). Families are required to read all notices. Family newsletters include communication about academic and school culture updates, and notices of upcoming school events.

### **Grade Level Newsletters**

Once a month, grade levels will send information about grade specific events, school culture, and academics.

### **KIPP Sunshine Peak Academy ReachWell App**

Important information that needs to be communicated to parents/guardians will also be delivered via our ReachWell smart phone app (formerly called Flyer). All parents will be asked to download the phone app at our school registration. Please be sure to enable push notifications so you can receive important reminders and notices from



the school. The app will also allow you to view things like the school schedule, parent resources, attendance and dismissal forms, etc. You will also use it to sign up for various other things, including conferences. The app will have other great features, so please be sure everyone in your family has downloaded the app.

### **Website & Social Media Facebook and Instagram**

KSPA maintains an updated website at:

<https://kippcolorado.org/our-schools/kippsunshinepeakacademy/>

The website includes a monthly school calendar, information on school faculty and staff, and other important school information. Important information and updates are also regularly updated on our Facebook and Instagram pages.

### **Teacher Availability**

Parents and students may contact teachers with any questions or concerns. Your student's advisor is the first point of contact, but you may also reach out to your student's academic teachers. We ask that calls or emails be made between the hours of 8 a.m. and 6 p.m. Teachers will return all calls within 24 - 48 hours. If you have an emergency, please contact the front office.

### **Family Meetings, Conferences & Events**

Teachers and/or families may schedule meetings or conferences to discuss a student's academic performance and character development. All parties are expected to attend. At the end of the first and third quarters, we hold mandatory family/KIPPster/teacher conferences to review progress, set goals, and receive report cards. Report card conferences will be held all day and you will be asked to sign up for an individual appointment time with your child's teacher.

Back to School Night is a mandatory event. We will also have optional family events for families to attend. You will receive information about these family events in our family communication protocols.

### **School Closing**

KIPP Sunshine Peak Academy will follow the Denver Public Schools inclement weather plan in regard to school closures. If DPS is not in session, KIPP Colorado's executive director will make a determination to close if needed. School closure announcements will be posted on KSPA's Facebook and Instagram pages, and sent via Flyer, text and voice messaging.

### **Family Volunteer Opportunities**

At KSPA, we know we are stronger because of our families. As a school, we offer many opportunities to volunteer. For more information please reach out to your KIPPster's teacher or our front office team! Volunteer Opportunities Include:

- Volunteering in the Front Office
- Volunteering in the Classroom





- Donating Supplies to the School
- Attending KIPP Cafecito Meetings (The 1st Wednesday of every month)
- Becoming a member of the KSPA Collaborative Site Council (Meetings occur once a quarter)
- Volunteering at various family events,
- Supporting with student recruitment efforts during the year

## **Culture and Discipline**

### **KIPP Sunshine Peak Academy Student Expectations**

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

The culture support team's (CST) purpose is to aid in creating a safe and joyful environment for the KSPA community. The CST consists of the Director of Culture, a Restorative Practice coordinator, a Behavior Interventionist, and the Diversity, Equity & Inclusion Coordinator.

### **Uniforms**

Uniforms may be purchased at the front office during office hours.

- Students must be in uniform everyday.
- Families who have uniform concerns including cost, issues around access, equity, etc. are encouraged to set a time to meet with the Front Office Coordinator and Director of Culture for support.
- Uniform expectations do not limit or infringe on hair styles. The Crown Act passed in Colorado in 2020 protects students from discrimination based on a person's traits that are historically associated with race.
- Free dress will be announced in advance to students and families. Rules for free dress will be communicated to students.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on sex, gender identity,



gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **Shirts/Tops**

Monday through Friday: Any KSPA polo, KSPA social justice t-shirts, KSPA sweaters, or shirts/sweatshirts from KIPP colorado schools- i.e. KDC, KSPE.

Fridays only: College t-shirts/sweatshirts.

Shirt & Top Examples:



### **Bottoms**

Monday through Friday: khaki, tan, black (including solid black jeans), or brown bottoms including pants, capris or shorts of an appropriate length

Fridays only: Jeans- cannot have rips

Bottoms Examples:



### **Shoes**

Students must wear close-toed shoes.

### **Out of dress code:**

- First occurrence: warning and LiveSchool documentation
- Second occurrence: Recess Refocus and LiveSchool documentation
- Third occurrence: Recess Refocus, LiveSchool documentation, parent/guardian phone call to discuss uniform expectation

### **KSPA Provided School Supplies**

KSPA provides students with a general supply kit that includes the following:

- Binders
- Loose leaf paper
- Folders
- Books

### **Mandatory Family School Supplies: These school supplies must be purchased by families:**

- pencils
- pencil pouch or box
- clear water bottle
- zipper binder with laptop case- see image here:



### *Optional supplies to support our classrooms:*

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



### **Birthday Celebrations at School**

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

- Parent must contact the advisor directly and give the advisor at least one week notice.
- Birthday treats will only be served during advisory,
- All birthday treats must be store-bought and sealed prior to being brought to school.

### **Discipline**

We believe our systems and structures must align to our kSPA purpose and values to reinforce, support, and develop connected and purposeful communities. All culture systems and structures must seek to eliminate practices that disproportionately affect students of color. Restoration should be the goal for all interactions surrounding student behavior. Our cultures and systems create an inclusionary environment where all students feel safe and heard, and where their background and identity is honored and valued.

### **Behavior Support Structure**

<b>Tier 1:</b> Teachers will use a restorative behavior ladder with these behaviors.	<b>Tier 2:</b> Students will earn a recess reflection, a family meeting or an In School Suspension.	<b>Tier 3:</b> Students will earn an Out of School Suspension and a mandatory parent meeting.
<ul style="list-style-type: none"> <li>• Disruption to the learning environment</li> <li>• Off Task</li> <li>• Failing to follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>• False activation of a fire alarm</li> <li>• Minor bullying</li> <li>• Minor harassment based on lines of difference</li> <li>• Graffiti or damage to school property</li> </ul>	<ul style="list-style-type: none"> <li>• Severe bullying</li> <li>• Carrying of weapons/drugs/inappropriate substances</li> <li>• Assault/major fighting</li> <li>• Unlawful Sexual</li> </ul>



Sunshine Peak Academy

<ul style="list-style-type: none"> <li>• Inappropriate language/comments /Profanity</li> <li>• Put downs/low level teasing</li> <li>• Unsafe play/inappropriate use of equipment</li> <li>• Littering</li> <li>• Tardiness</li> <li>• Inappropriate use of electronic devices</li> <li>• Academic Dishonesty</li> <li>• Minor school-based misconduct</li> </ul>	<p>(large scale)</p> <ul style="list-style-type: none"> <li>• Severe defiance</li> <li>• Theft Under \$500</li> <li>• Recurring Tier 1 Offenses after repeated interventions have been put in place + executed</li> </ul>	<p>Harassment</p>
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**Behavior Ladder- The behavior ladder describes the steps teachers take when classroom expectations are not being met:**

1. Positive Narration
  - a. Focusing on what students are doing correctly and openly saying those things aloud to help motivate students and provide a more positive classroom culture.
2. Non-verbal Redirection
  - a. Staff will make eye contact with students, shaking their head, putting their finger to their lips in order to represent silence, or simply walking past them. This lets the students know that staff are aware of their behavior without bringing it to the attention of the rest of the class, and it keeps the lesson moving.
3. Verbal Redirection
  - a. Staff will get students' attention without making a big deal about it, using a calm tone, neutral body language, and clear, concise wording.
4. Hallway conferences
  - a. Once the rest of the class is working on an assignment, Staff will ask the student quietly to conference with them in the doorway or just outside the classroom in the hallway. Staff will keep the conversation brief and clearly state expectations.
5. Refocus Form
  - a. Staff will students to finish three sentence starters that help them reflect on their behavior and what they could do differently in the future.
6. Buddy Teacher with Refocus form
  - a. Students are quietly asked to leave class to complete their refocus form with a buddy teacher. Each teacher is assigned a buddy teacher. When their refocus form is complete, they may return to class.
7. Contact Culture Team
  - a. This should only be done if the first steps of the ladder are not successful. This will look like texting a member of the team. When a staff culture staff member arrives the student will be escorted to the student center (210). The staff member will speak with the student and the student will complete a reflection. There will be a restorative conversation before the student returns to class.
  - b. Referral to the culture team will earn an automatic recess refocus. If the event occurs after lunch they will serve recess refocus the next day.



**Recess Reflection- Recess reflection an opportunity for students to reflect on choices being made and how they can repair any harm.**

- Recess reflection is run by the culture team during the recess blocks.
- Recess reflection will result in the loss of student recess time, not lunch.
- Recess reflection will be documented through LiveSchool. Families can use their LiveSchool login to track recess reflections.
- Students will complete reflective exercises during Recess Reflection. These will be based on the behaviors that earned them recess reflection. For example, if a student has recess reflection for using a slur, they will complete a hate language reflection sheet during that time and have a conversation with a member of the culture team about the incident. This could also include a conversation with the other students involved.
- Five Recess reflections will result in an automatic mandatory family meeting.

**Restorative Practices**

Restorative Practices are strategies that seek to repair relationships that have been damaged. Building a restorative school culture based on relationships and respect among members of the school and community are the starting point for Restorative Practices. They enhance collaboration and problem solving, create a culture of inclusiveness and personal responsibility, and generate higher levels of engagement and satisfaction. Through the fostering of relationships and the building of respect, students and staff communicate better and discipline will be seen as supportive and reparative, rather than adversarial.

Restorative practices, when implemented with commitment across school systems and grades, have been shown to improve student outcomes (academic skills, pro-social behaviors, graduation rates, attendance, teacher retention rates, and low student attrition rates).

Restorative practices continue to support the community with high levels of accountability, but with interventions and consequences that focus upon taking responsibility, understanding the harm that one's actions have had upon the school community, repairing the harm, and building high levels of support to prevent the behavior from occurring again.

Through restorative practices, members of the school community will:

1. Have an opportunity to be heard
2. Understand the impact of one's action
3. Learn to take responsibility
4. Repair the harm one's actions may have cause
5. Recognize one's role in maintaining a safe school environment



6. Build and expand upon personal relationships in the school community
7. Recognize one's role as a positive contributing member of the school community

**The five components of Restorative Practices used at KSPA are:**

1. Relationship
2. Respect
3. Responsibility
4. Repair
5. Reintegration

**Suspension & Expulsion**

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

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

In all consequences and suspensions, we will work hard to balance the needs of the student, the needs of those directly affected by the behavior, and the needs of the overall school community.

Students are responsible for acquiring and completing all classwork and homework while suspended.

**In-School Suspension**

Severe violation of school expectations may result in an in-school suspension (ISS). A student may also be suspended in school if he/she exhibits problematic or disruptive behavior in school or at school-sponsored events.

Parents/guardians of a student to be suspended in-school or out of school will be notified by school personnel and, when requested by a teacher or school leader, a conference will be scheduled before the student's return to class.

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

**Out-of-School Suspension**





A student will be suspended out-of-school for any of the suspendable infractions according to DPS discipline policy at the school leader or designee's discretion.

Suspendable infractions include bullying, harassment, fighting, being under the influence of alcohol or drugs, possession of alcohol or drugs, destruction of school property, theft, misconduct that disrupts the learning environment, assault, false allegations of abuse against a school employee, unlawful behavior, intimidation, retaliation, and/or other behavior that presents and active or ongoing danger to the welfare or safety of school occupants.

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

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

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

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

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

Upon the conclusion of the suspension, the student and a family representative must meet with a member of the school leadership team, grade level chair, advisor,



restorative practices coordinator, and/or other key staff as identified by staff or the family as critical to the situation.

At the re-entry meeting, participants will highlight the student's strengths, identify areas of growth, review the circumstances leading to the suspension, and develop an intervention plan to support the student with 46 positive behavioral choices moving forward. Upon the completion of the meeting, the intervention plan will be shared with school leaders, the advisor, grade level team, mental health staff, anyone involved with school culture, and the grade level teacher team

### **Care of the School Building**

- KSPA students and staff will treat the building with respect and will follow the motto "leave it better than you found it". Periodically, students will be asked to tidy portions of the school building to maintain a safe, orderly environment.
  - Students who vandalize the school building in any way including (but not limited to): theft, graffiti, and deliberate destruction of property will have a mandatory parent meeting and consequence aligned with the DPS Discipline Matrix
- Accessibility
  - Students will have access to the restroom that aligns with their gender identity
  - Our building will be in compliance with standards put in place with the district in regards to the ADA

### **Social Emotional Learning, Advisory & Assemblies**

- As a school community we are committed to providing social emotional learning.
- The benefits of social emotional learning are:
  - Increased student motivation
  - Teaches problem-solving skills
  - Reduces behavior problems
  - Helps students set and meet goals
  - Give a space to talk about mental health
  - Encourages empathy among others
- Advisory class sets the tone for the day and creates a sense of belonging within the larger school community. All students are assigned to an Advisory class and begin the day with their Advisory teacher.
- Morning Assemblies will be held once a week to develop school and community building.

### **Student and Family Policies**

### **Cellphones, Smartwatches, Tablets**

- NO Cell Phone usage is permitted during school hours. Cell phones must remain in student backpacks, in lockers.
- If students need to contact parents they may access the classroom or office phone with staff permission
- Parents can contact the front office in order to communicate with their children
- If students are using their phones for any reason including social media, texting, calling, checking the time, or any other reason their phone will be confiscated. Their phones will be kept locked in the front office until the end of the day.
- Smart watches, tablets, and other electronic devices such as “switches” all fall under these guidelines.

### **Chromebooks**

- Students are assigned Chromebooks at the beginning of each year
- It is the responsibility of the student to keep track of and care for their Chromebook and charger
- Improper use of Chromebooks can/will result in the loss of technology privileges for a period time dependent on what the misuse entails. This will be determined by the Director of Culture. During this period the student will not have access to their computer and teachers will give students paper assignments.
- Any Chromebook that is lost or damaged is the responsibility of the family who the Chromebook is assigned to.
- The Operations staff handles all Chromebook related questions and concerns.

### **Academic Policy**

KIPP Sunshine Peak Academy is dedicated to helping all students develop the knowledge, skills, and character strengths needed to succeed in top quality high schools, colleges, and the competitive world beyond. KIPP Sunshine Peak Academy provides a rigorous college preparatory education in partnership with families and the community that meets both the academic and character development needs of all students while also maintaining their identities and connections to their communities.

### **Standards Based Grading**

KSPA issues report cards on a quarterly basis. The grading scale is based on the students’ mastery of the content standard using the following scale:

Standards-Based Grading Key	
5	Exceeds (100-81%) Students <b>consistently</b> and <b>independently</b> meet the skills and content standards and

		are able to apply the information to new and innovative situations.
4	Met (80-61%)	Students <b>meet</b> the skills and demonstrate accurate, grade level, content knowledge.
3	Almost (60-41%)	Students <b>meets</b> either mastery of the skill or content knowledge but <u>not consistently</u> or without support.
2	Partial (40-21%)	Students demonstrate <b>some understanding</b> of the skills and content of the standard.
1	Not Yet (20-0%)	Students demonstrate <b>limited understanding</b> of the skills and content of the standard.

### 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 an unexcused absence, 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



### Sunshine Peak Academy

- 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
  
- 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 this point, the school leader may make a referral to truancy court with a J-9 form.
- 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.

### **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 either be paid, returned in good condition (as determined by the Assistant Principal of Operations), or replaced at full value.

### **Reporting an Absence**

Families should call the front office at 303-623-5772 as soon as they are aware their student will miss school.



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

### **School Safety**

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.



**KIPP:COLORADO**

Sunshine Peak Academy





# **ADDENDUM**

**Dear KSPA Families,**

**We recently made changes and additions to our family handbook in regards to student fees, transportation, visitor policy, field trips and emergencies. Please read the attached addendum closely. If you have any questions about the information in this handbook, please contact the front office.**

**Sincerely,  
KSPA Leadership Team**

## **ADDENDUM**

**Student Transportation Update**

**Bus Policy**



KIPP Sunshine Peak Academy partners with Denver Public Schools to make a school bus service available to our students in the morning and afternoon 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. To find out more information about KSPA bus routes, please contact the front office.

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.

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.

### **Visitor Update**

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.

### **Communication Update**

In addition to the communication explained in this handbook, families will also receive a weekly notice sent home with their student that includes a behavior and grade report. Families are expected to discuss this report with their student and return the report signed the next school day.

### **Student Commerce Update**

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.

### **Field Trips Update**

Field Trips are one of the many ways we have students explore outside of the classroom. Students who do not consistently demonstrate safe behavior will only be permitted to attend field trips with a one-on-one parent/guardian chaperone.

### **Local Field Trips Update**

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

### **Chaperones Update**

We welcome parent chaperones on our field trips throughout the year. All chaperones are required to complete a background check. Please note that chaperones are not allowed to have non-KIPP Sunshine Peak Academy children with them on the trips.

### **Mandated Reporting of Suspected Abuse or Neglect Update**



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 Update**

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 Update**

In the event of a student experiencing a medical emergency at school, trained



Sunshine Peak Academy

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.