



Family Handbook 2023-24

18250 E. 51st Denver, Co 80249
Phone: 720-452-2570

2023-24 School Hours:
M,W,R,F - 8:20 am - 3:40 pm
T- 8:20 am-1:35 pm

2023-24 Office Hours:
M, T, W, R, F- 8:20 am-4:00 pm

Principal Welcome Letter

Dear KIPP Northeast Denver Leadership Academy (KNDLA) Team & 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.

We want to ensure everyone understands the procedures and policies in place at KNDLA 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,
Kris Cercone
Interim Principal, KIPP Northeast Denver Leadership Academy
kercrone@kippcolorado.org



Belonging, Belief, Excellence, Advocacy, and Courage

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KIPP Northeast Denver Leadership Academy

School Routines & Expectations

School Operations & Schedule

School Hours

Monday, Wednesday, Thursday, Friday

8:05 am	Doors Open - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDLA is not responsible for child supervision prior to this time.
8:20 am	School Begins
3:40 pm	Student Dismissal - Dismissal is mandatory unless students are participating in after school activities.
3:45- 4:45 pm	Extracurricular Activities – Only students involved in sports, office hours, or clubs will be supervised.

Tuesday

8:05 am	Doors Open - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDLA is not responsible for child supervision prior to this time.
8:20 am	School Begins
1:30 pm	Lunch + Student Dismissal - Students may grab lunch in the cafeteria but must leave school by 1:50pm. At that time, Dismissal is mandatory. No student clubs, office hours, or student groups will be meeting at that time.

Daily Routines & Expectations

Arrival: 8:05 AM-8:20 AM

Dismissal to class: 8:15 AM

KNDLA students may begin to transition to classrooms at 8:15 AM and must be in their first period class by 8:20am.

Student Drop-off and Arrival: Beginning at 8:05 AM

Family members may begin dropping off students at **8:05 AM**. It is important that we do not have students enter the building prior to this time as all staff will be occupied in a morning meeting. Students should ALWAYS enter through the KNDLA cafeteria doors OR the KNDLA main door, and never enter through any other entrance.

Arrival Prior to 8:05 AM

Please do not arrive prior to 8:05am. Please wait until staff are present to accept your student at 8:05am before leaving your child. If you are in the car loop, please wait until the staff member comes out. Staff members are in a meeting prior to arrival and if you ring the buzzer it will not be answered. In case of inclement weather, please keep in mind that administrators and teachers may also be arriving later than normal and will not be at the school to open doors to students who are waiting in the rain, cold, or snow.

Car Loop

Family members can drop off students in the front of the school using the car drop-off/pick up line. There will be a car line where several families may pull up at a time, let their students out, and then pull away. Multiple staff members will supervise the car loop in order to ensure students enter the building safely. Please be sure you are only going one way and are doing so respectful of our walkers and other drivers. If you can, drop your student off to walk before having to come onto the school campus, we predict that parking and the car loop will be very hard to navigate with both KNDLA and RISE starting at the same time this year.

Walk-in Drop Off

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

Bus Riders

We encourage all families to use the buses this year to ensure a timely and safe arrival. If your child plans to use the bus, please make sure they know the time the buses will come AND which buses to take to make it to KNDLA on time.

Walkers

If you plan to allow your student to walk to school, please plan to arrive between 8:10 AM and 8:15 AM. This will ensure they are on time.

Student Dismissal: 3:40 PM (1:30 PM on Tuesdays)

Students will begin dismissing at 3:40 pm in an orderly fashion. Students are expected to be out of the building by 3:45 if they are not in a club, sport, or office hours.

Car Pick-Up

We encourage all families to have their students take the bus or walk to school this year. If families need to pick up their students they will dismiss them from the main doors. They may walk several blocks away if this is easier for the student to be picked up.

Bus Riders

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

Walkers

Students who walk home will be encouraged to exit the property as soon as possible. Students will exit the building via the front doors of KNDLA. Students are encouraged to exit school grounds immediately in order to relieve congestion and maintain safe dismissal procedures.

KNDLA Expectations and Academic Procedures

Homework Guidelines

KNDLA students may have up to 20 minutes of nightly homework from each course. Occasionally, students may have extended research for projects. Students and parents may text or email teachers for help or questions on the homework.

Make Up Work

All missed work must be completed upon returning to school. Students must collect their missing work from each teacher. It is the student's responsibility to check each teacher's homework organizer with extra copies of the week's work and schedule make up quizzes and tests to be taken AFTER school.

Bathroom Passes And Expectations

Students are encouraged to use the bathroom during non-content time in each course, the times they must avoid are the first and last 10 min of each class period and when direct instruction is occurring. If a student must use the bathroom during class, that student may do so with teacher permission using their planner and having the teacher sign and date. Students may use the restroom during transitions and 1

time per class period.

School & Family Communication

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

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

- Grade Level Communications via newsletter, email or text, or TouchPoint
- Talking Points Text Messaging and APP
- Reach Well
- DPS Parent Portal
- School Phone Calls (Autodials)
- Student-Teacher-Family Meetings & Conferences

Dress Code

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

We believe:

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

We will:

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

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

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

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 they give 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 their 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 their 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.

Late to Class

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.

- Students will receive a lunch detention if they are tardy to class by more than 3 minutes or if they are tardy to 3 or more class periods in a day.
- At 15 unexcused tardies (equivalent to 5 unexcused absences), the school will send a letter home informing the family of the tardy count.

Commented [1]: Is this a KIPP Co policy? In the last year, we did not do this but it would be helpful for arrival to school issues that we continued to face.

Commented [2R1]: @lpeters@kippcolorado.org can you speak to this? Thank you!

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

Withdraw/Transfer Policy

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

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

Attendance Procedures

Reporting an Absence

Families should contact the Front Office at 720-452-2570 as soon as they are aware their student will miss school.

To provide documentation for an excused absence families should provide a doctor's note and/or documentation via email, fax, or a hard copy of the document. Families can drop off documentation at the Front Office between the hours of 8:20 and 4:00pm Monday-Friday.

School Safety

Contacting Students during School Hours

If a parent/guardian needs to contact their child in an emergency, the parent/guardian should contact the school's main office. Parents/guardians are not permitted to contact a student in their classroom, by cell phone or other electronic means, or attempt to remove the student from the building without permission from designated school officials.

School	Main Line Number
KIPP Northeast Denver Leadership Academy	(720) 452-2570

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 for high school.