KIPP SoCal PUBLIC SCHOOLS

Family Handbook
2019-2020

KIPP ILUMINAR ACADEMY
imagination ignited

Dear Families,

Please use this handbook as a resource for you and your child(ren). We want to ensure that you and your family understand the procedures and policies in place at KIPP: Iluminar Academy that help us to provide consistency and safety, as well as a well-balanced education for your child(ren).

As a Trauma Informed School, we have created policies and procedures that understand the impact that intense stress and trauma may have on children's abilities to regulate their emotions, behavior and ultimately learn. Our staff has been provided with training on the effects of trauma on children and we are committed to using classroom approaches such as mindfulness, coping and social skills lessons, and counseling support for students to obtain the skills and knowledge necessary to thrive in school and in life. A positive and safe school climate improves students' ability to learn and grow. It is up to all students, families, teachers and staff to adhere to policies and procedures outlined in this handbook in order to create a nurturing environment where students are excited to learn.

We hope this handbook helps to answer any questions you may have. If you have other questions, please call the school and we will be happy to assist you in any way that we can. Please sign and return the last page of this handbook to acknowledge that you have read and discussed this handbook with your child(ren) no later than **Thursday, August 29th.**

Thank you for your continued support and we welcome you to the new school year!

Sincerely,

Tania Hernández
School Leader

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Welcome to KIPP

KIPP stands for the Knowledge is Power Program. KIPP: Iluminar Academy (KIA) is part of a national network of schools that prepare students for high school, college, and the world beyond.

KIPP Iluminar Academy's Vision Statement

We believe that equal opportunity in education means our students must be given the opportunity to "think and act for themselves". We truly believe that it is our job to create classrooms that inspire innovation in our students, not only to make sure our students are successful in college, but also to make sure that they continue to make our world a better place. Inspiring innovation will require us as a staff to be innovative in our practices. Our vision will be key to "light the way" to make all of this happen:

KIPP Iluminar's Vision Statement	At KIPP: Iluminar Academy we believe that the complexities of our world will require our children to brighten our future with critical thought and imagination. Through **rigorous teaching and learning**, **collaborative character development**, and **arts-based learning experiences**, our children will become **innovative** individuals that take risks for the good of our collective community and persevere as they seek knowledge through college and beyond.

Core Beliefs

- Learning
- Character Development
- The Arts

Culture of Innovation

We will call our students innovators, because we believe that in order for our students to be successful in the future they need to be innovative. We define innovator as:

A risk-taker who takes the initiative needed to apply their learning and imagination to create something new for the good of our collective community.

Character Strengths

At KIA we believe that school is a place where students will grow academically while also growing their character. We use the following character strengths to guide our character education:

- Love
- Grit
- Zest
- Self-Control
- Curiosity

By valuing character education our students leave KIPP Iluminar Academy with confidence, self-awareness, and a respect for others.

KIPP SoCal Public Schools

KIPP SoCal Public Schools is a regional network of 19 schools operating in the Los Angeles and San Diego area.

KIPP SoCal Public Schools Directory

Schools School Success Team
3601 E. First Street
Los Angeles, CA 90063
(213) 489-4461

KIPP Academy of Innovation (Grades 5-8)
4240 E. Olympic Blvd
Los Angeles, CA 90023

KIPP Academy of Opportunity (Grades 5-8)
8500 S. Figueroa
Los Angeles, CA 90003

KIPP Adelante Preparatory Academy (Grades 5-8)
1475 Sixth Ave
San Diego, CA 92101

KIPP Compton Community School (Grades TK-1)

13305 S San Pedro St
Los Angeles, CA 90061

KIPP Corazón Academy (Grades TK-6)
9325 Long Beach Blvd.
South Gate, CA 90280

KIPP Comienza Community Prep (Grades 8)
6348 Seville Avenue,
Huntington Park, CA 90255

KIPP Comienza Community Prep (Grades 5-7)
6410 Rita Avenue
Huntington Park, CA 90255

KIPP Comienza Community Prep (Grades TK-4)
7300 Roseberry Ave
Huntington Park, CA 90255

KIPP Empower Academy (Grades TK-4)
8466 S. Figueroa
Los Angeles, CA 90003

KIPP Iluminar Academy (Grades TK - 4)
4800 E Cesar Chavez Ave.
Los Angeles, CA 90022

KIPP Ignite Academy (Grades TK-1)
9110 S. Central Avenue,
Los Angeles, CA 90002

KIPP Ignite Academy (Grade 2-4)
1963 E. 103rd St.
Los Angeles, CA 90002

KIPP LA Prep (Grades 5-8)
2810 Whittier Blvd
Los Angeles, CA 90023

KIPP Philosophers Academy (Grades 5-8)
8300 South Central Ave
Los Angeles, CA 90001

KIPP Promesa Prep (Grades TK-2)
207 South Dacotah
Los Angeles, CA 90063

KIPP Promesa Prep (Grades 3-4)

5156 Whittier Blvd.
Los Angeles, CA 90022

KIPP Pueblo Unido (Grades TK-K)
3759 E 57th St
Maywood, CA 90270

KIPP Raíces Academy (Grades TK - 4)
668 South Atlantic Blvd.
Los Angeles, CA 90022

KIPP Scholar Academy (Grades 5-7)
1729 West Martin Luther King Blvd.
Los Angeles, CA 90062

KIPP Scholar Academy (Grades 6-8)
1722 W Martin Luther King Blvd.
Los Angeles, CA 90062

KIPP Sol Academy (Grades 5-8)
4800 E Cesar Chavez Ave.
Los Angeles, CA 90022

KIPP Vida Prep (Grades TK - 4)
4410 S. Budlong Ave.
Los Angeles, CA 90037

KIPP SoCal Public Schools Schools Board Meetings
September 18, 2019 (in San Diego)
December 4, 2019
March 18, 2020
June 17, 2020

KIPP SoCal Public Schools Schools Board Members
Julie Miller, Board Chair
Luis Rodriguez, Vice Chair
Heather Lord, Board Secretary
Margie Armona
Carlos Bermudez
Randy Bishop
Mel Carlisle
Phil Feder
Lynn Jacobson
E.J. Kavounas
Mike Montoya
Norma Parraz
Frank Reddick

KIPP SoCal Public Schools CEO
Marcia Aaron
3601 E. First Street
Los Angeles, CA 90063
(213) 489-4461

Attendance

Policy

Attendance is key to learning and is therefore **mandatory**. There is a direct link between poor attendance and poor performance in school. All students are expected to be on time and present for the entire day, in order not to lose valuable instructional time. The instructional day begins at 7:45 AM, therefore students are tardy starting at 7:45 AM and truant starting at 8:15 AM (please see below for more information on tardiness and truancies). Breakfast begins at 7:15 AM, and dismissal is at 4:00 PM Tuesday- Friday and 1:00PM on Monday. If a student is going to be absent, leave early, or arrive late, the family must notify the teacher and office in advance. A pattern of excessive absences, tardies, or truancies will result in various levels of intervention (please see the section below for more on attendance interventions).

Procedures

1. The school will maintain day-by-day record of each student's attendance and tardies.
2. Parents/Guardians must notify the school when their son/daughter will be absent. **The reason for the absence should be documented, in writing, by the parent or guardian within 24 hours of the student's return to school.** Notes submitted after 24 hours of a student's return to school will not be accepted.
3. Upon returning to school after being absent, the student shall be permitted to return to class.

Legally Excused Absences/Tardies/Truancies

Our school will excuse absences, tardies, and truancies for the following reasons:

- Illness or injury of pupil
- Illness or medical appointment of a child (only when the pupil is with the custodial parent)
- For the purposes of attending a naturalization ceremony (only for the pupil's own naturalization ceremony)
- Funeral of immediate family member (may include any relative residing with the pupil) - 1 day: in-state - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine - Exclusion from school because student is either the carrier of a contagious disease or not immunized for contagious disease

(Requiring Administrator Approval) For justifiable personal reasons including, not limited to:

- Active military duty in combat zone (immediate family member; maximum 3 days)
- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- To fulfill employment assignment in the entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Medical exclusion or exemption
- Observance of religious holiday or ceremony or Religious instruction (no more than 4 days per school month)
- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)
- "Take Your Child to Work Day"

Please note that these are the only reasons that will not trigger a Truancy Letter and other forms of intervention.

Examples of **unexcused** absences, tardies, and truancies are:

- Transportation problems
- Vacations or trips
- Weather Conditions
- Running errands for family
- Babysitting

Make-up Work

Students who are absent, tardy, or truant from school for any of the excused reasons stated under "Legally Excused Absences/Tardies/Truancies," including suspension, shall be allowed to complete all assignments and tests (time allotted will be at teacher's discretion). Upon satisfactory completion, the student shall be given full credit for completed work.

Tardies

A student who arrives to school after 7:45 AM, but before 8:15 AM, is tardy. Tardy students are required to obtain a "Tardy Pass" from the school office before proceeding to the classroom. Tardy students entering the classroom late, without a pass, will be directed to return to the office to check-in and obtain the admission documents in accordance with our attendance procedures.

Truancy

In accordance with California Education Code (E.C. 48260-48263.6), a student who misses 30 or more minutes of the school day without a valid excuse (including absences) is considered truant. A "truancy event" occurs each time a student misses 30 or more minutes of the school day without a valid excuse (please see the section above on legally excused absences/tardies/truancies). After three truancy events, a student is considered **habitually truant**. Once a student becomes habitually truant, or shows early warning signs of habitual truancy, we will initiate various forms of intervention to help improve

attendance and remove barriers to missing school. Please see the section on attendance interventions below.

Chronic Absenteeism

A student who misses 10% or more of school days, **regardless of whether the absences are excused or unexcused, or if the student is suspended**, is considered chronically absent. Chronic absenteeism is linked with poor student performance, low academic engagement, and increased risk of high school dropout. Many families are surprised to learn that **missing just two days of school per month can lead to a student becoming chronically absent!** Over the course of the school year (180 days), a student cannot miss more than 17 total days in order to not be chronically absent. We are committed to partnering with families to prevent chronic absenteeism. When a student becomes, or is at risk of becoming, chronically absent, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school. Please see the section on attendance interventions below.

Attendance Interventions

As part of our efforts to ensure students come to school on-time, everyday, we will utilize the following intervention efforts for students who are, or at risk of becoming, habitually truant or chronically absent. Forms of intervention include, but are not limited to:

- Phone calls home when students are absent or truant,
- Letters home when a student has three or more truancy events ("Truancy Letters"), misses 10% or more of school days ("Chronic Absentee Letters"), or is at risk of either,
- A mandatory meeting between school personnel, the pupil's parent or guardian, and the pupil (when the pupil's attendance is deemed appropriate),
- Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the pupil and his or her parents, guardians, or caregivers,
- Participation in school-based attendance intervention groups to identify challenges in getting to school, motivation at school, goal setting, education about the importance of attendance and academic impacts,
- Referral to school counselor or school counseling intern for case management and counseling,
- A home visit to identify and support family needs and provide connections to community resources with the goal of increasing attendance,
- Referral to a and mandatory participation in School Attendance Review Board (SARB),
- Collaboration with child welfare services, law enforcement, courts, public health care agencies, or government agencies, or medical, mental health, and oral health care providers to receive necessary services,
- Grade level retention,
- Referral to Los Angeles City Attorney Truancy Court,
- Referral to the Los Angeles County Office of Education (LACOE) for legal action and possible withdrawal of student from his/her school of enrollment.

Support outstanding school attendance at home by:

- Making sure your child gets enough sleep and a nutritious breakfast each day

- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education - by law all students must attend school daily and on time Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance

Arrival/Dismissal

Arrival

Students are expected to arrive no later than 7:45am. Drop off begins at 7:15am. Breakfast is served from 7:15am to 7:45am. All students must be accompanied by an adult to our arrival gate. Students who arrive after 7:45am are considered tardy. Starting at 7:45am, Tardy students must be brought to the office by their parent for a tardy slip before going to class.

Morning Supervision

Supervision is unavailable before 7:15am, so children will not be allowed to enter the building before then. Parents are not allowed to drop their child off early to wait at the front gate unsupervised. KIPP Iluminar Academy is not responsible for children dropped off before the supervision times. The morning schedule is as follows:

7:15-7:35am	Breakfast and supervised arrival, breakfast is being served.
7:35am	Breakfast ends
7:45-7:55am	Imaginations Ignite during Morning Round Up!
8:00am	Morning work begins in classrooms

Students who arrive after 8:15am are considered truant.

Dismissal

Tuesday-Friday Dismissal begins at 4:00pm. We allow a fifteen-minute grace period for all, which means all students must be picked up by 4:15pm. Monday dismissal begins at 1:00pm. The same fifteen-minute grace period applies on Mondays.

During dismissal, please note that all teachers and staff members are on duty. Each person on duty has an important role during dismissal time to ensure the safety of all of our students. Therefore, we ask that if you have questions for the teacher regarding anything besides dismissal, please bring them up at another time. We are eager to address parent questions and concerns, and will be sure to arrange time to speak with you.

Alcohol, Tobacco, Drugs and Violence-Prevention and Prohibition

KIPP SoCal Public Schools Schools does not tolerate the use, possession, distribution or sale of drugs, alcohol, tobacco, or related paraphernalia by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, tobacco, or related paraphernalia on campus and at school activities. In cooperation with local authorities and community agencies in disciplining students in violation, school administrators may use prevention-education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free. Smoking and the use of all tobacco products, alcohol or drugs shall be prohibited on all KIPP SoCal Public Schools Schools property. KIPP SoCal Public Schools Schools also prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all school property. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, such as suspension or expulsion, particularly because ENDS are considered drug paraphernalia, as defined by Education Code 48900 et. seq and 11014.5 of the Health and Safety Code. Parents and students are encouraged to seek assistance at their school site.

After School Program (only where applicable)

We are excited to offer our students an after school program at our school. The mission of after school time at KIPP SoCal Public Schools Schools supports our organization's mission of preparing kids for high school, college and life. Through quality academic assistance and enrichment opportunities our students will develop their passion and leadership skills.

Our After School Program is funded, in part, by the Afterschool Education and Safety (ASES) grant. This funding requires certain grant assurances to be met by our school and because of that we will have certain rules around enrollment, capacity and early releases that all families must comply with in order to keep our funding.

For more information on specific after school questions, please refer to the ASP Program Handbook.

Bullying and Hazing Policy

KIPP SoCal Public Schools Public Schools believes that all students have a right to a safe and healthy school environment. Our schools and communities have an obligation to promote mutual respect, tolerance, and acceptance.

KIPP SoCal Public Schools prohibits discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, sexuality, gender, or immigration status.

KIPP SoCal Public Schools shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

- In California:
    - All children have the right to a free public education.
    - All children ages 6 to 18 years must be enrolled in school.
    - All students and staff have the right to attend safe, secure, and peaceful schools.
    - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
    - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, sexuality, gender, religion, or immigration status, among other characteristics.

KIPP SoCal Public Schools shall inform students who are victims of hate crimes of their right to report such crimes.

KIPP SoCal Public Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

KIPP SoCal Public Schools requires students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Training Students, Teachers, and Staff on Anti-Bullying and Hazing Policy

To ensure that bullying does not occur on school campuses, KIPP SoCal Public Schools will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Questionning) Youth are particularly vulnerable to bullying and discrimination so to be proactive and prevantative, KIPP SoCal Public Schools has partnered with the LA LGBT Center to become an OUT for Safe Schools region. Staff are provided with information on how to support LGBTQ youth, be an ally and stop bullying when they see it. To learn more about OUT for Safe Schools™, review the section "Out for Safe Schools™".

KIPP SoCal Public Schools teachers and staff will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. They shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

KIPP SoCal Public Schools shall train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at

minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Investigations of Bullying and Hazing

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

KIPP SoCal Public Schools will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following:
    - All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
    - The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
    - Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

California Assessment of Student Performance and Progress (CAASPP) + MAP Testing

The California Assessment of Student Performance and Progress, or CAASPP is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor

student progress on an annual basis and ensure that all students leave high school ready for college and career. The CAASPP assessment system encompasses the following assessments:

- Smarter Balanced Summative Assessments for mathematics and English Language Arts (ELA) in grades three through eight and eleven.
- California Science Test (CAST) for Science in grades five, eight, and ten.
- California Alternate Assessment (CAA) for grades three through eight and eleven students in English Language Arts, mathematics and science.

Following spring 2019 CAASPP testing, individual student score reports will be sent home to parents. Student score reports will include an overall score and a description of the student's achievement level for ELA and mathematics.

Students in K-2 grade take the Measures of Academic Progress (MAP) during the school-year in Reading and Math. English Learners who have yet to be reclassified may take the MAP reading assessment.

Change of Residence Emergency Information

Change of Residence

It is the responsibility of parents, guardians or adult foster care caregiver to inform the school of any change of address, telephone number or emergency information. Any and all changes to emergency information must be made in person and only by the student's parent or legal guardian. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their child(ren).

Emergency Cards

Please ensure that your child's emergency card is on file and up-to-date at the front office, as students will only be released to individuals authorized to pick up and care for the student in an emergency situation. Additionally, the office will only release students to individuals who are 18 years or older. Students will only be released to a person listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis.

Cheating Policy

Any student who is found cheating will face disciplinary action. Any student caught cheating will receive a zero for that assignment.

Child Abuse

Reporting Requirements

Child abuse is any deliberate behavior that is inflicted onto a child from an adult. Examples of child abuse may include, but is not limited to, physical abuse, sexual abuse, including commercial sexual exploitation of a minor, neglect, willful cruelty, and mental suffering. Any KIPP SoCal Public Schools employee who has a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency (CPA): either the local police or Sheriff's Department, or the Department of Children and Family Services within 36 hours. Additionally, the CPA must be contacted immediately or as soon as practical via telephone. Suspected child abuse reports are confidential as to the identity of the employee making such a report.

Classroom Placement

Our school places students in heterogeneous classrooms. Classroom placements are determined by the school administration. Families may make requests, and we will do our best to honor requests, but these are not guaranteed.

Code of Conduct with Students

KIPP SoCal Public Schools is committed to ensuring that employees and all individuals who work with or have contact with students conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. KIPP SoCal Public Schools will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact with students. Parents or guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to the school administrator. Education Code Section 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. California law prohibits the use of corporal punishment against students. However, a teacher, assistant principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this Section are in addition to and do not supersede the provisions of Section 49000.

Comments, Concerns and Complaints Procedures

The following procedure outlines the steps to be used by a parent, guardian, or community member who has a suggestion, question, comment, concern or complaint about a KIPP SoCal school policy, team member or particular situation. KIPP SoCal Public Schools encourage families and team members to resolve problems collaboratively and respectfully. Teamwork, respect, and prompt resolution of conflicts are very important to KIPP SoCal Public Schools.

Resolution of questions, concerns, and complaints should always start with the individual team member or specific KIPP SoCal school in concern. If the question, concern, or complaint is unresolved, it is essential that the school leader is included in the resolution process.

Step 1: Contact the specific teacher, team member, or school administrator involved. Request to discuss over the phone or have a face-to-face conference at a time that is mutually agreeable. Remember that such meetings should not interfere with the teacher's instructional time nor disrupt the daily activities or schedule at the school.

Step 2: If the concern or complaint is not resolved in Step 1, the individual raising the concern or complaint may contact the School Leader. Be prepared to give specific details about the concern or complaint and steps that have already been taken to resolve the problem. The School Leader, Assistant School Leader, School Manager, and other members of school leadership will collaborate with the individual raising the concern or complaint to resolve the identified issue. School Leadership shall

consider all the facts and find an appropriate resolution of the concern or complaint.

Steps 1 and 2 will occur in less than thirty (30) days.

Step 3: If the individual raising the concern or complaint is dissatisfied with the School Leadership's decision, he/she may contact KIPP SoCal Public Schools' Chief Academic Officer. The Chief Academic Officer will collaborate with the individual raising the concern or complaint to resolve the identified issue. The Chief Academic Officer shall consider all the facts and find an appropriate resolution of the concern or complaint.

Step 4: If the concern or complaint is not resolved in Step 3, KIPP SoCal Public Schools' Leadership Team will meet to decide who on the Leadership Team will be best suited to handle this particular issue and set of circumstances. This Leadership Team member will collaborate with the individual raising the concern or complaint to resolve the identified issue. This Leadership Team member shall consider all the facts and find an appropriate resolution of the concern or complaint.

Steps 3 and 4 will occur in less than thirty (30) days.

Step 5: If the individual raising the concern or complaint is dissatisfied with KIPP SoCal Public Schools' Leadership Team's decision, he/she may contact KIPP SoCal Public Schools' Chief Executive Officer. The Chief Executive Officer will collaborate with the individual raising the concern or complaint to resolve the identified issue. The Chief Executive Officer shall consider all the facts and find an appropriate resolution of the concern or complaint.

Step 6: If the individual raising the concern or complaint is dissatisfied with the Chief Executive Director's decision, the individual may petition the KIPP SoCal Public Schools Board of Directors. If the Board receives a complaint prior to the completion of Steps 1 through 5, it will inform the Chief Executive Officer and provide him/her with the relevant information. Similarly, the concern or complaint could be brought before a board meeting. KIPP SoCal Public Schools welcomes the participation of parents, guardians and community members at board meetings. Public Comment is a standard component of the agenda of every board meeting, which is designed for members of the audience to speak. However, due to public meeting laws, the Board can only listen, not respond or take action. These presentations are limited to three minutes.

If a parent, guardian or community member should bring an item to the Board in written form or via Public Comment at a meeting, the Board Chair will determine if the item should be (1) discussed at an upcoming Board meeting, (2) discussed by the Governance Committee, (3) followed up by the Chief Executive Officer with the School Leader or another School Support Team member or (4) followed up by the Chief Academic Officer with the School Leader.

If the item is to be discussed at the next board meeting or Governance Committee meeting, it will be placed on the agenda and appropriately noticed. For those issues directed to the Governance Committee, it will consider all the facts and circumstances and discuss with relevant KIPP SoCal team members and, if necessary, with the individual raising the concern or complaint by phone or in person. The Committee shall attempt to resolve the matter at the next committee meeting, and shall send the individual raising the concern or complaint written confirmation of the resolution.

A KIPP SoCal team member will be appointed to follow-up with the individual(s) regarding grievances

after being discussed with the broader Board (or Committee of the Board). Follow-up is generally by phone and within forty-eight (48) hours after a decision is made by the Board (or Board Committee). If the item is to be addressed by the Chief Executive Officer or Chief Academic Officer or School Leader, a KIPP SoCal team member will follow up within 48 hours after a decision is made. The KIPP SoCal team member will also follow up with the Board.

Steps 5 and 6 will occur in less than thirty (30) days.

Step 7: If the decision is made by a committee rather than the full board, and the individual raising the concern or complaint is dissatisfied with the Committee's decision, the individual raising may petition the Board in writing within thirty (30) days of the Committee's written resolution described in Step 6. The Board shall review the concern or complaint and send written confirmation of the resolution to the individual raising the concern or complaint prior to the next Board meeting.

The Board's decision shall be final.

Daily Schedule

Hours of Operation

Monday

- 7:15 Gates open for early arrivals (Mednik Ave. Gates)
- 7:15-7:35am Breakfast
- 7:45am School Day Begins (Tardies Begin at 7:45am)
- 1:00pm Student Dismissal

Tuesday, Wednesday, Thursday, Friday

- 7:15 Gates open for early arrivals (Mednik Ave. Gates)
- 7:15-7:35am Breakfast
- 7:45am School Day Begins (Tardies Begin at 7:45am)
- 4:00pm Student Dismissal

Office Hours

The front office will be open by appointment and at the following times for office hours:

Monday

- 7:30am-3:00pm

Tuesday Through Friday

- 7:30am-4:15pm

When students are out on break or holiday, office hours will vary. If you need to stop by, please call ahead of time to ensure the office is open.

Dress Codes/Uniforms

The goal of KIA is to prepare our students for high school, college and the professional world beyond KIPP. Our uniform policy is designed to ensure that students are safe and age-appropriately dressed from head to toe.

Uniform

-Khaki uniform pants

-Khaki uniform skirt/ no shorter than 2 inches above the knees
-Khaki shorts no shorter than 2 inches above the knees
-No jean like uniform pants/shorts or jeggings.
-Plain brown or black belt for pants and shorts [optional]
-Royal blue polo shirt, tucked in, Preferably with a KIA logo
-College Homeroom shirts or other KIPP T-Shirts on Fridays ONLY
-Solid royal blue sweatshirt, preferably with a KIA logo
-Solid royal blue cardigan sweater, preferably with KIA logo (optional but recommended)
-Solid royal blue outerwear jacket, preferably with a KIA logo (optional but recommended)
-Plain long-sleeve undershirts in the following solid colors: yellow, white, blue (optional but recommended)
-Appropriate school shoes that do not exceed 2 inches above the ankle. No sandals or opened-toed shoes.

Not Allowed

Dress code items or accessories that may not be age-appropriate, unsafe, or disruptive during the school day will not be allowed. The school is not responsible for lost or stolen jewelry/accessories.

If you need help obtaining the uniform, please contact the front office and we will provide assistance.

Emergency Preparedness

All KIPP SoCal Public Schools schools work diligently to make sure that students and staff are prepared for emergencies. Every school has an emergency plan that provides guidance for the school staff in an emergency. Every school conducts regular emergency drills that meet or exceed the state mandated requirements, and accommodates persons with disabilities, such as:

Egress Drill – Every elementary and middle school practices this procedure once a month.

Earthquake Drill – Once a year, all schools conduct a full-scale earthquake exercise as part of the Great California Shake-Out. The drills are scheduled in the fall and all the elements of the school's disaster plan are practiced regionwide.

Lockdown Drill – At least twice a year, schools practice how they will respond to a threat on or near the campus.

Drop, Cover, and Hold On Drill – At least four times a year, schools use this drill to remind students how to protect themselves during an earthquake.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency. Each school also stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by
school staff and inspected by the Regional Operations Team.

Emergency Response

In the event that there is an emergency, parents should remember that public schools are among the safest places in the community. In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area. During a lockdown, students will be moved indoors, to use the buildings as protection. During an emergency, parents who want to pick up their children may be asked to go to the Request Gate located on the school‘s perimeter and show identification. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student’s Emergency Card. Parents must make sure that the student’s Emergency Card is current and correct. Please notify your child’s school anytime the emergency contact information changes. During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by law enforcement or the incident commander on site. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe.

English Learners

KIPP SoCal Public Schools Schools will comply with all federal, state, and judicial mandates for English Learners. The school is dedicated to providing these students with an exceptional education and transitioning them into English Proficiency through the use of the school’s services and teaching methods. All students who are identified as English Learners will take the English Language Proficiency Assessments for CA (ELPAC) annually. The school also recognizes the importance of valuing students’ native languages, and reinforces an appreciation for the cultures, customs, and languages of all its students through the school’s core curriculum, enrichment programs, and life-skills curriculum.

English Learner Reclassification

English learners shall be reclassified to fluent English proficient when they are able to comprehend, speak, read and write English well enough to make academic progress at a level substantially equivalent to that of pupils of the same age or grade whose primary language is English. The proficiency shall be assessed as outlined in KIPP SoCal Public Schools's reclassification policy. Families will be updated annually on their student’s progress toward reclassification. For more information please ask our EL coordinator.

Family Engagement

At KIPP SoCal Public Schools, we value and prioritize family engagement. We believe that our school and our families have a shared responsibility for the academic achievement of our students. Families are a source of strength for our schools and communities.

Weekly Family Bulletin

These are sent home once a week on Thursdays. Bulletins include important information including meeting dates.

Family Conferences

These are scheduled to take place in the fall and spring. Family conferences are mandatory.

Home Visits
Home visits are special to KIPP: Iluminar Academy. Home visits allow teachers and families to get to know each other.

Family Meetings
We are committed to working with families to provide the targeted strategies and resources that will best help you support your child at home to reach their Big Goals. We will host two or more Family Meetings and each one will have an individualized focus. Families are expected to try their best to attend these meetings and if you are unable to attend we ask that you let us know in advance.

Teacher Cell Phone Hours
Each teacher is available by cell phone and in person. Please be sure to limit calls to between 7:00am and 8:00pm, Monday-Friday. Call will be returned in 24-48 hours.

Class Parties
Birthdays will be celebrated on a monthly basis and not on the day of your child's birthday. Your child's teacher will share more information on the expectations and what is permitted at the birthday celebration. Classroom celebrations, such as birthday parties and incentive/reward parties, at all schools within KIPP SoCal will make an effort to limit celebrations and rewards that include calorically dense and sugar-laden foods and beverages to no more than two times per month. Examples of the types of foods and beverages to limit are the following: pizza, cookies, ice cream, cupcakes, sugary snack foods such as rice krispie treats, cupcakes, brownies, potato chips, candy, and other similar items high in sugar, calories, and/or fats. This is not intended to completely remove these items from celebrations and rewards but to assist the schools in making it easier for students to choose healthy items and break the cycle of food addiction. It is suggested that teachers only allow one one treat that is calorically dense or sugar-laden during classroom celebrations and incentive/reward parties.

Family Ambassadors
Family Ambassadors are parent leaders representing each of KIPP SoCal Public Schools's schools. Ambassadors participate in monthly leadership trainings over the course of an academic year, focused on civic engagement and community organizing. Some of their work includes registering families to vote, advocating for education legislation in Sacramento and Washington DC and hosting the annual KIPP SoCal Public Schools Parent Summit every spring. Please see your School Leader to learn the Ambassadors representing your school.

School Site Council (SSC) and English Language Advisory Council (ELAC)
Annually, parents have an opportunity to join the school's School Site Council or English Language Advisory Council via election by their peers. Both councils make recommendations to school leadership on programs and services for all students, including English Learner (EL) students.

Field Trips

Students will participate in field trips throughout the school year to support and extend learning. Field trips are an important part of our instructional model. Field trips occur during school days, and only enrolled students may attend field trips. Other children or siblings may not attend school-organized field trips.

No child will be transported to or from a field trip in a private vehicle (owned by an employee or volunteer) except in the case of emergency. All students and parent volunteers must travel to and from the field trip destination with the school group to attend the field trip. Parents may NOT meet a class group at a field trip unless given explicit permission by the School Leader and/or in case of an emergency.

Local Field Trips

No child will be permitted to leave the school for a field trip if they do not have written permission. No exceptions will be made. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received or if the child is or has recently demonstrated unsafe behavior.

Chaperones

For some field trips, we may ask for adult family members (18 years or older) to be chaperones. Please note that siblings, friends, or relatives are not allowed to attend field trips. Chaperones may be asked to provide verification of tuberculosis testing and/or fingerprinting.

Generally, for each field trip, 4 parents may attend as chaperones , unless specifically noted otherwise. These 4 chaperones are paid for by the school and ride on the bus to and from the field trip location. Parents who would like to be one of the chaperones must return an interest slip by the given due date to the teacher. There will be a raffle to choose the 4 chaperones each field trip. If a parent has already attended a field trip that year, they will not be selected again in the raffle, unless there is not enough parents signed up. If you are *not* chosen as one of the 4 chaperones, you may join us at the field trip location, but will need to drive yourself and purchase any necessary tickets. If you choose to join your child's class at the field trip, please let the teacher know. Please note, all students must ride the bus to and from the event, even if the parent/guardian attends the field trip.

Chaperones must exemplify the values while on a field trip and expect the same from students. If students are not exemplifying values (even minor issues), chaperones must call their lead teacher for immediate assistance. Chaperones must abide my Chaperone Agreement signed prior to the field trip. If chaperones do not meet expectations, they may not be invited to chaperone again during the academic school year.

Food Services

School Meals Offered

Meals served are provided through Revolution Foods and are created with student health in mind. The meals provided by Revolution Foods are minimally processed, created without food additives such as artificial colors and dyes, do not include items such as high fructose corn syrup or imitation ingredients, and include a variety of whole grains. Students participating in the school meal program are offered all of the components of a healthy and filling meal. To decrease waste and increase student choice, students are not required to take every item offered, however, they must take at least three items, one

of which must be a fruit or a vegetable. Students requiring a meal accommodation for a disability must submit a Special Meal Accommodation form which is available in the office. Students requiring a substitution or accommodation for non-disability intolerances or allergies must also submit the Special Meal Accommodation form and we will accommodate to the best of our ability.

Free and Reduced-price Meal Applications

In an effort to ensure all families have access to the resources available to them, we ask all families to submit an application for Free or Reduced-price meals. Families are highly encouraged to submit the application to the office but are not required to do so. Families who do not have an application on file or who do not meet the income guidelines set by the Federal government will be charged full price for meals. Income guidelines change from year to year and are provided in the Letter to Households given to families with their meal application.

Meal Pricing

Meal prices are based on school meal costs and Federal school meal reimbursement rates which are set on an annual basis. Pricing of student meals will be provided to families in the annual Letter to Households sent home with the meal application at the start of the school year. Each student is setup with a school meal account upon enrollment. Parents are asked to pre-pay for their child's meals before they are consumed, however, no student will be denied a meal if they do not have funds in their school meal account. Deposits into a student's meal account can be made with cash or check in the office or with a debit/credit card online at www.mymealtime.com.

Meal Charge Policy

The goal of the School Nutrition Program is to provide students with healthy meals each day regardless of their ability to pay ahead for their meals. However, unpaid meal account balances place a large financial burden on our schools. The office will send home invoices to families whose student has a negative account balance on a biweekly basis. Students must have a zero balance by the last day of the school year. Student accounts that are consistently negative without a family's attempt to pay down the balance will incur stronger attempts to collect money owed and may result in the student and their parents/guardian being denied participation in non-instructional events that cost the school an additional amount of money for participation. The full meal charge policy is available in the office.

Wellness Policy

KIPP SoCal Public Schools Public Schools is committed to the optimal development of every student. We believe that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level and in every setting, throughout the school year. Families are encouraged to participate in the school's Wellness Committee to address the health and wellness needs of the students, families, and staff of the school. The KIPP SoCal Public Schools Wellness Policy can be found on the KIPP SoCal Public Schools webpage at the following address:
http://www.kippla.org/about-kipp-la/KIPPLAWellnessPolicy.pdf.

Student Lunches From Home

Students bringing lunches from home must have a complete meal. If you choose to send lunch with your child, we encourage the consumption of healthy foods. Students are not allowed to eat chips, candy, or unhealthy snack foods such as Twinkies or other snack cakes. We highly discourage parents from sending Lunchables to school for their child's lunch as they are not a healthy and balanced meal. Suggestions for a healthy lunch include a sandwich, fruit or vegetables, and whole wheat crackers. Water is suggested for students to bring as a drink for lunch. If students bring juice they are suggested to be 100% natural juice without added sugar.

Student Snacks From Home

In order to promote a healthy learning environment, if you choose to send a snack with your child in addition to the food served at the school, we encourage the consumption of healthy snacks on campus. Students may bring fruit, vegetables, or single servings of crackers. Students are not allowed to bring soda, gum, chips, or any type of candy unless directed by his or her teacher. If a student brings any of these items, the student will be asked to put them away and will not be allowed to consume them on campus..

Food Allergy Sensitive School

Due to the potentially life-threatening nature of food allergies, schools may put in place strict rules regarding foods and beverages not allowed on campus. All schools are PEANUT-SENSITIVE and no peanuts or peanut products are allowed on campus at any time. This includes peanuts, peanut butter, or any other product that contains peanuts or peanut oils. Students bringing items containing peanut products on campus will have the food confiscated to the protect the health of students with severe peanut allergies. If students on campus have other life-threatening food allergies, other foods may be restricted at any time the school becomes aware. Documentation from the student's doctor is required for the school to put any restrictions in place. Also, please note that we do not permit students to share food in order to protect students with food allergies and intolerances. Please keep this information in mind for classroom parties and celebrations.

Food Service Civil Rights Complaints

KIPP SoCal Public Schools is committed to serving students and families equally. As a provider receiving funds from the Federal government, the protected classes covered under the Child Nutrition Program are race, color, national origin, sex, age, and disability. If you believe that you or your child have been discriminated against due to your belonging to one of these protected classes, please reach out to an administrator to resolve the issue. If you believe you need to file a formal complaint, the office of your child's school can provide you with the School Nutrition Program complaint procedures forms and information.

This institution is an equal opportunity provider.

Free Expression Including Political Conduct, Rallies, Assemblies, Demonstrations, etc.

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and

may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, does not incite students to destroy property or inflict injury upon any person, or cause a substantial disruption to school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the times, place, and manner of those speeches or activities in order to maintain a safe and peaceful campus for all students and District employees. Students who fail to follow the directive of school site administrators or District policy concerning demonstrations, assemblies, sit-ins, etc., may be disciplined. Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence and may result in disciplinary action against that student. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walk-out causes a disruption to the general public, local law enforcement may respond to the situation. KIPP SoCal Public Schools has no control over how local law enforcement will handle the situation. While KIPP SoCal Public Schools recognizes and respects a student's freedom of speech rights, KIPP SoCal Public Schools employees shall not promote, endorse, encourage or discourage students to participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out. For further information concerning this issue, please contact your student's school administrator.

Grading Policy and Report Cards

Report Cards

The school year is broken into four (4) grading periods. At the end of each marking period, students will receive grades in all core academic classes.

Weekly Reports

The school will distribute weekly reports which provide information on how students are performing on specific academic standards and assessments. If a student is in danger of failing a class or subject the teacher or parent may request a Student Success and Progress Team (SSPT) Meeting. Families will be given notice of upcoming SSPT meetings at least a week in advance. When families are unable to attend the meeting the school will attempt to reschedule, if family is still unable to attend the meeting will still take place and notes from the meeting will be mailed home.

Parent/Guardian Conferences

Formal Parent Conferences happen two times per year: Quarter 1 and Quarter 3. Families may request a meeting with your child's teacher to discuss progress at any point during the year.

Gun-Free Safe Schools

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses and at school activities. Pursuant to these laws, any student found in possession of a firearm will will be recommended for expulsion immediately. Upon a finding that the student was in possession of a firearm, the designated subcommittee may expel the student after a hearing. The expulsion can last

up to a year. Possession, includes, but is not limited to, storage in lockers, purses, backpacks, automobiles, and other property owned or possessed by the student.

Health Information

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider‘s written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety. An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified

curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student's health care provider. School authorities may excuse any student, age 12 year or older, from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian. Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at the school.

Communicable Disease Protection

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by KIPP SoCal Public Schools, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (pink eye); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and the District, county and state policy. Readmission to school is based on condition and appropriate treatment. Any student excluded from school with flu-like symptoms and/or a fever of 100 degrees or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school (REF-4832.0). An effort may be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that

pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school front office. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants.

Information on the treatment and prevention of head lice is available from the school health personnel in the front office.
New students will not be enrolled unless an immunization record, provided by a health-care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled. In addition, all
students entering or advancing to 7th grade must show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday. The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of KIPP SoCal Public Schools Schools or the public health department. A Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO), licensed in California, may exempt your child from some or all immunization requirements due to a medical condition. Consult your medical provider if you believe your child requires a medical exemption from immunizations. Starting January 1, 2016, state law does not allow parents or guardians of students in any school or child care facility to submit a Personal Belief Exemption (PBE) to a currently required vaccine. Any PBE filed at the school before January 1, 2016 will be honored until the next grade span, as defined by law. The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

Student Medication

California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the credentialed school nurse or other designated school personnel if the school district annually receives:

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken; and
2. A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that

may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A student may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the front office. School health personnel do not prescribe or give advice regarding medication.

Senate Bill 1266, Pupil Health: epinephrine auto-injectors, (amends Section 49414 of the CA Education Code) became effective January 1, 2015. This bill requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and are authorized to use epinephrine auto-injectors to provide emergency medical aid to students without a known severe allergy or authorized medication on file with their school and are suffering, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).

Oral Health

Kindergarten students while enrolled in a public school, or first grade students not previously enrolled in a public school, must present evidence of having received an oral health assessment by May 31st of the school year. This assessment may be performed no earlier than 12 months prior to the date of the initial enrollment of the student into a public school. This law will impact students currently enrolled in kindergarten or first grade. The oral health assessment may be performed by a licensed dentist or other licensed or registered dental health professional. The parents or legal guardian of the student may be excused from complying with the oral health assessment if they sign a waiver stating that they could not find a dental office that accepted their child's insurance, they could not afford to pay for the assessment, or they did not want to have their child's oral health evaluated. There is no penalty for students and families who are not able to comply
with the oral health assessment (e.g., students may not be excluded from school for non-compliance with the assessment or waiver).

Physical Examination

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines are required for all first grade students within 18 months prior to entry or up to three months after admission to the first grade. If help is needed in meeting the requirement for a CHDP examination, please contact your school office. If parents/guardians do not wish to have their child examined at school (including vision and hearing screenings), they must file an annual written statement to that effect with the school's administrators. Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. Parents/guardians will be notified of any findings as a result of the mandated screening tests that require further attention.

Sexual Health Education

The California Healthy Youth Act (CHYA) enacted January 1, 2016, integrates the instruction of comprehensive sexual health education and HIV prevention education (Education Code Sections 51930-51939 (AB 329).Here are some facts about CHYA for all grades:

1. All instruction in all grades (K-12) must be age-appropriate and medically accurate (meaning accepted by organizations like the American Academy of Pediatrics) and may not promote religious doctrine. All elements of the instruction must be in alignment with each other.
2. All instruction and materials in grades K-12 must be inclusive of LGBTQ students. Instruction shall
   affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, must be inclusive of same-sex relationships. It must also teach about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes.
   a. It is not required for schools to ask permission to teach or discuss these topics, it is part of the California curriculum and the CHYA law.

Parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. In order to excuse your student an opt-out request must be submitted in writing directly to the school.

Mental Health and Support Services

The Mental Health and Support Services Department offers a range of tiered mental health, counseling, referral, and social and emotional services and supports to help children, youth, and families become better equipped to thrive. Services are rendered at schools through various programs in KIPP and provided by School Counselors and graduate level social work interns from USC and other social work graduate programs in Los Angeles. Services and supports are free of charge and are provided to all students based on need and availability regardless of immigration status. School Counseling services are reserved for students whose social and emotional needs are impairing their academic abilities. For students that are experiencing challenges outside of school, referrals to local mental health agencies will be provided. In order to benefit from these services, students must be referred, schools must demonstrate that all other options have been exhausted, qualify through assessment and parent interview. Parents also must sign for consent for participation in mental health services for students, however, School Counselors are permitted to meet with students without parental consent up to 3 times and in the case of emergencies (e.g. Suicidal ideation or suspicion of abuse) Consent for counseling can be revoked in writing at any time by the parent or legal guardian and given to the main office or directly to the school counselor. School Counselors maintain the confidentiality of their students and their families at all times and will only break confidentiality if given specific permission or if the student's, other students', or other individuals' safety is a concern.

Mental health services are provided by Master's level Social Workers (MSW or equivalent - e.g. school psychology) that are registered with the California Board of Behavioral Sciences as Associate Clinical Social Workers (ACSW) or Licensed Clinical Social Workers (LCSW), in addition to possessing their Pupil Personnel Services Credential with certification in school social work / school counseling, and child welfare and attendance. All clinicians are trained in multiple evidence-based practices and specialize in treating depression, anxiety, special education, disruptive behaviors, and trauma. School Counselors, like all KIPP SoCal Public Schools Public Schools employees are mandated reporters. For more

information, please reach out to your school's front office staff for assistance in contacting your School Counselor.

Suicide Prevention, Intervention and Postvention Policy

The Governing Board of KIPP SoCal Public Schools recognizes that suicide is a leading cause of death among youth and must be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, KIPP SoCal Public Schools shall develop strategies for suicide prevention, intervention, and postvention with a special focus on high-risk students.

The Chief Academic Officer may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating KIPP SoCal Public Schools's strategies for suicide prevention, intervention, and postvention.

Acknowledging that it is KIPP SoCal Public Schools Public Schools' responsibility to protect the health, safety, and welfare of its students, this policy's focus is to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including establishing the right supports for students, staff, and families affected by suicide attempts and loss. The emotional wellness of students great impacts school attendance and educational success. As a result, this policy will be used in conjunction with other policies that support the emotional and behavioral wellness of students.

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

KIPP SoCal Public Schools Public Schools' comprehensive education program promotes the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. For upper middle school (grades 7 and 8), suicide prevention instruction shall be incorporated into appropriate lessons, and curriculum shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies. Prevention can be in the form of class lessons on coping skills, warning/risk signs for suicide, and depression, school-wide suicide prevention initiatives that raise awareness, student projects and presentations, and/or school and community resources/posters that can help youth in crisis, etc.

At appropriate secondary grade levels, KIPP SoCal Public Schools's suicide prevention instruction shall be designed to help students:

1. Identify and analyze the warning signs and risk factors for depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide;

2. Identify alternatives to suicide and develop coping, problem-solving, conflict resolution, and resiliency skills;

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent;

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

Team Member Development and Training
Suicide prevention training for staff shall be designed to help team and family members identify and respond to students at risk of suicide. All staff will annually participate in training regarding the awareness and prevention of suicide through Safeschools.

Additional training may be provided by KIPP SoCal Public Schools school counselors under the direction of the Associate Director of Mental Health for staff at schools and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors

2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior;

3. School and community resources and services;

4. KIPP SoCal Public Schools regional procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide;

5. Postvention and re-entry procedures and supports for when a student returns from hospitalization.

Intervention
Whenever a team member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Admin Designee and the School Counselor. The School Counselor will conduct a Risk Assessment to determine the level of risk for self-harm and/or suicidal ideation. The School Counselor will determine if the student is at a low, medium, or high risk, consult with their supervisor (Mental Health Program or Associate Director of Mental Health) and their Admin Designee, to determine next steps. If a student is assessed to be a medium or high risk, the School Counselor or Admin Designee will call the ACCESS hotline for support with an emergency psychiatric assessment. The School Counselor or Admin Designee shall then notify the student's parents/guardians as soon as possible about the risk assessment, results, and possible outcomes.

Students shall be encouraged to notify a teacher, school leader, school counselor, or another adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Each school site shall adapt the KIPP SoCal Public Schools crisis procedures and work in partnership with their School Counselor, Chief Academic Officer and Associate Director of Mental Health to ensure

student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

When a suicidal ideation, threat, and/or attempt is reported, the school leader/admin designee and/or school counselor shall:

1. Reference KIPP SoCal Public Schools crisis response procedures for step-by-step guidance

2. Ensure the student's physical safety by one of the following, as appropriate:

    a. Securing immediate medical treatment if a suicide attempt has occurred

    b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

    c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.

3. Designate specific individuals to be promptly contacted, including the school counselor, school leader or admin designee, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies

4. School Counselor will document the incident using the KIPP SoCal Public Schools Risk Assessment Documentation Form

5. Teachers, admin, and other staff will document a suicide threat, ideation, or attempt using the KIPP SoCal Public Schools Incident Report Form.

6. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed

7. Provide access to counselors or school leadership team to listen to and support students and staff who are directly or indirectly involved with the incident at the school

8. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions (postvention)

Re-Entry

1. A student returning to school following hospitalization due to suicide risk assessment/evaluation, suicidal ideation, attempt or self-harm, must have written permission to return to school from a medical provider. This can be in the form of a signed letter from the medical provider, the KIPP SoCal Public Schools Medical Clearance form or hospital discharge papers that clearly state the student is cleared and safe to return to school.

2. Once the student returns, the parent/guardian should escort the student on the first day.

3. The School Counselor must hold a re-entry meeting with key support staff, admin designee,

parents/guardians, and student to facilitate a successful transition.

4. During this meeting be sure to address any incidences of alleged bullying, identify a plan for the student to make-up or catch-up on missed work, identify supports within the school setting and at home, obtain consent for counseling services and to communicate with outside providers (KLA Release of Information form), and identify a plan to check-in and monitor student progress.

High-Risk Students

When designing prevention efforts and providing intervention to students that are exhibiting risk factors of suicide or self-harm, it is important to consider the additional supports and documentation that may need to occur for high-risk populations. High-risk populations are groups of students that are more vulnerable to the risk of suicide due to their membership in a particular group. These include students with disabilities and LGBTQ youth.

For students with disabilities, consider the frequency, intensity and duration of the suicidal ideation, risk assessments, any hospitalizations and how those emotions and behaviors are impacting their ability to access and progress within the general education curriculum. Any member of the IEP team can request an amendment IEP to review supports that are in place and potential next steps to further support the student. Based on the current IEP, consider discussing the topics below:

- Adding or revising a Behavior Support Plan
- Review most recent School Psychology report
- An Assessment Plan to add DIS Counseling OR
- Revising goals for DIS Counseling and reviewing minutes
- An Assessment Plan to assess for Educationally Related Intensive Counseling Services, if DIS Counseling (ERICS) has not been effective
- Consider other assessments to determine possible changes to a student's Free and Appropriate Public Education (FAPE) offer

LGBTQ youth are especially vulnerable to bullying and isolation which is a risk factor for suicidal ideation. Schools should follow KIPP SoCal Public Schools Nondiscrimination policy to ensure that all students feel welcome and included in all activities and aspects of the school. When contacting parents/guardians or personnel regarding risk assessment outcomes, do not "out" students to anyone. Disclosing this information may put a student at further risk of harm.

Postvention

In the event that a suicide occurs or is attempted on campus, the School Leader or designee shall follow the crisis intervention procedures contained in the KIPP SoCal Public Schools School Crisis Response Handbook.

After consultation with Chief Academic Officer and/or Associate Director of Mental Health, School Leader, and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the School Leader or Admin Designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from School Counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

School Leader or Admin Designee shall do the following:

1. Gather all relevant information about the suicide.
    a. Confirm that cause of death was by suicide.
    b. Identify a staff member (e.g. admin or school counselor) to be a point of contact for deceased student's family (within 24 hours).
        i. Discuss confidential information sharing with family and that cause of death will not be disclosed to school community without family's permission.

2. Notify KIPP SoCal Public Schools School Leader Manager

3. Mobilize School Crisis Response
    a. Follow KIPP SoCal Public Schools School Crisis Response Handbook
    b. Assess the impact and degree of psychological trauma to the school community.
    c. Develop a plan of action for responding to students, staff, and families and assign roles and responsibilities.
    d. Establish a plan to notify staff, students, and families taking into consideration confidentiality and the wishes and rights of the family of the deceased.
    e. Identify a plan to identify and provide crisis counseling to students and staff that may have difficulty coping with the death.
        i. School Counselor will coordinate crisis counseling with Associate Director of Mental Health.

4. Refer students to community mental health services or higher level of care if deemed necessary based on assessment, previous history, etc.

5. Work with School Counselor, School Leader Manager, Registered In-House Counsel to identify other healthy ways for the school community to process the loss. Being sure to avoid activities that may glamorize or romanticize suicide.
    a. Memorials
        i. Should not disrupt normal school routine.
        ii. Memorials should be time-limited.
        iii. Monitor the memorials for content from other students that may be of concern.
    b. Suicide Awareness Events

6. Document all interventions and communication.

7. Continue to monitor and manage situation.

Homeless and Foster Students

Foster Youth

Children supervised by the Department of Children and Family Services or Department of Probation and placed in licensed foster homes, group homes, with relative caretakers, or residing with biological parent(s) have special enrollment provisions. Assembly Bill 490 mandates that students in foster care must be immediately enrolled in school (Education Code section 48853.5) regardless of the availability of school records, immunization records, school uniforms, or the existence of fines from a previous school. Educators, school personnel, social workers, probation officers, caregivers, and other interested parties shall all work together to serve the educational needs of students living in out-of-home care.

Assembly Bill 1933, (effective January 1, 2011) allows youth in foster care to attend their school of origin and, if applicable, matriculate to the secondary school in the same attendance area when the child is placed with a family who resides in a different attendance area. The school district serving the student in foster care shall allow the youth to continue his or her education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of an academic year, the student in foster care shall be allowed to continue his or her education in the school of origin for the duration of the academic school year. Parents, guardians, foster caregivers, social workers and/or probation officers should notify the school district as soon as they become aware that a child is changing school placements so that school records can be transferred in a timely manner.

Homeless Youth

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

-Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings

-Live doubled-up with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster)

-Live in a hotel or motel

-Live in a trailer park or campsite with their family

-Have been abandoned at a hospital

-Be awaiting foster placement in limited circumstances

-Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or

-Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above

Students are identified through the SRQ (Student Residency Questionnaire) that is required to be included in every enrollment packet. Families self identify their current living situation on the SRQ. Each school is required to have a designated school site homeless liaison that works with the School Counselor to provide appropriate services based on need and availability.. Parents can self-identify with the SRQ at any time during the school year at the school site. A homeless student has the same responsibility to attend school as any other student but also has the right to choose between attending either the school that the student was last enrolled or the school of residence. The District shall ensure that transportation is provided as appropriate for qualifying students, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible. The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring,, before and after school services and any other services needed. Unaccompanied youth have these same rights.

Homework

The most important homework for students to complete each night is reading. Other developmentally appropriate assignments may be assigned by teachers and should be submitted by the given deadlines. If you or your child needs help completing the homework each night, please contact your child's teacher.

Illuminate Parent/Guardian Portal

Illuminate is the online grading tool used by teachers. Parents and families are encouraged to check their child(ren)'s grades, attendance, and assessments online. Parents are also able to send teachers messages through the parent portal. A phone app that is available for parents to use. Parents will receive login information at the beginning of the school year. Please speak to the office team if assistance is needed.

Immigration Status, Citizenship Status and National Origin Considerations

Gathering and Handling Student and Family Information

Collecting and Retaining Student Information

KIPP SoCal Public Schools Public Schools shall maintain in writing policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

If KIPP SoCal Public Schools possesses information that could indicate immigration status, citizenship status, or national origin information, KIPP SoCal Public Schools shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, KIPP SoCal Public Schools shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

KIPP SoCal Public Schools shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

KIPP SoCal Public Schools Public Schools staff shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, KIPP SoCal Public Schools shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, KIPP SoCal Public Schools shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, KIPP SoCal Public Schools's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

Inquiries About Social Security Numbers or Cards

KIPP SoCal Public Schools Schools shall not solicit or collect entire Social Security numbers or cards.

KIPP SoCal Public Schools shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, KIPP SoCal Public Schools shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

KIPP SoCal Public Schools shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

Responding to the Detention or Deportation of a Student's Family Member

KIPP SoCal Public Schools Public Schools shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

KIPP SoCal Public Schools shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

- KIPP SoCal Public Schools shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
- KIPP SoCal Public Schools shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, KIPP SoCal Public Schools shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, KIPP SoCal Public Schools shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. KIPP SoCal Public Schools shall only contact Child Protective Services if KIPP SoCal Public Schools's staff are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes

Monitoring and Receiving Visitors onto Campus

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of KIPP SoCal Public Schools Public Schools during school hours without having registered with the principal or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

KIPP SoCal Public Schools shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

KIPP SoCal Public Schools shall post signs at the entrance of its school grounds to notify outsiders of the

hours and requirements for registration.

KIPP SoCal Public Schools staff shall report entry by immigration-enforcement officers to Cesely Westmoreland, KIPP SoCal Public Schools Public Schools Registered In-House Counsel as would be required for any unexpected or unscheduled outside visitor coming on campus.

Responding to On-Campus Immigration Enforcement

As early as possible, KIPP SoCal Public Schools staff shall notify Cesely Westmoreland, KIPP SoCal Public Schools Public Schools Registered In-House Counsel, of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the KIPP SoCal Public Schools Registered In-House Counsel, KIPP SoCal Public Schools staff shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school staff must first receive notification and direction from the KIPP SoCal Public Schools Registered In-House Counsel.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, KIPP SoCal Public Schools staff should comply with the officer's orders and immediately contact the KIPP SoCal Public Schools Registered In-House Counsel.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
    - an ICE (Immigrations and Customs Enforcement) administrative warrant, KIPP SoCal Public Schools staff shall inform the agent that he or she cannot consent to any request without first consulting with the KIPP SoCal Public Schools Registered In-House Counsel.
    - a federal judicial warrant (search-and-seizure warrant or arrest warrant; prompt compliance with such a warrant is usually legally required. If feasible, consult with the KIPP SoCal Public Schools Registered In-House Counsel before providing the agent

access to the person or materials specified in the warrant.

- a subpoena for production of documents or other evidence, immediate compliance is not required. Therefore, KIPP SoCal Public Schools staff shall inform the KIPP SoCal Public Schools Registered In-House Counsel or other designated official of the subpoena, and await further instructions on how to proceed.

8. While KIPP SoCal Public Schools staff should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, KIPP SoCal Public Schools staff shall document his or her actions while on campus.
9. After the encounter with the officer, KIPP SoCal Public Schools staff shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
    - List or copy of the officer's credentials and contact information;
    - Identity of all school staff who communicated with the officer;
    - Details of the officer's request;
    - Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    - KIPP SoCal Public Schools staff's response to the officer's request;
    - Any further action taken by the agent; and
    - Photo or copy of any documents presented by the agent.
10. KIPP SoCal Public Schools staff shall provide a copy of those notes, and associated documents collected from the officer, to the KIPP SoCal Public Schools Registered In-House Counsel.
11. In turn, the KIPP SoCal Public Schools Registered In-House Counsel shall submit a timely report to the KIPP SoCal Public Schools governing board regarding the officer's requests and actions and KIPP SoCal Public Schools's response(s).
12. E-mail the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.proceed.

Parental Notification of Immigration-Enforcement Actions

KIPP SoCal Public Schools staff must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid,

effective court order.

KIPP SoCal Public Schools staff shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Independent Study

The KIPP SoCal Public Schools Schools Independent Study policy is available in the front office. Families interested in requesting independent study for their child must make an appointment with the School Leader.

Internet Access

The Internet and other online resources are provided by KIPP SoCal Public Schools Schools to support instructional programs and appropriate student learning. While the Internet can be a powerful educational tool, it is also an unregulated space that contains materials unsuited to the school setting. For this reason, KIPP SoCal Public Schools Schools will make every reasonable effort to ensure that the resources are used responsibly, and require that every student and parent sign the Acceptable Internet Use Agreements before Internet access is granted.

KIPP Through College

KIPP SoCal Public Schools's KIPP Through College (KTC) program is designed to support students and alumni to and through college. Through advising, workshops for parents and students, high school and college visits, and direct application assistance, our regional team seeks to provide KIPPsters quality enrichment and educational opportunities. Beginning in 7th grade, the High School Placement team works intensively with families as they explore high school options, apply to high schools, and enroll at a quality high school. Students who culminate from a KIPP SoCal Public Schools middle school, regardless of the high school they attend, are offered college advising, scholarship opportunities, access to college tours, and hands-on college application support from KTC's College Access team. KTC's support of students continues until college completion, fulfilling the promise made to families by providing advising and career exploration opportunities to college-aged alumni.

News Media Access

Occasionally, reporters may visit schools to cover sporting events, school assemblies, and other on-campus activities. This requires parent or guardian consent. Each September, schools usually send home a form granting permission for the child to be interviewed by a reporter working for a newspaper, radio or television station. If a parent or guardian chooses otherwise, they should retain the form rather than turning it into the school. These forms also give reporters the opportunity to photograph or videotape a child. Sometimes, individuals are featured in images or may appear in the background. This can lead to wonderful exposure for the child for something that brings pride to their family and to the school. In addition, the

waiver covers publicizing good news that schools may want to share on Facebook, Twitter, or other social media sites. Even with a signed form, students can turn down an interview or photograph request. In such cases, the student need only let their teacher know of their decision. It's worth pointing out that the signed form covers a student while on campus. Once they leave the school grounds, the signed agreement can no longer be enforced, leaving students on their own. Students can talk to the media, if they choose, without asking their parent for permission. However, older students may be asked to share their thoughts. For this reason, it is best to talk with students, letting them know your preference in advance, if they find themselves in this situation.

Nondiscrimination Statement

KIPP SoCal Public Schools is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. KIPP SoCal Public Schools prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender (including gender identity), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by KIPP SoCal Public Schools. Harassment is intimidation or abusive behavior toward a student or team member that creates a hostile environment and can result in disciplinary action against the offending student or team member. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

KIPP SoCal Public Schools prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. Students and team members do not need to be afraid of trying to correct a situation by speaking to a school administrator, supervisor, counselor, or trusted adult at school, or filing a complaint. Students and team members who believe they are being discriminated against have the right to take action. Students and team members are encouraged whenever possible to try to resolve their complaints directly at the school site or central office.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The student education records contained in KIPP SoCal Public Schools electronic and physical data sources are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent/guardian consent to anyone other than school officials with legitimate educational interests, except for directory information. "Directory information," which is defined as set forth below, may be released to requestors in limited circumstances by KIPP SoCal Public Schools without additional notice to families unless the parent/guardian timely "opt out" of such disclosures in writing.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. **KIPP SoCal Public Schools's policy is not to release directory information to requestors unless KIPP SoCal Public Schools deems it to be in the interests of our students and families.** If parents/guardians do not want KIPP SoCal Public Schools to disclose their contact and other directory information from their child's records to such persons or entities without their prior written consent, parents/guardians must notify KIPP SoCal Public Schools in writing prior to the beginning of each school year.

FERPA Definitions

- *Student education records*: records directly related to students and maintained by the school or a party acting for the school.

- *Directory information*:
    - Student names;
    - Parents'/guardians' names;
    - Address;
    - Electronic mail address;
    - Phone number;
    - Dates of attendance;
    - Participation in officially recognized activities and sports;
    - Weight and height of members of athletic teams;
    - Degrees, honors, and awards received; and
    - The most recent educational agency or institution attended
    - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems or 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 identify, such as a PIN, password, or other factor known or possessed only by the authorized user.

- *Personally identifiable information:* includes, but is not limited to:
    - Student names;
    - Names of student parents/guardians or other family members;
    - Student or student family address(es);
    - Personal identifiers, such as student social security numbers or state or school-assigned student numbers;
    - Lists of personal characteristics that would make student identity easily traceable; and
    - Other information that would make a student's identity easily traceable.

- *A school official with legitimate educational interest:*
    - A person employed by KIPP SoCal Public Schools Public Schools as an administrator, supervisor, instructor, or support staff member (including health, medical, law enforcement, or technical personnel);
    - A person serving on the school's board of directors;

- A person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, data analyst, medical consultant, or therapist); or
- A parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

KIPP SoCal Public Schools takes our students' data seriously. Students' data is shared throughout KIPP SoCal Public Schools. However, extreme care is taken with all KIPP SoCal Public Schools team members not to disclose students' data with anyone who is not a school official unless they have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure. Whenever student data is shared beyond school officials, KIPP SoCal Public Schools requires the recipient to enter into a data-sharing agreement outlining the recipient's roles and responsibilities in protecting our student data. Wherever possible, KIPP SoCal Public Schools removes student identifiers (names and identification numbers) from the information shared.

Student Records

KIPP SoCal Public Schools maintains student records that include the following information:

- Enrollment Paperwork and Application
- Emergency Contact Information
- Report Cards
- Transcripts
- Standardized Test Scores
- Disciplinary Records (Suspensions and Expulsions)
- Immunization Card
- Health Records

Documentation within a student record can be considered sensitive records and may be stored in either electronic or printed format within the central file. Records shall be defined as "sensitive" if they contain an individual's first name or first initial and last name in combination with any one of the following records:

- Personal identifiers, such as student social security numbers or state or school-assigned student numbers
- Driver's license number
- Home address*
- Salary information
- Student attendance or grade in school*
- Medical information
- Bank account or credit card account number
- Date of birth*
- Home phone number*
- Maiden name

* Student "directory information", as defined by Education Code section 49061(c), that is released as a stand-alone record shall not be defined as "sensitive records" (CA Education Code 49073). Any

document that is part of a student record marked "Confidential", "Sensitive" or otherwise similarly labeled shall be treated as a "sensitive record."

All cumulative records will be kept in a safe location with the log of requests.

Transfer of Student Records

On behalf of all new students entering KIPP SoCal Public Schools, the KIPP SoCal Public Schools administration will request a transfer of student education records from the student's prior school district or private school. As the parent/guardian, you have the right to review, challenge and receive a copy of the student records that are being transferred to KIPP SoCal Public Schools.

Consent to Release Records

Confidential records and/or information may be transferred between public schools and public school districts within the state of California without written consent by parent, guardian or student over 18 years of age.

Transfer of confidential records and/or information to a private school or any private or public agency or other individual does require the written consent of parent, guardian or student over 18 years of age.

Log of Access

A log shall be maintained in each student's record, which lists all persons, agencies or organizations requesting or receiving information from the records. (CA Education Code 49064)

In every instance of inspection by someone who does not have assigned educational responsibility, the custodian of records at the school site shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 California Code of Regulations § 435)

The log does not need to include the following persons accessing student records (CA Education Code 49064):

- Parents/guardians or adult students
- Students 16 years of age or older who have completed the 10th grade
- Parties obtaining district-approved directory information (cf. 5125.1: Release of Directory Information)
- Parties who provide written parental consent, in which case the consent notice shall be filed with the record (CA Education Code 49075)
- School officials with a legitimate educational interest

Policy and Procedures Regarding Student and Family Information Sharing

KIPP SoCal Public Schoolsshall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

KIPP SoCal Public Schools staff shall take the following action steps upon receiving an information

request related to a student's or family's immigration or citizenship status:

- Notify the designated KIPP SoCal Public Schools Public Schools Official or other designee about the information request.
    - KIPP SoCal Public Schools Designated Official
      Cesely Westmoreland, Esq
      Registered In-House Counsel
      KIPP SoCal Public Schools
      3601 E. 1st Street
      Los Angeles, CA 90063
      (213) 489-4461; cwestmoreland@kippla.org

- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, KIPP SoCal Public Schools shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.
KIPP SoCal Public Schools shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

KIPP SoCal Public Schools's request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. KIPP SoCal Public Schools shall permanently keep the consent notice with the record file.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, KIPP SoCal Public Schools shall not release the information.

Parents/Guardians and Students FERPA Rights

FERPA affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. **The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access.** Parents/guardians or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The

School will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

a. If the parent/guardian is requesting copies of their child's educational records, the school may charge reasonable fees for the cost associated with making copies of the requested documents. Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent/guardian's request.

b. Accordingly, a school is not required to provide a parent/guardian with updates on his or her child's progress in school unless such information already exists in the form of an education record.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.** Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. While a school is not required to amend education records in accordance with a parent/guardian's request, the school is required to consider the request. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. That statement must remain with the contested part of the student's record for as long as the record is maintained.

a. However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents/guardians the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student.

b. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests as defined above. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

OUT for Safe Schools™

KIPP SoCal Public Schools is a part of a national initiative called OUT for Safe Schools™. OUT for Safe Schools™ ensures that LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning) students and their families feel welcomed and affirmed on all school campuses. This initiative supports our regional KIPP SoCal Public Schools nondiscrimination and bullying policies which can be found in this Handbook. By participating in this campaign, we join LA Unified School District along with several other school districts including: San Diego Unified, Oakland Unified, San Francisco Unified, Boston Public Schools, New York Department of Education, and Chicago Public Schools. School personnel are arguably the most critical agents for LGBTQ youth in building communities where students feel safe, secure, and accepted so they can thrive academically. Research has shown that when staff members intervene in homophobic and negative remarks about gender expression, students were more likely to feel safe and less likely to have missed school for safety reasons. KIPP SoCal Public Schools is participating in this campaign by providing tools to staff members that enable them to be a visible resource for students and families. By wearing or displaying an OUT for Safe Schools™ badge, KIPP SoCal Public Schools staff members have the opportunity to declare they are safe space ambassadors and show that they are allies to all LGBTQ students.

OUT for Safe Schools™ does not include any policy or curriculum changes, but provides an opportunity to deliver visible resources and community to our students. While the focus is on LGBTQ youth, efforts to create a welcoming and affirming environment for them will have a positive effect on the environment for all youth!

For more information ask your School Leader or School Counselor!

Parents' Right to Know

The federal education law called the Elementary Student Succeeds Act (ESSA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the school leader who will provide a response.

Physical Fitness Test

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity. The complete FITNESSGRAM test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May. Parents should see that their children participate in a regular program of physical activity and nutrition.

Promotion and Retention Policy

KIPP SoCal Public Schools expects students to progress through each grade level within one school year. The progression of grade levels are:

For Transitional Kindergarten (TK)-4th Grade Elementary Schools:

TK	**K**	**1**	**2**	**3**	**4**

For 5th-8th Grade Middle Schools:

5	**6**	**7**	**8**

For Transitional Kinder (TK)-8th Grade Schools:

TK	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**

To accomplish this, instruction will accommodate the variety of ways students learn and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement for each grade level.

When high academic achievement is evident, the School Leader or designee may recommend a student for acceleration into a higher grade level. The student's readiness will be taken into consideration in making a determination to accelerate a student. The School Leader and the student's teacher(s), in consultation with the parent or guardian, shall determine if the student shall be accelerated.

As early as possible in the school year, the School Leader or designee shall identify students who are at risk of being retained in accordance with the following criteria:

- Failure in one or more classes
- Chronically absent

- Scoring below proficiency on standards based assessments
- Scoring below grade level on reading assessments
- Below proficiency on California standardized assessments
- Below grade level on Measures of Academic Progress (MAP) assessments

Students who are at risk of retention will have a minimum of two (2) Student Support and Progress Team (SSPT) meetings prior to the formal recommendation for retention. The School Leader or designee will notify the student's parent or guardian prior to end of third quarter if the student is at risk of retention. Upon the conclusion of the school year, the School Leader, in consultation with the student's teacher(s) and parent or guardian, shall determine if the student shall be retained. The parent or guardian may appeal the decision to retain the student to the School Leader Manager.

Retention of students with disabilities will be determined on an individual case-by-case basis and will be addressed through the IEP process.

Restitution/Parent Liability

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed $25,000. California Education Code Section 48904 provides that the parent or guardian of a minor is liable for all property loaned to and not returned or willfully damaged by the minor. It also authorizes schools to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property. The parent/guardian of the student is liable for such damages not to exceed $25,000. Upon receiving notification, the parent or guardian may return the property or pay the outstanding obligation.

Restroom

The hand signal for a student who needs to use the bathroom will be the classroom sign for bathroom (crossing fingers and waving them– pictured left). Children can go to the bathroom at the teacher's discretion whenever necessary throughout the day. We ask parents to notify the school if their child has unique needs regarding use of the restroom. We also ask that each child in K and 1st grade bring a change of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom emergency. When emergencies arise, we will send home the uniform to be cleaned.

Safe School Plan

California public school districts are required to comply with California Education Code Section 32281, dealing with the preparation of school safety plans. The Safe School Plan addresses these requirements and includes violence prevention, emergency preparedness, traffic safety, crisis intervention, and wellness. Parents may learn more about the Safe School Plan for a particular school from the principal or a member of the School Safety Team, which is responsible for annually reviewing and updating the plan.

School Accountability Report Card

Education Code Section 35256 requires the school to annually issue a School Accountability Report Card (SARC) for each school. The SARC is published by February 1st each school year. A copy is available upon request at the school site and also on the school's website.

School Experience Survey for Parents and Students

KIPP SoCal Public Schoolssurveys parents and guardians annually to assess the family and student's school experience. Research shows that family involvement in school helps students earn higher grades, improve social skills, and graduate. It also serves to increase attendance and reduce attrition. The goal of the survey is to provide School Leaders and Regional Leaders actionable data to drive improvements in family engagement. A parent or guardian for students in all grades should take the survey.

Students in grades 3-8 will take an annual survey on school culture and climate. The survey will include questions pertaining to the student perception of school safety, student supports and quality of the instructional program.

School Calendar

The school provides a school calendar at the beginning of each school year. The calendar contains the first and last days of school, holidays, pupil free days and early dismissals throughout the year.

Sexual Harassment Policy

KIPP SoCal Public Schools is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business with or for KIPP SoCal Public Schools is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

KIPP SoCal Public Schools considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of KIPP SoCal Public Schools who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the School Leader or Chief Executive Officer's Designee so that appropriate action may be taken to resolve the problem. KIPP SoCal Public Schools prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

If you have concerns about discrimination and/or sexual harassment, please notify the School Leader or Chief Executive Officer's Designee.

Student Cell Phones

KIPP: Iluminar Academy is not responsible for lost or stolen electronic items. Use of wireless communication devices and other electronics can cause a disruption to the educational process and pose a possible threat to academic integrity. In order to ensure the safety of all of our students and their belongings, we do not recommend bringing electronics to school. The use of such electronic equipment is, therefore, prohibited at KIPP Iluminar Academy during the instructional day or while on the premises of the campus.

Items include but are not limited to cellular phones, eReaders, smart watches, and tablets.We recognize that many families require their students to have cellular phones for safety purposes before and after school. As such, students may possess cell phones. However, they may not be turned on during the school day. Students are responsible for ensuring that phones are completely powered off (not on vibrate) and remain off at all times on school property.

Students who wish to prevent possible violation of the policy may choose to turn in cell phones to the main office at the beginning of the school day and pick them up by the end of the day. Students who violate this policy will have their device confiscated.

- First offense - a parent or guardian may retrieve the item from the office.
- Second offense - student must check-in cell phones to the main office at the beginning of the day.
- Third offense - the phone may remain in the office for the duration of the school year. KIA is not responsible for cell phone or data plans.

Students are only permitted to use office or teacher telephones in case of an emergency. Please make pick-up arrangements with your child prior to dropping him/her off at school.

Students with Disabilities and Special Education

Students with disabilities may be eligible to receive special education services. If eligible, all services and programs are implemented as prescribed in each student's Individualized Education Plans (IEP). All services, placement and eligibility decisions are made by the IEP team based on assessments and the individual needs of each student. If you have questions regarding special education or your student's eligibility, please contact the School Leader.

Students with Disabilities under Section 504

Section 504 prohibits discrimination and harassment of student with disabilities and requires students with disabilities receive a Free Appropriate Public Education (FAPE). Students with disabilities may qualify for a 504 Plan. If eligible, a 504 Plan is developed to assist those students with disabilities who do not qualify for special education services, but who may need accommodations that can be provided to them within the general education program. If you have questions regarding Section 504 or your student's eligibility, please contact the School Leader.

Student Materials

KIPP SoCal Public Schools schools will provide all basic, necessary school supplies for grades TK-8 such as pencils, paper, crayons, markers, books or digital materials.

Lost and/or damaged books and school property (ex: desks, computers, etc.) will be required to be replaced.

We recommend that you have the following supplies at home:

- Child-Safe Scissors
- Pencils (a lot of these!)
- Large eraser
- Glue sticks
- 1 bottle Elmer's glue
- Crayons
- Washable markers
- Reading books
- Paper (for writing and drawing)

Please reach out to the School Leadership Team or Office for assistance in obtaining supplies.

Middle School Agendas

Students will receive a daily planner agenda at the beginning of each school year and must be used everyday. Families will need to purchase a replacement agenda.

Student Support and Progress Team (SSPT)

Students are referred to the Student Support and Progress Team if a teacher, team of teachers or parent feels the need to develop an intervention plan for specifically identified needs related to a student's academics or behavior. The team will be comprised of the teacher(s), an administrator, other necessary support staff, the family of the child, and in some cases, the student. The purpose of the team will be to

develop and implement an action plan that complements and enhances the child's current educational program while targeting the specific academic or behavioral need of the student.

School Messenger

KIPP SoCal Public Schools uses a region wide notification system called School Messenger to communicate with parents and staff, regarding emergency situations, attendance, school events and other important information impacting you and your child. School Messenger allows us to send voice messages to your family's home, work or cell phones, and also contact you through text messaging. Parents and guardians are responsible for the cost of text messages if selected as a means of communication. We are able to reach everyone in the region within minutes based on School Messenger's capabilities which improves school and region wide communication with parents and employees. Keeping parents more informed and involved leads to higher student achievement and student safety. Please help us by ensuring we have your current contact information.

Student/School Code of Conduct

Section 300 of Title 5 of the California Code of Regulations requires pupils to follow school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Every student, preschool through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.

School Rules

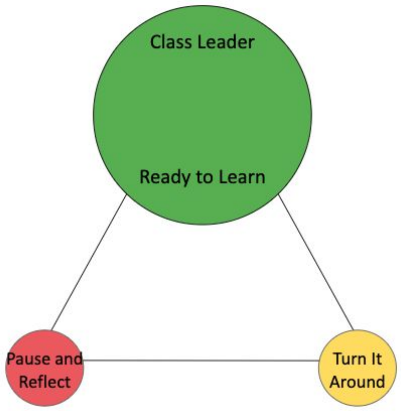
1. Work Hard.
2. Be Nice.
3. Be Safe.
4. Change the World!

Behavior System

Our behavior management system will be used to complement the character strengths, routines, and peace path. We know that part of our job as teachers and families is to support and encourage the unique development of each of our students to meet our high expectations, which we know all students are capable of meeting and exceeding. We teach our students that all of us – adults and children – make choices every day. Our behavior management will use specific language, have a visual anchor, and it will be used with a daily choices sheet (that our students fill out so that they are accountable for their behavior). Clarity around our behavior system will be imperative for it's success.

The core belief behind this system is that we are about the development of our students, so they get to move back up on the team when they make a mistake. Sometimes we make good choices, and sometimes we make bad choices. Every choice has a consequence, and we have to learn to accept our consequences (good and bad!) and know that we have the power to change our choices in the future. The key is that each mistake and success is documented on the daily choices sheet in association with a school rule.

See the chart for an example of our system.



School Rewards/Awards

At KIPP Iluminar Academy, we believe that student character and behavior are just as important as academic achievement in order to fulfill our mission and vision. We know that our students will go on to graduate from college and become innovative individuals not just because of their amazing academic skills, but also because of their ability to self-regulate by working hard, being nice, and being safe daily.

Your student has the opportunity to earn several positive incentives on a daily, weekly, monthly, and quarterly basis. The table below shows how your student can earn positive consequences by making good choices! Examples of incentives include:

- Free choice/play time inside or outside of the classroom
- Blue marks on Daily Choices sheet
- Student of the week
- Earned field trips (beyond experiential field trips)

Attendance Rewards

In order to receive a perfect attendance award, your child must arrive to school on time and stay in school the entire day.

Rewards for Students

- **Perfect Attendance:** Certificates presented in Friday Character Assemblies
    - Frequency: 4x/year
    - Reward: Certificate and Recognition
- **Excellent Attendance** will be awarded to students who attend school each day, but leave school early or arrive late with a valid excuse no more than two times per quarter and eight times over the course of the school year.
    - Frequency: 4x/year
    - Reward: Certificate and Recognition

Rewards for Parents

- **Perfect Attendance:** Quarterly breakfast catered by KIA for parents of students with perfect on-time attendance
    - Frequency: 4x/year
    - Reward: Breakfast

Students' Personal Property

Personal items of value (toys, phones, iPads, smart watches, jewelry, cameras, electronic games and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. KIPP SoCal Public Schools is not responsible for lost or stolen items.

E-Readers

Students may use electronic readers (Kindle, Fire, etc.) at school with permission granted from school leadership. KIPP SoCal Public Schools is not responsible for lost or stolen electronic reader devices.

Suspensions and Expulsions

Students will be subject to discipline for misconduct occurring a) on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or returning from a school-sponsored activity according to enumerated offenses listed in the California Code of Education. Statutory grounds for suspension and expulsion are on file in the front office of the school.

Transportation

Cars

- Students who are dropped off by car must follow public safety rules regarding street parking or valet

Bikes/Skateboards

- Students may arrive to school on their skateboard or bike, as long as it is age appropriate and parents/guardians approve
- Students must follow safety protocols and will lose privilege if they do not abide
- Students must park their skateboard or bike in the approved location

Public Transportation

- If a family qualifies for support with transportation under the McKinney-Vento act (homeless and foster youth), please contact your school's main office for more information on how to receive those supports (e.g. carpooling, bus cards, etc.)

School Buses (for KIPP Adelante only)

Students who ride the school provided buses must sign and return the Bus Rider Agreement. School provided buses will not continue after this school year.

Uniform Complaint Policy Annual Notice

KIPP SoCal Public Schools Public Schools ("Charter School") annually notifies its students, parents or guardians of its students, staff members, school site councils, and other interested parties of the Uniform Complaint Procedures (UCP) process.

KIPP SoCal Public Schools Public Schools is primarily responsible for compliance with federal and state laws and regulations governing education programs. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

(1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity;

(2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to:

a. After School Education and Safety (ASES)
b. Child Nutrition
c. Consolidated Categorical Aid Programs
d. Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources
e. Every Student Succeeds Act
f. Foster and Homeless Youth Services
g. Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP)
h. No Child Left Behind Act (2001) programs (Titles I-VII), including but not limited to improving academic achievement, compensatory education, English learner programs, and migrant education
i. Physical Education: Instructional Minutes
j. School Facilities
k. Special Education
l. Unlawful Pupil Fees
m. School Safety Plans

(3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

a. A pupil fee includes, but is not limited to, all of the following:
    i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

b. A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
c. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
d. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Charter school shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The compliance officer to receive and investigate UCP complaints for Charter School is:

Cesely M. Westmoreland, Esq.
Registered In-House Counsel
KIPP SoCal Public Schools
3601 E. 1st Street
Los Angeles, CA 90063
(213) 489-4461; cwestmoreland@kippla.org

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal the Charter School's decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Charter School's decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Charter School's decision.

Charter School advises any complainant of civil law remedies, including, but not limited to, injunctions, restraining order, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

Copies of the Charter School's Uniform Complaint Procedures process shall be available free of charge.

Volunteer Policy

At KIA we strive to create a warm and welcoming school environment for parents. We view our work as a partnership among school leaders, teachers, students, parents, and the community. Because of this, we encourage parents to get involved in our schools, through volunteering and other opportunities. While we encourage parents to volunteer, it is not a requirement of enrollment. You will receive information throughout the year about volunteer opportunities.

Please ask the front office for the KIPP SoCal Public Schools Board approved Volunteer Policy.

Visitors to School Campuses

While KIPP SoCal Public Schools encourages parents/guardians and interested members of the community to visit KIPP SoCal Public Schools and view the educational program, KIPP SoCal Public Schools also endeavors to create a safe environment for students and staff.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, KIPP SoCal Public Schools has established the following procedures, pursuant to California Penal Code Section 627, et seq., to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least three days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principal or designee.

2. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, visitors will wear a "visitor's pass" while on school premises. All visitors will check out through the front office when leaving campus.

3. The School Leader, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt KIPP SoCal Public Schools, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

4. The School Leader or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.

5. The School Leader or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the School Leader or designee shall inform the visitor that if he/she re-enters the school without following the posted requirements he/she will be guilty of a misdemeanor.

6. Any visitor who is denied registration or has his/her registration revoked may request a hearing before the School Leader or designee on the propriety of the denial or revocation.

The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the School Leader or designee or the Executive Director within five days after the denial or revocation.

The School Leader or designee or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal or designee shall be held within seven days after the Principal or designee receives the request. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

7. No electronic listening or recording device may be used by students or visitors in a classroom without prior written approval by the teacher and the School Leader or designee.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to $500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to KIPP SoCal Public Schools's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending Charter School activities for any purpose for a period of three (3) years.

Acknowledgement Form

I acknowledge that I have received the [school] Handbook and will thoroughly read the policies and procedures as listed. I understand that if any information is still unclear, I can contact the office staff regarding any questions.

Student Name: _____ Date: _____

Additional Student(s)

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Parent /Guardian's Name: _____ Signature:_____
Date: _____

Please return this acknowledgement form no later than Thursday August 29th.

School Directory

2019- 2020 Staff Roster & Contact Information			
Name	**Classroom/Role**	**Phone Numbers**	**Room**
Operations			
Beatriz Cervantes	Business Operations Manager	323-351-8080	Admin Office
Cynthia Avila	Office Coordinator	323-695-6357	Main Office
Gladys Cebrian	Registrar	323-774-8241	Admin Office
Rosio Mendoza	Receptionist	323-480-2182	Main Office
Administration			
Tania Hernandez	School Leader	323-835-3788	Admin Office
Katherine Kim	Assistant Principal	818-489-3397	Admin Office
Katelyn Johnson	Dean	213-369-9093	Admin Office
Melinda Warren	Dean	323-246-2505	Admin Office
Katharine Whetzel	SpEd Manager	323-371-6388	Admin Office
Kindergarten			
Daniela Torres	Yale	510-990-7550	119
Alejandra Cabrera	USC	323-387-2349	123
Jasmin Prado	Oregon	323-253-4804	120
Dennice Flores	CAL	562-336-0156	122
Guillermo Fernandez	Instructional Assistant (Yale)	323-494-8382	119
Emily Sosa	Instructional Assistant (Oregon)	323-868-3471	120
Diana Solorio	Instructional Assistant (USC)	323-285-3837	123
Wendy Montenegro	Instructional Assistant (CAL)	323-636-2469	122
First Grade			
Theresa Walsh	UCLA	781-354-0259	116
Kimberly Vega	Columbia	818-527-3516	118
Stephanie Rivera	Columbia	661-794-8391	118
Chelsea Rohrbach	Harvard	323-863-3299	115
Nidia Valle	Dartmouth	818-631-3778	117
2nd Grade			
Jocelyn Garcia	Georgetown	909-6585542	210
José Martinez	UC Irvine	760-532-0399	217
Elisa Reyes	Tulane	323-206-7873	216
Natalie Chan	Tulane	23-538-3136	216
Raphael Sotelo	Loyola Marymount University (LMU)	323-807-9753	218
3rd Grade			
Stephanie Perez	Pepperdine	323-203-5232	213
Nancy Romero	Cal Poly	323-633-7179	212
Tyler Ward	Emerson	310-702-8933	211
Evelyn Rosero	Cornell	323-420-9947	215
4th Grade			
TBD	Cal St. Long Beach	TBD	112
Mercedes Jimenez	Stanford	323 919-3933	110

Jake Sands	University of Miami	310-869-2521	111
Milica Bison	Rice University	323-301-3619	113
Interventionist			
Destiniti Greer	Interventionist K- 2nd	949-233-5987	N/A
Ayanna Binta Parker	Interventionist 3rd- 4th	443-813-5891	N/A
Specialist			
Leo Montano	Art	323-605-5807	114
Gabriela Barrera	Spanish	562-656-2839	N/A
Celestine Denson	Dance	213-465-0277	201
Christa Camilleri	Music	323-409-9570	202
SpEd			
Noemi Molina	Specialized Program Teacher	323-496-4177	209
Ana Rodriguez	RSP Teacher	323-629-7284	209
Devin Burleson	RSP Teacher	661-247-9717	209
Jackie Kao	KIA Counselor	323-240-8832	105
Jacobed Melgarejo	KIA Counselor	323-219-3137	105
Erika Matczenko	SPED Assistant	626-233-9598	209
Maria Valdez	Speech and Language Assistant	626-375-5293	209
Jessie Concepcion	Alder Resident	323-496-4177	209
ASP			
Veronica Aguilar	ASES Manager	323-213-1840	MPR