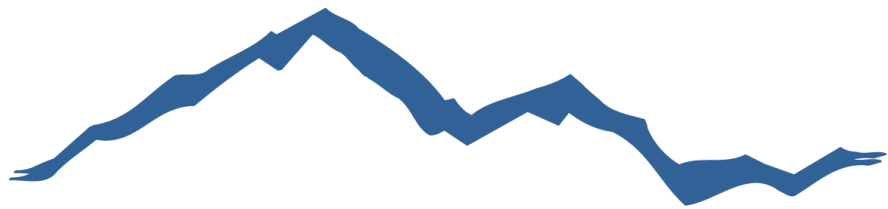


KIPP Colorado Public Schools 2023-2024 Family Handbook



KIPP:COLORADO

PUBLIC SCHOOLS

KIPP Colorado Points of Contact

Title and Staff Name	I could contact this person for:
Chief Executive Officer: Tomi Amos	KIPP Colorado Core Work
Chief People Officer: Erica Garcia	Human Resources
Chief Financial Officer: Erik Johnson	Finances
Chief Academic Officer: Leah Peters	Academic Strategy and Student Programs, School Management, ECE-23 Programming
Chief External Affairs Officer: Taamiti Bankole	Advocacy & Community Engagement
Chief Operations & Strategy Officer: Justin Vigil	School Operations
Managing Director of High Schools: Open	KIPP Colorado High School Management
Managing Director of K-8: Open	KIPP Colorado Elementary and Middle School Management
Senior Director of Human Resources: Richelle Moulin-Geisen	Human Resources
Senior Director of Student Experience and Culture: Lauren Abuhadema	Student Experience and Culture Systems, Student Title IX
Senior Director of Regional Operations: Dela Fyfe	School Operations
Senior Director of Academics: Cheryl Babcock	Curriculum Alignment, Assessment Support, Data Support
Senior Director of Special Services: Amanda Baram	Special Education, Section 504, Student Mental Health Services, MTSS, Gifted and Talented
Senior Director of Language Acquisition: Jael James	K-12 Language Acquisition and Programming
<i>General questions: info@kippcolorado.org</i>	<i>General KIPP questions</i>

Table of Contents

Choice & Commitment	2
KIPP Colorado Public Schools	2
KIPP Across the Nation	2
KIPP Forward	3
Climbing the Mountain	3
Current KIPP Forward Programming	4
Early Childhood Education	5
Student & Family Policies	10
Enrollment & Registration	10
Enrollment	10
Registration	10
Food and Nutrition Services	11
Student Fees	11
Withdraw/Transfer Policy	11
Student Support	12
Multilingual Learners (MLLs)	12
Special Education	12
Multi-Tiered System of Supports (MTSS)	13
Medical Policies and Protocol	13
Immunization and Health Records	13
Medications	13
Allergies	14
Student Illness during School Hours	14
Internet Safety and Acceptable Use Policy	14
Information Privacy	14
Student Records	14
Family Educational Rights and Privacy Act (FERPA)	15
Photograph & Student Information Release Policy	16
School Safety	16
Closed Campus	16
Contacting Students during School Hours	16
Student Use of Telephones	17
Visitors	17
Student Commerce	18
Mandated Reporting of Suspected Abuse or Neglect	18
Emergencies, Drills, & Evacuations	18
Student Accident or Medical Emergency	19

School Delays and Cancellations	19
Student Discipline Policy	19
Student Technology & Personal Property	20
Suspension & Expulsion	20
In-School Suspension	20
Out-of-School Suspension	21
Habitually Disruptive Students	23
Student Searches	24
Grievance Policy for Caregiver and Community Concerns	25
Step One: Address Issue with Those Directly Involved	25
Step Two: Escalate Grievance	26
Step Three: Prepare a Written Grievance for the Board of Directors	26
General Policies	27
Title IX: Notice of Nondiscrimination and Sexual Harassment Policy and Procedures	27
Public Records Policy	36
Custody & Divorcing/Separating	37
Caregivers policy of No Involvement in Domestic Disputes	37



Dear KIPP Colorado Team & Family,

We are so thrilled you and your KIPPster are part of the KIPP Colorado Team and Family! We have so much to look forward to in the 2023-2024 school year and we are excited to embark on this educational journey with you. At KIPP Colorado, we partner with our KIPPsters, educators, families, and communities to ensure that we are all united around the goal of a choice-filled future for our KIPPsters.

Your student is a part of something larger. We serve over 2,500 students from ECE-3 to 12th grade across six schools in Southwest and Far Northeast Denver. We are part of a network of 280 KIPP schools with over 15,000 educators and more than 175,000 students and alumni.

By providing outstanding educators and a strong culture of academic success and social and emotional growth, KIPP Colorado is helping all students build the skills needed for a future without limits.

Our team is truly excited to get to know your family and are looking forward to partnering with you to fulfill 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.

In Partnership,

A handwritten signature in black ink that reads "Tomi Amos". The signature is fluid and cursive, with the first name "Tomi" being more prominent than the last name "Amos".

Tomi Amos
Chief Executive Officer
KIPP Colorado Public Schools

Choice & Commitment

KIPP Colorado Public Schools

Our school is part of a regional network called "KIPP Colorado Public Schools." In 2023-24, KIPP Colorado will serve over 2,500 students across 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 delivering high-quality academic results for students.

We are a network of 270 schools with nearly 10,000 educators and more than 160,000 students and alumni. 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 Forward

Climbing the Mountain

KIPP Forward (formerly KIPP Through College and Career) is part of the broader KIPP approach that empowers KIPPsters (students) and their families with the knowledge, resources, and support to climb the mountain to and through college and career. In 2011, the KIPP Foundation identified five critical factors that were instrumental in college success. These findings have largely shaped our approach to supporting students to and through college, data collection, and program development. These findings were first published in the 2011 KIPP College Completion Report, and include:

Academic Readiness: A rigorous education is one that keeps the end in mind and ensures that all students are prepared for the demands of higher education.

The Right Match: Graduation rates, especially for first-generation college students, vary widely among institutions at all levels of competitiveness, meaning, choosing the right higher education institution is key to a student's college success. Match Matters is an initiative of all KIPP Through College and Career regions across the country.

Social and Academic Integration: Integration through study groups, campus clubs, alumni contacts, that enhances a student's college experience and helps him or her resist negative pressure to leave school. One example of how KIPP facilitates these connections is through KIPP Alumni Ambassadors. A KIPP Colorado Alumni was chosen to be the KIPP Ambassador at Duke University. In her role, she organizes meet-ups for the other KIPP alumni that attend the university in an effort to check in and support each other.

College Affordability and Financial Understanding: KIPP Forward Advisors work with families to get accurate information about applying for college, and help students navigate the challenges of paying for college. Our KIPP Forward Advisors are also reaching

out to local banks to try to establish a partnership to help families start college savings accounts for students in eighth grade.

Current KIPP Forward Programming

KIPP Forward currently offers programming such as career readiness workshops, job shadow days, networking events with professionals, resume-building support, career roundtables, internship application support, and individual counseling to current students and alumni, to better meet the needs of the students we serve. Offering career services is the completion of a comprehensive approach to ensure that KIPP is delivering on the promises that we make to all KIPP students.

Senior Seminar

The course exists to address gaps in student's knowledge of the college application and acceptance process, to provide a practicum for submitting financial aid and scholarship applications, and to introduce other skills that will be valuable to the post-secondary student. This course utilizes instruction regarding best practices and procedures for college admissions, scholarships, and financial aid. The course is designed as half seminar-style learning and half practicum with weekly check-ins with the college advisor.

Junior Seminar

The course exists to build knowledge and understanding of post-secondary options. It provides a structured framework for students to be able to move into the final year of high school with a clear concept of how to skillfully select and apply to post-secondary institutions. Through research, we have learned that when students choose the right college, they are more likely to successfully complete a Bachelor's degree in four years. This course utilizes lectures, small group discussions, and practicums to engage students in project-based learning.

Summer College

Summer College is a two-day, introductory trip for our incoming freshmen and transfer students. During this time students participate in various team-building activities, explore the CSU campus and attend various sessions hosted by their 9th grade teachers. This trip is meant to show our students where we hope they will be in four years - on a college campus.

College visits

We provide students the opportunity to visit college campuses through organized trips to colleges/universities in Colorado. As well as planning college visits, students are invited to participate in programs like CESDA, CU-Boulder Diversity Day, and Keeping the Dream Alive Conference.

Summer College Programs

Working closely with students, we find summer academic programs that will enhance the student's knowledge in an academic or career track of their interest. Some examples include Lorenzo De Zavala Youth Legislation Session, Georgetown Summer program, and MIT engineering symposium.

Career Readiness

Through our career readiness programming our students learn essential career and life skills, explore areas of career interest, determine what is required of the career field they want to enter, develop resume writing and interviewing skills, network with professionals, and participate in applied learning opportunities and internships.

Financial Literacy

Our financial literacy programming provides our KIPPsters and families an opportunity to fully understand the cost of college and how they can make financial smart decisions when deciding on a college option. Through comprehensive financial literacy workshops for students and parents, our families gain financial empowerment, which leads to the enrollment in 529 college savings plans.

Parent College Programming

The KIPP Forward Team has developed a series of college nights for parents of KIPP Colorado High School students that consist of an introduction to college, college admissions, financial aid awareness, and high school-to-college transition.

College Advising

KIPP Colorado provides one-on-one advising to our alumni on college campuses through quarterly visits as well as monthly check-ins via email, Facebook, and text. Students also receive assistance with internship placement for the summer and assistance with Financial Aid and scholarship completion.

Early Childhood Education

Read and internalize this section if you are a member of our Early Childhood Education community:

If your child attends preschool at a KIPP Colorado school, your student is enrolled in a child care program licensed by the Colorado Department of Human Services and by the City and County of Denver Department of Excise and Licenses. These licenses indicate that at the time of inspection, the provider has met the standards needed to operate its program. These standards include:

1. Written policies and procedures
2. Communications, emergency, and security procedures
3. Personnel requirements for education, experience, training, and supervision
4. 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
5. Activities
6. Equipment and materials
7. Facility requirements
8. Fire and other safety requirements
9. Maintaining children's records
10. Administrative reports and records

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

As a guardian 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 are posted and available for your inspection. You may also review inspection reports at the facility upon request.

Licensing Policies and Procedures 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.** Denver Public Schools Early Education Department Mission Statement: To create 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; to support families in their role as nurturers and first teachers; and to meet the needs and financial abilities of Denver's working parents.
- B. **The ages of children accepted.** 2 years, 10 months-6 years. Children must be three (3) or four (4) years of age on or before October 1 of the year of enrollment and, for Head Start classrooms, meet the income qualification guidelines.
 - a. KIPP Northeast Elementary- 4 years
 - b. KIPP Sunshine Peak Elementary- 3 or 4 years
- C. **The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed.** Full-day ECE classes are typically 6 hours/30 minutes per day Monday through Friday except for predetermined days for Professional Learning. Specific hours of operation are determined by the individual school. Holidays and District Planning Days are 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 children will not go outside.
- E. **Procedure concerning admission and registration of children.** Children must be three (3) or 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 applicant 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 adult person for whom written authorization has been given by the parent/guardian. Only full signatures 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:**
- a. 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 by positive and respectful communication. Opportunities include phone and in-person conferencing, classroom volunteering, extracurricular activities, and, in some cases, home visits
 - b. 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.
 - c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Individual district schools use various approaches to support social/emotional competence including CLASS, Second Step, and Conscious Discipline.
 - d. 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. ECE programs follow their respective school's code of conduct and Board of Education policy JK-R. DPS prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.
 - e. 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 behavior needs of ECE students. Head Start funded sites include direct consultation with Denver Health staff.
- 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.
- 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 the location from which the 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; tornado drills are held monthly from March - October; shelter-in-place, lockdown, and active shooter drills are held three times per year/each school year to ensure students become familiar with the procedure.

- 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 upon enrollment. Parents/guardians are notified prior to all field trips requiring transportation of children. District transportation procedures are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation and state childcare licensing 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 principal 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. No enrolled preschool child in Denver Public Schools may ride a district bus to and from school on a daily basis unless their parent/guardian applies for and is granted an exception by the DPS Department of Transportation.
- 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 written parent/guardian approval. 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 the 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.** If ECE children are not picked up on time and then escorted to the office, there should be a fully background-checked person (Licensing Trails, CBI, FBI) caring for them in the office and that person should have ECT or AECT qualifications on file. If it is office staff that are caring for the children, then either DPS has to background check those office staff under the ECE license and keep qualifications for them on file, or children can be cared for in the classroom by a qualified ECE staff member until parents can be reached.
- 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.”** In DPS, 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 delegated to administer medications to ECE students will be specified in the school nurse’s planning book. Only those ECE classrooms trained and delegated 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.** 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 Denver Public Schools ECE 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/guardians will be notified. A child’s need for 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 or as needed.
- 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 Blvd.
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).

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 the respective school's code of conduct, 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 support to help answer questions related to the Board Policy. Division of Student Services provides school partners who can assist in helping to address the significant behavior 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.

Student & Family Policies

Enrollment & Registration

Enrollment

KIPP Colorado Public Schools is a **free**, public charter school. We 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 assigned 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. For KNE, KINDMS, KSPE, KSPA, and KDC, more information can be found at <http://foodservices.dpsk12.org>. For KINDLA, more information can be found at <https://charterchoice.strataapps.com/>. 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 in the 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 the 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.

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 sending school leader and receiving 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 a final decision is made, student and family are responsible for attending school daily.

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 appropriate Assistant Principal of Operations), or replaced in alignment with KIPP Colorado policy.

Student Support

Multilingual Learners (MLLs)

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 Multilingual Learners (MLLs). Supporting our Multilingual Learners is crucial to our school mission and achieving our vision.

All incoming students, new to Denver Public Schools or entering Kindergarten, will be given a home language survey as part of the registration process to identify if the student has a language influence other than or in addition to English. If so, the student 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 and progress monitor 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 MLLs in content knowledge and language acquisition.

Progress of MLLs will be monitored through a once-yearly English Language Proficiency (ELP) assessment, ACCESS. Students will be excited from the program once they have demonstrated adequate English performance/proficiency as determined in the CDE ELD Guidebook, Chapter 3. Once deemed proficient, students will undergo two years of monitoring, after which they will either 1) fully exit the program or 2) re-enter the program as determined by progress.

Special Education

Students with identified physical, emotional, learning, or developmental disabilities that are found to be eligible through a comprehensive evaluation have the right to placement in the least restrictive environment, and may receive special education services, accommodations, and related services in alignment to their individual needs according to a written Individualized Education Plan (IEP) and/or Section 504 plan.

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 their 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 suspect your student has a disability and think your child should be evaluated for special education or 504 plan eligibility, please notify the school's Assistant Principal of Special Services as soon as possible in writing. If you are interested in more information on special education or the rights of students with disabilities, please contact the school leader.

Student retention at KIPP Colorado Public Schools is determined by the school leader and parent. These decisions must be consistent with the student's IEP and are subject to IEP Team review. IEP Teams continuously monitor student progress and will reconvene as necessary to discuss adjustments to student accommodations and supports.

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 school staff. MTSS structures are used to support both academic, social-emotional and behavioral concerns. Biweekly, the MTSSI 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 (totaling 8-12 weeks), the MTSS 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 MTSS team seeks input from other stakeholders for support and services. These stakeholders include, but are not limited to, other 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 Hepatitis B, diphtheria, tetanus, pertussis, polio, rubella, measles, mumps and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

KIPP Colorado Public Schools 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 Public Schools 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 under the direction of the DPS nurse:

- 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 are not 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 may be sent home regarding outbreaks.

Internet Safety and Acceptable Use Policy

See the following document for KIPP Colorado's full [Internet Safety and Acceptable Use Policy](#).

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 a central file.

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.

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. "School officials with legitimate educational interests" include school employees, board members, volunteers, contractors, or consultants, certain members of DPS. In the case of f volunteers, contractors, or consultants this must be a person who performs a service or function for which the school could use its own employees and who is under control of the school with respect to the use and maintenance of PII from education records. This may include a professional employed by KIPP Colorado (such as an attorney or therapist).

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)

Pursuant to C.R.S. § 24-72-200.1 *et seq.*, the Colorado Open Records Act (CORA), all public records must be open for inspection by any person at reasonable times, except as provided by law. This policy sets forth KIPP Colorado Public Schools (KIPP Colorado) rules for the inspection of such records, as provided in CORA, which are reasonably necessary for the

protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the records custodian or the custodian's office. KIPP Colorado is committed to the guiding principles of openness, transparency, accountability and responsiveness. This policy can be found on our website [here](#).

KIPP Colorado provides public records in accordance with CORA and, when applicable, the Family Educational Rights and Privacy Act (FERPA). Requests for records under these two statutes are governed by this policy. Defined terms under these statutes, including but not limited to "public records" and "educational records," apply to this policy. "In connection with the research and retrieval of public records" means all time spent on all aspects of responding to a public records request, including, without limitation, finding, redacting, copying, and conveying such information.

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.

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 only with proper parent/guardian permission and under the 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 your school's handbook for additional information regarding 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, by cell phone or other electronic means, or attempt to remove the student from the building without permission from designated school official.

School	Main Line Number
KIPP Northeast Elementary	(720) 452-2551
KIPP Northeast Denver Middle School	(303) 307-1970
KIPP Northeast Denver Leadership Academy	(720) 452-2570
KIPP Sunshine Peak Elementary	(720) 452-2572
KIPP Sunshine Peak Academy	(303) 623-5772
KIPP Denver Collegiate High School	(303) 922-5324

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.

Cell phones are not permitted in KIPP Colorado hallways or classrooms. Cell phones may be used in the cafeteria during arrival, dismissal, hallways, and lunch / recess for high school.

Visitors

KIPP Colorado Public Schools welcomes visitors. All visitors must report directly to the main office upon arrival to sign in using the Raptor system 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.

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 are listed as contacts in student Infinite Campus profiles or have written approval by the student’s parent/guardian as well as school administrators
- External partners who provide supports to KIPP Colorado
- Public officials, including but not limited to elected officials, DPS Board Members, KIPP Colorado Board Members

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.

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 withdrawal.

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 abuse and neglect 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 has been harmed or is in danger of being abused physically, sexually, or through neglect. 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 through school Assistant Principals of Operations.

KIPP Colorado Public Schools administer regular fire alarm, tornado, and lockdown/secure procedures throughout the school year to ensure the safety of all students and school personnel. The practice of these procedures is in direct alignment with Denver Public Schools' safety requirements. Students who have individualized support 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 and/or through social media. Please make sure you have downloaded the appropriate school app and 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 Infinite Campus profile. Infinite Campus profiles must be updated and verified annually through Denver Public Schools Online Registration. Changes to this profile throughout the year can be made through the school's main office.

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. Delays and Cancellations will also be posted on KIPP Colorado's social media and school phone apps. If DPS is not in session, KIPP Colorado's Chief Executive Officer or designee 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 it 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.

KIPP Adults may not allow students or recent alumni, college age or younger to ride in the KIPP Adults' personal cars. However, permissible exceptions may occur when:

- (1) the KIPP Adult is also the parent of the student,
- (2) when the KIPP Adult drives an activities carpool on the weekend and after school for their child and their child's friend is a student at KIPP and has obtained permission from that child's parent or guardian and school; and
- (3) if the KIPP Adult is a parentally approved emergency contact for a colleague and drives their child, who is also a student at the school.

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.

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.

Cell phones are not permitted in KIPP Colorado hallways or classrooms. Cell phones may be used in the cafeteria during arrival, dismissal, hallways, and lunch / recess for high school.

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.

KIPP Colorado follows the DPS Discipline Matrix when making decisions for student discipline regarding suspension and expulsion. The matrix can be reviewed at this link: https://www2.dpsk12.org/pdf/Attachment_B_Discipline_Matrix_English.pdf

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.

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 KIPP Colorado, 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.*

KIPP Colorado works closely with Denver Public Schools on situations where an expulsion hearing may be warranted. After a proper investigation and hearing, in accordance with Denver Public Schools policy JK-R, Student Conduct and Discipline Procedures, a student may be recommended for expulsion from KIPP Colorado Parents/Guardians will be notified before a student is formally recommended for an expulsion hearing.

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 possible expulsion of such students. This written notification must be provided in a language that the parent/legal guardian can understand.

Student Restraint

To maintain a safe learning environment, KIPP Colorado Public Schools employees may, within the scope of their employment and consistent with state law, use reasonable and appropriate physical intervention and restraint with students in accordance with this policy, DPS policy JKA, and its accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. This policy applies to incidents that occur on school property or at an off-campus, school-sponsored event or activity. Parents/guardians will be notified in case of an intervention.

Notification Requirements

1. If there is a reasonable probability that restraint might be used with a particular student, the Principal or designee shall notify, in writing, the student's parents, and, if appropriate, the student of:
 - a. The restraint procedures (including types of restraints) that might be used;
 - b. Specific circumstances in which restraint might be used; and
 - c. Staff involved.

2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

Student Searches

School personnel may conduct searches without notice or warning of students' personal property (including backpacks, clothing, and supplies) if there are reasonable grounds for suspecting that the search will uncover evidence that the student has or is violating the law or rules of the school. Any search of a student him/herself must be done in the presence of another school official, must be reasonable in scope, and must have been based on reasonable suspicion at its inception. Searches of a student may include searches of the student's person, clothing, purse, backpack, briefcase, other accessories, locker/cubby, or car. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible.

The school may also do school-wide searches of school property, such as lockers cubbies, and desks for general checks, such as determining if students have cell phones in their lockers. These are school property, not student property, and students do not have any reasonable expectation that their locker or desk is a private area that school officials will not enter.

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/or 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.

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. Discipline for students with disabilities shall be in accordance with the student's individualized education plan (IEP), any behavior intervention plan (BIP), 504 plan, and applicable laws affording procedural safeguards to students with disabilities.

A student with disabilities may not be suspended for more than ten (10) 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.

School leaders may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the Colorado Department of Education's Procedural Safeguards Notice, is appropriate for a child with a disability who violates KIPP Colorado's school code of student conduct.

KIPP Colorado reserves the right to remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if your child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit;
2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance, (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit; or
3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit.

If KIPP Colorado decides to make removal that is a change of placement of your child because of a violation of a code of student conduct, you will be notified of that decision and will be provided with a procedural safeguards notice on the same day the decision is made.

Grievance Policy for Caregiver and Community Concerns

The Board of Directors of KIPP Colorado Public Schools

The purpose of the KIPP Colorado Public Schools' Board of Directors (Board) is to set the general direction and policy of KIPP Colorado, not to manage its schools on a daily basis. Each school's Principal and other administrators manage their school by implementing the policies the Board has enacted. All Board decisions should be made within the parameters of KIPP Colorado's Articles of Incorporation, Bylaws, and previously enacted policies.

As with all charter schools, KIPP Colorado schools are separate entities from its authorizer, Denver Public Schools. By its decisions, the Board shall guard and steward this separation.

Grievance Policy KIPP Colorado values open and proactive communication among and between the members of the community, including caregivers, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of its students. KIPP Colorado's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

These procedures guide how faculty, staff, caregivers and students are expected to express grievances about other members of the school community. The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, if the conflict is not resolved at the lowest faculty or administrative level, the guidelines below provide a process for resolving the conflict.

Grievance Procedure:

Step One: Address Issue with Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. Should a student or caregiver fail to begin the process at the lowest possible level, and instead go directly to the Principal with a concern about a teacher

or go to a Board member with a concern about a Principal (for example), the person at the higher level in the policy shall re-direct the grievant to the appropriate first level in the process. This initial communication can occur in-person, over the telephone, or via email so long as there is a good-faith attempt to resolve the issue at the lowest level with those directly involved.

Step Two: Escalate Grievance

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation may be escalated to the facilitator listed in the below table within ten days of the above meeting or conversation. In Step Two, the facilitator will address the situation, facilitate communication between the parties, and develop a plan for conflict resolution. The meeting or phone call required by this step should occur within three (3) days of receiving the complaint. The facilitator will monitor this process until resolution is realized or an impasse is reached.

This step should be repeated with the facilitator listed on the below table until only an appeal to the Board of Directors remains.

Step Three: Prepare a Written Grievance for the Board of Directors

If the grievant is not satisfied with the response received via steps one and two, the grievant shall prepare a formal written grievance with the assistance of the last facilitator utilized in Step Two. This written grievance should:

- a) Describe the incident, decision or practice that gave rise to the complaint;
- b) If possible, cite the policy, procedure, or contract that has been violated and/or the rationale for the concern;
- c) Describe what conflict resolution strategies were attempted via steps one and two; and
- d) Explain what corrective action is being requested, i.e., what does the grievant want?

Step Four: Provide a Written Grievance to the Board of Directors

The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved and all previous steps have been exhausted. Upon request by the grievant, the Principal will receive the written grievance from the facilitator, review it, and then forward it to the Chair of the Board at least one week prior to the next scheduled Board meeting. The Chair, or designee, will review the written grievance to ensure that the above process was followed.

If the first three steps were properly followed, then the Chair, or designee, will review the written grievance to determine if it merits review by the full Board. If the Chair, or designee, determines that it does not merit full Board review, then he or she will explain the reason(s) for this determination in a brief written statement to the grievant. The Chair, or designee, will then make a determination in light of the evidence given. A written statement of the determination will be given to the grievant within 30 days of receipt of the grievance.

If the Chair, or designee, determines that the grievance should be reviewed by the Board, then it shall be added to the next Board meeting agenda. The written grievance shall be submitted to all Board members as far in advance of the Board meeting as practicable to permit the Board to consider the matter carefully.

Grievances shall not be brought to the Board without first being submitted in writing. The Board will not hear matters that do not follow this grievance process. If the grievance goes to the full Board, the grievant will receive a written response within 30 days of the hearing.

The Board will notify its authorizer (DPS) of the grievance if it involves a student with an IEP or 504 Plan or a student safety issue.

The Board has the discretion not to hear matters that do not follow this grievance process.

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	Principal	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors
Principal	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors	
Executive Team Member	Chief Executive Officer	KIPP Colorado Board of Directors		
Chief Executive Officer	KIPP Colorado Board of Directors			

Principal, [KIPP Northeast Elementary]: Liz Dillon, edillon@kipppcolorado.org

Principal, [KIPP Northeast Denver Middle School]: Stephani Olson, solson@kipppcolorado.org

Interim Principal, [KIPP Northeast Denver Leadership Academy]: Kris Cercone, kcercone@kipppcolorado.org

Principal, [KIPP Sunshine Peak Elementary]: Darby West, dwest@kipppcolorado.org

Principal, [KIPP Sunshine Peak Academy]: Alana Raybon, araybon@kipppcolorado.org

Principal, [KIPP Denver Collegiate High School]: Jess Simpson, jsimpson@kipppcolorado.org

Chief Academic Officer, [KIPP Colorado Public Schools]: Leah Peters, lpeters@kipppcolorado.org

Chief Executive Officer, [KIPP Colorado Public Schools]: Tomi Amos, tamos@kipppcolorado.org

Board Chair, [KIPP Colorado Public Schools]: Melissa Browne, melissa@uniteamerica.org

General Policies

[Title IX: Notice of Nondiscrimination and Sexual Harassment Policy and Procedures](#)

1. **PURPOSE:** KIPP Colorado is committed to providing our students and staff with a safe learning and work environment and to treating all members of the school community with dignity and respect, in alignment with our [Commitment to an Exceptional Student Experience](#). KIPP Colorado does not discriminate on the basis of sex, nor tolerate harassment on the basis of sex, in compliance with all federal and state laws and constitutional provisions to which KIPP Colorado is subject.

KIPP Colorado prohibits sexual harassment under Colorado and federal law, including violations of Title IX of the Education Amendments of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964, and the Colorado Anti-Discrimination Act. KIPP Colorado's prohibition extends to all forms of illegal sexual harassment, including conduct based on sexual stereotypes, sexual orientation, and transgender status. This policy incorporates the changes implemented under the revised Title IX regulations issued by the United States Department of Education that became effective on August 14, 2020.

- Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment or that interferes with a staff member's work performance or a student's ability to access their education or associated benefits. Harassing conduct can take many forms and may include, as examples: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal activities, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, and offensive electronic or voicemail messages.
- Sexually harassing conduct in particular may include these or other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be performed by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy. Such conduct may occur away from the work/school environment and not during school/work hours. Such circumstances do not lessen KIPP Colorado's interest in creating and maintaining a harassment-free environment. Furthermore, KIPP Colorado will not tolerate retaliation against any staff member or student for making a good faith complaint of discrimination or harassment or for cooperating in an investigation.
- Concerns regarding unlawful discrimination and harassment, and any related retaliation for having engaged in activity protected by the civil rights laws that prohibit discrimination, including harassment, will be addressed through our Title IX Grievance Process. Through our grievance process, KIPP Colorado will utilize the "Preponderance of Evidence" standard of evidence to determine responsibility for cases of discrimination.

This policy shall be available in the administrative office of every KIPP Colorado school campus, posted on the KIPP Colorado website, included in each campus's Student and Family Handbook, and accessible on the network's intranet website.

2. **SCOPE OF THIS POLICY:** This policy addresses sexual harassment. Other KIPP Colorado policies that may be relevant to the same or similar situations are:
 - Prohibition Against Civil Rights Violations according to Title VII
 - Grievance Procedures
 - Employee Handbook Applicable Guidelines
 - Mandatory Child Abuse & Neglect Reporting

- Staff / Student Relationships
- Anti-Harassment Statement
- Family Handbook Harassment, Grievance and Title IX Procedures

KIPP Colorado team members are advised to refer to other applicable policies as well as to consult with the KIPP Colorado Human Resources Department to ensure each situation receives a full and appropriate response.

3. **TITLE IX COORDINATOR CONTACT INFORMATION:** KIPP Colorado’s regional Title IX Coordinator may be contacted at:

Lauren Abuhadema

Senior Director of Student Experience and Culture, KIPP Colorado Public Schools
 1390 Lawrence Street, Suite 200
 Denver, CO 80204
 720-334-0421, labuhadema@kippcolorado.org

4. **NOTICE TO KIPP COLORADO:** KIPP Colorado cannot respond to sexual harassment unless it knows about it. Thus, KIPP Colorado encourages all students, staff, and community members to report any allegation or information about sexual harassment or discrimination to any KIPP Colorado employee, including its Title IX Coordinators.
5. **ACTUAL KNOWLEDGE:** All KIPP Colorado employees are obligated to report (i) any allegations of sexual harassment or (ii) any information that causes them reasonably to believe there has been conduct that constitutes sexual harassment. Parents, students, or others may also make reports. Such reports must be made to any of KIPP Colorado’s Title IX Coordinators.

To Report a Student, Employee, or Community Member, use [Exhibit 1](#) (below).

6. **KIPP COLORADO’S RESPONSE TO A REPORT:** Upon receiving a report of sexual harassment, the Title IX Coordinator shall promptly and confidentially contact the Complainant. The Title IX Coordinator must (a) discuss the availability of Supportive Measures; (b) consider any request for Supportive Measures, (c) inform the Complainant that Supportive Measures are available without regard to whether the Complainant does or does not file a formal complaint; and (d) explain the process for filing a formal complaint, if applicable. Without regard to whether a formal complaint is filed, the Title IX Coordinator shall complete the form located on the KIPP Colorado Title IX website for a Report of Sexual Harassment (see [Exhibit 1](#)). The Title IX Coordinator must complete these steps as soon as practicable but no later than seven calendar days after he or she receives the report of sexual harassment.

6.1. SUPPORTIVE MEASURES: Supportive measures are non-disciplinary, non-punitive individualized services designed to restore or preserve for the Complainant equal access to KIPP Colorado’s educational programs and activities (including employment), without unreasonably burdening the other party (*i.e.*, the Respondent), and offered without charge. Supportive Measures may include, without limitation, counseling, mentoring, class modification, schedule changes, monitoring, supervision, or restorative justice activities, as deemed appropriate by the Title IX Coordinator.

At the appropriate times, the Title IX Coordinator should offer Supportive Measures to both the Complainant and Respondent. The Title IX Coordinator must offer Supportive Measures to the Complainant as stated in the prior paragraph. The Title IX Coordinator must offer Supportive Measures to the Respondent as soon as practicable and no later than seven calendar days after the Respondent has been notified of the filing of a formal complaint.

The Supportive Measures for each Party may change over time, and the Title IX Coordinator or other Supportive Measures counselor must remain responsive to the Parties throughout the entire process. The Title IX Coordinator should ensure that effective Supportive Measures are provided until final resolution.

6.2. FAILURE TO OFFER SUPPORTIVE MEASURES: If supportive measures were not offered in response to a report or a formal complaint, the Title IX Coordinator must document in detail why such failure was reasonable under the circumstances.

7. FORMAL COMPLAINT: Any person (including a Complainant) may report sexual harassment to the Title IX Coordinator at any time. A report may be made in person, by email or any other form of electronic communication, by mail, by telephone, or by any other effective means. The report must include the nature of the alleged violation; names of the person(s) responsible for the alleged violation (if known); and any other relevant background information. A Complainant (or parent or guardian, if appropriate) or the Title IX Coordinator, but not a third-party reporter, may sign a complaint. At the time of a complaint, the Complainant must be participating in or attempting to participate in the School's education program or activities (including employment). Upon the filing of a formal complaint, the Title IX Coordinator shall offer Supportive Measures (if not already offered or provided) to both the Complainant and Respondent. Complainants will be asked to complete the form located in Exhibit 2 of this policy. Completion of this form by a Complainant is not required to file a complaint.

7.1 INFORMAL RESOLUTION. If and only if (a) a formal complaint is filed, and (b) the complaint does not concern alleged harassment of a student by a School employee, the Parties may voluntarily agree in writing to an alternative form of informal dispute resolution, such as restorative justice procedures, mediation, fact-finding, or arbitration. Parties may withdraw from such a process at any time before written agreement to a defined process. Agreements to informal resolution that would displace formal investigation (*e.g.*, binding arbitration) require approval of the Title IX Coordinator. Once all Parties have executed a written agreement to use alternative dispute resolution, without objection by the Title IX Coordinator, that agreement is binding by its terms. The Title IX Coordinator may disapprove of the use of alternative dispute resolution for certain complaints, including but not limited to complaints of sexual violence, or refuse to approve certain agreements, including but not limited to those containing onerous terms, and proceed with formal investigation. If informal resolution is attempted and unsuccessful (*e.g.*, a restorative justice process that does not reach the hoped-for resolution), the matter may return to formal investigation.

7.2 ADMINISTRATIVE LEAVE – EMERGENCY REMOVAL – SAFETY PLANS: KIPP Colorado may place a Respondent who is an employee on Administrative Leave while allegations are investigated and resolved. KIPP Colorado may remove a Respondent who is a student if removal is necessary to protect the student or another person

from an immediate threat to physical health or safety. Removal of a student who is on an IEP or Section 504 plan is subject to compliance with requirements of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, as applicable. If a Complainant and Respondent remain in the School pending or following investigation, the Title IX Coordinator shall determine if a safety plan is advisable and, if so, initiate the process for creating a written safety plan. A decision not to create a safety plan should be documented in writing.

- 7.3 PRESUMPTION OF INNOCENCE – BURDEN OF PROOF:** At the outset of any investigation, the Respondent is presumed not responsible for sexual harassment. The burden of proof to overcome the presumption is that a violation of the prohibition on sexual harassment is more likely than not; that is, a violation has been proven by a preponderance of the evidence. Throughout each investigation, the Complainant and Respondent shall each be treated with respect and in an equitable manner.
- 7.4 SUMMARY DISMISSAL – RELATION TO DISCIPLINE:** If the Title IX Investigator determines that the allegations in a Formal Complaint do not meet the definition of sexual harassment (or other prohibitions specific to this policy), or they indicate the conduct did not occur in KIPP Colorado’s educational program or activity, the Investigator shall summarily consider the incident as resolved according to the original complaint provided. If the Respondent withdraws from KIPP Colorado or terminates employment with the School, or the Complainant requests withdrawal of the complaint, or other specific circumstances prevent an investigation that permits a determination based on appropriate evidence, the Investigator may dismiss the complaint. Regardless of such dismissal, KIPP Colorado may take whatever separate disciplinary or corrective action is appropriate against a Respondent under its student Code of Conduct or under its employment policies and practices. However, such separate action may be taken only if KIPP Colorado follows a process that complies with the due process protections afforded to Respondent in this policy.
- 7.5 INVESTIGATION – GENERAL PRINCIPLE:** The Investigator shall investigate each formal complaint that is not referred to informal resolution and not summarily dismissed. Investigation includes evaluation of all available evidence, including witness interviews, review of relevant documents, and consultation with other staff as needed.
- 7.6 FALSE EVIDENCE PROHIBITED:** Complainants, Respondents, and all witnesses are prohibited from making any knowingly false statements, or providing other evidence known to be false, in any investigation. KIPP Colorado may take disciplinary action against a person making false statements or submitting other false evidence. Inconsistencies between evidence and an investigative report or determination of responsibility do not prove a knowing use of false evidence. Discipline for knowingly providing false evidence is not retaliation as otherwise prohibited by this policy.
- 7.7 WRITTEN NOTICE OF FORMAL COMPLAINT:** The Investigator will provide written notice to the Complainant and the Respondent of (i) the allegations of a formal complaint and (ii) this process, including any opportunity for Informal Resolution. The notice must include:
- a) Sufficient detail to permit the Respondent to prepare a response. This includes a description of the conduct alleged, the date and location of the conduct, and the names of the Complainant and other involved parties, if any.

- b) A statement that the Respondent is presumed not to be responsible for the conduct and that responsibility will be determined at the conclusion of the process.
- c) A notice of the Complainant's and Respondent's rights to have an attorney or non-attorney advisor.
- d) A statement of the right of the Complainant and Respondent to inspect and review any evidence.
- e) A statement of the prohibition on providing false evidence.

If additional allegations arise and require investigation, the Investigator will provide written notice of such additional allegations to the Complainant and Respondent. A form of the notice required by this paragraph is Exhibit 3 to this policy.

7.8 PRIVILEGED AND IRRELEVANT EVIDENCE: Evidence that is privileged by law and evidence of sexual predisposition or prior sexual behavior (unless offered to prove either that a person other than Respondent committed the alleged conduct or to prove legally recognized consent) is neither admissible nor relevant in this process.

7.9 INITIAL COLLECTION OF EVIDENCE: The Complainant and Respondent will have a reasonable opportunity to present witnesses and other evidence to the Investigator. KIPP Colorado will not restrict the ability of either Party to gather evidence or discuss the allegations, unless either Party's discussions exceed legal bounds. Such evidence must be provided within 21 days of receipt of the written notice of the formal complaint. The Investigator will meet with each Party and give that Party at least 24 hours' advance written notice of the date, time, location, and purpose of the meeting.

8. APPEAL – FILING AND GROUNDS: An appeal may be filed within five calendar days of notice of a determination of responsibility or summary dismissal. The notice need only identify the Party filing the appeal, the decision or dismissal appealed from, and which of the three grounds listed in this paragraph, (a), (b) and/or (c), will form the ground(s) for the appeal. Parties may choose to use an optional form of notice of appeal provided as Exhibit 6. An appeal shall be filed with the Title IX Final Decision-Makers (hereinafter "Decision-Makers").

Appeals will be permitted only on one or more of the following grounds:

- a) A procedural irregularity affected the outcome of the matter;
- b) New evidence not available at the time of the determination of responsibility or summary dismissal could affect the outcome of the matter; or
- c) The Investigator or Decision-Makers had a conflict of interest, was biased against a Party, or was biased against all complainants or all respondents.

8.1 APPEAL – PROCESS: The Decision-Makers, upon receiving a notice of appeal, shall provide a notice to both Parties (or, in the case of appeal of a summary dismissal, to Complainant) that the appeal has been filed and that each Party has five calendar days to file a brief written statement supporting or challenging the outcome. A form of such notice is provided in Exhibit 7. The Decision-Makers shall also initiate the formation of an Appeals Panel. The Appeals Panel shall be provided with copies of the notice of appeal, statements of the Parties challenging or supporting the decision appealed, the formal complaint, and, as appropriate, either the summary dismissal or the investigative report and determination of responsibility. Either Party may attach other documents produced during the process to their statement supporting

or challenging the outcome. Within 21 calendar days of receiving all required information, the Appeals Panel shall provide a written decision describing the appeal and the rationale for its decision; it shall provide its decision simultaneously to the Parties. If the Appeals Panel is evenly divided on the proper outcome to the appeal, the summary dismissal or determination of responsibility shall be upheld.

9. **REMEDIES:** Upon determination that a Complainant was sexually harassed or subjected to sex-based discrimination, KIPP Colorado may impose one or more of the following:
 - a) Offer the Complainant any remedies that will restore or preserve the Complainant's access to KIPP Colorado's educational program and activities (including employment). These may include Supportive Measures or actions similar to supportive measures that have a disciplinary component toward the Respondent. Remedies may be kept confidential as deemed necessary by the School.
 - b) Impose any disciplinary sanctions on a Respondent student, including mandatory participation in counseling services; revocation of extra-curricular privileges (including, but not limited to sports); no-contact orders; schedule changes; short-term or long-term suspension or expulsion; or change of placement as otherwise authorized by law.
 - c) Impose any disciplinary sanctions on a Respondent employee, including mandatory participation in counseling services; no-contact orders; reassignment; suspension without pay; or termination of employment.
10. **TIME LIMITS – INFERENCE FROM REFUSAL TO PROVIDE EVIDENCE:** The Title IX Coordinator, Investigator, Decision-Makers, Appeals Panel, or applicable KIPP Colorado employee may extend any time limit for good cause shown. At all events, KIPP Colorado will endeavor to reach a determination of responsibility or other resolution within 120 days of KIPP Colorado's receiving notice of the allegations of sexual harassment or sex-based discrimination. The Investigator or Decision-Makers may consider the advantages of receiving a report of a parallel law enforcement or other investigation in determining the timeline for investigative activities or a determination of responsibility but shall not unduly delay the process to assure such receipt. The Investigator and Decision-Maker are permitted, but not required, to draw adverse factual inferences from the refusal or failure of a Complainant or Respondent to be interviewed or provide other requested evidence.
11. **CONFIDENTIALITY:** The identities of persons who made a report of sexual misconduct, the Complainant, the Respondent, any person reported to have been a perpetrator, and any witness shall not be made public except as provided in the Family Educational Rights and Privacy Act (FERPA), as otherwise provided by law, or as needed for the conduct of any formal investigation or judicial proceeding. This provision does not prevent disclosure of these people to others involved in the Title IX process, as described in this policy.
12. **RETALIATION & INTIMIDATION:** Neither KIPP Colorado nor any person may intimidate, threaten, coerce, or discriminate against an individual because such individual has exercised rights under, participated in, or declined to participate in, any proceeding under this policy. Claims of retaliation may be filed by the person alleging retaliation under KIPP Colorado's general grievance policy or this policy.
13. **RETENTION OF RECORDS:** All records created of activity under this policy, including, without limitation, training materials, investigative records, informal

resolution records, disciplinary records, supportive measures, decisions, remedies and appeals, shall be maintained for seven years.

14. **TRAINING:** All KIPP Colorado team members and its governing board shall receive basic Title IX training that includes, without limitation, the definition of sexual harassment (*see below*) and the obligation of school employees and officials to report suspected sexual harassment to the Title IX Coordinator. Any person who will serve as Title IX Coordinator, Investigator, Informal Resolution practitioner, Decision-Makers, or member of an Appeals Panel must have had or receive appropriate advanced training on Title IX — specifically, as applicable and without limitation, on all matters covered in basic Title IX training, conducting investigations, methods of informal resolution, preparation of investigative reports, preparation of determinations of responsibility, conducting appeals, identification of privileged or irrelevant evidence (including treatment of evidence of prior sexual conduct), impartiality, avoidance of prejudgment, and avoiding use sex stereotypes.
15. **POSTING & GENERAL NOTIFICATIONS:** KIPP Colorado shall place in its Student and Team Member Handbooks, and post prominently on its website:
 - a) The name or title, office address, electronic mail address, and telephone number of its Title IX Coordinators;
 - b) The availability of the Title IX Coordinators to receive at any time a report of sexual harassment (whether or not by the person alleged to be the victim);
 - c) A statement of KIPP Colorado’s policy to not discriminate on the basis of sex in any education program or activity it operates or in employment, which includes a prohibition against sexual harassment;
 - d) A copy of or link to this Title IX policy and related KIPP Colorado policies forbidding and providing procedures for receiving and processing complaints of sex discrimination.
 - e) A copy of or link to training materials used by KIPP Colorado to comply with the “Training” paragraph, above.
16. **CONTINUED APPLICATION OF CODE OF CONDUCT AND EMPLOYMENT POLICY:** Nothing in this policy prevents the ordinary application of KIPP Colorado’s student Code of Conduct or employment policies to matters or issues other than sexual harassment, provided this is not done in retaliation, as prohibited in the paragraph above. For clarity, matters and issues other than sexual harassment include misconduct that was alleged to be sexual harassment but is another form of misconduct or matters that are first revealed as a result of proceedings under this policy.
17. **POLICY REVIEW:** The KIPP Colorado governing board will review this policy and make appropriate changes from time to time as it deems necessary, including but not limited to if the Title IX regulation published at 85 Fed. Reg. 30572 (May 19, 2020) is amended, repealed, replaced, or held unlawful – in whole or in part – in a final and unappealable judgment by a court of competent jurisdiction.
18. **DEFINITIONS:** Unless context requires otherwise:
 - a) *Appeals Panel* means the person or persons designated to hear an appeal under this policy. No member of the Appeals Panel may be involved in the Complaint as Respondent or witness or be otherwise biased. The Appeal Panel may include a non-voting advisor in hearing the appeal, which may be KIPP Colorado’s general counsel, special counsel, or other appropriate person. In no event shall a member of

the Appeal Panel or advisor to the Appeal Panel be the Title IX Coordinator or Decision-Makers. In almost all circumstances, the Appeals Panel shall be KIPP Colorado's Chief People Officer. Currently, that position is held by Erica Garcia, who can be contacted at egarcia@kippcolorado.org. If the Chief People Officer is unable to serve as Appeals Panel, then they can appoint one or more unbiased people from within the KIPP Colorado network to serve in that role.

- b) *Complainant* means a person who is alleged to be the target of conduct that could constitute sexual harassment. "Complainant" includes a possible complainant, such as an individual identified by a third party as a possible victim of sexual harassment.
- c) *Coordinator* means a person designated as a Title IX Coordinator for the KIPP Colorado Network as a whole or for an individual KIPP Colorado school. A Title IX Coordinator may delegate responsibility on a case-by-case basis. KIPP Colorado shall prominently post to its website and otherwise make known the Title IX Coordinators as those are assigned from time to time.
- d) *Investigator* means a person trained to evaluate objectively the credibility of witnesses, synthesize evidence, and take into account the unique circumstances of each situation involved in an alleged act or pattern of sexual harassment. A Coordinator may be the Investigator or may delegate that responsibility to a qualified outside investigator. An Investigator may not have a conflict of interest in a matter under investigation.
- e) *Decision-Makers* means the people who review the investigation completed regarding a complaint of sexual harassment from the Title IX Coordinator, assess the relevant evidence, and decide if the burden of proof has been met to determine that a Respondent has engaged in sexual harassment. The Decision-Makers shall be the school's Principal or the Chief People Officer unless one or all of the Decision-Makers is implicated in the complaint as a Respondent or witness, in which case the Chief People Officer shall designate independent Decision-Makers. The Decision-Makers may not be a Title IX Coordinator or an Investigator.
- f) *Supportive Measures* means non-disciplinary, non-punitive individualized services designed to restore or preserve for the Complainant equal access to KIPP Colorado's educational programs and activities (including employment), without unreasonably burdening the other party (*i.e.*, the Respondent), and offered without charge. Supportive Measures may include, without limitation, counseling, mentoring, class modification, schedule changes, monitoring, supervision, or restorative justice activities, as deemed appropriate by the Title IX Coordinator. At the appropriate times, a Title IX Coordinator should offer Supportive Measures to both the Complainant and Respondent.
- g) *Education program or activity* means KIPP Colorado campuses, KIPP Colorado administrative offices, and all locations, events, or circumstances in which KIPP Colorado exercises substantial control over a Respondent and the context in which alleged sexual harassment occurs.
- h) *Parties* means the Complainant(s) and Respondent(s) in an individual matter.
- i) *Respondent* means an individual alleged to have engaged in sexual harassment.
- j) *Sexual harassment* means:
 - i. Conduct by a KIPP Colorado employee or board member that conditions an aid, benefit, or service of the school, including employment, on participation in unwelcome sexual conduct (that is, *quid pro quo* harassment);
 - ii. Conduct by a KIPP Colorado employee that constitutes sexual misconduct involving a student;
 - iii. Conduct by anyone that is unwelcome and that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to employment at KIPP Colorado or to KIPP Colorado's education program and activities; or

- iv. Conduct by anyone that constitutes sexual assault, dating violence, domestic violence or stalking towards a KIPP Colorado employee or student. See 20 U.S.C. § 1092(f)(6)(A)(v) & 34 U.S.C. § 12291(a)(8), (10) & (30).

A person may be sexually harassed by members of his or her own sex.

KIPP Colorado's prohibition against sexual harassment does not extend to legitimate nonsexual touching or other nonsexual conduct. For example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee will not be considered sexual harassment.

Similarly, one student's demonstration of a sports maneuver or technique requiring contact with another student will likely not be considered sexual harassment. However, in some circumstances, nonsexual conduct may take on sexual connotations and rise to the level of sexual harassment. For example, if a teacher repeatedly hugged and put his or her arms around students under inappropriate circumstances, that conduct could rise to the level of sexual harassment.

19. LEGAL AUTHORITY FOR THIS POLICY:

20 U.S.C. § 1681 *et seq.*

34 C.F.R. §§ 106.8, 106.30, 106.44, 106.45 & 106.71

C.R.S. §§ 24-34-101 *et seq.*

Bostock v. Clayton County, 590 U.S. ___, 140 S.Ct. 1731 (June 15, 2020)

Rosenberg v. Board of Education, 710 P.2d 1095, 1100 n.11 (Colo. 1985)

Public Records Policy

Please see this document for our full public records policy:

<http://kippcolorado.org/wp-content/uploads/2022/07/2022-Public-Records-Policy-4.pdf>

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.

Custody & Divorcing/Separating Caregivers policy of No Involvement in Domestic Disputes

KIPP Colorado Public Schools does not become involved in domestic disputes, e.g., when caregivers are divorcing, separating, or contesting the custody of KIPP students. KIPP remains neutral in such matters and maintains our focus on the child. Accordingly, KIPP employees are not permitted to participate in custody disputes or divorce/separation proceedings, including answering questionnaires or surveys regarding student(s). KIPP Colorado will, however, comply with all court orders and lawfully issued subpoenas.

KIPP Colorado asks that separating/divorcing caregivers also maintain focus on the child and work with the school to support the educational experience of the student. We encourage caregivers to attend conferences with teachers together, to the extent possible, so that each caregiver participates in the same conversations with KIPP team members.

It is each caregiver's responsibility to provide the school with a record of relevant court orders and up-to-date contact information.