



KIPP:COLORADO

Sunshine Peak Academy

Family Handbook 2023-2024

Address: 375 S Tejon St, Denver, CO 80223

Phone: (303) 623-5722

2023 - 2024 School Hours

Main Office Hours: 8:00 a.m. - 4:30 p.m.

School Hours: M, T, W, R, F: 9:05 a.m. - 4:05 p.m.

Morning Student Club Hours: M, T, F: 8:00 - 9:05 a.m.

Afternoon Student Club & Athletic Hours: M, T, W, R, F: 4:05 - 5:00 p.m.



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Our Guiding Values

KIPP: Knowledge is Power Program		
Our Purpose	Our Mission	Our Vision
We believe the purpose of education is liberation.	Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and build a more just world.	Every child grows up free to create the future they want for themselves and their communities.
An exceptional student experience is Joyful, rigorous and identity affirming.		

24-24 KSPA Priorities			
Operations: Provide a clean and safe educational environment through the efficient management of school resources, systems, and budget.	Culture: Implement comprehensive, culturally relevant practices that facilitate a consistent, accountable and exceptional student experience in which students' social emotional wellbeing is developed.	Instruction: Make learning visible through rigorous, joyful, identity affirming, and data informed instruction.	Student Support: Provide Individualized Supports through Effective Accommodations & MTSS Systems.
23-24 Rally Cry: Be Determined, Be Unstoppable, Be You			

KIPP Credo
 If there is a problem,
 we look for a solution.
 If there is a better way,
 we find it.
 If a teammate needs help,
 we give.
 If we need help,
 we ask.



**TOGETHER, A FUTURE
WITHOUT LIMITS**

Our Core Values

KSPA Core Values	
Belief	We communicate our confidence in the infinite potential and brilliance of our students.
Courage	We reflect on what is not working and demonstrate the vulnerability and strength to reimagine what is possible.
Advocacy	We disrupt deliberately to champion (for) positive change in our communities.
Excellence	We strive to be the best version of ourselves by continuously learning and always seeking to improve and grow.
Belonging	We include our community, ensuring they feel seen, known, and valued.

Our Mascot:
Hazel the Huskie



Principal Welcome Letter

Dear KIPP Sunshine Peak Academy (KSPA) Families,

Welcome to the 2023-2024 school year! I am excited and deeply honored to continue leading the KIPP community for the 23-24 school year! This year, KSPA is celebrating 21 years in Southwest Denver! We are overjoyed to continue to serve the community with a rigorous, joyful and identify affirming education!

I look forward to continuing to build relationships with families and contributing to KSPA's success through our shared passion and commitment to excellence in your student's education. I am committed to partnering with you as we prepare your student for a bright future. Thank you for entrusting us with your student's education.

I bring to KPSA over 19 years of experience in elementary and middle school education. I hold a bachelor's degree in education from the University of Northern Colorado and a master's degree in educational policy from Vanderbilt University. I worked in schools as a teacher, a Director of Curriculum and Instruction, a School Director in Training, and as an Interim School Director. Joining KSPA last year was highlight of my career. I thoroughly enjoyed my experiences with students, staff and families. I am passionate and ready to continue in this meaningful work together in partnership with you!

Please thoroughly read the KPSA School Family Handbook to ensure you understand the procedures and policies at KSPA. We strive to provide consistency, safety, and an excellent education for your KIPPster.

If you have additional questions, our team is happy to assist you in any way that we can. Thank you for the trust you have placed in me and our KSPA team. Please know that everyday I will strive to learn and grow as we partner in this incredible opportunity together.

In Partnership,
Alana Raybon|Principal
araybon@kippcolorado.org
c. 832-969-0486
w. 303-623-5772



School Routines & Expectations

School Information	
School name	KIPP Sunshine Peak Academy
School address	375 S Tejon St, Denver, CO 80223
School phone & fax	School phone number: 303-623-5722 School fax number: 303-623-0410
School website	https://kippcolorado.org/our-schools/kipp-sunshine-peak-academy/
Founded	2002
Grades served	5th - 8th Grade
Arrival	8:55 a.m.
Start Time	9:05 a.m.
Dismissal	4:05 p.m.
School Hours	Monday Tuesday, Wednesday, Thursday and Friday 9:05 - 4:05 a.m.
Morning Club Hours	Monday, Tuesday and Friday 8:00 - 9:05 a.m.
Afternoon Club & Athletic Hours	Monday, Tuesday, Wednesday, Thursday & Friday 4:05 - 5:00 p.m.

Arrival

School doors open at 8:55 a.m. In cases of inclement weather, we may occasionally open the doors prior to 9:05 a.m. to the cafeteria. Please do not drop your student off earlier than 8:55 a.m.

Dismissal

Dismissal is promptly at 4:05 p.m. for students not enrolled in a club or sport. If your student is a car rider, please pick your students up on time through the car loop. Students who are not enrolled in clubs or sports will not be supervised past 4:15 p.m.



Car Loop, Walkers and Transportation

Family members must drop off students in the front loop of the school. The car loop is directly in front of the KSPA entrance. Staff members will supervise the car loop in order to ensure students exit their cars and 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. Additionally, please follow traffic guidelines so that all staff, students and families are safe during arrival. Students may also walk to school. Walkers must stay on sidewalks and head straight to the front doors of the building. Denver Public School bus transportation is also available. More information about transportation will be provided at the beginning of the school year. If you have any concerns with transportation needs for your student, please contact the front office team.

Before and After School Care

Boys and Girls Club offers before and after school care to a limited number of students. Information regarding how to sign up for Boys and Girls club will be provided at the beginning of the school year.

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. 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. Families must come inside the building to sign out the student.

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.

Closed Campus

KIPP Colorado Public Schools are closed campuses, meaning students must remain on campus at all times during the school day, including lunch, unless given privileges otherwise. Students may leave campus 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.

Food and Nutrition Services

All families must fill out a federal free/reduced lunch form in July. Families who qualify will receive a free/reduced price for lunch. Breakfast is provided for free for all students. All teachers, students, and families must follow rules and regulations regarding payment. More information can be found at <http://foodservices.dpsk12.org/meal-prices.php>. Families may choose to have their children eat breakfast at home and/or send a bag lunch in lieu of meals served at



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the school. Students are not allowed to bring or have delivered food on campus. For more information on KIPP Colorado's policy on food provided at schools but not sold to students, see DPS Board Policy ADF-R.

Food and Gum Policy

We strive to maintain a healthy learning environment. Students may bring fruit, vegetables, juices, single servings of crackers or healthy chips. Please do not send students with junk food to school. Food is only allowed in classrooms with teacher permission. Gum and candy is not allowed in the school building. Students may not share food.



School and Family Communication & Partnership

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

KIPP Sunshine Peak Academy Parent Newsletter

Important information that needs to be communicated to parents/guardians will be sent home with students as a Family Newsletters bi-weekly on Fridays (both hard copy, emailed, and on Flyer). Families are required to read all notices. Family newsletters include communication about academic and school culture updates, and notices of upcoming school events.

Grade Level Newsletters

Once a month, grade levels will send information about grade specific events, school culture, and academics.

ReachWell App

Important information that needs to be communicated to parents/guardians will also be delivered via our ReachWell smart phone app (formerly called Flyer). All parents will be asked to download the phone app at our school registration. 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 school schedule, parent resources, attendance and dismissal forms, etc. You will also use it to sign up for various other things, including conferences. The app will have other great features, so please be sure everyone in your family has downloaded the app.

Website & Social Media Facebook and Instagram

KSPA maintains an updated website at:

<https://kippcolorado.org/our-schools/kipp-sunshine-peak-academy/>

The website includes a monthly school calendar, information on school faculty and staff, and other important school information. Important information and updates are also regularly updated on our Facebook and Instagram pages.

Facebook: <https://www.facebook.com/KIPPSunshinePeak/>

Instagram: https://www.instagram.com/kspa_kippco/

Possip Text Family Surveys

KSPA wants to know your thoughts regularly. To support hearing from you, our school is working with Possip so that you can share your thoughts and ideas weekly. How will it work? Each week you will get a text or email from Possip asking about your overall satisfaction with KSPA. If you do not want your name shared you will have the opportunity to request anonymity. We hope you will take 1-5 minutes

a week to share with us, but you don't need to. If ever you want to STOP receiving an email or text simply reply with STOP. You should no longer get texts or emails from Possip.

LiveSchool App

The LiveSchool App is used to record student behavior. Families will be provided with their log in information at back to school night.

Illuminate Grade Book App

Illuminate is used to record the details of student grades at KSPA. Families will be provided with their log in information at back to school night.

Bi-Weekly Grade and Behavior Reports

In advisory, students will complete an academic and behavior reflection bi-weekly. This reflection is to be signed and returned as a homework assignment.

Teacher Availability

Parents and students may contact teachers with any questions or concerns. Your student's advisor is the first point of contact, but you may also reach out to your student's academic teachers as well. We ask that calls, emails or texts be made between the hours of 8 a.m. and 5 p.m. Teachers will return all calls within 24 - 48 hours. If you have an emergency, please contact the front office.

Family Meetings, Conferences & Events

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. At the end of the first and third quarters, we hold mandatory family/KIPPster/teacher conferences to review progress, set goals, and receive report cards. Report card conferences will be held all day and you will be asked to sign up for an individual appointment time with your child's teacher.

Beginning of Year Orientation

Beginning of Year Orientation is a mandatory family event held by grade level teams to inform families of important details related to the student, family, staff partnership and expectations for the school year.

Back to School Night

Back to School Night is a mandatory event. We will also have optional family events for families to attend. You will receive information about these family events in our family communication protocols.

Family Volunteer Opportunities

At KSPA, 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 KIPPster's teacher or our front office team! Volunteer Opportunities Include:

- Volunteering in the Front Office



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- Volunteering in the classroom
- Donating supplies to the School
- Attending KIPP Cafecito meetings (The 1st Wednesday of every month)
- Becoming a member of the KSPA Collaborative Site Council (meetings occur once a quarter)
- Volunteering at various family events,
- Supporting with student recruitment efforts during the year

Local Field Trips

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.

Chaperones

We welcome parent chaperones on our field trips throughout the year. All chaperones are required to complete a background check. Please note that chaperones are not allowed to have non-KIPP Sunshine Peak Academy children with them on the trips.

Culture and Discipline

KIPP Sunshine Peak Academy Student Expectations

We believe that students deserve a safe, structured and fun school environment. As such, we are committed to creating and maintaining a joyful, equitable and consistent school-wide culture in service of providing opportunities for strong academic and social-emotional growth for ALL students. In order to accomplish this, we must build and maintain strong school-wide systems, create intentional opportunities for student joy and utilize a restorative approach to discipline issues when they arise. All KIPP Colorado policies and procedures concerning students, student rights, discipline, and student conduct and behavior defer to and comply with Denver Public Schools Board of Education Policies as published on the Denver Public Schools website.

Uniforms

Uniforms may be purchased online at the KSPA uniform shop on our website.

- Students must be in uniform everyday.
- Families who have uniform concerns including cost, issues around access, equity, etc. are encouraged to set a time to meet with the Dean of Operations for support.
- Uniform expectations do not limit or infringe on hair styles. The Crown Act passed in Colorado in 2020 protects students from discrimination based on a person's traits that are historically associated with race.
- Free dress will be announced in advance to students and families. Rules for free dress will be communicated to students.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

All KIPP Colorado students are required to wear a KIPP Colorado uniform every day. We believe in the power and purpose of pride in our campuses and communities, and our uniform is part of our shared commitment to team and family.

At KSPA we want to show unity as a Team & Family while allowing for individual expression within the KIPP school culture. We want to minimize distractions in the learning environment. Lastly, we want to promote a culture of high expectations.

KSPA teachers and staff will enforce a dress code as outlined below, as well as using their discretion in upholding KIPP values.

Dress Code Expectations

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, drug, 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.
- Students must wear close-toed shoes. Slip-ons or slippers are not allowed.

Out of dress code procedure

- We will provide dress code items for students to borrow, especially if it is a hardship for their family, and work to quickly get them to class.
- We do not engage in exclusionary discipline (i.e. - suspension) for dress code / uniform.
- Based on the situation, students will receive a dress code deduction in LiveSchool for being out of dress code and/or for refusing to follow the dress code expectations.
- Families will receive a phone call if dress code infractions occur repeatedly. We will work with the family to support the student to meet dress code expectations.

23-24 School Supplies List

- One box 24 count pencils
- One box black or blue pens
- One pencil pouch or box
- One clear water bottle
- One set of highlighters
- One plastic folder with pockets and hole punch holes
- One 2 inch binder
- Backpack

Birthday Celebrations at School

The staff of KIPP Sunshine Peak Academy 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 advisory class will honor all student birthdays during morning advisory time. If a parent wishes to celebrate their child's birthday at school, these guidelines must be followed:

- Parent must contact the advisor directly and give the advisor at least one week notice.
- Birthday treats will only be served during advisory,
- All birthday treats must be store-bought and sealed prior to being brought to school.

Behavior Expectations

We believe our systems and structures must align to our KSPA purpose and values to reinforce, support, and develop connected and purposeful communities. All culture systems and structures must seek to eliminate practices that disproportionately affect students of color. Restoration should be the goal for all interactions surrounding student behavior. Our cultures and systems create an inclusionary environment where all students feel safe and heard, and where their background and identity is honored and valued.

Classroom Rules

SLANT:

S: Sit in a way that helps you learn

L: Listen to the speaker

A: Ask and answer questions

N: Note key information

T: Track (Look at) the speaker

Bathroom Policy

Class Time: Students must use a pass to access any non-classroom space.

Lunch: Students may use the restroom or get water at lunch using the cafeteria pass. Students may not use the restroom or get water during recess time.

Passing Period: Students may access the restroom or get water during passing period.

Students are expected to treat and care for all school restrooms no differently than restrooms in their own homes— “This is your family’s restroom!” They are expected to clean up after themselves and to leave the restrooms cleaner than they found them—paper towels thrown in trash can, water on the floor cleaned up, any feminine products thrown away in the proper stall receptacle.

Students will have access to the restroom that aligns with their gender identity.

KSPA “Ganas” and Deductions System

Students that demonstrate KSPA behavioral and academic expectations aligned to our mission, vision and core values may earn “ganas” rewards in LiveSchool. Ganas may be used to purchase items in the school store or earn grade level privileges.

Deductions may be assigned when students are not following KSPA expectations for academics and behavior. A deduction is worth 1 point in LiveSchool.

Recess Reflection

Recess reflection is an opportunity for students to reflect on choices being made and how they can repair any harm during recess. A student will earn a recess reflection when they have earned 3 LiveSchool deductions. Students that skip recess reflection will be assigned after school reflection. Recess reflection may be assigned for one of the following reasons:

Classroom disruption/Bothering, or distracting others
Use of profanity or vulgarity
Disrupting school activity
Defiance of school authority and/or disobedience
Unauthorized use of school equipment, materials or supplies
Off task/Not completing work/Incomplete work
Littering Minor damage or defacement of school property (i.e intentional messes or markings)
Tardy: Students are tardy if they are not inside their classroom when the bell rings at each class period.
Dress code
Pushing, shoving or rough-housing that is not intended to harm
Elopement: student leaving class without permission

Insults or put-downs or teasing
Use of unauthorized electronics
Repeated behaviors

After School Reflection

After school reflection occurs daily from 4:05 - 4:45 p.m. Families will be informed via robo call and text by 3:30 p.m. if your student is assigned an after school reflection. Students that skip after school reflection may be subject to additional disciplinary action. Students may be assigned after school reflection for one of the following reasons:

5+ or more deductions before 2:30 and/or did not meet plan expectations (Assigned by LT Only)
Skipped Recess Reflection (Assigned by LT Only)
Other Behavior determined to be worthy of ASR reflection after due process is completed by culture team members.

Care of the School Building

KSPA students and staff will treat the building with respect and will follow the motto “leave it better than you found it”. Periodically, students will be asked to tidy portions of the school building to maintain a safe, orderly environment.

Social Emotional Learning, Advisory & Assemblies

Students will participate in a social emotional learning curriculum in advisory. Students also participate in the Songfest Grade Level Assembly each week to reinforce behavior expectations, celebrate student achievements, and build community. Students will participate in weekly community circles to develop prosocial skills, and restorative conversations to repair harm.

Cellphones, Smartwatches, Tablets

- Cell phones are not permitted in KIPP Colorado hallways or classrooms.
- No Cell phone or air pod usage is permitted during school hours, except in the cafeteria during arrival.
- Cell phones must be turned off and in a student's backpack. Backpacks must be in lockers during the day.
- Cell phones and airpods are not permitted to be in pockets.

KSPA’s technology Rule is “If we see it, we take it.” This means that staff members will take the technology device to the front office if it is visible. Students may pick

up their device after the first occurrence. After the second occurrence, the family must pick up the device. After three occurrences, a family meeting will be held. Students that have unauthorized use of electronics and/or refuse to turn in their electronics will receive an electronics deduction in LiveSchool.

If students need to contact family members, they may access the classroom or office phone with staff permission, or use their cell phone in the front office with permission. Families can contact the front office in order to communicate with their children.

Chromebooks

- Students are assigned a chromebook and a charger at the beginning of each year. It is the responsibility of the student to keep track of and care for their chromebook and charger. Improper use of Chromebooks may result in the loss of technology privileges for a period time dependent on what the misuse entails. Any Chromebook that is lost or damaged is the responsibility of the family who the Chromebook is assigned to.

Academic Policy

KIPP Sunshine Peak Academy is dedicated to helping all students develop the knowledge, skills, and character strengths needed to succeed in top quality high schools, colleges, and the competitive world beyond. KIPP Sunshine Peak Academy provides a rigorous college preparatory education in partnership with families and the community that meets both the academic and character development needs of all students while also maintaining their identities and connections to their communities.

Standards Based Grading

KSPA issues report cards on a quarterly basis. The grading scale is based on the students' mastery of the content standard using the following scale:

Standards-Based Grading Key		
5	Exceeds (100-81%)	Students consistently and independently meet the skills and content standards and are able to apply the information to new and innovative situations.
4	Met (80-61%)	Students meet the skills and demonstrate accurate, grade level, content knowledge.
3	Almost (60-41%)	Students meets either mastery of the skill or content knowledge but <u>not consistently</u> or without support.

2	Partial (40-21%)	Students demonstrate some understanding of the skills and content of the standard.
1	Not Yet (20-0%)	Students demonstrate limited understanding of the skills and content of the standard.

Homework

The purpose of homework is to support the internalization of content in class, prepare students to access grade level content in class and/or promote the rigor of future college and career preparation. Homework is expected to be completed on time. Homework shall be assigned in the following manner:

ELA	Math	Science	SS/ELD	Electives
Daily: Read & Annotate your assigned text.	1 day a week, complete a standards aligned practice.	Optional: 1 day a week	1 day a week, complete a standards aligned practice.	Optional: 1 day a week

Incomplete Homework

Students with incomplete homework will be assigned a deduction in liveschool, with a note regarding the missing assignment. Homework completion trends will be analyzed by the advisor. Advisor schedules a parent meeting will be scheduled if a student has more than 3 missing assignments a week.

Ready Desk

Students are expected to be "ready" for school each morning in advisory. Advisors will ensure that students have the following items each morning: pencil, class novel, independent reading book, homework, correct uniform, charged laptop, charger.

Students are also expected to get their agenda signed by a family member each night.

Student Commerce

Students and outside organizations may not sell any goods or services on school property or at any school-sponsored event unless approved by the school leader.

Field Trips

Field Trips are one of the many ways we have students explore outside of the classroom. Students who do not consistently demonstrate behavior expectation may be excluded from field trips, or only be permitted to attend field trips with a one-on-one parent/guardian chaperone.

KIPP Sunshine Peak Academy Team and Family Promise

At KIPP Sunshine Peak Academy, we believe that a student will be successful if there is a partnership with the staff, student and family. All three partners must commit to upholding our KSPA values and expectations.



KSPA Educators commit to upholding all expectations set in the [Commitment to Exceptional Student Experience](#).

KSPA Families:

- We commit to model and support our child in showing the KIPP Colorado Values, Vision, Mission (see below)
- We commit to developing strong relationships with our student's teachers and school staff. We commit to communicating with my student's advisor and teachers between 8 a.m. and 5 p.m.
- We commit to ensuring our student is ready to engage in learning from 9:05 a.m. to 4:05 p.m. every day and communicating if there is an attendance concern to the school office.
- We commit to ensuring our student is in uniform every day.
- We commit to ensuring our student follows all technology expectations at school. If our student does not follow these expectations, we commit to supporting the school in reinforcing expectations.
- We commit to making arrangements for our student to stay in After School Reflection until 4:45 pm when assigned, and will communicate to the front office if other arrangements need to be made.
- We commit to ensuring our student is ready for school each day with a charged laptop, completed homework, "Just Right" reading book, class novel, writing utensils, backpack and uniform.
- We commit to checking the LiveSchool and Illuminate apps regularly to remain aware of my student's academic and behavioral progress.
- We commit to the KIPP Credo: "If there is a problem, we look for a solution, if there is a better way, we find it, if a teammate needs help, we give, if we need help, we ask."

KSPA KIPPsters:

- I commit to embodying the KSPA Values each day.
- I commit to arriving to school each day at 8:55 a.m. so that I am ready to begin advisory at 9:05 a.m.
- I commit to attending Recess Reflection and/or After School Reflection if assigned.



KIPP:COLORADO

Sunshine Peak Academy

- I commit to following the KSPA dress code.
- I commit to ensuring my cell phone, airpods, and other non-school technology are off and in my backpack and/or locker during the school day, and to use technology appropriately.
- I commit to coming to school each day prepared with my laptop charged, my charger, writing utensils, my "Just Right" Book, my novel, my backpack, and my completed homework.
- I commit to the KIPP Credo: "If there is a problem, we look for a solution, if there is a better way, we find it, if a teammate needs help, we give, if we need help, we ask."

By signing this document you commit to the statements above and the commitments in the School Family Handbook.

Student Signature:
Family Member Signature:
Advisor Signature:

KIPP Colorado Values: Belief, Courage, Advocacy, Excellence, Belonging

KIPP Colorado Vision: "Every child grows up free to create the future they want for themselves and their communities."

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

Chromebook & Technology Care Agreement

I agree to:

- stay on task when using Chromebooks in class.
- protect and take care of the Chromebook I am using in class; this means that...
 - I always carry the Chromebook carefully.
 - I will not punch the Chromebook.
 - I always make sure that I do not have food or drink near my Chromebook.
 - I am careful not to remove any internal or external pieces (such as labels, keys, screen frame, etc.) from the Chromebook and I am careful so that I do not break or remove the screen.
 - I am careful to return materials (headphones, computers) back to where they belong at the end of class.
 - I will report any Chromebook damages and fill out a damage report to give to my teacher.
 - I will be careful with my backpack and belongings - not tossing, kicking, or throwing them - so that my computer is safe inside them.

If I am off task, am not taking care of my technology, or engaging in activities that put my technology at risk then...

- You may lose your Chromebook privileges
 - 1st Time: Verbal Check In by teacher/witnessing adult
 - 2nd Time: Verbal Check In, Contact Home by teacher/witnessing adult
 - 3rd Time: Restorative Check in, Contact Home, Loss of computer privileges for a week by teacher/witnessing adult

If I break or damage my Chromebook or charger then...

You may lose your Chromebook privileges or need to perform restorative practices to repair the harm done to our community:

- 1st Time: Chromebook 101 Class - Restorative Repair
- 2nd Time: Contact Parent/Guardian, Responsible parties pay for damages
- 3rd Time: Parent/Guardian/School Team Meeting, Computer Check Out System

If behavior continues, then responsible parties will lose all computer privileges and will have to pay for damages.

Student Name

Date

Parent/Guardian Name

Date

