



Northeast Denver  
Middle School

**Family Handbook  
2023-2024**

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

2023-24 School Hours:  
M, W, R, F- 8:25 am-3:45 pm  
T- 8:25 am-1:35 pm

2023-24 Office Hours:  
M, T, W, R, F- 8:15 am-4:00pm

# Welcome to KIPP Northeast Denver Middle School!

Dear KIPP Northeast Denver Middle School Families,

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

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

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

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

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

Finally, I encourage you to stay informed through our weekly Community Update and quarterly Family Town Halls. It is imperative that we build our school community together and we need your voices and ideas to make this happen. We look forward to working closely with you to ensure a great year and a brighter future for our students and for our community.

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

Sincerely,

Stephani Olson

School Leader, KIPP Northeast Denver Middle School, [solson@kippcolorado.org](mailto:solson@kippcolorado.org) / 720-930-8615

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# KIPP Northeast Denver Middle School

## Our Mission

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

## Our Vision

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

## Our Values

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



### Love

We value the humanity of a child over all else.

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



### Excellence

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

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



### Pride

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

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



### Liberation

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

# School Routines & Expectations

## School Operations & Schedule

### School Hours

#### Monday, Wednesday, Thursday, Friday

8:10 am	<b>Doors Open</b> - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDMS is not responsible for child supervision prior to this time.
8:25 am	<b>School Begins</b>
3:45 pm	<b>Student Dismissal</b> - Dismissal is mandatory unless students are participating in after school activities.
3:45- 4:45 pm	<b>Extracurricular Activities</b> – Only students involved in sports and clubs will be supervised.

#### Tuesday

8:10 am	<b>Doors Open</b> - Please do not drop off your student before this time, unless you are with them for a parent meeting. KNDMS is not responsible for child supervision prior to this time.
8:25 am	<b>School Begins</b>
1:35 pm	<b>Student Dismissal</b> - Dismissal is mandatory unless students are participating in after school activities.

## Daily Routines & Expectations

### **Arrival: 8:10 AM-8:25 AM**

#### **Doors Open: 8:10 AM**

KNDMS doors open at 8:10 AM. Students enter the building between 8:10am and 8:25 am and must be in advisory by 8:25 am for breakfast and preparation for the day.

#### **Student Drop-off and Arrival: Beginning at 8:10 AM**

Family members may begin dropping off students at 8:10 AM. It is important that we do not have students enter the building prior to this time as all staff will be occupied in a morning meeting. Students should ALWAYS enter through the KNDMS entrance, and never enter through the KNE main office entrance.

#### **Arrival Prior to 8:10 AM**

If your family arrives at school prior to 8:10 AM, please do not drop your child off yet. Please wait until staff come downstairs at 8:10am to receive students before leaving your child. If you are in the car loop, please wait until the staff member comes out. If you are at the door, please wait outside until the doors are opened. Staff members are in a meeting prior to arrival and if you ring the buzzer it will not be answered. Occasionally in cases of inclement weather, we may open the doors prior to 8:10am and will provide supervision in the downstairs lobby area.

#### **Car Loop**

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

#### **Walk-in Drop Off**

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

#### **Bus Riders**

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

## **Walkers**

If you plan to walk your child to school, please plan to arrive between 8:10 AM and 7:59 AM. You are asked to enter through the KNDMS Main Entrance where we will have staff waiting to greet your child for arrival.

## **Student Dismissal: 3:45 PM (1:35 PM on Tuesdays)**

Students will begin dismissing at 3:45 pm in an orderly fashion. Dismissal will occur by grade with students reporting to the following areas:

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

## **Car Pick-Up**

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

## **Walk-Up Pick-Up**

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

## **Bus Riders**

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

## **Walkers**

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

# KNDMS Expectations and Academic Procedures

## Homework Guidelines

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

## Make Up Work

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

## Advisory: 8:25 AM– 8:40 AM

Students are expected to report to Advisory by 8:25 each morning. During Advisory, students are expected to enter on time, eat breakfast, and get prepared for the day. This includes getting their homework ready to be turned in, chromebooks charged, and ensuring they have needed supplies for the day. Daily cultural lessons, social emotional learning, and team building activities are delivered to students on a daily basis.

## Bathroom Passes And Expectations

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

## School & Family Communication

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

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

- Grade Level Communications via newsletter, email or text, or TouchPoint
- Talking Points Text Messaging and APP
- KNDMS's website at [www.kippcolorado.org/kndms](http://www.kippcolorado.org/kndms)
- Reach Well
- Facebook Page
- Family surveys
- Instagram @kippkndms\_co
- DPS Parent Portal
- School Phone Calls (Autodials)
- Student-Teacher-Family Meetings & Conferences



## **Bus Policy**

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

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

## **Uniforms**

### **Dress Code**

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

#### **We believe:**

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

#### **We will:**

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

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

<b>Camisas:</b>	<ul style="list-style-type: none"> <li>• polo o sudadera con el logo de la escuela</li> <li>• Camisetas, sudaderas, chaquetas del espíritu o club de KNDMS (Consejo estudiantil, embajadores estudiantiles, Mountain Lion, camisetas de valores, etc.)</li> </ul>
<b>Fondos:</b>	<ul style="list-style-type: none"> <li>• Jeans, sudaderas, pantalones, shorts, leggings o faldas.</li> </ul>
<b>Zapatos:</b>	<ul style="list-style-type: none"> <li>• Zapatos deportivos, estilo “Croc”, chanclas, sandalias. Zapatos cerrados solo para educación física.</li> </ul>
<b>Ropa de abrigo (dentro del edificio):</b>	<ul style="list-style-type: none"> <li>• Ropa exterior uniforme KIPP (sudadera con cremallera de <math>\frac{3}{4}</math>)</li> <li>• La ropa de abrigo que no sea KIPP debe quitarse una vez en el edificio y colocarse en los casilleros o en el área asignada</li> </ul>
<b>Sombreros y tocados</b>	<ul style="list-style-type: none"> <li>• No se permiten sombreros a menos que sea por motivos religiosos.</li> <li>• Las capuchas de los suéteres no se pueden usar arriba.</li> <li>• Se permiten accesorios para el cabello (cintas para la cabeza, du-rags, cintas, cintas para la cabeza).</li> </ul>
<b>Días de vestimenta informal los viernes universitarios/tradicionales/de herencia étnica:</b>	<ul style="list-style-type: none"> <li>• Los viernes, los estudiantes tendrán la opción de usar cualquiera de las opciones de uniformes anteriores, camisetas o sudaderas universitarias o vestimenta tradicional étnica. (por ejemplo, Dashiki, Sari, Kilts, Lederhosen, Dirndls, Seledang, Maasai Beadwork, Huipiel, Habesha Dress)</li> <li>• Los estudiantes ocasionalmente podrán ganar días de vestimenta informal. El personal de KNDMS establecerá los criterios para obtener estas recompensas (crecimiento académico, comportamiento, etc.).</li> </ul>
<b>Reglas generales:</b>	<ul style="list-style-type: none"> <li>• Se espera que los estudiantes lleguen al campus con el uniforme de KNDMS y permanezcan en uniforme hasta que salgan del campus.</li> <li>• A los estudiantes que vengan a la escuela sin uniforme se les proporcionará un uniforme para el día y se notificará a los tutores.</li> </ul>

# 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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.

### **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. Late students must follow the procedures set up at the school and make up for all instructional time that is missed. This might occur during lunch or before school.

### **Withdraw/Transfer Policy**

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

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

### **Attendance Procedures**

#### **Reporting an Absence**

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

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