



Family Handbook 2023-24

451 S Tejon St, Denver, CO 80223
303-922-5324

2023-24 School Hours:

Monday, Tuesday, Friday: 8:30-4:03
Wednesday: 8:30-2:25
Thursday: 8:30-3:10
Office Hours 4:10-4:50 PM M, T, F

2023-24 Office Hours:

Monday, Tuesday, Friday: 8:30-4:15
Wednesday: 8:30-3:00
Thursday: 8:15-4:00

Principal Welcome Letter

Dear KDC Team and Family,

Welcome to the 2023-2024 school year! We are thrilled to collaborate with your KIPPster as they work towards pursuing their educational and social-emotional goals.

We thank you for entrusting us with your student's education and we take that responsibility seriously. Together, we will do whatever it takes to ensure your KIPPster builds the knowledge, character strengths, and habits to navigate and be successful in college and beyond.

In the 23-24 school year, we will continue to be a community grounded in our school values of excellence, integrity, purpose, justice, and team and family. We are looking forward to partnering in the continued growth and success of your student in the coming year.

We want to ensure everyone understands the procedures and policies in place at KIPP Denver Collegiate High School that help us to provide consistency, safety, and an excellent education for your KIPPster.

If you have additional questions, please call our front desk and we will be happy to assist you in any way that we can. We ask that you read through the handbook in its entirety and carve out space to discuss any big priorities with your student for the coming year.

In Partnership,

Jess Simpson
Principal, KIPP Denver Collegiate HS
jsimpson@kippcolorado.org

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KIPP Denver Collegiate High School

Our Mission

KIPP Denver Collegiate will empower all students to develop the knowledge, skills, and character strengths necessary for success through college and in the competitive world beyond.

Our Vision

KIPP Denver Collegiate High School graduates will have internalized a personal code of character, a high standard of academic excellence, and a sense of purpose on their path to and through college.

Our Values

- **Team and Family:** We build a community to which we all belong. We challenge, love, and uplift one another as we strive to achieve our individual and collective goals.
- **Excellence:** We strive to do our personal best in all that we endeavor. We relentlessly pursue our personal and academic goals, and reflect on our growth as a part of that process.
- **Integrity:** We speak and act with intention, honesty, and authenticity.
- **Purpose:** We honor the stories and strengths of self and others as integral pieces of our journey. We take risks and ask questions as we clarify our purpose.
- **Justice:** We recognize and take action in the face of adversity and inequity.

School Communication & Updates:

KIPP Denver Collegiate High School wants to ensure that there is clear communication to families and our community of happenings and updates. You can receive all school updates on the following websites, and systems.

- Infinite Campus
- Flyer/ReachWell- Not signed up? [Click here](#) to learn how!
- KIPP Colorado Website: [Click here](#)
- KDC Facebook: <https://www.facebook.com/KIPPDenverCollegiateHS>
- KDC Athletics Facebook: <https://www.facebook.com/KIPPdenverathletics>

School Routines & Expectations

Uniforms & Student Fees:

Tiger Uniform Sales:

- Uniforms can be bought anytime on our website.
- Uniform orders will be checked by our Operations team on Wednesdays, and fulfilled by Friday.
- Students can pick up uniforms in front office during their lunch or after school on Fridays or Mondays of the following week.

Link to uniform store: [click here!](#)

Prices for uniforms are as follows:

Uniform Type	Price	When you can buy:
KDC Tiger Polo (old style)	5.00	Throughout the school year on our website <i>***this product will only be sold until we are sold out, we will not replace this style</i>
KDC Tiger Crew neck (old style)	10.00	Throughout the year on our website <i>***this product will only be sold until we are sold out, we will not replace this style</i>
KDC GYM SHIRT (old style)	\$2.00	Throughout the year on our website <i>***this product will only be sold until we are sold out, we will not replace this style</i>
KDC Tiger Shirt (GRAY or NAVY)	\$8.00 - \$14.00	Throughout the year on our website
KDC Collegiate Crew Neck (gray)	\$15.00 - \$20.00	Throughout the year on our website
KDC Cardigan	\$28.00 - \$32.00	Throughout the year on our website

Uniform Expectations:

Please note that if a student comes to school out of uniform, Culture team will call home. If parent cannot bring their child a uniform they will be given one from the uniform store, and their account will be charged.

When choosing what to wear to school, the student and family should make sure that the attire is appropriate for either a school environment or the workplace.

- Shirts/Tops
 - All shirts or tops must be a KIPP Colorado or KIPP Denver Collegiate shirt. This includes the KDC Polo, shirts earned from clubs or sports, reward shirts, etc. The top layer must be KIPP branded.
- Pants/Skirts
 - Pants must be work or school appropriate.
- Shoes
 - Any shoe that has a back is acceptable to wear at school.
- Outwear
 - All outerwear must be KIPP Colorado or KIPP Denver Collegiate branded. This can include outerwear from clubs/sports/senior sweatshirts.

Student & Family Policies

Attendance Policy

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

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

Absences

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

Excused Absences

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

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

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

Unexcused Absences

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

Excessive student absences are a serious issue. School staff closely monitors student attendance and will determine if and when a student's absences are affecting his/her academic success. We will send home a report of all absences and will respond to unexcused absences as follows:

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

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

Extended Absences

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

Early Release/Late Arrival and Appointment during School Hours

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

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

Tardies

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

every minute. Students are considered tardy if they arrive in their classrooms after the scheduled start of the school day or class period. Tardy students must follow the tardy procedures set up at the school and make up all work that is missed. Every three tardies will be counted as one unexcused absence. Excessive tardies may result in retention.

- At 15 unexcused tardies (equivalent to 5 unexcused absences), the school will send a letter home informing the family of the tardy count.
- At 30 unexcused tardies (equivalent to 10 unexcused absences), the school will send a 2nd letter home and set up a parent meeting to develop an attendance contract.
- At 45 unexcused tardies (equivalent to 15 unexcused absences), the school will send a 3rd letter home and set up a parent meeting with the school leader to review the attendance contract.