



KIPP Northeast Elementary Family Handbook 2023-24

4635 Walden St, Denver, CO 80249
(720) 452-2551

2023-24 School Hours:

MWTF: 8:05 AM-4:00 PM

TUE: 8:05 AM-2:00 PM

2023-24 Office Hours:

8:05 AM-4:15 PM

2023-24 Arrival and Dismissal Windows:

Arrival 8:05 AM-8:25 AM (Tardies start at 8:26am)

Dismissal MWTF: 3:30 PM-4:00 PM (Late pick up starts at 4:01)

Dismissal Tue: 1:30 PM-2:00 PM (Late pick up starts at 2:01pm)



- **Family Handbook**
 - **KNE:** [PDF English](#) | [PDF Spanish](#) | [Website](#)



Principal Welcome Letter

Dear KIPP Northeast Elementary (KNE) 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.

Our school's four values are community, love, grow and justice. We take great pride in teaching and practicing these values every day.

We want to ensure everyone understands the procedures and policies in place at KNE 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,
Liz Dillon
Principal, KIPP Northeast Elementary
720-441-7031
edillon@kippcolorado.org



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KIPP Northeast Elementary Values

KIPP Northeast Elementary (KNE) is a public charter elementary school. The school opened in August 2015, this school year we will have 496 students in pre-kindergarten – fourth grade.

Our Mission

KIPP Northeast Elementary **teaches** academic skills, **cultivates** character growth, and **empowers** students on their journey to and through college. Our students will leave KIPP Northeast Elementary with the passion, skills, and desire to **change the world** and be **leaders** in the Far Northeast community.

Our Vision

KIPP Northeast Elementary is built on the belief that great schools create both **excellence** and **equity**. An excellent and equitable education will prepare our students with the passion, skills, and desire to be college graduates and leaders of the Far Northeast community. Our students will excel academically with a rigorous, standards-based curriculum that supports their love of learning so that they will be lifelong readers, and critical thinkers. With an equity-driven, culturally responsive approach, students will become community leaders with a deep pride in who they are and where they come from. In partnership with families and community members, students will be empowered to change the world every day.

Our Values



We Grow. We achieve because we always try our best, reflect on our actions, and problem solve challenges.

We Love. We love ourselves, learning, and our community.

We Pursue Justice. When faced with inequity, we recognize it, respond to it, and take action to change it.

We are a Community. I am because we are.

Our Mascot

The KIPP Northeast Elementary mascot is a Duck. At KNE, we embody calm strength for each other, students, and families. We work together in a collaborative community just as “ducks fly together.”

School Routines & Expectations

The Basics	
School name	KIPP Northeast Elementary
School address	4635 N. Walden Street, Denver, CO 80249
School phone & fax	School phone number: 720-452-2551 School fax number: 720-492-1031
School website	https://kippcolorado.org/our-schools/kipp-northeast-elementary/
Shared campus information	KNE is co-located with our partner school, KIPP Northeast Denver Middle School (KNDMS). KNDMS has been in the Far Northeast Denver community since 2011 and serves 5 th -8 th grade. Both schools share the cafeteria, gymnasium, outdoor field and playground area, and the library. Outside of time spent in those spaces, we will always be on the 1 st floor of the building, while KNDMS will be on the 2 nd floor of the building.
Founded	August 2015
Grades served	ECE4-4 th Grade

Arrival Prior to 8:05 AM

If your family arrives to school prior to 8:05am, please wait on 47th Street until the car loop has been opened. Please wait until arrival staff come outside at 8:05 AM to receive students before leaving your child. If you are at the door as a walker family, please wait outside until 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 8:05 AM and families are instructed to wait with students in the lobby area. It is not safe to bypass the car line or drop your student off on campus prior to 8:05 AM as they will not be monitored by our staff. Please enroll in before school care with the Boys and Girls Club if you need to drop your students off prior to 8:05 AM.

Car Loop

Family members can drop off students in the front loop of the school. The car loop is directly in front of the KNE entrance. Staff members will supervise the car loop in order to ensure students enter the building safely. To ensure your child's safety, please do not attempt to drop off your child in any other part of the school. To ensure your child's safety we ask that KNE Families use the inner loop for KNE rather than the middle school car line to drop off elementary school students. Additionally, we ask that families work with staff to follow traffic guidelines so that all staff, students and families are safe during arrival. Car loop is slower and less safe when families drop off in the wrong areas so please be mindful! You are not permitted to drop off in the parking lot, or on the ECE south

side of the building for any reason.



Walk-in Drop Off

If you would like to walk your child into school and chat with their teacher, you are more than welcome. You may also want to join for Family Literacy time during the morning drop-off block where you can eat breakfast and read with your child as they start the day. If so, you are asked to enter the car loop with everyone else. Instead of driving into the car line, you may turn left after the car line into the family and visitor parking lot. Please park in one of the front spaces near the car loop and cross at a designated crosswalk to enter the building with your child. You should never park in the car loop. Please only enter the building at the KNE main entrance. Families staying in the building past 8:25 AM will need to sign into our DPS Safety Raptor System to retrieve a visitor sticker from the main office.

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 KNE, it will be met by two staff members who will ensure your child arrives into KNE safely.

Walkers

If you plan to walk your child to school, please plan to arrive between 8:05 AM and 8:25 AM. You are asked to enter through the KNE Main Entrance where we will have staff waiting to greet your child for arrival. Please do not enter through the back



doors or other entrances of the KIPP NE Campus. To ensure your KIPPster's safety please always use crosswalks within the neighborhood when crossing any street. Our staff are not trained as crossing guards and therefore cannot stop traffic in the street if there is not a crosswalk. Never cut in front of the car line!

Before School Care

Boys and Girls Club offers before school care starting at 6:30am. Families interested in using before school care should contact the BGC directly. BGC staff will drop KIPPsters off at their classrooms at 8:05 AM.

Arrival Frequently Asked Question/Answers:

Q: WHO will be there when I drop off my child?

A: There will be several teachers stationed at the drop-off zone in the loop in front of the school to help your child exit the car and walk to the front door safely. An additional teacher will be stationed at the entrance of the school to help your child walk into the school and to their classroom safely. There is additional staff in the hallways that will supervise your child as he or she enters the school and walks to his/her teacher. Please speak with your child to review the procedure that they should walk safely into the school building and go directly to their classroom. They are expected to head safely to their classroom and not visit other rooms, play in the hallways or linger in the restroom to ensure they are safely accounted for.

Q: WHAT is the purpose of following this drop-off procedure?

A: Due to the number of parents dropping off children, we can only ensure safety if all parents follow the procedures. Thanks in advance for helping all staff members and families keep our KIPPsters safe!

Q: WHERE do I drop off my child?

A: Children should be dropped off at the car loop on Walden Street, the inner loop, not the street. Please drop off your child using the KNE carline, we have an obligation to your child's safety, and we cannot ensure safety if they are dropped off away from the supervised zone. Do not drop your student off on Walden street directly as this is the middle school drop off zone and we do not have KNE staff stationed there to escort students safely into the building.

Q: WHEN do I drop off my child?

A: Children should be dropped off between 8:05 AM and 8:24 AM. If you arrive before 8:05 AM, there will be no supervision and you are responsible for parking in our family and visitor parking lot and waiting with your student until 8:05 AM when our doors open for arrival.

Q: HOW do I drop off my child?

A: Please pull up to the car loop drop-off zone. A staff member will be standing at the top of the loop, please drive all the way down to that teacher. The teacher will be waiting at the drop-off zone to open the door for your child. If someone

else is dropping off, they will pull in behind you. We will allow several children to get out at a time and then the cars will pull up. Please always pull forward to the furthest spot possible to allow the maximum number of cars to let students out at a time. This speeds up the process for everyone. When only 2 or 3 cars pull forward it delays how many children can enter school and causes tardies to lateness for other families to their jobs.

Q: What if I want to park and walk my child into school instead of dropping off?

A: As noted above, park in one of the designated family and visitor parking lot in front of school, just past the car loop and cross at the cross walk to enter the building with your child. The ECE parking lot is used for our ECE students and families only. Additionally, out of courtesy for our neighbors and the safety of our students, we ask that you use the KNE parking lot rather than parking on the street.

Q: What if I arrive after 8:25 AM?

A: If you arrive after 8:25 AM, there will be a sign indicating you are now tardy. If you see that sign, you must walk your child into the building. You cannot leave them at the car loop to walk in on their own. Our staff walks inside promptly at 8:25 AM and it is very unsafe for them to be left unsupervised. Additionally, when a child is tardy, they must be signed in by a parent/guardian in the tardy system. It is your responsibility as a parent or guardian to ensure your child arrives at school on time every day. This means leaving earlier when there is inclement weather and accounting for traffic.

Breakfast, and Family Literacy Time: 8:05-8:25 AM

Students will put their belongings in their cubby, eat breakfast, and begin their morning work. Families are welcome to stay in the classroom and help the students with their morning work.

Late Arrival: After 8:25 AM

After signing in at the main office, your child will receive a tardy pass to head to class. If a student is tardy, this will count towards their overall tardies for the year. Three tardies will count as an absence.

Teachers are unable to accept a student into class without a tardy pass. To ensure that students' attendance is documented please check them into the main office before they go to their classroom.

Student Dismissal: 3:30-4:00 PM (1:30-2:00 PM on Tuesdays)

Students will begin dismissing from their classrooms at 3:30 PM. Dismissal will happen in the front of the building, the same place arrival happens. Parents will be asked to fill out an arrival/dismissal sheet at registration that asks their child's method of transportation and we will follow this sheet.

Dismissal Changes Policy

If you change how your child will get to/from school after registration, you must call our school or complete the form on our app and let us know the updates. We will change their records in our system. If there are changes for that day, they must be done no later than 2:00pm (12:00 PM on Tuesdays) of the day you are going to change. Last minute changes may not be able to be accommodated. With nearly 500 students we require advance notice or changes to ensure your child is safely dismissed.

Student Car Pick-Up

KNE Families will be given 2 plastic placards with your family's family number printed on them. All families who are picking up a child, must have this placard displayed in the front of their vehicle or have a picture of the placard to display of which you provide to them, therefore giving authorization for pick up. Upon arrival, families enter from 47th street from the direction of Himalaya and pull through the car loop. We safely load 7 cars at a time. If you arrive before 3:30pm, you must wait in the line on Walden Street and may not enter the parking lot early.

Additionally, if you are using the car pick-up loop and your child is not ready when your car pulls up to the number cones it is critical you follow the direction of our staff to pull all the way up so we can keep the line moving as we call for your child.

Walk-Up Pick-Up

If you plan to walk up to the building to pick up your child, you will still need to enter through the car loop and wait in the line with other families. However, when you enter the loop, advise the teacher on duty you want to park, enter the left lane and do not wait in the right lane. Once you reach the last parking lot, turn left and park in the family visitor lot. Cross at the cross walk and wait in line at the entrance between the main entrance and ECE entrance (a sign will mark this).

Please wait your turn in this line. There will be a staff member at the entrance who can help you pick up your child. You will need to show your identification or pick-up placard just as if you were using the car loop, and your child will be called from inside the building to come out to you. In order to ensure the safety of all children, you may not enter the building at all during dismissal.

We highly encourage that only families who live within walking distance of our campus use the walker line pick up method. If you drive a car it is HIGHLY encouraged that you use the car line to speed and efficiency. Driving into the lot, then walking up to the door does NOT save you time but it does delay our other processes.

Bus Riders

Students that take DPS transportation will be picked up by a designated staff member and will be escorted out to the bus. Each KNE child will get to the bus supervised by an adult. Once safely accounted for and escorted on the bus,

students are then in the care of DPS transportation. The Northeast DPS Transportation number is (720) 424-1863.

You (or an adult family member) are expected to meet your child at their bus stop by your home at the scheduled time.

Middle School Siblings

Families with a KNE student and a sibling at KNDMS may utilize our middle school sibling dismissal procedure. To do so please contact the main office to complete a waiver that will approve your older student to pick up an elementary (K-4th grade student) KNDMS students dismiss at 3:45 PM, if they are approved to pick up their sibling they will exit the KNDMS main doors, walk to the KNE main doors where they will provide their name and their siblings name to a KNE staff member. If they are not on the approved pick up list we will need to contact the family before releasing the elementary student. Middle school students may not pick up younger family member directly from their classrooms.

Due to requirements for our Early Childhood Program, we cannot offer this policy to our ECE students. ECE students must be signed out by an approved pick up person who is 18 or older. There are NO exceptions to this rule or we risk losing our childcare license.

After-School Care

Boys and Girls Club offers after school care on our campus for students 6 years of age and above every day until 6:30pm. Families interested in using after school care should contact the BGC directly. If you use BGC, you would contact the office to advise us and we would have a teacher walk your child there right after dismissal. You would then pick up your child at the BGC side entrance.

- <https://www.bqcmd.org/>

Early Childhood Entrance



Students in our early childhood program must have caregivers park in the lot and walk them inside to sign them in for the day. The same procedure applies for dismissal where all students must be picked up and signed out physically by an adult over 18 years of age. There are NO exceptions to this rule or we risk losing our childcare license.

Dress Code/Uniform

All KIPP Northeast Elementary students are expected to wear the KNE uniform every day. We believe in the power of feeling pride in our school and like we are all part of a team. Elementary students are also learning about school age expectations and we believe in giving them the space and time to learn a uniform routine. We also want to be a support to your family should you need assistance with uniforms, so please don't hesitate to contact us if you need anything.

The uniform can consist of a blue KIPP Northeast Elementary polo shirt, KNE hoodie or cardigan as well as earned, "duck of the week" t-shirts. Student uniform bottoms can consist of black/khaki colored pants, jeans, leggings, shorts, or skorts. Black/khaki colored bottoms may be purchased from the school or a store of your choice. Students may also wear college or social justice shirts on Fridays.

We highly recommend that you write your child's name in their hoodie or cardigan on the tag with a permanent marker. We had many uniform pieces lost and never claimed at the end of the last school year. We are not responsible for your children's uniform items, so please talk to them about how to keep them under their protection. We also highly suggest you do this for their coats or jackets as winter time approaches.



Please refer to our uniform encouragements below. We will all strive to teach and reinforce these expectations as kids learn, but there is no penalty for kids or families who sometimes choose/need to wear something different. This will change as kids get older and attend middle and high school.

Uniform tops

- KNE polo/t-shirt
- "Duck of the Week" t-shirt
- Early Bird t-shirt
- Thermal/long-sleeve shirt can be worn under KNE polo or t-Shirt (patterned or one-color is fine)
- KNE hoodie or KNE cardigan
- College or social justice t-shirt on Fridays

Uniform bottoms

- Black, Khaki or blue jeans
- Black/khaki pants, shorts, or skorts purchased from another store that sells these colored bottoms
- Tights, leggings or high socks can be worn under shorts or skorts
- Please ensure pants button/close

Uniform shoes

- Shoes must be flat: can include sandals with backs
- In winter, students may bring a pair of boots to change into for playing outside
- Please avoid "heelie" or "wheelie" shoes as these cause a danger to students when playing.

All students' top, outermost layer must be a "KIPP Colorado" item (shirt, hoodie, etc.)

- We will provide these for students, especially if it is a hardship for their family.
- We provide these for students if they come to school out of dress code, and work to quickly get them to class.

Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.

- Students have the right to be treated equitably.
- Students and staff are responsible for managing their personal distractions.
- Students should not face unnecessary barriers to school attendance.
- Students must wear essential elements of student dress: a top, a bottom, and footwear.

The student's top, bottom, footwear, plus any jewelry or personal items may not:

- be pornographic, contain threats, or promote illegal or violent conduct.
- demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups).
- intentionally show private parts.
- cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).
- demonstrate gang association/affiliation.

Classroom Rules

Students will have specific rules in each classroom, dependent on their teacher's systems and procedures and the child's grade.

Students are expected to demonstrate high engagement, participation, and focus in all classrooms. In KIPP language, all students are expected to SEEK. This means—

- **Sit** safely
- **Eyes** on the speaker
- **Engage** with the lesson
- **Keep** trying!

*The purpose of the SEEK expectation is to maintain a high expectation for student engagement and participation in class.

Lunch

Students can bring their lunch or can have lunch at the school. If you decide to pack your child's lunch please ensure that it does not require refrigeration or to be heated up as they will be stored in your student's cubby each morning until lunch time. If you do not pack them a lunch or only pack a few snacks, we will automatically assume you want them to have lunch from the school. At school we strive to encourage healthy habits and teach students about nutritious eating. All students have 30 minutes to wash hands, eat lunch and clean up each day. Lunch is served "family style" in the classroom to allow children the opportunity to practice fine motor skills, learn about portion size and have choice and agency in their food selections.

Students must indicate if they would like a school lunch when they arrive in the morning so our food services workers can prepare an accurate count of portions for all components of the meal for all students. This can be challenging for small kids as they have to think ahead and sometimes with limited information as cafeteria menus are subject to change based on availability of different food items. Please talk with your student and practice the skill of "choosing food in advance" and if you know your child struggles with this or is a picky eater, consider bringing a home lunch.

Bathroom Policy

The hand signal for a student who needs to use the bathroom will be to raise his or her hand in a fist with thumb in between the second and third finger. Children can go to the bathroom at the teacher's discretion whenever necessary throughout the day. Each classroom may have 2 students out of class at a time using the restroom which can result in your child needing to wait a few moments before their turn. In ECE and Kindergarten, teachers will have scheduled bathroom breaks at the beginning of the year. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

Change of Clothes

We ask that each child bring a change of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom or other emergency. Even if a child is completely able to use the bathroom on their own, we have had many students need a change of clothes for play outside where their uniforms/clothes have gotten wet or dirty. There are many reasons why a child may need to change, so we ask that every family have at least a change of pants and underwear in the child's cubby.

If your child does not have a change of clothes, your child's teacher will send home a reminder sheet for you to bring in a change of clothes. If a student does not have a change of clothes and the office does not have anything left, students may have to get picked up by parents.

Hallway Behavior

Students are expected to conduct themselves and behave in the hallways, all students are expected to practice HALL. This means—

- **H**ands to yourself
- **A**ll eyes looking forward
- **L**ips zipped (or at a whisper when needed or as developmentally appropriate)
- **L**egs walking safely

Off-Limit Areas of Building

KNE students are not permitted in the following areas of the building:

- KNE Students should not enter the 2nd floor of the building, a teacher workroom, staff restroom or elevator, unless accompanied by an adult. There are adult tools (medicine, paper cutters) that are not safe for children.

School and Family Communication

KNE believes the success of a child's education depends on the teamwork of teachers, parents, and students. Therefore, KNE is dedicated to a high level of communication between all stakeholders in the student's education. KNE will provide Spanish language translation in communication with parents and guardians. KNE supports various opportunities for regular open communication between the school and parents/guardians:

KIPP Northeast Elementary Family Newsletters "The Family Quack"

Important information that needs to be communicated to parents/guardians will be sent home with students as a Family Newsletters on Fridays (both hard copy and virtually on our app). Families are required to read all notices. Family Newsletters



include communication about academic and school culture updates, and notices of upcoming school events.

KIPP Northeast Elementary Parentsquare App

Important information that needs to be communicated to parents/guardians will also be delivered via our Smart Phone app. All parents will be asked to download the phone app through on-going communication at the school during the registration process, at Back to School Night and in our first newsletter. Please be sure to enable push notifications so you can receive important reminders and notices from the school. The app. will also allow you to view things like the bus schedule, parent resources, attendance and dismissal forms, etc. You will also use it to sign up for various other things, including conferences on it. It will have other great features, so please be sure someone in your family has downloaded the app.

Website

KNE maintains an updated website at:

<https://kippcolorado.org/our-schools/kipp-northeast-elementary/>

The website includes a monthly school calendar, information on school faculty and staff, and other important school information.

Teacher Cell Phone Availability

KNE provides all students and families a directory of teacher and staff phone numbers at the start of the school year. Parents and students may contact teachers after school hours with any questions or concerns they may have. We ask that calls be made at a reasonable hour; typically not after 7:00 PM. Teachers will return all calls within 24 hours. Some teachers prefer to communicate via text; teachers will let students and families know of their preference.

KNE teachers and staff may call parents/guardians to communicate important information to parents, including information regarding student academic performance and behavior or discipline matters. We will send autodialers with reminders about family meetings and events.

Student-Teacher-Family Meetings & Conferences

Teachers and/or families may schedule meetings or conferences to discuss a student's academic performance and character development. All parties are expected to attend, as agreed upon in the Commitment to Excellence. At the end of the first and second trimesters, we hold mandatory family/KIPPster/teacher conferences to review progress, set goals, and receive report cards.

Report card conferences will be coordinated alongside your student's homeroom teacher throughout a designated week, with an all day option provided and you will be asked to sign up for an individual appointment time

Family Engagement

Family Volunteer Opportunities

At KNE, we know we are stronger because of our families. As a school, we offer many opportunities to volunteer. For more information please reach out to your KIPPSters teacher or our operations team! Volunteer Opportunities Include:

- Volunteering in the Front Office
- Volunteering in the Classroom
- Donating supplies or materials to the School
- Attending KIPP Family Association Meetings
- Volunteering at various family events,
- Supporting with Student Recruitment

Classroom Visits

Parents/Guardians are welcome to visit their child's classrooms to learn more about the child's learning. We require all parents/guardians to sign in with the front office and get a visitor's pass. When visiting classrooms, we ask that parents abide by the same rules as our students (no use of technology, no food or drink, no side conversations) so as not to disrupt the learning environment. If parents are a deterrent to student learning, we will ask them to leave the classroom and visit on a different day.

Family Literacy Time

From 8:05-8:25 AM, families are welcomed to be in the classroom to engage in Family Literacy Time. Families can sit with their child and other children as they do their morning work, support the teacher with breakfast distribution/cleanup, or sit and observe. We ask that families help us start the day strong with their students by helping teachers create a calm environment. Families are welcomed to stay beyond Family Literacy Time to observe or volunteer and will need to sign in and grab a visitor badge at the front office to do so.

Family Events

We will have mandatory family events during the school year for you to learn more about your child's experience in school. At Family Nights, families will receive information on supporting their child's academic progress at home. Our Family Nights for the School Year can be found in our annual calendar distributed at Registration.

- Back to School Night
 - Meet your child's teaching team, see their classroom, orient to school rules and procedures, pick up uniforms and carline placards, learn about grade level content and goals
- Academic Night - Fall
- Academic Night - Spring
 - Connect with educators at your child's grade level to learn about upcoming units of study in each subject

- Walk through classroom spaces to see student work
- Talk with you child’s teachers about their work, interests and progress in an informal setting
- Conferences (Fall and Spring)
 - Sit down for a 20-25 minute meeting with your child’s primary teacher to discuss their strengths, areas for growth, progress and needs. Celebrate what makes your child so special as a learner at KNE.

*We will also have various optional family events throughout the year:

- Culture Night
 - Bring your KIPPsters to walk around and experience all the culture at KNE at different tables presented by families and staff
- Thanksgiving lunch
 - Join your KIPPsters for a special lunch in their classroom focused on gratitude
- Brotherhood Breakfast
 - Male role models in the KNE community come to classrooms to serve breakfast and read stories about brotherhood
- Wellness Night
 - Visit stations around the school to learn about individual community wellness through movement, mindfulness and healthy eating
- Creative Arts and Language Showcases (Winter/Spring)
 - See work and performances imagined and created during art, music, dance and Spanish language class
- Field Day
 - Come play outside with lots of field and water games to celebrate the end of the school year
- Graduations
 - ECE Moving Up Ceremony: A short parade and classroom celebrations to show our support for students moving from ECE to kinder.
 - Kindergarten Graduation: A long standing district tradition to celebrate students in this grade level includes speeches and a graduation “walk” across the stage.
 - 4th Grade Graduation: Our oldest KIPPsters transition to middle school with a ceremony that features speeches, awards and diplomas followed by classroom celebrations.

Community Saturdays

We will have Community Saturdays twice during the school year for families, students, and staff to come together. Community Saturdays are an essential component of our program and mandatory for students and guardians.

- Fall Festival
- Spring Carnival

KIPP Family Association



The KIPP Family Association will serve as a space for families to voice their opinions and seek ways to be even more involved in our school community. The KIPP Family Association will meet monthly on a Thursday evening. The KFA establishes committees at the beginning of the year to support special projects like events, tutoring, mentoring, fundraising and appreciation gifts.

Family Coffee Chat

Join school leadership once a month for an open agenda meeting in the morning to discuss any feedback or concerns.

KIPP Northeast Elementary Ceremonies and Traditions

Community Week	Community Week attendance is mandatory for all KIPP Northeast Elementary students. During Community Week, students will engage in important activities and lessons to prepare for full day school, attendance is essential.
Family Literacy Time	Each morning from 8:05-8:25 AM families are welcome to their child’s classroom during breakfast/morning work to sit with their child and support them during their morning work and/or read with them.
Friday Family Meeting	Every Friday, we bring grade levels together for a Friday Family Meeting. During this time, we sing our values songs, our KIPP songs, and celebrate KIPPsters of the week.
Field Trips	<p>Field Trips are one of the many ways we have students explore outside of the classroom. Students who do not consistently demonstrate safe behavior will only be permitted to attend field trips with a one-on-one parent/guardian chaperone.</p> <p><i>Local Field Trips</i> No child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received or if the child has not satisfied the requirements made by the teacher.</p> <p><i>Chaperones</i> We welcome parent chaperones on our field trips throughout the year. Please let your child’s homeroom teacher know if you are willing and able to chaperone a particular trip. Chaperones will be picked on a lottery system per class. We will put all interested chaperones names together and randomly pick the names of those who can attend. All chaperones are required to complete</p>

	a background check. <i>Please note that siblings are not allowed to attend KIPP Northeast Elementary field trips and chaperones are not allowed to have non-KIPP Northeast Elementary children with them on the trips.</i>
Book Fair	Twice a year during the week before school conferences we host a Scholastic book fair on campus. Students can create online accounts loaded with money or bring cash to purchase books during their classroom’s allotted time during the week. The book fair is also open for purchases during conference day.
After School Clubs	After school clubs are on Wednesdays for 1 hour after school. Offerings change from year to year based on interest and staff leadership. We try to offer club topics that appeal to both younger and older students. Clubs run for 10 weeks in the fall and then again for 10 weeks in the spring. Spots are limited so students are enrolled in clubs on a first come first serve basis. Sign ups come via a survey shared on our app.

Class Names KNE grade levels are named for the year the students graduate high school and move onto college or career opportunities. Each classroom is named after the college a local older KIPPster has attended.

Culture and Discipline

Positive Behavior Systems

All KNE students are expected to show our 4 values every day in their words and actions. Teachers help to reinforce positive behaviors through explicit instruction, coaching and positive incentives. Students have grade level appropriate incentives like “fuzzies” to fill up a values jar, individual values points tracked virtually and a “positive referral” to the principal’s for going above and beyond, where kids can earn a small prize.

Restorative Practices

Elementary students are still learning how to thrive academically, socially and emotionally. We believe it is our job to help create safe spaces to make mistakes, learn lessons and repair harm. When a student makes a choice that impacts the learning environment and class culture our teachers seek to understand the child’s needs and instruct them on how to communicate those needs in a positive way.

- Cozy corner: each classroom has a corner with tools and resources for students to access when they need support managing big emotions.
- Community circles: Students gather every morning across all grades to check in with one another and discuss topics relevant to the classroom culture.
- Morning Meeting: Teachers bring social emotional learning lessons to students every day with explicit language, modeling and practice of common scenarios.

- Playworks: our partners at Playworks push into recess play daily to teach games, sportsmanship, and conflict resolution.
- Counseling: our school employs 2 full time school counselors, a director of culture, a behavior interventionist and a restorative practices paraprofessional to help teach positive behaviors and respond to student needs.
- Relationship based classroom management: teachers focus on getting to know students individually to support growth and classroom excellence.
- Restore the harm: when there are breaches to classroom or school culture, students are held accountable through reflective conversation with families, logical consequences, and community service action.
- DPS Discipline Matrix: in rare cases of extreme harm, our school follows the Denver Public Schools discipline matrix for in school/out of school suspension and title IX investigations.

General School Procedures

At KIPP Northeast Elementary we have the following policies and procedures. These policies and procedures should answer all your questions in regards to your student's enrollment at our school.

Student Supplies

Supplies for School:

- Backpack
- Change of clothes to keep in cubby

Recommended Supplies for Home:

- Child-Safe Scissors
- Pencils (lots)
- Large eraser
- Glue sticks (6)
- 1 bottle Elmer's glue
- Crayons
- Washable markers (pack of 8)
- Reading books (students will need to read a minimum of 20 minutes every night)
- Paper (for writing and drawing)

Optional Supplies to Support Our Classrooms:

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

Birthday Celebrations at School

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

- Parent must contact the teacher directly and give the teacher at least one week notice.
- Birthday treats will only be served during snack time at the end of the day in the child's homeroom.
- All birthday treats must be store-bought and sealed prior to being brought to school.
- School birthday celebrations are *not* birthday parties. Parents are expected to help clean up the rooms after the celebration. Celebrations are limited to 15-20 minutes and do not need to include decorations or goody bags.

Lost & Found

KNE maintains a "lost & found" of misplaced and/or lost student personal belongings and school supplies. The lost and found is located in the front vestibule. Families may access the lost and found after checking in at the main office. Appropriate times to access the lost and found include before and after school. KNE staff members are not responsible for any items in the lost and found. Unclaimed lost and found items will be donated to charity every month.

We highly suggest you write your name with marker in your child's hoodies, cardigans, or jackets, as these are lost very often throughout the year.

Food and Nutrition Services

All families must fill out a federal free/reduced lunch form at Registration in August. Families who qualify will receive a free/reduced pricing for lunch; breakfast is free for all students. All teachers, student and families must follow rules and regulations regarding payment. Families may choose to have their children eat breakfast at home and/or send a bag lunch in lieu of meals served by Denver Public Schools. We encourage families to provide healthy meals for students to teach them about nutrition and ask that fast food and soda be limited or not a part of packed lunches.

***We are a peanut-free and fish-free school.**

Outside Food

In order to promote a healthy learning environment, if you choose to send a snack with your child in addition to the food served at the school, we encourage the consumption of healthy snacks on campus. Students may bring fruit, vegetables, juices or single servings of crackers.



School Closing

If the Denver Public Schools District is closed due to bad weather, KIPP Northeast Elementary is closed. Listen to the radio or television for the announcement of the closing of Denver Public Schools. If DPS is not in session, KIPP Colorado's executive director will make a determination to close if needed. Listings will be on local television and radio stations. Once the school day has started, school will be canceled only if the weather or situation deems necessary. KIPP Northeast Elementary will follow the DPS decision on such matters.

Elementary Academics

The KNE Vision

"Education as the practice of freedom-- as opposed to education as the practice of domination-- denies that man is abstract, isolated, independent, and unattached to the world; it also denies that the world exists as a reality apart from people. Authentic reflection considers neither abstract man nor the world without people, but people in their relations with the world." – Paulo Friere

At KIPP Northeast Elementary the intersection of excellence and equity is realized with an instructional program founded on the belief that education is the practice of freedom. Our students bring their unique strengths into our school each day and we will foster a sense of *collaboration* with *culturally responsive* content so that our students have the space to think *critically* about their world and use their *voice* to create equity around them. Teaching for equity at KNE means that we are preparing students for jobs that don't yet exist, using technologies that haven't been invented in order to solve problems we don't know are problems yet. We acknowledge that we currently live in an era where information is at our fingertips. We no longer have to memorize rote facts and information, but rather make meaning of information to draw conclusions, solve problems and create.

We aim to develop leaders who will collaborate, ask questions, defend their conclusions, and have the confidence to think differently; leaders who will take risks and work to find solutions for the betterment of their community and society as a whole. In order to prepare our students to be tomorrow's leaders they will need the academic knowledge, critical thinking, social capital and voice to be college graduates and community leaders.

Data Driven Instruction

At KIPP Northeast Elementary we ensure that data drives every decision in order to put every single student on the path to and through college. We measure what matters, and have identified academic, operational and culture big goals that we believe will create conditions where all big and little KIPPsters will be successful and happy!

KNE Academic Reporting

We believe that academic feedback is essential to student growth. We use standards-based grading and report on academic progress through Trimester Report Cards (3) and I-Ready assessment reports. Families can text or call teachers at any time for more detailed updates.

Creative Arts and Language

All KNE students experience weekly lessons with teachers in art, music, dance and Spanish language. Lessons culminate in 2x per year showcases demonstrating student learning and excellence.

Grading System

KIPP Northeast Elementary issues report cards on a trimester basis in November, March and at the end of the year. Throughout each trimester, KIPP Northeast Elementary students will take assessments and quizzes which will measure students' progress on standards taught that quarter.

The grading scale is based on the students' mastery of the content standard using the following scale:

Standards-Based Grading Key	
4	Above level
3	On level
2	Below level: approaching standard
1	Far below level: not yet meeting the standard

What We Score

We score standards on a bi-weekly basis with curriculum based assessments, each Module Assessment in Math, and with Interim Assessments.

Grade Level Promotion & Retention

KIPP Northeast Elementary will use the following grade level exit standards to guide our promotion and retention decisions. The exit standards serve as a guide as all decisions will be decided upon collaboratively with administrators and teachers.

Grade Level	Literacy Exit Standards	Math Exit Standards	Absences
ECE	TS Gold readiness criteria assessed holistically		

Kindergarten	<ul style="list-style-type: none"> On or above grade level on i-Ready reading assessment 80% mastery on curriculum based reading, writing and foundational skills assessments 	<ul style="list-style-type: none"> On or above grade level on i-Ready math assessment 80% mastery on curriculum based Eureka math assessments 	10 or more unexcused absences
1 st Grade			
2 nd Grade	<ul style="list-style-type: none"> On or above grade level on i-Ready reading assessment 80% mastery on curriculum based reading, writing and foundational skills assessments 65% mastery on ANET interim literacy assessments 	<ul style="list-style-type: none"> On or above grade level on i-Ready math assessment 80% mastery on curriculum based Eureka math assessments 65% mastery on ANET interim math assessments 	
3 rd Grade			
4 th Grade			

Retention

KIPP Northeast Elementary students must meet grade level standards in the major content areas (reading, writing, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance of less than 85% will also serve as a major consideration in the decision to retain a student.

KIPP Northeast Elementary students will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the family, grade level team, interventionist, and school leader. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Student retention is recommended when considered in the best interest of the student. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing



the child in the grade level and educational program where he or she will ultimately be the most successful.

Students qualifying for special education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Report card conferences will indicate whether a student is “at risk for retention” beginning in or after Trimester 2 and a letter indicating this risk will be sent home with a request for an in-person parent conference. When considering retention, the instructional team will prepare a body of evidence to present to the family at the conference. All retention decisions are made with the students' family.

The school’s decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.

i-Ready This is a program that can be used at home to support learning at each grade level and is responsive to your student’s level. Information for how to log on can be found here [Log into i-Ready](#)

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.

School Safety

KIPP Colorado Public Schools are closed campuses, meaning students must remain on campus at all times during the school day, including lunch, unless given privileges otherwise. Students may leave campus with proper parent/guardian permission and under supervision of school personnel for the purposes of field trips, off-campus field lessons, and extracurricular school events.

Students who are obligated to remain at school after the time of dismissal for



extracurriculars, sports, detention, a family conference, or other school-related activities, must report directly to the room designated for that occasion, at which time attendance is required.

For any school-sponsored, off-campus event, school personnel will distribute to students a written permission form that must be signed by a parent/guardian and returned to school before the departure for the event in order for the student to be permitted to participate.

Students who need to leave campus early for any other reason must be picked up by a parent/guardian or authorized individual. The parent/guardian must report directly to the main office to pick up his/her child. There, the parent/guardian must sign-out the student and office staff will then retrieve the student from his/her class. Please refer to the Early Release/Late Arrival section for direction on student appointments that cause them to miss class.

When coming to our campus, as a safety procedure, please be prepared to state your name, your student's name and your purpose of visit prior to being buzzed in or allowed access to our building. It is necessary for you to then check in to the front office, with a valid identification card, to be scanned and processed to track all safe visitors through our DPS Raptor System. You will then receive a visitor badge of which must be displayed. While in our building you will be able to easily identify all staff through their visible identification as well.

Our staff routinely complete safety drills to ensure we are prepared for any emergency. Families are welcome to attend and observe these drills and they are routinely reported out on when complete.

- fire drills (monthly)
- shelter in place (2x per year)
- secure perimeter (2x per year)
- lock down (2x per year)