

KIPP Colorado Public Schools 2026-2027 Family Handbook



KIPP:COLORADO

PUBLIC SCHOOLS

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Dear KIPP Colorado Families,

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 2026 -2027 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.

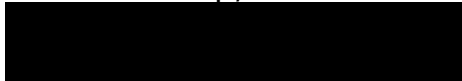
Your student is a part of something larger. We serve over 2,400 students from Early Childhood Education (ECE) to 12th grade across six schools in Southwest and Far Northeast Denver. We are part of a network of 279 KIPP schools with over 15,000 educators and more than 175,000 students and alumni.

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,



Tomi Amos
Chief Executive Officer
KIPP Colorado Public Schools

KIPP Colorado Points of Contact

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Principal: Maria Mun	KIPP Northeast Elementary	mmun@kippcolorado.org
Principal: Cristina Bissell	KIPP Northeast Denver Middle School	cbissell@kippcolorado.org
Principal: Jay Gordon	KIPP Northeast Denver Leadership Academy	jgordon@kippcolorado.org
<i>General questions: info@kippcolorado.org</i>	<i>General KIPP questions</i>	info@kippcolorado.org
<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>	

School	Main Line Number
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	(303) 623-5772
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 2026-27, KIPP Colorado will serve over 2,400 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 279 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 are **free**, public charter schools. 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 each KIPP school's 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. Completion of registration for KIPP Colorado includes the DPS Online Registration, the Free and Reduced Lunch Application as well as a variety of KIPP Colorado specific forms. Please contact the main office for further details.

Attendance Policy

Colorado Revised Statute 22-33-104 requires that every child between the ages of 6 and 16, unless excused, shall attend school for at least 160 days each school year. The law also requires that every parent of a child between the ages of 6 and 16 ensure that their child(ren) attend school. Under Colorado law and applicable policy, a child who has four (4) or more unexcused absences in any month or ten (10) or more unexcused absences during the school year is considered "habitually truant." See C.R.S. §§ 22-33-104(4), -107(3)(b); DPS Policy JHB (all DPS policies available at <https://go.boarddocs.com/co/dpsk12/Board.nsf/Public#>).

Attendance is based on total minutes at school. This includes being on time and in all classes through dismissal. Any tardies or early releases will count towards overall absences.

Any time a KIPP Colorado student is absent from school, a reason must be provided from his or her guardian or caregiver. 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. An explanation of a student's absence does not necessarily excuse the student. In all cases, the administration reserves the right to determine whether or not the absence is excused based on established KIPP policy and applicable law.

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 and, if necessary, the initiation of truancy proceedings.

Absence Type	Reason Provided	Details
Excused Absences	Illness / Injury	- Up to 2 consecutive days excused without a doctors note provided (guardian notification required) - Past 2 days may be excused upon the receipt of doctors note
	Medical Appointment	Excused with a doctor's note for any appointment related to physical, mental or behavioral health.
	Transportation	- Excused if related to DPS Transportation delay or issue that is in the school's awareness 1 day may be excused - if issue persists further conversation with family to find alternative transportation or solutions
	Religious Holiday or Cultural Event	Excused for up to 5 days with notice to the school of absence reason
	Bereavement	Excused for up to 5 days for "family members" meaning any individual related by blood or affinity whose close association with the student / family is the equivalent of a family relationship.
	Legal Requirements	Excused for required legal reasons such as jury duty or court appearance.
	Family Emergency	Excused if related to medical needs or emergencies (see illness/bereavement)
Unexcused Absences	Vacation / Out of Town	Unexcused for all days the student is absent.

	No Reason Provided	• Unexcused until reason and documentation provided
Extended Absences		• Absences extending over 5 days are only excused for the following reasons: ○ Related to illness or injury with doctors note that includes dates ○ Bereavement of direct caregiver with Principal approval

Dress Code Policy

All KIPP Colorado students are required to wear a KIPP Colorado uniform every day. KIPP Colorado students wear a uniform for several reasons, including the following:

- The uniform helps create a school identity and communicates pride in our campuses and communities;
- The uniform helps create a cohesive school culture and is part of a shared commitment to team and family;
- Uniforms lend an air of dignity and professionalism to school;
- Uniforms cut down on distraction and social pressure around clothing; and
- Uniforms promote safety by making visitors easier to identify.

While Students must wear essential elements of student dress: a top, a bottom, and footwear, we believe our dress code should reflect our values and commitment to honoring students' multifaceted identities.

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

- We will provide these for students, especially if it is a hardship for their family.
- We provide these for students if they come to school out of dress code, and work to quickly get them to class.
- We do not engage in exclusionary discipline (i.e., suspension) for dress code / uniform violations.

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

- Students have the right to be treated equitably.
- Students and staff are responsible for managing their personal distractions.
- Students should not face unnecessary barriers to school attendance.

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

- Be pornographic, contain threats, or promote illegal or violent conduct.
- Demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups).
- Intentionally show private parts.
- Promote or reference alcohol, drugs, or illegal substances.
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).
- Cover the student's head, such as a nonreligious headscarf, head covering, hat, or

- hood.
- Demonstrate gang association/affiliation.
- Show the student's midriff

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 also be entitled to discounted school fees. For KNE, KINDMS, KSPE, KSPA, and KDC, more information can be found at <http://foodservices.dpsk12.org>. For KINDLA, 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.

Policies around the delivery of food to school will be provided during Registration by each campus in alignment with that campus' personal technology policies. In general, however, the third-party delivery of food to a KIPP Colorado campus may not occur outside of lunch time and KIPP Colorado is not responsible for any loss of personal or student funds due to such delivery. 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 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 that satisfies requirements for promotion or graduation.

KIPP Colorado Public Schools may charge fees as a condition for participation in extracurricular and enrichment programs, including but not limited to: before and after-school programs, field trips, AP exam registration, credit recovery, and athletics. These fees will not exceed the per-student cost of operating the program. Fees may also apply to certain 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. All applicable fees will be published by the time of start-of-year registration.

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.

Athletic Eligibility

KIPP Colorado maintains an athletic program for both its middle and high school students. In high school, this policy governs eligibility. Students must be enrolled in a minimum of five full-time classes each semester. Grades posted in Infinite Campus (IC) will be considered the official source of data. This policy is in alignment with CHSAA's Athletic Eligibility Policy. Students who are failing more than one class will be INELIGIBLE to participate in any athletic competition for 7 full days. Student athletes MAY attend and participate in practices, however, coaches have discretion to exclude ineligible athletes from practice if they so choose.

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 their designee. If all parties decide that leaving is the optimal decision, parents must fill out the DPS transfer paperwork. 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 the transfer is out of district, the KIPP Colorado school must receive the name of the receiving school and confirmation of enrollment to finalize and process the withdrawal.

A student must continue to attend their school of enrollment until the withdrawal process or transfer process is formally completed. Failure to do so will result in acquired absences aligned to our attendance policy.

Past September 1 of each school year, district transfers must go through the Administrative Transfer Process which requires both the approval of the KIPP Colorado Principal and the DPS Choice and Enrollment office. The decision for approval of an administrative transfer is ultimately up to the DPS Choice and Enrollment Office.

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 DPS 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 student's 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 exited 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 service 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 by their existing IEPs. The school-based Special Services team will connect with families of students with existing IEPs within 15 days of enrollment. If your student has previously received special education services or has a Section 504 plan, please make sure to immediately notify the Assistant Principal of Special Services.

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). At KIPP Colorado, the MTSS framework is managed by the MTSS team and implemented by school staff. MTSS structures are used to support 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 each 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.

High School Promotion and Retention Standards

At KIPP Colorado, our goal is to create a pathway for all students to achieve an on-time graduation. We have established specific criteria that must be met for promotion to the

next grade level aligned to our graduation requirements. Students will be retained in the current grade level until proof of passing credits have been received by the KIPP campus. For students who transfer into a KIPP Colorado campus, the following criteria will be used to determine grade placement:

To be promoted from 9th to 10th grade, students must:

Earn credits in the following courses:

- English I (10 credits required)
- Algebra I or Integrated Math I (10 credits required)
- Earn at least 10 credits (one full year) of either Science or Social Studies (examples: Physics, AP Human Geography, Pre- AP World History)
- Earn at least 55 total credits
- Be scheduled to recover any additional credits in the subsequent school year

To be promoted from 10th grade to 11th grade, students must:

Earn credits in the following courses:

- English I (10 credits required) and English II (10 credits required)
- At least 10 credits in Composition/Seminar or equivalent
- Algebra I or Integrated Math (10 credits required) and Geometry or Integrated Math II (10 credits required)
- 10 Credits of Physics (or equivalent)
- 10 Credits of AP Human Geography or Pre-AP World History
- 10 Credits of Chemistry or AP World History (or equivalent)
- Earn at least 120 total credits
- Be scheduled to recover any additional credits in the subsequent school year

To be promoted from 11th grade to 12th grade, students must:

Earn credits in the following courses:

- English I (10 credits required), English II (10 credits required), AP English Language (10 credits required)
- At least 20 credits in Composition/Seminar or equivalent
- Algebra I or Integrated Math (10 credits required), Geometry or Integrated Math II (10 credits required) and Algebra II/Pre-Cal/Integrated Math III (10 credits required)
- 10 Credits of Physics (or equivalent) and 10 credits of Chemistry) [note: If substituting equivalent science courses, students must have at least 10 total credits of lab based science]
- 10 Credits of AP Human Geography or Pre-AP World History and 10 credits of AP World History
- 10 Credits of PE/Health
- At least 10 credits (full year) of US History, AP US History, Biology, or AP Biology
- Earn at least 160 total credits
- Be scheduled to recovery any additional credits in the subsequent school year

Credit Recovery

Our campus-based staff work to ensure that all students have access to the support needed to pass core classes on the first attempt. If a student does not pass a required course, he or she will need to make up the credit through Credit Recovery. Credit Recovery takes place after school during the school year. Students who do not complete Credit Recovery during the school year will be required to attend

Regional Summer School in order to be promoted to the next grade level.

AP For All Programming

At KIPP Colorado, we seek to build college and career readiness for all students. All KIPP Colorado students, unless exempted through Individual Education Plan (IEP), are required to take several Advanced Placement (AP) courses during their high school career. AP courses expose students to college-level material and skills such as critical thinking and problem-solving. Students who perform well on AP exams can earn college credit, potentially saving time and money. Research suggests that students who have completed AP coursework, regardless of their score on the AP exam, are more ready for college-level course work. At KIPP Colorado, all students enrolled in AP courses are expected to take the AP exam. Students may be charged exam fees for late or missing exams.

High School Grading

At KIPP Colorado high schools, we have built grading policies designed to build students' academic skills and confidence to pursue college and career. Our grading practices are built upon the following beliefs:

- **Mastery Matters:** Our graded assignments reflect mastery of the curriculum rather than effort.
- **Fairness and Transparency:** Grades should be updated regularly and available for student and family reference. Students are encouraged to monitor their grades and take ownership for achieving passing grades.
- **Continuous Learning:** Students have multiple opportunities to master material and re-assess on critical content. Teachers may set reasonable deadlines for the completion of make-up work or reassessments.

Special Education

For students with disabilities who are supported through an IEP or Section 504 plan, additional considerations for grading may need to be considered in accordance with the student's documented needs. This may include but is not limited to exemption from assignments, extended time for completion, additional opportunities to make-up work and accommodated weighting.

High School Grading Scale

All high schools will implement the KIPP Colorado Grading Scale below. This scale is aligned with all KIPP Public Schools High Schools across the country. Students receive GPA points based on their letter grade. AP Courses have an additional 1.0 GPA value.

Letter Grade	Threshold	GPA Points
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
F (67-69)	67-69	1.33
F (63-66)	63-66	1.0
F (60-62)	60-62	.67
F-	0-59.9%	0

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, measles, mumps, rubella, and varicella. These requirements can be waived only if a properly signed health or

religious exemption is filed with the school. Please note that Colorado law requires an online education module be completed by a parent/guardian each year in order to receive a non-medical exemption to immunizations.

KIPP Colorado Public Schools will follow the DPS 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 received. 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 the disclosure of personally identifiable information from 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.

Student Google Account Data Retention & Privacy

KIPP's complete Student Google Account Data Retention and Privacy policy can be found [here](#). KIPP Colorado retains student Google account data for 2 years after a student leaves the Network, with permanent deletion occurring each June after that window closes. Graduating students retain email access for 1 year post-graduation, after which all data is permanently and securely deleted. Students in grades K-8 have their Google passwords set and managed by KIPP, while students in grades 9-12 are required to set their own password upon their first login each school year.

Family Educational Rights and Privacy Act (FERPA) Notice

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. FERPA affords parents and those students over the age of 18 ("eligible students") certain rights with respect to the student's education records. These rights include:

1. Access to student education records by parents and eligible students

A parent/guardian ("parent") or eligible student has the right to inspect and review a student's education records. However, the parent of an eligible student 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. Under FERPA, records requests must be fulfilled within 45 days. Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect to each school's Assistant Principal of Operations.

2. Request to amend student education records. A parent/guardian or eligible student may ask 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 FERPA and KIPP Colorado policy.

3. The right not to have records disclosed without consent if the record includes personally identifiable information (PII) from the student's education records, except in those cases in which FERPA permits disclosure without consent. With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written consent from a student's parent or the eligible student. 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 any party who does not qualify as a school official, unless the disclosure is otherwise permitted under FERPA – including through properly obtained written parental consent in accordance with FERPA guidelines.

FERPA Notice and Consent for Directory Information

FERPA also permits the School to disclose appropriately designated "directory information" unless a parent objects to just disclosure. Colorado law, however, requires consent to disclosure of "directory information." **Each year, KIPP Colorado parents/guardians can give or deny consent to the disclosure of**

this “directory information” when they fill out the annual form. The primary purpose of directory information is to allow the School to include this type of information from your child’s education records in certain school publications available to the public. Examples include:

- A playbill, showing your student’s role in a drama production;
- An annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as those showing weight and height of team members.

Directory information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, for students who are in seventh or higher grades KIPP Colorado can be required to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised KIPP Colorado that they do not want their student’s information disclosed without their prior written consent.

KIPP Colorado has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Grade level
- Photograph
- Date of birth
- Dates of attendance
- Participation in officially recognized activities and sports • Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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.

PPRA NOTICE

The Protection of Pupil Rights Amendment (PPRA) and Colorado law afford parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility, or social security number.

Receive notice and an opportunity to opt a student out of such surveys and:

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 37
2. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and in a timely manner –

1. Surveys of students covered by the PPRA;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Should the School undertake a survey or activity covered by PPRA, it will provide appropriate advance notice and opportunity to opt out, as required by law, at that time. The School may unilaterally undertake formal threat assessments or suicide assessments, report suspected child abuse or neglect, perform routine health screening required by law, administer educational exams, and allow journalism students to conduct surveys under teacher supervision.

VIOLATIONS OF FERPA OR PPRA

If you believe FERPA or PPRA have been violated you are, of course, welcome to bring this to the KIPP Colorado's attention. You also have the right to file a complaint with the U.S. Department of Education. The name and address of the Office that administers FERPA and PPRA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

COLORADO OPEN RECORDS ACT (CORA)

KIPP Colorado is committed to the guiding principles of openness, transparency, accountability and responsiveness and compliance with all applicable laws, including Colorado's Open Records Act, C.R.S. § 24-72-201 to 206. KIPP Colorado's CORA policy can be found [here](#).

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 (with the exception of high school off campus lunch), unless given permission to do 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 event in order for the student to be permitted to participate. Field trips and other

off-campus trips are privileges; no student has the absolute right to participate in a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

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. Schools will provide further details on the process for early release or late arrival to school.

Students who are aged 13 or older may be dismissed from school with approval from an adult listed in Infinite Campus. It is required that this phone call goes directly to the front office phone and the person calling is verified by Operations Staff. Students who are under 13 years old must be picked up in person by an approved party.

Off Campus Lunch

Off campus lunch is only permitted for students at KIPP Denver Collegiate and KIPP Northeast Denver Leadership Academy. Students must have written permission from their guardian before participating in off campus lunch. Students must return to campus and uphold all KIPP Colorado expectations to continue with off campus lunch. Failure to do so will result in removal of off campus privileges.

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.

School	Main Line Number
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	(303) 623-5772
KIPP Sunshine Peak Academy	(303) 623-5772
KIPP Denver Collegiate High School	(303) 922-5324

Student Drivers

Any high school student who wishes to park on campus must apply for a parking pass through the campus' Front Office by bringing copies of: his or her 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 parking pass must clearly be displayed when a student's 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, as well as any unauthorized vehicle, may be towed at the owner's expense. The privilege of parking on campus can be revoked at any time and without prior infractions, as determined by campus leadership. 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 previously attended 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 or departure from KIPP Colorado.

Loitering on campus by non-students is prohibited.

Student Commerce

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

Mandated Reporting

All school personnel are mandated reporters. Mandated reporters are legally required to report 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 DPS' 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 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 DPS' 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 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 DPS. 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 staff may not allow students or recent alumni (college age or younger) to ride in the KIPP staff member's personal cars. However, permissible exceptions may occur when:

- (1) the KIPP staff is also the parent of the student,
- (2) when the KIPP staff drives an activities carpool on the weekend or 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 staff 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 are subject to and must comply with DPS Board of Education Policies as published on the DPS website (<https://go.boarddocs.com/co/dpsk12/Board.nsf/Public>). Should any KIPP Colorado policy or practice be found to conflict with DPS policy, KIPP Colorado will promptly revert to and follow the published DPS policy.

Click [here](#) to view the current Denver Public Schools Discipline Matrix.

AI Acceptable Use Policy

AI Definition:

Artificial Intelligence (AI) refers to computer systems that can perform tasks typically requiring human intelligence, such as understanding language, recognizing patterns, and solving problems. Generative AI (GenAI) is a type of AI focused on predicting the next thing (word, pixel, token, or code) using training. Generative AI creates new content (text, images, code) based on patterns learned from existing data.

AI at KIPP: Colorado

AI will have far reaching implications for education and work over the next decade and beyond. At KIPP we are preparing students to be able to create the future they want for themselves and their community. The ability to leverage AI, has the potential to empower our students to be better at creating the world they want. However, It also has the potential to undermine critical thinking and create overreliance on technology.

At KIPP Colorado, we are committed to:

- Using AI safely and responsibly
- Working to identify where AI should not be used
- Think critically about how AI works
- Being creative and focused on the human advantage^[1] when using AI

In some spaces, leveraging AI will make sense, in others, focusing on only human work will also be important. Because AI can be supportive in some places and not in others, we encourage students, teachers, and school leaders to communicate expectations clearly. Students are expected to communicate transparently with their teachers about their use of AI, and are responsible for producing work that reflects their own work and thinking. Because AI is simply predicting text, **it is often wrong**. We are all responsible for what we build with AI. Always review and edit any content built in collaboration with AI.

Acceptable use of AI:

- When permitted by a teacher, students are allowed to use AI as a tool in learning. This means starting with student thinking and leveraging AI to increase the quality of thinking and output. If there is no explicit permission, it should be assumed AI use is **not** allowed.
 - Starting with a question and leveraging AI and traditional search as a research partner.
 - Using AI for feedback on student-created work. Do the work and then leverage AI for feedback on the work.
 - Understanding complex topics by prompting for different explanations.
 - Practicing a skill, such as coding, by working with AI for practice.
 - Creating outputs, with original human thinking, like a website or presentation with AI, and human editing.

Prohibited uses of AI:

- Anytime a teacher has not given explicit permission to use an AI tool.
- Plagiarism or academic dishonesty. Presenting AI work as your own is not permitted.
 - We expect students to be honest and transparent about AI use. This is a new technology, and we are all learning together how to navigate it.
 - Always ask for clarification if you are unsure.
- Unauthorized use on assessments. Using AI on tests, quizzes, or other assessments without express permission from the teacher is prohibited.
- Sharing Personal or Private Information (PII) is strictly prohibited. The entry of Personally Identifiable Information (PII) into free or public-facing AI tools, including names, addresses, passwords, or any other private data about yourself, students, families, or KIPP staff, is prohibited.
- Creating harmful or inappropriate content.
- Impersonation or misinformation created with AI is strictly prohibited.

Personally Identifiable Information (PII)

Use of PII is governed by our Information Privacy and Student Records policy. Students and family members should NEVER put private information of students, staff or anyone else into AI tools.

Digital Citizenship

We expect KIPP students and families to practice positive digital citizenship. Students and families are required to adhere to the Internet Safety and Acceptable Use Policy, applicable to AI Policy at KIPP: Colorado. Students are fully responsible for the accuracy, quality, and integrity of their submitted work, even when using AI collaboration tools. These tools can make mistakes or provide biased answers.

- Always communicate with your teacher first
- Start with YOUR ideas
- Check all work that involves any AI for mistakes
- Never share private information
- Document AI use in the way your teacher expects

Living Policy

Technology is changing faster than ever. This policy will need to be updated as technological change happens. KIPP Colorado is committed to supporting our community in this fast-changing time to leverage AI as a powerful tool where appropriate and to empower our community to only use their unique human advantage where appropriate. We will update this policy as needed during the 2026-2027 school year and beyond.

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. In addition, KIPP Colorado policy is aligned with [HB25-1135](#) in ensuring that student communication devices are not permitted during instructional periods of the school day. Our

Communication Device Policy is below:

- 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 (for high school), and lunch / recess (for high school).
- To maintain our focus on learning, students should not bring toys to school. If a student chooses to bring a toy or personal electronic device to school she/he accepts the risk.
- 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 who require a communication device during the school day as an ADA accommodation, as specified in an IEP or Section 504 plan, or to monitor a medical condition will be permitted to possess and use one.

Students should also refrain from bringing electronics, cash, sentimental items, toys, and other personal property to school unless their teacher has extended special permission to do so. At all times, students are to keep track of all of their personal property, including glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property.

While KIPP Colorado is not responsible for students' lost or stolen property, an effort is made to assist students in the recovery of lost or stolen property. Any valuables should be turned in and claimed in the main office. Students are strongly encouraged to leave valuable items at home.

Habitually Disruptive Students

Per DPS policy JK-R, a "habitually disruptive student" is a child in grades 4 to 12 who has been suspended out-of-school three (3) times in a single school year for causing a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events.

When an incident is being counted toward a habitually disruptive student determination, the school must consider whether a change in the student's schedule would help address the disruptive behavior. Further, the student and parent/guardian must be notified in writing of each suspension counted toward the habitually disruptive designation. Separately, the student and parent/guardian must be notified - in writing and by telephone or other means at the home or the parent's place of employment - of the definition of "habitually disruptive student" and the possible consequence of expulsion. All written notifications 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 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:
 1. The restraint procedures (including types of restraints) that might be used;
 2. Specific circumstances in which restraint might be used; and
 3. 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 locations are school property, not student property, and students do not have a 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 MDR is a meeting where the team (IEP or 504) reviews relevant educational data to determine if the behavior being disciplined 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 the child:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

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, diversity, location, sense of belonging)	I know what I want from a postsecondary experience. These education and training programs would support my desired 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	These education and training programs are strong matches to my academic profile.			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 students' 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 smart financial decisions when deciding on a college option.

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 to regional institutions 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.

Graduation Policies

The following criteria shall entitle a student to a high school diploma from KIPP Colorado Schools:

- **Successful completion of 24 units of credit** (in the prescribed categories listed below, including and in addition to successful completion of any school or program-specific requirements which have been approved by the District and KIPP Colorado Schools). A Unit of Credit is defined as the amount of credit earned toward graduation following demonstration of district identified competencies. Successful completion is defined as a passing grade or score.

- **Achievement in the Colorado Academic Standards** as demonstrated by mastery of appropriate grade-level courses or competencies
- **Minimum Requirements for a High School Diploma:**
 - English* 4 units
 - Math* 4 units
 - Science* 4 units (of which up to 2 can be science elective and 2 must be lab based)
 - Social Studies* 4 units (to include .5 unit of Civics)
 - Comprehensive Health and PE* 1 Unit
 - Approved Electives* 7 units
 - Or 1 unit of PE AND .5 units Health

KIPP Colorado High Schools will offer world languages and other specific courses necessary to meet higher education admission requirements for the institutions of their choice.

- **Demonstration of College and Career Readiness in English and Math** through one or more of the approved options in the DPS Approved Menu of Options as illustrated below.

Competency Option	English Minimum Score	Math Minimum Score
Accuplacer Next Generation	241 (Reading) OR 236 (Writing)	2245 (Advanced Algebra & Functions / AAF) to 230 (Advanced Algebra & Functions)
American College Testing (ACT)	18	19
Advanced Placement (AP)*	2	2
Scholastic Aptitude Test (SAT)	470	480
Concurrent Enrollment (only as offered by school)	Passing grade (C- or higher) per district and higher education policy	Passing grade (C- or higher) per district and higher education policy
Comprehensive Demonstrations		
DPS Capstone	Qualifying score	Qualifying score
DPS Transition Readiness Capstone	Successful Completion	Successful Completion

The menu is subject to change and revision from the state. When changes are

made, KIPP Colorado Schools will update its policy to ensure adherence to the state's guidelines.

The school will use the minimum thresholds established in DPS Policy IKF and IKF-R for demonstrating competency on these assessments.

The following assessments/menu items will not be used at the school to demonstrate competency:

International Baccalaureate

- **Completion of the requirements and goals as listed on a student's Individual Career and Academic Plan (ICAP) and/or Individualized Education Plan (IEP) which may include modified content standards.**

Units of Credit earned from Outside Institutions, Home-Based Programs, or Independent Study:

- Students entering from outside KIPP Colorado Schools must meet the KIPP Colorado Schools requirements to receive a high school diploma. Requirements for students with disabilities will align with DPS requirements at a minimum for high school diploma. The principal or principal's designee shall determine whether credit toward course unit requirements shall be granted for course content/units taken outside KIPP Colorado Schools.
- KIPP Colorado Schools shall accept the transcripts from a home-based educational program. In order to determine whether the course content/units and grades earned are consistent with district and KIPP Colorado Schools requirements and standards, KIPP Colorado Schools shall require submission of the student's work or other proof of academic performance for each course unit for which credit toward graduation is sought. In addition, KIPP Colorado Schools may administer testing to the student to verify the accuracy of the student's transcripts.
- Students who wish to obtain credit from outside institutions or programs, work experience, independent study, work based study, community service, capstone or certification programs, must meet the unit competencies appropriate to the credit type, and must receive approval from the school principal or principal's designee.

Students with Individualized Education Plans:

- Students with disabilities will be provided access to all graduation pathways and the opportunity to earn a diploma. The student's IEP team will make an individualized decision regarding successful completion of

unit credits for graduation. The Individualized Education Plan (IEP) will describe the course of study, the specially designed instruction, and the accommodations and the modifications that will enable the student to demonstrate proficiency of the standards and achieve their post-secondary goals. Unit credits and competency demonstrations, at a minimum, must meet Denver Public School's graduation requirements. In addition, if there is a student with an IEP who is new to KIPP Colorado and transfers to the school, all scheduling and program needs are to be determined and driven by the IEP team and student needs. All student waivers must be recorded in a student's cumulative file.

Years of Attendance:

While most students benefit from four years of high school experience, some students require differentiated lengths of time to meet the graduation requirements. Therefore, in accordance with DPS's High School Procedures Guide, a student may graduate early provided the student has met all district graduation requirements. In addition, KIPP Colorado and DPS will support students who may require more time to meet graduation requirements up to age 21, as well as allow students to remain enrolled to pursue ASCENT. See DPS policies IKE, IKE-R.

Participation in Graduation Ceremonies: Students who have met the criteria listed above will receive a diploma through KIPP Colorado. Campus leaders reserve the right to set additional requirements for participation in graduation and senior activities (for example: Graduation Ceremonies, Summit to Success, and Prom) including attendance requirements, behavior expectations, and credit acquisition deadlines.

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

KIPP Colorado's state child care license and Denver Department of Business and Excise license are posted at the facility 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:

1. **The center's purpose and its philosophy on child care.** 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.
2. **The ages of children accepted.** 4 years -6 years. Children must be 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.
 1. KIPP Northeast Elementary- 4 years
3. **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 7 hours per day Monday through Friday except for predetermined days for Professional Learning. Specific hours of operation are determined by the individual school. Holidays and Planning Days are determined by the school calendar.
4. **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.
5. **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 the DPS registration process and pursuant to 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.

6. **Itemized fee schedule.** ECE student tuition is determined by a sliding fee scale based on Colorado's Universal Preschool Program requirements, hours enrolled, special education requirements, family size, and income. Each applicant is given a copy of the [fee scale](#) at the time of application.
7. **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 will use reasonable accountability procedures at all times.
8. **The center's procedure on guidance, positive instruction, supporting positive behaviors, discipline and consequences, including how the center will:**
 1. 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
 2. 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.
 3. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. Individual schools use various approaches to support social/emotional competence including CLASS, Second Step, and Conscious Discipline.
 4. Provide individualized social and emotional intervention support 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 the DPS Discipline Matrix (linked above). the school uses guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.

5. Access an early childhood mental health consultant or other specialist as needed. The school can assist with helping to address significant behavior needs of ECE students.
9. **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.
10. **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.
11. **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. KIPP Colorado 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.
12. **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 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, 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.
13. **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 may ride a bus to and from school on a daily basis unless their parent/guardian applies for and is granted an exception.

14. **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.
15. **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 will be a fully background-checked person to care for them or the children will be cared for in the classroom by a qualified ECE staff member until parents can be reached.
16. **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.
17. **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."** KIPP Colorado'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.
18. **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. The ECE program and KIPP

Colorado are not responsible for any personal belongings, valuables, or money that are lost, stolen, or otherwise damaged at school.

19. **Meals and snacks.** Meals and snacks are nutritious and either determined by program requirements or can be site-based choices.
20. **Diapering and toilet training.** Children enrolling in 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.
21. **Visitors to the center.** Per DPS 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.
22. **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.
23. **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.
24. **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
25. **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:

1. 3 consecutive days.....teacher calls the home
2. 5 consecutive days.....refer to social worker
3. 10 consecutive days..... the child may need to be dropped from the program and replaced with a child on the waiting list (based on applicable policy).

26. **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 the DPS Discipline Matrix. The Office of Social Emotional Learning can answer questions related to this policy. The Division of Student Services can assist to address significant behavior needs of ECE students. Prior to any out-of-school suspension, principals are required to consult the Managing Director of Schools:ECE-8. 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, DPS. 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 school 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) school 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 table below 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:

- Describe the incident, decision or practice that gave rise to the complaint;

- If possible, cite the policy, procedure, or contract that has been violated and/or the rationale for the concern;
- Describe what conflict resolution strategies were attempted via steps one and two; and
- 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 on the substance of the grievance in light of the evidence given. A written determination will be given to the grievant within 30 calendar 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 calendar 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.*

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

**Screen reader-friendly version:*

If there is a disagreement with the Teacher, Assistant Principal, or School Office Staff, escalate to the Principal, then the Managing Director, then the Chief Schools and Program Officer, then the Chief Executive Officer, then the KIPP Colorado Board of Directors.

If there is a disagreement with the Principal, elevate to the Managing Director, then the Chief Schools and Program Officer, then the Chief Executive Officer, then the KIPP Colorado Board of Directors.

If there is a disagreement with the Managing Director, elevate to the Chief Schools and Program Officer, then the Chief Executive Officer, then the KIPP Colorado Board of Directors.

If there is a disagreement with an Executive Team member, elevate to the Chief Executive Officer, then to the KIPP Colorado Board of Directors.

If there is a disagreement with the Chief Executive Officer, elevate to the KIPP Colorado Board of Directors.

Principal, [KIPP Northeast Elementary]: Maria Mun, mmun@kippcolorado.org

Principal, [KIPP Northeast Denver Middle School]: Cristina Bissell,
cbissell@kippcolorado.org

Principal, [KIPP Northeast Denver Leadership Academy]: Jay Gordon,
jgordon@kippcolorado.org

Principal, [KIPP Sunshine Peak Elementary]: Jessica Huston,
jhuston@kippcolorado.org

Principal, [KIPP Sunshine Peak Academy]: Prudence Daniels,
prudence.daniels@kippcolorado.org

Principal, [KIPP Denver Collegiate High School]: Lauren Abuhadema,
labuhadema@kippcolorado.org

Managing Director of School Leadership, [KIPP Colorado Public Schools]: Jen Jackson,
jjackson@kippcolorado.org

Chief Schools & Program Officer, [KIPP Colorado Public Schools]: Chase Sander,
csander@kippcolorado.org

Chief Executive Officer, [KIPP Colorado Public Schools]: Tomi Amos,
tamos@kippcolorado.org

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

General Policies

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 principal. The school principal will investigate the complaint. If a violation of rights is established, the school principal will take appropriate corrective action. If a member of the school community believes he/she has had his/her rights are violated by the principal, if there is a conflict of interest with raising the complaint with the principal, 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.

Chosen Names

KIPP Colorado strives to create a safe and welcoming environment for staff and students to be who they are and express their gender identity openly. We recognize that for some students, their legal names and their pronouns may not reflect who they are. For this reason, we welcome and support the use of chosen and "declared names." KIPP Colorado, in accordance with Colorado law, expects that staff members address students by their declared personal pronouns and/or name.

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 policies or 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.

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

KIPP Colorado Public Schools aims to provide a safe learning and working environment that is free from sex-based discrimination and sexual harassment for students, team members, and community members. KIPP Colorado has adopted procedures to ensure prompt and equitable resolution of all such complaints.

KIPP Colorado does not discriminate on the basis of sex in any education program or activity it operates, in admissions to those programs or activities, or in employment, which includes a prohibition against sexual harassment. KIPP Colorado prohibits sexual harassment under Colorado and federal law, including violations of Title IX of the Education Amendments of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964, and the Colorado Anti-Discrimination Act. KIPP's prohibition extends to all forms of illegal sexual harassment, including conduct based on sexual stereotypes, sexual orientation, and transgender status.

KIPP Colorado's Title IX Coordinator, Dela Fyfe, is available to receive at any time a report of sexual harassment (whether or not by the person alleged to be the victim). She may be contacted at: dfyfe@kippcolorado.org, 720-630-3340, or 1390 Lawrence St, Suite 200, Denver, CO 80204.

A more detailed copy of KIPP Colorado's policies and procedures, as well as training materials used by KIPP to comply with Title IX training requirements, can be accessed [here](#).

Custody & Divorcing/Separating

Caregivers policy of No Involvement in Domestic Disputes

KIPP Colorado Public Schools does not become involved in domestic matters, 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.

Parent Right to Know Act

As a parent of a student at KIPP Colorado, you have the right to know the professional qualifications of the classroom teacher who instructs your child. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your students' classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teaching assistants or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact your school's Principal if you would like to receive any of this information.

Provision of School Counseling Services

The school counseling program at KIPP Colorado is a comprehensive, preventative, developmental program that serves the academic, social/personal, and career needs of all students in the community. The school counselors may utilize assessment, individual counseling, group counseling, crisis intervention, and/or referrals to outside providers (therapists, psychiatrists, social workers, community organizations, and others) in order to best serve the needs of students. School counseling is not intended as a substitute for psychological counseling, diagnosis, and/or medication; rather, it is intended to provide supportive and short-term counseling support for students, typically in conjunction with additional services and supports established outside of the school environment.

The school counselors recognize that providing such services to students in the school setting requires collaboration with students' parents and/or guardians as appropriate, as is outlined in the American School Counseling Association (ASCA) Ethical Standards for School Counselors. As such, the school counselors make every effort to communicate and collaborate with parents as appropriate. The school counselors may also communicate with the student's teachers and/or administrators on an as-needed basis to better support the student within the school environment.

In order to establish trust with the student, the school counselors may opt to keep some information confidential, with some possible exceptions. The school counselors are required by law to communicate with parents and/or other entities in the following circumstances:

- Presenting danger to self and/or others
- Evidence or disclosure of abuse (physical, emotional, and/or sexual) and/or neglect
- Threats to school security
- The school counselors will notify students of confidentiality and the limits therein at the time of the initial counseling session.

