

# **KIPP Colorado Public Schools 2024-2025 Family Handbook**



**KIPP:COLORADO**

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PUBLIC SCHOOLS

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Dear KIPP Colorado Team & Family,

We are so thrilled you and your KIPPster are part of the KIPP Colorado Team and Family! We have so much to look forward to in the 2024-2025 school year and we are excited to embark on this educational journey with you. At KIPP Colorado, we partner with our KIPPsters, educators, families, and communities to ensure that we are all united around the goal of a choice-filled future for our KIPPsters.

Your student is a part of something larger. We serve over 2,500 students from ECE-3 to 12th grade across six schools in Southwest and Far Northeast Denver. We are part of a network of 280 KIPP schools with over 15,000 educators and more than 175,000 students and alumni.

By providing outstanding educators and a strong culture of academic success and social and emotional growth, KIPP Colorado is helping all students build the skills needed for a future without limits.

Our team is truly excited to get to know your family and are looking forward to partnering with you to fulfill our mission:

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

In Partnership,

A handwritten signature in black ink that reads "Tomi Amos".

Tomi Amos

Chief Executive Officer  
*KIPP Colorado Public Schools*

## KIPP Colorado Points of Contact

<b>Title and Staff Name</b>	<b>I could contact this person for:</b>	<b>Email</b>
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Principal: <b>Stephani Olson</b>	KIPP Northeast Denver Middle School	<a href="mailto:solson@kipppcolorado.org">solson@kipppcolorado.org</a>
Principal: <b>Jay Gordon</b>	KIPP Northeast Denver Leadership Academy	<a href="mailto:jgordon@kipppcolorado.org">jgordon@kipppcolorado.org</a>
<i>General questions: info@kipppcolorado.org</i>	<i>General KIPP questions</i>	<a href="mailto:info@kipppcolorado.org">info@kipppcolorado.org</a>
<i>For ECE families: Child Abuse Hotline at 1-844-264-5437 (1-844-CO-4-KIDS)</i>	<i>Child Abuse Hotline if you believe abuse is occurring</i>	

<b>School</b>	<b>Main Line Number</b>
KIPP Northeast Elementary	(720) 452-2551
KIPP Northeast Denver Middle School	(303) 307-1970
KIPP Northeast Denver Leadership Academy	(720) 452-2570
KIPP Sunshine Peak Elementary	(720) 452-2572
KIPP Sunshine Peak Academy	(303) 623-5772
KIPP Denver Collegiate High School	(303) 922-5324

# Choice & Commitment

## KIPP Colorado Public Schools

Our school is part of a regional network called “KIPP Colorado Public Schools.” In 2024-25, KIPP Colorado will serve over 2,500 students across six public charter schools located in Denver, Colorado.

Our KIPP Colorado Family includes:

### Southwest Denver

KIPP Sunshine Peak Elementary School (KSPE)

KIPP Sunshine Peak Academy (KSPA)

KIPP Denver Collegiate High School (KDCHS)

### Far Northeast Denver

KIPP Northeast Elementary School (KNE)

KIPP Northeast Denver Middle School (KNDMS)

KIPP Northeast Denver Leadership Academy

(KNDLA)

## KIPP Across the Nation

KIPP Colorado Public Schools is part of the larger KIPP Network. Every student walks through the doors of school bearing gifts. Talent. Perspective. Drive. Inspiration. So at KIPP Public Schools, we support every student to see those gifts, then build the skills and confidence they need to thrive.

We see each student as an individual, matching what sparks their curiosity with what and how we teach. We challenge their minds while nurturing their joy of learning -- whether they are working to read their first word or solve their first calculus problem. We prepare every student for college and celebrate all paths to a fulfilling life.

And we join together with families and communities, partnering to pursue the more just world we all want to see.

We are a network of more than 280 schools, 15,000 educators, and 175,000 students and alumni. Together, we continually raise the bar for teaching and learning, then ensure success in one classroom travels across our network to hundreds more. And while each of our schools reflects the community to which it belongs, we are united around a shared commitment: a future without limits.

Every day, KIPP students and alumni across the country deploy their smarts and heart to break through any barrier that dares stand between them and the future they want. Because KIPPsters know they have everything they need inside, and a KIPP family at their backs. Together, they are lighting ever-wider paths to opportunity and change. For themselves. For all those who will follow them. And for us all.

## Student & Family Policies

### Enrollment & Registration

#### Enrollment

KIPP Colorado Public Schools is a **free**, public charter school. We enroll all students through

the Denver Public Schools (DPS) Unified Enrollment System. This means students are admitted to our school based on a ranking algorithm system that accounts for student/family school preferences until the enrollment capacity is reached.

Enrollment for the upcoming school year begins in January of the preceding school year. Any student who is interested in attending a KIPP Colorado school, and is not currently enrolled, must complete and submit a DPS School Choice enrollment form (<http://schoolchoice.dpsk12.org/>). Once the student’s enrollment form is submitted, and if DPS places the student at our school, the assigned school will contact the family about registration and enrollment.

## Registration

Each student must be officially registered at his or her KIPP Colorado School by a parent/guardian before attending. Registration occurs during the summer prior to the start of the school year. Please refer to the [school calendar](#) for specific dates. Students must have completed registration before attending any KIPP Colorado School.

## Attendance Policy

Any time a student is absent a reason must be provided from a guardian or caregiver for all KIPP Colorado students. Absences must be reported via Attendance Line, Parent Portal or School Based System. Documentation for absences must be submitted to the Main Office as soon as possible following an absence. Guardians will receive a phone call from the Operations Team any time their student is absent and a reason has not been provided by the start time for the day.

Absences are considered unexcused or excused based on the table below. Chronic or habitual absences will result in additional interventions or attendance plans developed between the student, guardian and school administration.

Absence Type	Reason Provided	Details
<b>Excused Absences</b>	Illness / Injury	<ul style="list-style-type: none"> <li>Up to 2 consecutive days excused without a doctors note provided (guardian notification required)</li> <li>Past 2 days may be excused upon the receipt of doctors note</li> </ul>
	Medical Appointment	<ul style="list-style-type: none"> <li>Excused with a doctor's note for any appointment related to physical, mental or behavioral health.</li> </ul>
	Transportation	<ul style="list-style-type: none"> <li>Excused if related to DPS Transportation delay or issue that is in the school’s awareness</li> <li>1 day may be excused - if issue persists further conversation with family to find alternative transportation or solutions</li> </ul>
	Religious Holiday or Cultural Event	<ul style="list-style-type: none"> <li>Excused for up to 5 days with notice to the school of absence reason</li> </ul>
	Bereavement	<ul style="list-style-type: none"> <li>Excused for up to 5 days for “family</li> </ul>

		members” meaning any individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship.
	Legal Requirements	<ul style="list-style-type: none"> <li>Excused for required legal reasons such as jury duty or court appearance.</li> </ul>
	Family Emergency	<ul style="list-style-type: none"> <li>Excused if related to medical needs or emergencies (see illness/bereavement)</li> </ul>
<b>Unexcused Absences</b>	Vacation / Out of Town	<ul style="list-style-type: none"> <li>Unexcused for all days the student is absent.</li> </ul>
	No Reason Provided	<ul style="list-style-type: none"> <li>Unexcused until reason and documentation provided</li> </ul>
<b>Extended Absences</b>		<ul style="list-style-type: none"> <li>Absences extending <b>over 5 days</b> are only excused for the following reasons: <ul style="list-style-type: none"> <li>Related to illness or injury with doctors note that includes dates</li> <li>Bereavement of direct caregiver with Principal approval</li> </ul> </li> </ul>

## Food and Nutrition Services

All families must fill out a federal free/reduced lunch form in July. Although breakfast and lunch will be provided free for all students, qualifying students may receive discounts on various school fees if they qualify for free/reduced lunch. Thus, all families must complete a federal free/reduced lunch form when received in July. For KNE, KNDMS, KSPE, KSPA, and KDC, more information can be found at <http://foodservices.dpsk12.org>. For KNDLA, more information can be found at <https://charterchoice.strataapps.com/>. Families may choose to have their children eat breakfast at home and/or send a bag lunch in lieu of meals served at the school. Students are not allowed to bring or have delivered fast food and soda 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.

## Student Fees

KIPP Colorado Public Schools does not require payment of student fees as a condition of enrollment or as a condition for participation in any course of study, instruction, or class offered during the regular school day and year that satisfies requirements for promotion or graduation.

KIPP Colorado Public Schools may require payment of fees as a condition for participation in extracurricular and enrichment programs, including but not limited to: before and after-school programs, field trips, and athletics. Fees for these purposes may be collected as part of a general student activity fee in the start-of-year registration, and/or as separate fees for specific extracurricular and enrichment programs. School leaders determine whether or not credits are awarded for the completion of extracurricular programs that require fees. The school will publish the amount of fees charged by the time of start-of-year registration, including fees for students who qualify for free/reduced lunch. Fees will be



based on and will not exceed the per-student cost of operation of the program.

KIPP Colorado Public Schools may require payment of fees related to the costs of some required supplies, uniforms, and equipment not provided free of charge by the school; or for repair or replacement of supplies and equipment issued to a student free of charge for use during the school year that become lost or damaged. The amount of fees charged will be published by the school by the time of start-of-year registration and will be based on and will not exceed the per-student cost of the supplies, uniforms, or equipment.

In all cases where fees are charged, KIPP Colorado Public Schools will not require payment of any fees as a condition for access to or release of student academic records.

### **Withdraw/Transfer Policy**

As a school of choice, we support the choice process. Parents/guardians who wish to transfer their child out of our school must first have an exit meeting with the school leader or other designee. If all parties decide the choice to leave is the optimal decision, parents must fill out the Denver Public Schools transfer paperwork. The sending school leader and receiving school leader may then approve or deny the transfer. Ultimately, DPS will review the transfer paperwork and the parent will be notified of the decision made. Until a final decision is made, students and family are responsible for attending school daily. If transfer is out of district, the KIPP Colorado school must receive the name of school and confirmation of enrollment to finalize and process the withdrawal.

If a student withdraws, all materials, books, money owed, and property of the school must be either paid, returned in good condition (as determined by the appropriate Assistant Principal of Operations), or replaced in alignment with KIPP Colorado policy.

## **Student Support**

### **Multilingual Learners (MLLs)**

KIPP Colorado Public Schools is committed to ensuring all students succeed academically. Our high expectations set the bar for our academic program and our data-driven, differentiated, and culturally responsive approach guides our work with Multilingual Learners (MLLs). Supporting our Multilingual Learners is crucial to our school mission and achieving our vision.

All incoming students, new to Denver Public Schools or entering Kindergarten, will be given a home language survey as part of the registration process to identify if the student has a language influence other than or in addition to English. If so, the student will take the WIDA Access Placement Test (W-APT) to assist with initial identification of students' English language proficiency. Families will be immediately notified if a student is identified as eligible for our language instruction educational program (LIEP) as measured by the W-APT. Families/Guardians can opt in or out of our LIEP program and additional language services. In the event that a family/guardian opts out of LIEP services, we will continue to support and progress monitor the student with a whole group curriculum and instruction that utilizes ELL best practices for language development and access to grade level curriculum.

Our English Language Acquisition program will teach grade level academic standards with the scaffolding to simultaneously support MLLs in content knowledge and language acquisition.

Progress of MLLs will be monitored through a once-yearly English Language Proficiency (ELP) assessment, ACCESS. Students will be excited from the program once they have demonstrated adequate English performance/proficiency as determined in the CDE ELD Guidebook, Chapter 3. Once deemed proficient, students will undergo two years of monitoring, after which they will either 1) fully exit the program or 2) re-enter the program as determined by progress.

## **Special Education**

Students with identified physical, emotional, learning, or developmental disabilities that are found to be eligible through a comprehensive evaluation have the right to placement in the least restrictive environment, and may receive special education services, accommodations, and related services in alignment to their individual needs according to a written Individualized Education Plan (IEP) and/or Section 504 plan. KIPP Colorado will identify and evaluate students suspected of having special education and related services needs.

Students new to KIPP Colorado who received special education services at their previous school will receive services at KIPP Colorado Public Schools as designated their IEPs. KIPP Colorado will schedule an IEP meeting to take place within the student's first 30 days of school. If your student has previously received special education services or has been given a Section 504 plan, please make sure to immediately notify the school leader.

If you suspect your student has a disability and think your child should be evaluated for special education or 504 plan eligibility, please notify the school's Assistant Principal of Special Services as soon as possible in writing. If you are interested in more information on special education or the rights of students with disabilities, please contact the school leader.

Student retention at KIPP Colorado Public Schools is determined by the school leader and parent. These decisions must be consistent with the student's IEP and are subject to IEP Team review. IEP Teams continuously monitor student progress and will reconvene as necessary to discuss adjustments to student accommodations and supports.

## **Multi-Tiered System of Supports (MTSS)**

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students ([www.cde.state.co.us/mtss/whatismtss](http://www.cde.state.co.us/mtss/whatismtss)). At KIPP Colorado, the MTSS framework is managed by the MTSS team and implemented by school staff. MTSS structures are used to support both academic, social-emotional and behavioral concerns. Biweekly, the MTSS team discusses students of concern. Initially looking for patterns of concern, the team creates individualized plans for collecting data and providing support, moving students from tier to tier within the system in accordance with the visual representation of MTSS.

Following four to six weeks of data collection at Tier 2 and Tier 3 (totaling 8-12 weeks), the MTSS team determines whether they should discontinue the process (student has caught up), continue the process (student is making sufficient progress/growth- this level of support is working), or refer the student to special education (the student may need additional supports beyond what can be offered by general education). Throughout the process, the MTSS team seeks input from other stakeholders for support and services. These stakeholders include, but are not limited to, other teachers, learning support staff, special education service providers, parents, and the student him/herself.

# Medical Policies and Protocol

## Immunization and Health Records

State law requires that all children entering elementary school and middle school be immunized against Hepatitis B, diphtheria, tetanus, pertussis, polio, rubella, measles, mumps and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

KIPP Colorado Public Schools will follow the Denver Public Schools rules and procedures regarding vaccination requirements for high school students.

## Medications

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. KIPP Colorado Public Schools strongly encourages families to dispense both temporary and maintenance medications outside of school hours when possible. Ask your doctor for a medication schedule that can accomplish this.

If a student requires medication during school hours, the distribution of the medications will be under the direction of the school nurse:

- Parents/guardians must provide a signed medicine administration release form.
- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: student name, name of medication, and doctor's name and phone number.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

Students are not allowed to have medications in their possession or in their lockers. This includes any over-the-counter medications. The only exceptions are EpiPens and inhalers that have been properly registered with the main office or school nurse.

## Allergies

If a student has any type of allergy that would limit participation in routine school activities or the food program, please notify the main office with appropriate documentation.

## Student Illness during School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the child. Students are not permitted to make phone calls without the permission of a staff member. We do not have the capacity to watch over and care for ill students. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If your child has an emergency, we must be able to reach you.

Please be sure that the school has updated contact and health information. If your child has needs we do not know about, we cannot provide for those needs. Therefore, please make sure you let us know about any needs your child has.

## Communicable Diseases

Any student suspected of having any communicable diseases (e.g., lice, pink eye, scabies) will not be able to attend school until satisfactory treatment has been given. Discretion is

used to check other students in classes where there is an outbreak. Written notice may be sent home regarding outbreaks.

## **Internet Safety and Acceptable Use Policy**

See the following document for KIPP Colorado's full [Internet Safety and Acceptable Use Policy](#).

## **Information Privacy**

### **Student Records**

*Content and custody of student education records*

A school leader is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. KIPP Colorado maintains important academic, discipline, and other related educational information on each student in a central file.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents/guardians, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

*Access to student education records by parents and eligible students*

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency.

*Request to amend student education records*

A parent/guardian or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the Family Educational Rights and Privacy Act (FERPA) and KIPP Colorado policy.

*Family Educational Rights and Privacy Act (FERPA)*

The student education records contained in KIPP Colorado Public Schools electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent.

Violation of FERPA could subject KIPP Colorado to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests. "School officials with legitimate educational interests" include school employees, board members, volunteers, contractors, or consultants, and certain members of DPS. In the case of volunteers, contractors, or consultants this must be a person who performs a service or function for which the school could use its own employees and who is under control of the school with respect to the use and maintenance of PII from education records. This may also include a professional retained or employed by KIPP Colorado (such as an attorney or therapist).

KIPP Colorado employees may not disclose any of the personally identifiable information acquired in the course of their duties to other parties who are not school officials unless they have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

#### *Colorado Open Records Act (CORA)*

KIPP Colorado is committed to the guiding principles of openness, transparency, accountability and responsiveness. This policy can be found on our website [here](#).

#### *Photograph & Student Information Release Policy*

KIPP Colorado Public Schools will produce publications that report on the progress and highlights of our educational program. These publications may include newsletters, media releases, fundraising materials, student recruitment materials, and KIPP websites. Our school or organization may also be featured in the media. In light of these opportunities for student photographs and student names to be made public, families will be provided a media release consent form during registration. KIPP Colorado will honor the decision of families when determining appropriate student photographs and information to release in publications.

## **School Safety**

### **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 only with proper parent/guardian permission and under the 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 your school's handbook for additional information regarding Early Release/Late Arrival section for direction on student appointments that cause them to miss class.

### **Contacting Students during School Hours**

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

<b>School</b>	<b>Main Line Number</b>
KIPP Northeast Elementary	(720) 452-2551
KIPP Northeast Denver Middle School	(303) 307-1970
KIPP Northeast Denver Leadership Academy	(720) 452-2570
KIPP Sunshine Peak Elementary	(720) 452-2572
KIPP Sunshine Peak Academy	(303) 623-5772
KIPP Denver Collegiate High School	(303) 922-5324

### **Student Use of Telephones**

Attentiveness is a prerequisite for learning. The presence of personal technology such as cell phones and earbuds in hallways and classrooms undermines our capacity to promote belonging and center learning.

Cell Phones: Cell phones are not permitted in KIPP Colorado classrooms (at all grade levels) or hallways (for middle and elementary school). Cell phones may be used in the cafeteria during arrival, dismissal, hallways, and lunch / recess for high school.

Tech on Task: Students are expected to use technology in pursuit of learning and as part of instruction. Computers and headphones should only be used as part of a lesson. Headphones (such as beats or airpods) are not permitted unless being used explicitly for instruction.

### **Student Drivers**

Any high school student who wishes to park on campus must apply through the campus Front Office for a parking pass. To obtain a parking pass, the student must bring the following to their campus Front Office: valid Colorado driver's license, valid vehicle registration, and proof of valid vehicle insurance accepted in Colorado. Parking passes will not be granted unless all required documents are presented.

Campuses are limited in the amount of space available for parking and therefore have the discretion to limit the amount of spaces designated for student specific parking. Students who provide required documentation to park on campus will only be granted a parking spot and permit if space is available. Each campus retains the right to determine the non-discriminatory manner in which parking passes are awarded (e.g., first-come,

first-serve; lottery; etc.). Students are not permitted to park on campus until they have received a parking pass.

The student must always display their parking pass while their vehicle is on campus. Student drivers must adhere to local traffic laws as well as all campus traffic guidelines. Student vehicles parked in non-designated spaces are subject to towing at the owner's expense. The privilege of parking on campus can be revoked at any time and without prior infractions based on the circumstances of an incident, as determined by campus leadership. Unauthorized vehicles will be towed at the owner's expense. Students that do not adhere to campus driving policies will be subject to disciplinary actions.

## **Visitors**

KIPP Colorado Public Schools welcomes visitors. All visitors must report directly to the main office upon arrival to sign in using the Raptor system and receive a visitor's pass. Visitors must be authorized by a school staff member to visit classrooms. Any person without an authorized visitor's pass or who has not signed in at the main office will be asked to leave campus immediately.

KIPP Colorado recognizes the importance of engaging the community in our schools and the importance of school/community partnerships yet also recognizes concerns for the welfare of students. Therefore, KIPP Colorado limits visitors to:

- Parents/guardians of current students
- Other family members of current students who are listed as contacts in student Infinite Campus profiles or have written approval by the student's parent/guardian as well as school administrators
- External partners who provide supports to KIPP Colorado
- Public officials, including but not limited to elected officials, DPS Board Members, KIPP Colorado Board Members

Visiting a school is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Students who have withdrawn from KIPP Colorado are not permitted to visit during the academic day. They may come to the office and request permission to visit before or after school, but this permission may be denied depending on the circumstances of their withdrawal.

Loitering on campus by non-students is prohibited.

## **Student Commerce**

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

## **Mandated Reporting**

All school personnel are mandated reporters. Mandated reporters are legally required to report through the statewide hotline (1.844.CO.4.KIDS) when they have reasonable cause to believe that a child who is under 18 years old has been harmed or is in danger of being abused physically, sexually, or through neglect.

## **Emergencies, Drills, & Evacuations**

In the event of a fire or other emergency requiring evacuation from school, an alarm will sound at which time a teacher or staff member will organize and direct students outside the school building to a designated location where student attendance will be taken. Students in wheelchairs or with challenges using the stairs will be escorted by a staff member out of the building. In some instances, students may need to be evacuated to a location off-campus. Details of off-campus evacuation locations are available through school Assistant Principals of Operations.

KIPP Colorado Public Schools administer regular fire alarm, tornado, and lockdown/secure procedures throughout the school year to ensure the safety of all students and school personnel. This practice is in direct alignment with Denver Public Schools' safety requirements. Students who have individualized support needs related to drills will be notified and accommodated as needed.

A map detailing the evacuation protocol is posted in every room. The school will host drills to ensure students are aware of safety protocols and procedures. In any emergency drill or evacuation, students should remain silent, follow their teacher, and stay with their class in the designated area and wait for further instructions. Students should not gather personal belongings or stop at the bathroom or lockers. Any student violating this procedure is jeopardizing the safety of the school and will face consequences in accordance with the school's behavior system and discipline policy.

Student safety is our first priority and when an emergency arises, we will first make sure students are safe and then send notifications out to families. If there is an emergency on campus, families will be notified as soon as possible through the school app and/or through social media. Please make sure you have downloaded the appropriate school app and the school has your most up-to-date contact information so we can ensure you receive notifications.

## **Student Accident or Medical Emergency**

In the event of a student experiencing a medical emergency at school, trained school personnel will immediately administer first aid to the student as may be necessary for the student's health and safety. In emergency situations, school personnel will contact emergency medical services by calling 911.

In all situations involving a student needing first aid or emergency medical care, a parent/guardian of the student will be immediately contacted. If the parent/guardian cannot be reached, school personnel will contact the emergency contact and/or the student's physician as identified on the student's Infinite Campus profile. Infinite Campus profiles must be updated and verified annually through Denver Public Schools Online Registration. Changes to this profile throughout the year can be made through the school's main office.

A student sustaining severe or life-threatening injury or illness at school will be triaged by the administration/office staff and transported to an appropriate medical facility. Parents/Guardians will be notified prior to transfer and the students will be accompanied by trained school personnel if a parent/guardian is not available immediately. In the event the parent/guardian is unavailable to ride in an ambulance with the child, the parent/guardian is expected to meet staff at the respective hospital.

## **School Delays and Cancellations**



If Denver Public Schools (DPS) is closed due to inclement weather, KIPP Colorado Public Schools are closed. Listen to the radio or television for the announcement of the closing of Denver Public Schools. Delays and Cancellations will also be posted on KIPP Colorado's social media and school phone apps. If DPS is not in session, KIPP Colorado's Chief Executive Officer or designee will make a determination to close if needed. Listings will be on local television and radio stations as well as the KIPP Colorado website and social media sites. Once the school day has started, school will be canceled only if the weather or situation deems it necessary. KIPP Colorado Public Schools will follow the DPS decision on such matters.

## **Student Transportation**

KIPP staff are prohibited from transporting students in their private vehicles for any reason. KIPP chaperones and volunteers are prohibited from transporting students in their private vehicles to/from KIPP-sponsored field trips.

KIPP Adults may not allow students or recent alumni, college age or younger to ride in the KIPP Adults' personal cars. However, permissible exceptions may occur when:

- (1) the KIPP Adult is also the parent of the student,
- (2) when the KIPP Adult drives an activities carpool on the weekend and after school for their child and their child's friend is a student at KIPP and has obtained permission from that child's parent or guardian and school; and
- (3) if the KIPP Adult is a parentally approved emergency contact for a colleague and drives their child, who is also a student at the school.

## **Student Discipline Policy**

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. If at any time, KIPP Colorado's actions accidentally conflict with Denver Public Schools (DPS) Policies and Procedures, KIPP Colorado will revert to and follow the DPS policies as published.

**Denver Public Schools is releasing updates to the student discipline policy in the fall of 2024. The handbook will be updated accordingly and staff and families will be notified of the changes immediately thereafter.**

## **Student Technology & Personal Property**

Attentiveness is a prerequisite for learning. The presence of personal technology such as cell phones and earbuds in hallways and classrooms undermines our capacity to promote belonging and center learning.

**Cell Phones:** Cell phones are not permitted in KIPP Colorado classrooms (at all grade levels) or hallways (for middle and elementary school). Cell phones may be used in the cafeteria during arrival, dismissal, hallways, and lunch / recess for high school.

**Tech on Task:** Students are expected to use technology in pursuit of learning and as part of instruction. Computers and headphones should only be used as part of a lesson. Headphones (such as beats or airpods) are not permitted unless being used explicitly for instruction.

Students should also refrain from bringing toys and other personal property to school unless their teacher has extended special permission to do so. KIPP Colorado is not responsible for any lost or stolen electronic devices.

## Suspension & Expulsion

**It will always be our goal to keep students in class and learning at all times.** When necessary, though, students may receive in-school or out-of-school suspensions for repeated or severe misbehavior. A student may be suspended for the causes outlined within this handbook, school discipline matrix, for repeated or severe misbehavior, or for any other serious infractions the school leader or designee deems serious enough for suspension.

In all consequences and suspensions, we will work hard to balance the needs of the student, the needs of those directly affected by the behavior, and the needs of the overall school community. Students are responsible for acquiring and completing all classwork and homework while suspended.

KIPP Colorado follows the DPS Discipline Matrix when making decisions for student discipline regarding suspension and expulsion. The matrix can be reviewed at this link: [https://www2.dpsk12.org/pdf/Attachment\\_B\\_Discipline\\_Matrix\\_English.pdf](https://www2.dpsk12.org/pdf/Attachment_B_Discipline_Matrix_English.pdf)

### In-School Suspension

Severe violation of school expectations may result in an in-school suspension (ISS). A student may also be suspended in-school if he/she exhibits problematic or disruptive behavior in school or at school-sponsored events. Parents/guardians of a student to be suspended in-school or out-of-school will be notified by school personnel and, when requested by a teacher or school leader, a conference will be scheduled before the student's return to class.

Students suspended in-school will be given assignments to complete during the suspension and may be given the opportunity to make-up any missed school work, though students may lose classwork and participation points for the class they are removed from. Any student in suspension is still fully responsible for completing all classwork and homework for all of his or her classes. The following choices by students are grounds for automatic ISS referrals:

- Possession of fireworks/firecrackers
- Consensual but inappropriate physical contact
- Bullying
- Theft (under \$500)
- Vandalism or damage to school property (under \$500)
- False activation of a fire alarm\*
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability or religion
- Sexual harassment\*\*
- Severe defiance of authority/disobedience
- Trespassing
- Theft from an individual (under \$500)
- Other school-based misconduct that disrupts the school environment

- Recurring Type One offenses
- Returning from OSS may require a one-day ISS to create a plan to be successful after being suspended
- Other infractions where the school leader decides an ISS is warranted

\*Mandatory referral to fire department

\*\*Mandatory referral to Title IX officer

## **Out-of-School Suspension**

A student will be suspended out-of-school for any of the suspendable infractions according to DPS discipline policy at the school leader or designee's discretion. Suspendable infractions include bullying, harassment, fighting, being under the influence of alcohol or drugs, possession of alcohol or drugs, destruction of school property, theft, misconduct that disrupts the learning environment, assault, false allegations of abuse against a school employee, unlawful behavior, intimidation, retaliation, and/or other behavior that presents and active or ongoing danger to the welfare or safety of school occupants.

A student may be suspended out-of-school for a period of one to three days under the authority of the school leader and may be extended an additional ten days but no more than 25 days with the approval of the DPS Superintendent or designee.

Before a student is suspended out-of-school, school personnel will conduct a thorough investigation of the situation, inform the student of the charges and evidence against him/her, provide the student an opportunity to tell his/her version of the incident, notify parents/guardians of students involved, and schedule a conference with the student's parents/guardians to discuss the grounds for suspension.

If a parent/guardian is not present at the conference within a reasonable amount of time, the student may still be formally suspended out-of-school. The school will provide the parent/guardian with written and oral notice of the suspension, including the grounds for suspension, the period of suspension, and a date for a conference with the school leader or designated personnel prior to the student's return to classes. The parents/guardians will also be informed if the suspension is to count towards the student being declared "habitually disruptive." Additionally, the student will be placed on an intervention plan upon his/her return to classes. The student will be given the opportunity to make up any schoolwork missed during the suspension within the allotted period of time.

Students who are serving an out-of-school suspension are not allowed on school grounds or at school sponsored events during the suspension period. Violating this expectation may result in additional days of suspension. KIPP Colorado also reserves the right to notify Denver Public Schools Safety and Security and/or the Denver Police Department if a student is on school grounds.

Additionally, any student who earns the consequence of out-of-school suspension at any point in high school can be required to report the infraction to colleges and universities when applying.

All violations labeled below with a (\*) will be reported to law enforcement, as required under Colorado state law.

- Disruptive behavior while serving in-school suspension
- Fighting

- Gang affiliation or gang-related activities
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability or religion (Level 2)
- Sexual harassment (Level 2) – mandatory referral to Title IX officer
- Possession of dangerous and/or threatening objects\*
- Possession of or being under the influence of alcohol, drugs, tobacco, or drug paraphernalia\*
- Possession of or having the odor of illegal drugs\*
- Other infractions where the school leader decides an OSS is warranted

A student or his/her family may elect to appeal a suspension decision to the chief executive officer of KIPP Colorado Public Schools.

### **Expulsion & Due Process**

Expulsion hearings are conducted by Denver Public Schools and are carried out according to Denver Public Schools policy. Within KIPP Colorado, the school leader of each school has the discretion to request expulsion.

The parents/guardians of any student to be recommended to Denver Public Schools for expulsion will be notified in advance of the school's recommendation. A student's family may elect to appeal an expulsion referral to the chief executive officer of KIPP Colorado Public Schools.

There is a mandatory expulsion review under Colorado state law for any of the following offenses as outlined in the DPS Board of Education policy. Additionally, each of the offenses requires a mandatory referral to law enforcement:

- Robbery
- First or second-degree assault or sexual assault
- Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance
- Possession of dangerous weapons, including:
  - Pellet or BB gun, other devices designed to propel projectiles by spring action or compressed air
  - Fixed blade knife that exceeds three (3) inches in length
  - Spring-loaded knife or pocket knife with blade that exceeds three and one-half (3.5) inches in length
  - Any object, device, instrument, material or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury
  - Firearm\*

*\*Possession of a firearm requires a mandatory expulsion hearing and expulsion as well as a mandatory referral to law enforcement.*

KIPP Colorado works closely with Denver Public Schools on situations where an expulsion is recommended. After a proper investigation and expulsion hearing, in accordance with Denver Public Schools policy JK-R, Student Conduct and Discipline Procedures, a student may be recommended for expulsion from KIPP Colorado. Parents/Guardians will be notified before a student is formally recommended for an expulsion hearing. Parents/Guardians have the right to retain their own legal counsel or advocate to represent their student during this process.

## **Habitually Disruptive Students**

Per Denver Public Schools Board of Education policy:

A "habitually disruptive student" is a child who has been suspended out-of-school by the school leader or a designee three (3) times during the course of a school year for causing a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events.

For violations that are counted toward declaration as a habitually disruptive student, consideration will be given to whether a change in the student's schedule is appropriate to address the disruptive behavior.

The student and parent/guardian must be notified in writing of each suspension counted toward declaring the student as habitually disruptive. The student and parent/guardian must be notified in writing and by telephone or other means at the home or the place of employment of the parent/ guardian of the definition of "habitually disruptive student" and the possible expulsion of such students. This written notification must be provided in a language that the parent/legal guardian can understand.

## **Student Restraint**

To maintain a safe learning environment, KIPP Colorado Public Schools employees may, within the scope of their employment and consistent with state law, use reasonable and appropriate physical intervention and restraint with students in accordance with DPS policy JKA and its accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with DPS policy/regulation. This policy applies to incidents that occur on school property or at an off-campus, school-sponsored event or activity. Parents/guardians will be notified in case of an intervention if a restraint occurs.

### **Notification Requirements**

1. If there is a reasonable probability that restraint might be used with a particular student, the Principal or designee shall notify, in writing, the student's parents, and, if appropriate, the student of:
  - a. The restraint procedures (including types of restraints) that might be used;
  - b. Specific circumstances in which restraint might be used; and
  - c. Staff involved.
2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

## **Student Searches**

School personnel may conduct searches without notice or warning of students' personal property (including backpacks, clothing, and supplies) if there are reasonable grounds for suspecting that the search will uncover evidence that the student has or is violating the law or rules of the school. Any search of a student him/herself must be done in the presence of another school official, must be reasonable in scope, and must have been based on reasonable suspicion at its inception. Searches of a student may include searches of the student's person, clothing, purse, backpack, briefcase, other accessories, locker/cubby, or

car. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible.

The school may also do school-wide searches of school property, such as lockers cubbies, and desks for general checks, such as determining if students have cell phones in their lockers. These are school property, not student property, and students do not have any reasonable expectation that their locker or desk is a private area that school officials will not enter.

School personnel will detain any student found to be a threat to the safety of the school and/or its occupants, or one in possession of any illegal items, in which case school personnel will also immediately notify law enforcement and parents of the student. Whenever practicable, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

## **Discipline of Students with Disabilities**

Students with disabilities are held accountable to the same standard of behaviors as their peers, and may be disciplined for the same behavioral offenses listed above. Discipline for students with disabilities shall be in accordance with the student's individualized education plan (IEP), any behavior intervention plan (BIP), 504 plan, and applicable laws affording procedural safeguards to students with disabilities.

A student with disabilities may not be suspended for more than ten (10) school days without convening the IEP or 504 team (including the parent) to conduct a Manifestation Determination Review (MDR). The Manifestation Determination Review is a meeting where the team (IEP or 504) reviews relevant educational data to determine if the behavior is directly caused by the student's identified disability and whether the IEP or 504 plan was being implemented as written.

School leaders may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the Colorado Department of Education's Procedural Safeguards Notice, is appropriate for a child with a disability who violates KIPP Colorado's school code of student conduct.

KIPP Colorado reserves the right to remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if your child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit;
2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance, (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit; or
3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the CDE or an administrative unit.

If KIPP Colorado decides to make removal that is a change of placement of your child because of a violation of a code of student conduct, you will be notified of that decision and will be provided with a procedural safeguards notice on the same day the decision is made.

# KIPP Forward

## Climbing the Mountain

Since its inception, KIPP has built out a robust college and career counseling program in its 28 regions. The program began as KIPP To College, transitioned to KIPP Through College, and became KIPP Forward in 2021. KIPP Forward supports alumni to matriculate to college and additional supported pathways towards their careers of highest aspiration and beyond. High schools and regions are rallied around the same mission and program name:

**KIPP’S 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.

**KIPP Forward:** KIPPsters set a high bar for their futures. For some, that means being the first in their family to graduate from college or buy a home. For others, it means serving our country or creating a business. KIPP schools ensure each student has the skills and confidence to pursue any path that leads to their highest aspirations. Our counselors support students to choose and prepare for a right-fit college or education path and a meaningful career.

KIPP Forward anchors itself in three main beliefs:

1. The vast majority of our alumni will need some form of postsecondary education or training to successfully pursue their careers of highest ambition and achieve financial freedom
2. A bachelor’s degree continues to be the surest path for most alumni to fulfilling lives and the power and positionality to build a more just world
3. Over the years, our counseling approach has evolved and will continue to do so. Match Forward calls us to recognize the many variables students should consider in making their postsecondary plans.

Fit Factor	Definition	What does it look like?
SUCCESS	These education and training programs have strong graduation (URM) or completion rates, and I believe I would complete these education and training programs.	I have discussed graduation (URM) and completion rates with my counselor. I believe I would be able to complete the degree, certification, or credential at each of these programs.
PERSONAL	These education and training programs offer what I am looking for from a postsecondary experience and community (e.g., learning environment,	I know what I want from a postsecondary experience. These education and training programs would support my desired

	diversity, location, sense of belonging)	experience and provide a sense of belonging.															
FINANCIAL	The expected cost of these education and training programs (after expected financial aid) would likely make possible a plan to pay.	I know my Student Aid Index (formerly EFC/Estimated Family Contribution), understand the cost of my education and training programs, and am reasonably confident I could create a plan to pay.															
COMMUNITY	My community (family, caregivers, etc.) supports these education and training programs.	I have discussed my list with family, caregivers, and/or community. They support my choice of these education and training programs.															
CAREER	These education and training programs will provide a path to my desired career/careers of interest via areas of study, industry connections/job placement, and expected salary.	I have taken YouScience and reflected on my results. I can explain my desired career path and how the education and training programs on my wish list will help get me there.															
ACADEMIC	<p>These education and training programs are strong matches to my academic profile.</p> <table border="1" data-bbox="448 1108 998 1360"> <thead> <tr> <th colspan="3">Targets by Academic Profile</th> </tr> <tr> <th>GPA/ACT</th> <th>Total</th> <th>Balanced- # of likely +, target, reach</th> </tr> </thead> <tbody> <tr> <td>GPA &lt;2.0 OR ACT &lt;16</td> <td>2</td> <td>1</td> </tr> <tr> <td>GPA 2.0-2.99</td> <td>6</td> <td>4</td> </tr> <tr> <td>GPA 3.0+</td> <td>9</td> <td>6</td> </tr> </tbody> </table>	Targets by Academic Profile			GPA/ACT	Total	Balanced- # of likely +, target, reach	GPA <2.0 OR ACT <16	2	1	GPA 2.0-2.99	6	4	GPA 3.0+	9	6	I know my GPA and ACT score and my wish list has a mix of education and training programs with a mix of odds of admission to fit my academic profile.
Targets by Academic Profile																	
GPA/ACT	Total	Balanced- # of likely +, target, reach															
GPA <2.0 OR ACT <16	2	1															
GPA 2.0-2.99	6	4															
GPA 3.0+	9	6															



## Current KIPP Forward Programming

KIPP Forward currently offers programming such as career readiness workshops, job shadow days, networking events with professionals, resume-building support, career roundtables, internship application support, and individual counseling to current students and alumni, to better meet the needs of the students we serve. Offering career services is the completion of a comprehensive approach to ensure that KIPP is delivering on the promises that we make to all KIPP students.

### **Senior Seminar**

The course exists to address gaps in student's knowledge of the college application and acceptance process, to provide a practicum for submitting financial aid and scholarship applications, and to introduce other skills that will be valuable to the post-secondary student. This course utilizes instruction regarding best practices and procedures for college admissions, scholarships, and financial aid. The course is designed as half seminar-style learning and half practicum with weekly check-ins with the college advisor.

### **Junior Seminar**

The course exists to build knowledge and understanding of post-secondary options. It provides a structured framework for students to be able to move into the final year of high school with a clear concept of how to skillfully select and apply to post-secondary institutions. Through research, we have learned that when students choose the right college, they are more likely to successfully complete a Bachelor's degree in four years. This course utilizes lectures, small group discussions, and practicums to engage students in project-based learning.

### **College visits**

We provide students the opportunity to visit college campuses through organized trips to colleges/universities in Colorado. As well as planning college visits, students are invited to participate in programs like CESDA, CU-Boulder Diversity Day, and Keeping the Dream Alive Conference.

### **Summer College Programs**

Working closely with students, we find summer academic programs that will enhance the student's knowledge in an academic or career track of their interest. Some examples include Lorenzo De Zavala Youth Legislation Session, Georgetown Summer program, and MIT engineering symposium.

### **Career Readiness**

Through our career readiness programming our students learn essential career and life skills, explore areas of career interest, determine what is required of the career field they want to enter, develop resume writing and interviewing skills, network with professionals, and participate in applied learning opportunities and internships.

### **Financial Literacy**

Our financial literacy programming provides our KIPPsters and families an opportunity to fully understand the cost of college and how they can make financial smart decisions when deciding on a college option. Through comprehensive financial literacy workshops for students and parents, our families gain financial empowerment, which leads to the enrollment in 529 college savings plans.

### **Parent College Programming**

The KIPP Forward Team has developed a series of college nights for parents of KIPP Colorado High School students that consist of an introduction to college, college admissions, financial aid awareness, and high school-to-college transition.

### **College Advising**

KIPP Colorado provides one-on-one advising to our alumni on college campuses through quarterly visits as well as monthly check-ins via email, Facebook, and text. Students also receive assistance with internship placement for the summer and assistance with Financial Aid and scholarship completion.

## **Early Childhood Education**

### **Read and internalize this section if you are a member of our Early Childhood Education community:**

If your child attends preschool at a KIPP Colorado school, your student is enrolled in a child care program licensed by the Colorado Department of Human Services and by the City and County of Denver Department of Excise and Licenses. These licenses indicate that at the time of inspection, the provider has met the standards needed to operate its program. In addition, all licensed childcare providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care to the Child Abuse Hotline.

As a guardian of a child/children in licensed child care, you may report any suspected abuse by calling: **Child Abuse Hotline at 1-844-264-5437 (1-844-CO-4-KIDS)**

If you wish to make a complaint or have a concern regarding your provider you may call:

#### **Colorado Division of Child Care**

303-866-5958

#### **Denver Public Health Inspection Division**

720-865-5485

Your provider's State Child Care License and Denver Department of Business and Excise License are posted and available for your inspection. You may also review inspection reports at the facility upon request.

### **Licensing Policies and Procedures A-Z**

A written statement of the center's policies and procedures are available to parents, guardians, and staff, and include the following:

- A. **The center's purpose and its philosophy on child care.** Denver Public Schools Early Education Department Mission Statement: To create an integrated and comprehensive system of diverse, high-quality early childhood education and care services that enhances the development of young children so they are "ready to succeed" when they enter school; to support families in their role as nurturers and first teachers; and to meet the needs and financial abilities of Denver's working parents.
- B. **The ages of children accepted.** 2 years, 10 months-6 years. Children must be three (3) or four (4) years of age on or before October 1 of the year of enrollment and, for Head Start classrooms, meet the income qualification guidelines.
  - a. KIPP Northeast Elementary- 4 years

- b. KIPP Sunshine Peak Elementary- 3 or 4 years
- C. **The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed.** Full-day ECE classes are typically 6 hours/30 minutes per day Monday through Friday except for predetermined days for Professional Learning. Specific hours of operation are determined by the individual school. Holidays and District Planning Days are determined by the school calendar.
- D. **The policy regarding inclement or excessively hot weather.** If the school administrator determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, ECE children will not go outside.
- E. **Procedure concerning admission and registration of children.** Children must be three (3) or four (4) years old on or before October 1 of the year of enrollment. A legal birth certificate or other acceptable record shall be required for enrollment age verification. Payment of tuition at various levels or tuition-free status is based on family income provided at the time of application. Residents of the city and county of Denver will have priority in filling available classroom slots. Families living outside the city and county of Denver may be accepted at non-Denver resident tuition levels if space is available. Additional income requirements must be met in Head Start classrooms. ECE children register according to DPS registration and Colorado state child care licensing requirements. Registration requirements include a completed health appraisal form signed by a licensed physician. This must be completed prior to attending school in an ECE classroom.
- F. **Itemized fee schedule.** ECE student tuition is determined by a sliding fee scale based on family size and income. Each applicant is given a copy of the fee scale at the time of application.
- G. **Procedure for identifying where children are at all times.** Children are signed in and out at the start and end of each class by the parent/guardian or other adult person for whom written authorization has been given by the parent/guardian. Only full signatures are acceptable on the sign-in/out forms, not initials. Teachers do regular roll-calls and head counts at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.
- H. **The center's procedure on guidance, positive instruction, supporting positive behaviors, discipline and consequences, including how the center will:**
  - a. Cultivate positive child, staff and family relationships. ECE staff work to develop a personal relationship with each student during daily classroom interactions and with the student's family by positive and respectful communication. Opportunities include phone and in-person conferencing, classroom volunteering, extracurricular activities, and, in some cases, home visits
  - b. Create and maintain a socially and emotionally respectful early learning and care environment. Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.

- c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Individual district schools use various approaches to support social/emotional competence including CLASS, Second Step, and Conscious Discipline.
  - d. Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. ECE programs follow their respective school's code of conduct and Board of Education policy JK-R. DPS prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.
  - e. Access an early childhood mental health consultant or other specialist as needed. The DPS Division of Student Services provides school partners that can assist with helping to address significant behavior needs of ECE students. Head Start funded sites include direct consultation with Denver Health staff.
- I. **The procedure, including notification of parents and guardians, for handling children's illnesses, accidents and injuries.** Parents are informed in writing of all illnesses, accidents and injuries on the day of occurrence unless the incident warrants immediate attention in which case appropriate procedures are initiated and the parents are contacted.
  - J. **The procedures for responding to emergencies such as lost children, tornadoes, and fires.** Staff attempts to locate a missing child, informing appropriate authorities, including police, sheriff, etc., based on the location from which the child is missing. After 15 minutes, emergency procedures, as defined in G, I, and any other related procedures, apply. Fire drills are held at schools monthly; tornado drills are held monthly from March - October; shelter-in-place, lockdown, and active shooter drills are held three times per year/each school year to ensure students become familiar with the procedure.
  - K. **The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities.** Parent/guardian permission for excursions is signed upon enrollment. Parents/guardians are notified prior to all field trips requiring transportation of children. District transportation procedures are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation and state childcare licensing regulations.
  - L. **The procedure governing field trips, television and video viewing and special activities, including staff responsibility for the supervision of children.** Parent/guardian permission for excursions, media and internet use is required annually in Denver Public Schools and is furnished at registration. TV, recorded media, and video use is NOT encouraged in Early Childhood Education classrooms. However, if such use is believed to be relevant by an ECE teacher, school policies, as determined by the principal and Collaborative School Committee, will apply and will be limited to 30 minutes per week. Computer and tablet use in the ECE classroom is designed to support and enhance children's skills in alignment with curriculum goals but is limited to non-consecutive fifteen (15) minute increments, not to exceed 30 minutes per day.

- M. **The policy on children’s safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.** Public school transportation guidelines in compliance with Colorado Department of Transportation regulations are followed. No enrolled preschool child in Denver Public Schools may ride a district bus to and from school on a daily basis unless their parent/guardian applies for and is granted an exception by the DPS Department of Transportation.
- N. **The procedure for releasing children from the center only to persons for whom the center has written authorization.** Parents/guardians are required to complete a Parent/Guardian Information and Permissions form when enrolling their ECE child that lists only those adults to whom their child may be released. Children may be released to other adults with written parent/guardian approval. At least one piece of identification must be inspected (and a copy kept in the child’s file) for individuals who are strangers to ECE staff. Per state licensing requirements, parents, guardians or others authorized in writing by the parent or guardian are required to sign children in and out of the classroom daily.
- O. **The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day.** If ECE children are not picked up on time and then escorted to the office, there should be a fully background-checked person (Licensing Trails, CBI, FBI) caring for them in the office and that person should have ECT or AECT qualifications on file. If it is office staff that are caring for the children, then either DPS has to background check those office staff under the ECE license and keep qualifications for them on file, or children can be cared for in the classroom by a qualified ECE staff member until parents can be reached.
- P. **The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.** All children will be taken care of upon arrival by school personnel. A plan is in place at each school that meets the needs of their community.
- Q. **The procedure for storing and administering children’s medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the “Nurse Practice Act.”** In DPS, each school’s procedure for storage and administration of medication as designated by the “Nurse Practice Act” is applicable to the Early Childhood classrooms. School staff trained and delegated to administer medications to ECE students will be specified in the school nurse’s planning book. Only those ECE classrooms trained and delegated to administer emergency or routine medications will store required medications in the classroom.
- R. **The procedure concerning children’s personal belongings and money.** A limited space is provided for each child’s personal belongings. Parents/guardians are advised that children do not bring money or valuables to school. Should a child bring money or valuables or when special event purchases occur, classroom staff collects the money or valuables at the beginning of the session for safekeeping. Valuable items and cash for non-specific uses are returned at the end of the day.
- S. **Meals and snacks.** Meals and snacks are nutritious and either determined by program requirements or can be site-based choices.

- T. **Diapering and toilet training.** Children enrolling in Denver Public Schools ECE will be supported in becoming independent in their toileting routine. In case an accident occurs, the staff will treat the child with care and respect. Parents/guardians will be notified. A child's need for toilet training cannot be the basis for denying enrollment to an Early Childhood Education student. In classrooms where diapering is required, CDHS regulations from Personal Hygiene and Space Requirements will be followed in addition to CDPHE diapering regulations.
- U. **Visitors to the center.** Per Denver Public Schools Policy KI, visitors must report to the school office when entering, receiving authorization before visiting elsewhere in the building. In the ECE classroom, visitors will sign in with name, date, address, phone number and purpose of their visit. At least one piece of identification must be inspected for individuals who are unknown to ECE staff.
- V. **Parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs.** Conferences are held twice a year or as needed.
- W. **The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities).** Posted in each classroom:
- To file a complaint about this state-licensed program, contact:*  
 The Colorado Dept. of Human Services Division of Child Care  
 1575 Sherman St.  
 Denver, Colorado 80203-1714  
 303-866-5958  
 OR by dialing 311, Denver City Information system.
- X. **Reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities).** Posted in each classroom:
- To report suspicion of abuse or neglect, contact:*  
 The Colorado Dept. of Human Services – Abuse Hotline  
 1200 Federal Blvd.  
 Denver, Colorado 80204  
 720-944-3000
- Y. **Notification when childcare service is withdrawn and when parents or guardians withdraw their children from the center.** In order to withdraw a child from an ECE classroom, parents/ guardians are required to inform the teacher and school office staff. Individual school procedures for withdrawal are implemented. In extreme cases, withdrawal of childcare services may occur after parents/guardians have been informed of steps necessary to maintain services and compliance has not been achieved within a specified time period. If a child is absent:
- a. 3 consecutive days.....teacher calls the home
  - b. 5 consecutive days.....refer to social worker
  - c. 10 consecutive days..... the child may need to be dropped from the program and replaced with a child on the waiting list (based on Principal/CSC policy).
- Z. **How decisions are made and what steps are taken prior to the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues.** These procedures must be consistent with the center's policy on guidance, positive instruction, discipline and

consequences, and include documentation of the steps taken to understand and respond to challenging behavior. ECE classrooms follow the respective school's code of conduct, made available to parents/guardians, to the maximum extent possible in the preferred language of the parent/guardian, and Board of Education policy JK-R. The Office of Social Emotional Learning provides support to help answer questions related to the Board Policy. Division of Student Services provides school partners who can assist in helping to address the significant behavior needs of ECE students. Prior to any out-of-school suspension, principals are required to consult the appropriate district Instructional Superintendent. Expulsion for ECE students is exceedingly rare and only done through a formal request by the school principal to the Office of Social Emotional Learning. See H., above, for additional details.

## **Grievance Policy for Caregiver and Community Concerns**

### **The Board of Directors of KIPP Colorado Public Schools**

The purpose of the KIPP Colorado Public Schools' Board of Directors (Board) is to set the general direction and policy of KIPP Colorado, not to manage its schools on a daily basis. Each school's Principal and other administrators manage their school by implementing the policies the Board has enacted. All Board decisions should be made within the parameters of KIPP Colorado's Articles of Incorporation, Bylaws, and previously enacted policies.

As with all charter schools, KIPP Colorado schools are separate entities from its authorizer, Denver Public Schools. By its decisions, the Board shall guard and steward this separation.

**Grievance Policy** KIPP Colorado values open and proactive communication among and between the members of the community, including caregivers, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of its students. KIPP Colorado's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

These procedures guide how faculty, staff, caregivers and students are expected to express grievances about other members of the school community. The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, if the conflict is not resolved at the lowest faculty or administrative level, the guidelines below provide a process for resolving the conflict.

### **Grievance Procedure:**

#### **Step One: Address Issue with Those Directly Involved**

The grievant brings the situation or concern to the attention of those directly involved. Should a student or caregiver fail to begin the process at the lowest possible level, and instead go directly to the Principal with a concern about a teacher or go to a Board member with a concern about a Principal (for example), the person at the higher level in the policy shall re-direct the grievant to the appropriate first level in the process. This initial communication can occur in-person, over the telephone, or via email so long as there is a good-faith attempt to resolve the issue at the lowest level with those directly involved.

## **Step Two: Escalate Grievance**

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation may be escalated to the facilitator listed in the below table within ten days of the above meeting or conversation. In Step Two, the facilitator will address the situation, facilitate communication between the parties, and develop a plan for conflict resolution. The meeting or phone call required by this step should occur within three (3) days of receiving the complaint. The facilitator will monitor this process until resolution is realized or an impasse is reached.

This step should be repeated with the facilitator listed on the below table until only an appeal to the Board of Directors remains.

## **Step Three: Prepare a Written Grievance for the Board of Directors**

If the grievant is not satisfied with the response received via steps one and two, the grievant shall prepare a formal written grievance with the assistance of the last facilitator utilized in Step Two. This written grievance should:

- a) Describe the incident, decision or practice that gave rise to the complaint;
- b) If possible, cite the policy, procedure, or contract that has been violated and/or the rationale for the concern;
- c) Describe what conflict resolution strategies were attempted via steps one and two; and
- d) Explain what corrective action is being requested, i.e., what does the grievant want?

## **Step Four: Provide a Written Grievance to the Board of Directors**

The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved and all previous steps have been exhausted. Upon request by the grievant, the Principal will receive the written grievance from the facilitator, review it, and then forward it to the Chair of the Board at least one week prior to the next scheduled Board meeting. The Chair, or designee, will review the written grievance to ensure that the above process was followed.

If the first three steps were properly followed, then the Chair, or designee, will review the written grievance to determine if it merits review by the full Board. If the Chair, or designee, determines that it does not merit full Board review, then he or she will explain the reason(s) for this determination in a brief written statement to the grievant. The Chair, or designee, will then make a determination in light of the evidence given. A written statement of the determination will be given to the grievant within 30 days of receipt of the grievance.

If the Chair, or designee, determines that the grievance should be reviewed by the Board, then it shall be added to the next Board meeting agenda. The written grievance shall be submitted to all Board members as far in advance of the Board meeting as practicable to permit the Board to consider the matter carefully. Grievances shall not be brought to the Board without first being submitted in writing. The Board will not hear matters that do not follow this grievance process. If the grievance goes to the full Board, the grievant will receive a written response within 30 days of the hearing.

The Board will notify its authorizer (DPS) of the grievance if it involves a student with an IEP or 504 Plan or a student safety issue.



The Board has the discretion not to hear matters that do not follow this grievance process.

<b>Person with whom there is a disagreement</b>	<b>After speaking with the person with whom there is a disagreement, then go to...</b>	<b>If you are unsatisfied with this outcome, escalate grievance to...</b>	<b>If you are unsatisfied with this outcome, escalate grievance to...</b>	<b>If you are unsatisfied with this outcome, escalate grievance to...</b>	<b>If you are unsatisfied with this outcome, escalate grievance to...</b>
Teacher, Assistant Principal, School Office Staff	Principal	Managing Director	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors
Principal	Managing Director	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors	
Managing Director	Chief Academic Officer	Chief Executive Officer	KIPP Colorado Board of Directors		
Executive Team Member	Chief Executive Officer	KIPP Colorado Board of Directors			
Chief Executive Officer	KIPP Colorado Board of Directors				

**Principal, [KIPP Northeast Elementary]:** Liz Dillon, [edillon@kipppcolorado.org](mailto:edillon@kipppcolorado.org)

**Principal, [KIPP Northeast Denver Middle School]:** Stephani Olson, [solson@kipppcolorado.org](mailto:solson@kipppcolorado.org)

**Principal, [KIPP Northeast Denver Leadership Academy]:** Jay Gordon, [jgordon@kipppcolorado.org](mailto:jgordon@kipppcolorado.org)

**Principal, [KIPP Sunshine Peak Elementary]:** Darby West, [dwest@kipppcolorado.org](mailto:dwest@kipppcolorado.org)

**Principal, [KIPP Sunshine Peak Academy]:** Alana Raybon, [araybon@kipppcolorado.org](mailto:araybon@kipppcolorado.org)

**Principal, [KIPP Denver Collegiate High School]:** Jess Simpson, [jsimpson@kipppcolorado.org](mailto:jsimpson@kipppcolorado.org)

**Managing Director of ECE-8, [KIPP Colorado Public Schools]:** Chase Sander, [csander@kipppcolorado.org](mailto:csander@kipppcolorado.org)

**Chief Academic Officer, [KIPP Colorado Public Schools]:** Leah Peters, [lpeters@kipppcolorado.org](mailto:lpeters@kipppcolorado.org)

**Chief Executive Officer, [KIPP Colorado Public Schools]:** Tomi Amos, [tamos@kipppcolorado.org](mailto:tamos@kipppcolorado.org)

**Board Chair, [KIPP Colorado Public Schools]:** Melissa Browne, [melissa@uniteamerica.org](mailto:melissa@uniteamerica.org)

## General Policies

### Title IX: Notice of Nondiscrimination and Sexual Harassment Policy and Procedures

# Public Records Policy

Please see this document for our full public records policy:

<http://kippcolorado.org/wp-content/uploads/2022/07/2022-Public-Records-Policy-4.pdf>

## Non-Discrimination

Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, color, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or expression, transgender status, sexual orientation, national origin, ancestry, immigration/citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, domestic partner status, sexual orientation, or on any other basis made unlawful by federal, state, or local laws, may file a complaint with the school leader. The school leader will investigate the complaint. If a violation of rights is established, the school leader will take appropriate corrective action. If a member of the school community believes he/she has had his/her rights are violated by the school leader, if there is a conflict of interest with raising the complaint with the school leader, or if there are questions about corrective action taken, the member of the school community may contact the KIPP Colorado Chief Executive Officer.

Discrimination or harassment based on race includes unwelcome conduct regarding traits historically associated with race, including hair texture, hair type, and protective hairstyles, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

## Student Initiated Groups

Non-curriculum related student groups can meet on school premises for the purpose of religious, political, or philosophical discussion during non-instructional time if approved by the building school leader, subject to the following:

- Attendance at the meeting must be voluntary and student initiated.
- The meeting will not be school-sponsored.
- One or more school employees shall be present in a non-official capacity only.
- Non-school persons may not direct, conduct, control, or regularly attend meetings.
- All school rules, applicable laws, and the constitutional rights of other persons must be observed.

Approval by the school leader may not be denied on the basis of the religious, political, philosophical, or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful, or is in violation of any applicable school district policies or school rules.

Non-curriculum related student groups shall also be granted the following rights, within reason and common practices:

- Access to classrooms in the school for meetings and events during non-instructional time.
- Access to designated bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator

at the school (a disclaimer of school sponsorship may be required on such written materials).

- The ability to submit student group announcements to be made during advisory periods.
- The opportunity to hold fundraising activities and engage in service learning.
- Access to scrolling video screens where announcements and events are communicated.
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school may not spend public funds on non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed above.

## **Custody & Divorcing/Separating Caregivers policy of No Involvement in Domestic Disputes**

KIPP Colorado Public Schools does not become involved in domestic disputes, e.g., when caregivers are divorcing, separating, or contesting the custody of KIPP students. KIPP remains neutral in such matters and maintains our focus on the child. Accordingly, KIPP employees are not permitted to participate in custody disputes or divorce/separation proceedings, including answering questionnaires or surveys regarding student(s). KIPP Colorado will, however, comply with all court orders and lawfully issued subpoenas.

KIPP Colorado asks that separating/divorcing caregivers also maintain focus on the child and work with the school to support the educational experience of the student. We encourage caregivers to attend conferences with teachers together, to the extent possible, so that each caregiver participates in the same conversations with KIPP team members.

It is each caregiver's responsibility to provide the school with a record of relevant court orders and up-to-date contact information.