

# KIPP:SoCal

PUBLIC SCHOOLS

Family Handbook  
2019-2020

# KIPP:Vida

PREPARATORY ACADEMY





Dear KIPP Vida 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 Vida Preparatory 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).

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

A handwritten signature in black ink that reads "Mrs. Bonner". The signature is written in a cursive, flowing style.

Mrs. Bonner, School Leader



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**Welcome to KIPP**

KIPP stands for the Knowledge is Power Program. We are a part of a national network of schools that prepare students for high school, college, and the world beyond.

**KIPP Vida Preparatory Vision Statement.**

At KIPP Vida Prep we believe that with love, all students will learn and have the ability to unlock their lives’ potential.

With access and opportunity to a quality education, we cultivate active leaders, with strong self-identity to facilitate transformative change. Our students, families, and staff will take pride in their identity, extend their learning experiences to their homes and communities, and transform the landscape of education and society.

**Values.**

Our four school values- love, curiosity, ganas, and integrity are listed in the table below along with their definitions. The daily behavior choices log that parents will receive every day will be linked our school values (for more information, please see “behavior and daily choices”).

<u>Values</u>	<u>Definition</u>	<u>Students</u>	<u>Families</u>
  <b><u>Love.</u></b>	The endless dedication and unyielding belief in the brilliance and potential of self and others and the commitment to stop at nothing.	Students greet each other and staff members in a friendly and appropriate manner each day.	Families greet each other, students, and staff in a friendly and appropriate manner, which demonstrates an earned trust for our school community.
  <b><u>Curiosity.</u></b>	The desire to explore, research, and learn by taking risks, asking questions and finding a way or making one.	Students ask questions and try new things. They work to try to show their work in more than one-way and know how to research topics of interest.	Families ask questions about things they want to know about the classroom. Their curiosity about the classroom comes from a place of assuming the best.
  <b><u>Ganas.</u></b>	The desire to approach situations and challenges with grit and zest.	Students do not give up when it gets tough. Students work hard during independent work time, they are focused and willing to apply feedback to their work.	Family volunteers are determined to get any projects done, knowing that it will help their child’s education.
  <b><u>Integrity.</u></b>	The resolve to make good choices and bring your best self each day.	Students listen to direction and do the right thing even when no one is looking.	Families adhere to the commitment to excellence by bringing their child to school each day on time and attend family nights each month.



**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 attendance and 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 7:46 AM and truant starting at 8:15 AM (please see below for more information on tardies and truanancies). Breakfast begins at 7:20 AM, and dismissal is at 4:00 PM Tuesday-Friday and 1:00 PM 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 truanancies 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/Truanancies**

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

- Illness or injury of pupil
- Illness or medical appointment of a child (only when the pupil is 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"



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**

For the safety of all students on our campus, we have developed a thorough arrival and dismissal process in order to ensure the safety of all students and staff. Multiple members of our staff will supervise all arrival and dismissal procedures. Each family will be asked to complete a form to designate if your student will be picked up by an after school care van.

To ensure the safety of all students, please do not drop off or pick up your student away from campus. All students should arrive or leave school every day with an adult. Students will only be released to adults that are on the emergency card and who have a valid identification and are 18 years of age.



*Late Arrival:* If your student arrives at or after 7:45am, you must walk your student to the office to check-in and get a tardy or truant pass. Please see the Attendance section of this handbook for more information.

*Late Pick up:* If you arrive to pick up your student after 4:15pm (1:15pm on minimum days) you must sign the student out on the Late Pick Up log. After three (3) late pick ups, a meeting with a member of our administrative team and teacher will be required. We want to work with all of our families to ensure all students are picked up in a timely manner each day.

*Walking.* All families are welcome to pick up their child from class each day. Please be aware that there is no available parking on campus. You may park on the street, however please follow all city street signs and show care for our neighbors. Please use caution when loading and unloading your student.

During arrival and dismissal, please note that all teachers and staff members are completing tasks or duties to prepare for the day. Each person on duty has an important role during these times to ensure the safety of all our students. Therefore, we ask that if you have questions for the teacher or staff member regarding anything other than arrival or dismissal, please hold your questions for another time. We are eager to address family questions and concerns, and will be sure to arrange a 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 Questioning) Youth are particularly vulnerable to bullying and discrimination so to be proactive and preventative, 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.**

### **Culmination**

#### EOY Culmination Ceremonies:

It is expected that all students participate in the promotion ceremony. If there are concerns regarding the participation of a student in the ceremony, the School Leadership will convene at Student Support and Progress Team (SSPT) meeting to determine participation in the ceremony.

### **Daily Schedule**

#### Tuesday, Wednesday, Thursday and Friday

- 7:20am School Opens: Arrival, Breakfast begins
- 7:40am Breakfast Ends: Students dismissed to blacktop at 7:42am
- 7:45am School Begins: Whole school morning meeting on blacktop (parents may attend and then depart before students enter the building by 7:55am)
- 4:00pm Student Dismissal

#### Monday

- 7:20am School Opens: Arrival, Breakfast begins
- 7:40am Breakfast Ends: Students dismissed to blacktop at 7:42am
- 7:45am School Begins: Whole school morning meeting on blacktop (parents may attend and then depart before students enter the building by 7:55am)
- 1:00pm Student Dismissal



Office Hours

The front office will be open to parents during the following times:

Tuesdays through Fridays

- 7:30- 4:15pm

Monday

- 7:30-1:30pm

*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 KIPP Vida Prep 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.

At KIPP Vida Prep we strive to prepare our students for the professional world beyond their years with us. This preparation is not only academic, but extends to all aspects of their daily lives. We believe in creating a professional environment where we take pride in our appearance and keep our minds focused on learning. Our uniform policy is designed to give options to promote individuality while also holding high expectations for cleanliness and professionalism. All Leaders grade TK-4th must be in FULL uniform by:

**Monday, August 26, 2019.**

<p><b>Non-Logo Items</b></p> <p>Our vendor will place our school logo on an item purchased at another store for a fee.</p> <p>Any uniform item worn without a logo must be <b>SOLID</b> color and still match the uniform policy. Plain blue, gray, black, or white jackets are acceptable.</p> <p>(no other writing or logos including Nike checks, Polo symbols, etc.)</p>	<p><b>Undershirt</b></p> <p>-should not be visible under polo shirt.</p> <p>-On a cold day ,if you choose to have your child wear long sleeves, please have the undershirt match the polo shirt (green or gray)</p> <p>OR</p> <p>Have your student wear a solid white undershirt</p>	<p><b>Belt (if needed)</b></p> <p>-should be able to be buckled and unbuckled independently.</p> <p>-should not have a large or decorative buckle.</p>
<p><b>Shoes</b></p> <p>-should be close toed</p> <p>-should not come above the knee</p> <p>-no high heels</p> <p>-no “heel”ies or rollers on bottom of shoes</p>	<p><b>Jewelry</b></p> <p>-earrings must be smaller than a quarter</p> <p>-no necklaces, chains, or anything hanging from neck.</p>	<p><b>Hair Accessories</b></p> <p>-should not cover the entire head (exception for religion or cultural customs)</p> <p>-should not be a safety hazard or cause distraction from instruction</p>



In addition, the KIPP Vida Preparatory dress code **includes** the following:

- Uniform pants must be of a size that fits the student's current size
- Skirts, skorts, or dresses must be no shorter than 2 inches above the knee;
- All shirts must be tucked into the student's pants or skirt;
- Jeans, makeup, and false fingernails are not allowed;
- Sleeveless or midriff shirts or blouses are not permitted;
- Students who attend school dressed improperly will be required to call their parents/guardians to bring clothes meeting dress code requirements; Students may also be given a loaner uniform item.
- Students will be asked to remove inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.

*Cold weather:* During the cold weather season, students may wear hats, gloves, scarves, and jackets to school. These articles of clothing will only be worn outside. Students will be asked to remove these upon entering their classroom.

In the fall, each class will win their college Friday's. At this time and for the duration of the year, students may choose to wear their KIPP Vida Preparatory polo and bottoms or a college T-shirt or values shirts with jean bottoms. Communication will go out to families when classes have won their college Friday's. **Students should remain in full uniform on Fridays until families are notified otherwise.**

#### **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.

#### **Sweatshirts or Outerwear**

Students are allowed to wear KIPP sweatshirts or outerwear from their previous KIPP School. There may be special edition sweatshirts for special occasions, for example an 8GR sweatshirt that students will be allowed to wear per the school's policy.

If you need help obtaining the uniform, please contact the front office and we will provide assistance. KIPP Vida does not assume responsibility for lost clothing items. There is a lost and found located in the front office, please ask an office staff member for assistance prior to searching the lost and found. Please help us by requiring your child to keep track of all of their belongings while at school.



### **Toys-Electronic Devices-Student Cell Phones**

In an effort to maintain an environment of learning and always keep our eye on our goals in college and beyond, toys will **not** be allowed on school grounds during the school day. The school is not responsible for any items that are brought from home to school and are lost or damaged.

- If a student brings a toy to school, his/her teacher will confiscate and return it to the student's parent at the end of the day. If this happens repeatedly with the same student, the teacher may confiscate the toys and it will remain in the office for the remainder of the school year. Parents have the opportunity to pick up the toy on the last day of school, if not then the toys will be donated to charity.
- Electronics such as video games, radios, iPads, CD players, cell phones, smart watches, etc. are **not** allowed at school. If a child brings an electronic device to school, the device will be confiscated and turned in to the office. The student's parent may come to the office and sign out the device from an administrator. The school is not responsible for any lost, damaged, or misplaced devices.
- Recess equipment (jump ropes, footballs, basketballs, soccer balls, etc.) ARE permitted at school, but they may only be brought out at recess and must be shared with other students. If it is determined that the extra toys are causing a safety hazard (for example, if there are too many balls flying through the air), we may inform students that they are no longer permitted to bring the recess equipment. The school is not responsible for broken, popped, or lost recess toys or balls.
- Bikes, skateboards, scooters are not allowed to be used on school campus.

Some classrooms allow students to bring in toys to share during a block of time intended to support cooperative play. If your child's teacher allows toys for this purpose, s/he will inform you and the office of this policy at a separate time. If your child's teacher does not inform you of anything different relating to toys, please assume no toys are allowed for any reason. Please note that even if toys are allowed for cooperative play, electronic toys like video games are never allowed.

Animals are **not** permitted on campus for any reason. If a teacher is hosting show-and-tell in their classroom, you will be notified and given a criteria for acceptable items.

If your child is caught using any of the above mentioned devices, or if the device goes on while on school campus, the electronic device will be confiscated as follows:

- First Offense: Cell phone/Electronic device will be confiscated and must be picked up from the main office by the parent/guardian after school.
- Second Offense: Cell phone/Electronic device will be confiscated and must be picked up from the main office by the parent/guardian must pick it up at the end of the week.
- Third Offense: Cell Phone/ Electronic device will be confiscated and must be picked up from the main office by the parent/guardian will have to pick it up ON THE LAST DAY OF THE SCHOOL YEAR.



### **Backpack Policy**

**Backpacks ARE permitted on campus.** We believe in creating a professional environment where children are encouraged to be responsible and active participants in their learning. From this belief, students will carry backpacks to ensure important learning materials are brought home and returned to school.

In consideration of classroom space, please be sure backpacks do not have wheels and handles [please no luggage]. Backpacks need to have a strap so they can be safely stored in the classroom. All backpacks will be stored in a common location for the duration of the school day. Students will not be permitted to go to their backpacks multiple times in a day.

In consideration of student learning, please be sure to **check** your child's bag **DAILY**. They will receive homework, a daily behavior log, and important papers that need to be read over by an adult. Only pack necessary items in your child's bag, please refrain from sending extra items. Non instructional items such as games, toys, and electronics are not permitted on campus.

In consideration of student safety, please be sure to **check** your child's bag **DAILY**. Ensure there are not any items that do not belong at school in their bags. KIPP Vida does not assume responsibility for any non-instructional items brought to school from home.

Any items found to be unsafe or unauthorized in a child's possession will be confiscated and turned in to the office. Unsafe items include but are not limited to toys or household items that can be used in a harmful manner. School leader discretion will be used to determine if a item is unsafe. Disciplinary action may be taken if unsafe items are brought to school, which could result in suspension or expulsion.

### **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.

### **End of Year Field Lessons**

End of Year (EOY) Field Lessons are supplemental educational opportunities for students to practice independence while engaging in fun and educational activities. EOY Field Lessons are earned using a criteria (listed below). End of Year Field Lesson status will be reported 3 times a year with each report card. The EOY Field Lessons are an above and beyond field trip experience. Our intention is for every child to attend the 4th grade end of year trip. In order for a student to attend the EOY Field Lessons, students will need to meet a few requirements including but not limited to adequate attendance, satisfactory behavior, and consistent academic growth.

Students and families will receive updates on progress toward meeting the EOY Field Lesson requirements quarterly. It is expected that families proactively communicate with the School Leader throughout the school year regarding the EOY Field Lesson Requirements.

### **Special Education Students and/or Students with 504 Plans Requirements for EOY Field Lessons**

Qualifications for EOY trips for students with 504 plans and IEPs will be determined based on each student's individual needs and set at the beginning of the year or when there is a change in the IEP using a similar criteria of attendance, behavior and academics.

### **Appeals**

After the end of the 3rd quarter, students who do not meet the **eligibility** criteria will be able to formally appeal to the EOY Lesson Field Panel which is comprised of School Leadership, Teachers, and Students. Students will need to submit an appeal letter by a deadline determined by the school that provides rationale for an exception to attend the EOY field lesson. For each student that appeals, they will receive written notice of **their** status in regards to attending the trip no later than May 1, 2020.

### **English Learners**

KIPP SoCal Public 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 Newsletter**

KIPP Vida will send home a weekly family newsletter highlighting important information and dates each Monday. Please make sure to read the family newsletter weekly and return any necessary paperwork on Tuesday morning with your child.

Families will be held accountable for all information shared in the Family Newsletter. When calling the front office for information included in the family newsletter, families will be directed back to the family newsletter. There will always be extra weekly family newsletters in the front lobby for families.

#### **Parent Conferences**

Parent conferences will take place three times a year and serve as a time to formally share student progress toward goals with families. We encourage you to seek information about your child's academic progress throughout the school year. Our school-wide goal is to have 100% parent and/or guardian participation during parent conferences. If you have scheduling conflicts with the times provided by your child(ren)'s teacher, please notify the teacher/s and we will work to accommodate your preference.

#### **Team & Family Visits**

Team and family visits are meant to establish a strong connection between home and school and begin building a family partnership. Teachers may conduct team and family visits at the beginning and throughout the school year.

It is up to the family's discretion to participate in a team and family visit, and when a visit to a student's home is not possible, alternate locations outside of school may be offered.

#### **Family Nights**

KIPP Vida Prep will host a Back to School Night in September, Literacy Night in October, and SBAC/MAP Family Night in March. It is our expectation that families try their best to attend 100% of family nights as outlined in the Commitment to Excellence that each family signed. For dates, please see our academic calendar.



### **Family Council**

KIPP Vida will form a Family Council to involve parents in supporting school operations and realization of our school vision. The Family Council exists to first and foremost support the instructional program and school values of KIPP Vida. The Family Council will meet monthly during the school year beginning in September. All members of our school community may attend.

### **Teacher Cell Phone Hours**

Each teacher is available by cell phone and in person. Remember, teachers are teaching throughout the day and may be unable to return calls during the school day. Please be sure to limit calls to between 7:00am and 8:00pm. A Teacher will return your phone call within 24 hours during the work week. If an in person meeting is requested, please set up an appointment with your child's teacher in advance.

### **Class Monthly Birthday Parties/ Holiday Parties**

At KIPP Vida we celebrate Latino Heritage in the Fall and Black History in February. We will have a Winter and Spring Festival as well. Birthdays will be celebrated on a monthly basis and not on the day of your child's birthday. Monthly birthday celebrations will occur on the last Wednesday of each month beginning in August [July birthdays are included, June birthdays will be included in May 2019]. Celebrations are from 3:30pm-3:50pm on 4:00PM days. If its an early dismissal [12pm] day, the celebration will be held 11:30-11:50am. The front office will not permit you to bring items share on other days of the month. Please ask your child's classroom teacher or the office for any student dietary restrictions or allergies. All items must be store bought. HEALTHY CHOICES are STRONGLY ENCOURAGED during school hours. See academic calendar for specific dates.

### **School Values**

We expect all families to show love by communicating in a respectful way even when they have an issue or conflict. To show love, families will respect each other and each child in our community. Families will show curiosity by asking their child's teacher how they can support their learning at home. We expect families, not to give up, even when things become difficult to show ganas. Finally, parents will show integrity by thinking about their choices and making good choices. Parents will learn from their mistakes and work to reflect on their own actions to better support their child.

When parents or families do not exemplify the values, our team may offer feedback in a respectful and timely manner in order to ensure our school values are always upheld. We expect all families to live the same values with the same success our students show. Please work with us to show love, curiosity, ganas, and integrity every day.

### **Commitment to Excellence**

#### **Staff Commitment**

We will fully commit to KIPP Vida Preparatory in the following ways:

- We will do whatever it takes to teach the academic skills, cultivate the character traits, provide the learning experiences and develop the community relationships needed for our students to thrive in middle school, high school, college and life.
- We will be available to parents and students by phone and in person.
- We will work purposefully and intentionally to meet our professional and student achievement goals and outcomes.
- We will live and teach our values- love, curiosity, ganas, integrity every day.



- We will make decisions that are in the best interest of all our students.

### Parent's/Guardian's Commitment

We will fully commit to KIPP Vida Preparatory school community in the following ways:

- We will always help our child in the best way we know how and we will do whatever it takes to support him/her with learning the academic skills, the character traits and participating in the experiences needed for him/her to thrive in middle school, high school, college and life.
- We will read with our child every night. We will also read and carefully check all papers he/she brings home, including homework.
- We will call the teacher or encourage our child to call the teacher if there is a problem with the homework.
- We will always make ourselves available to our children and the school. We will attend parent meetings and support the school as valuable members of the community.
- We will make sure our student attends KIPP Vida Prep everyday and will call and notify the school as soon as possible, if our child is going to miss school including summer school.
- We will make sure our child follows the KIPP Vida Prep dress code.
- We understand that our child must follow the KIPP Vida Prep rules and values so as to protect the safety, interests, and rights of all individuals in the school. We will be responsible for the behavior and actions of our child and address any concerns.
- We will make sure that that our child arrives at KIPP Vida Prep every day on time Monday through Friday and stays throughout the instructional day.
- We will develop in our own selves and exemplify the values- love, curiosity, ganas, and integrity.

### Student's Commitment

I will fully commit to KIPP Vida Preparatory in the following ways:

- I will always come to school prepared to work hard, make good choices and live the KIPP Vida Prep values. I will do whatever it takes for my classmates and me to learn and become leaders.
- I will do all of my homework every night and ask for help if there is a problem with my homework. I will raise my hand and ask questions in class if I do not understand something.
- I will wear my KIPP Vida Prep uniform every day.
- I will make sure that that I arrive at KIPP Vida Prep every day before 7:45am Monday through Friday and stay throughout the school day.
- I will behave so as to protect the safety and interests of all individuals in the school. I will follow the teacher's' directions and will be responsible for my own behavior and choices and will follow through with consequences of not making good choices.

### 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. KIPP Vida also requires all families wanting to chaperone a field trip to attend a mandatory chaperone meeting.

Generally, for each field trip, 2 parents may attend as chaperones, unless specifically noted otherwise. These 2 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 2 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 are not enough parents signed up. 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 by 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.

### **Community Eligibility Provision (CEP)**

In an effort to increase access to our meal programs and provide more students with healthy meals, this school participates in the Community Eligibility Provision, which allows the school to offer free breakfast and lunch to all students enrolled in the school. Families do not have to submit a meal application to receive free meals and will not be charged for any meals while at school. The 2019-20 school year is the second year of the provision and the provision cycle lasts for four years, ending in 2021-2022, or until other notice is provided.

The KIPP SoCal schools participating in CEP are: KIPP Academy of Innovation, KIPP Academy of Opportunity, KIPP Adelante Preparatory Academy, KIPP Empower Academy, KIPP Ignite Academy, KIPP LA Prep, KIPP Philosophers Academy, KIPP Promesa Prep, KIPP Raíces Academy, KIPP Scholar Academy, and KIPP Vida Preparatory. If your child attends one of these schools you do not need to complete a meal application. However, if you have a child that attends another KIPP SoCal school that is not listed above, you must complete a meal application for that student at their school. Your child(ren) at another KIPP SoCal school will incur meal charges unless they attend a school with CEP. Please refer to the family handbook of the sibling's school for details about meal applications, meal pricing, and the meal charge policy.

### **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.

### **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 are 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 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. Grades will be determined using the following scale:

- 5-Advanced
- 4-Proficient
- 3-Basic
- 2-Below Basic
- 1-Far Below Basic

#### **Progress Reports**

The school will distribute [quarterly] progress 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.

<b>BAND LEVELS</b>	
<b>TK-1 Performance Bands</b>	
Advanced	95-100
Proficient	90-94
Basic	80-89
BB	70-79
FBB	<70
<b>2nd Performance Bands</b>	
Advanced	95-100
Proficient	85-94
Basic	75-84
BB	65-74
FBB	<65
<b>3-4 Performance Bands</b>	
Advanced	90-100
Proficient	80-89
Basic	70-79
BB	60-69
FBB	<60

### **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 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.
3. Sexual Health Education Requirements for Middle School:
  - a. Parents must be notified that their student will receive sexual health and HIV prevention education and be allowed to view the materials prior to instruction.
  - b. Parents/guardians may remove their student from the instruction by submitting a request in writing. Student will only be excused from the lessons once the parent or guardian receives written confirmation from the school.
  - c. Teachers are trained in partnership with LACOE and KIPP SoCal Public Schools's Mental HHealth & Support Services Team to provide a series of lessons on the topics listed below.
  - d. Sexual Health Education Goals:
    - i. To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
    - ii. To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
    - iii. To promote understanding of sexuality as a normal part of human development;



- iv. To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- v. To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

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 greatly 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' 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 deadline. If you or your child needs help completing the homework each night, please contact your child's teacher.

Homework is a fundamental component of KIPP Vida Preparatory academic program.

Homework guidelines:

1. Thoroughly complete 4 days a week and return on the due date
2. Read for a minimum of 30 minutes every day
3. Practice grade level specific content, [i.e. math facts and sight words (until mastery of 300) for at least fifteen minutes daily]
4. Daily choices sheet must be signed each night

Students have homework 4 days a week, Monday-Thursday. Students do not have assigned homework on Friday, as we want to honor weekends for family time, though we encourage families to read with their child on a daily basis. Parents are required to check all homework assignments and sign that they have done so on the daily choices sheet every night once the assignments are complete. If a child is having a problem completing the homework assigned, parents and students are welcome to call their child's teacher for assistance. If a student does not complete an assignment or hands in an incomplete assignment, his/her parent may be notified.

## **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](mailto: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 Schools shall 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. 1<sup>st</sup> Street  
Los Angeles, CA 90063  
(213) 489-4461; [cwestmoreland@kippla.org](mailto: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:

<b>TK</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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For 5th-8th Grade Middle Schools:

<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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For Transitional Kinder (TK)-8th Grade Schools:

<b>TK</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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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). Children can go to the restroom at the teacher's discretion whenever necessary throughout the day with a hall pass. Students are encouraged to use the restroom during non-instructional blocks of the day, including snack time and recess. When students are in class, they are encouraged to use the restroom during independent work time and not direct instruction. When students need to use the restroom outside of these preferred times, they may if they are not able to comfortably wait until a preferred time. If the school has reason to believe the student is purposely trying to avoid class work or use the restroom for any reason other than its intended purpose, the school may speak with the student and/or parents to find a solution. We ask parents to notify the school if their child has unique needs regarding use of the restroom. Students are expected to show the school values and follow expectations when in the restroom and when traveling to and from the restroom.



### **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 Schools surveys 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.

### **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.

### **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 Behavior Expectations**

1. Be Safe
  - a. Keep hands to yourself
  - b. Check personal space
  - c. Notice your surroundings
2. Be Responsible
  - a. Own mistakes
  - b. Dress in uniform
  - c. Have only what you need
3. Be Respectful
  - a. Use kind words
  - b. Acknowledge others
  - c. Accept differences

#### **Positive Behavior System**

- **Teaching, rewarding and reinforcing of behavior expectations:** At KVP, we teach believe in teaching behavior like we teach content. Therefore, teachers teach and re-teach behavior in order to help students be successful throughout the school day.
- For Minor Incidents not meeting behavior expectations families will be notified and possibly asked to come to campus for a meeting with admin and the classroom teacher.



- For Major Behavior Incidents that violate California Education Code, students will be referred to school administration. A decision regarding disciplinary action will be made based on the specific conduct and the offense. If appropriate, the child will be sent home with the discipline referral form. Please review, sign, and send back this form the following day.

**Behavior System**

Each child will have a Daily Choices Sheet, documenting the choices he/she made at school that day. Please review and sign this sheet every day and return it to the teacher the next day. If a child has reached the last step on the behavior chart or commits a serious offense, the child will receive a referral at teacher discretion. A decision regarding disciplinary action will be made based on the conduct and the offense. The child’s parent or guardian must review and sign the referral, to indicate understanding of the offense and necessary action steps to correct the problem moving forward. 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. The key is that each mistake and success is documented on the daily choices sheet in association with our school behavior expectations.



**School Rewards/Awards (may include but aren't limited to):**

- Academic: At the end of each quarter, students who demonstrate academic achievement will be recognized. Students will also be celebrated for demonstrating significant growth.
- Character Assembly: At the end of each month, students who exemplify our values will be recognized.
- Attendance:
  - Perfect Attendance will be awarded to students who arrive to school on time, every school day, and do not leave early for 100% of the school year. Students with excused/unexcused absences, excused/unexcused tardies and excused/unexcused early leaves are not eligible for Perfect Attendance awards.
  - Excellent Attendance will be awarded to students who attend school each day, but leave school early or arrive late **with a valid excuse.**

**Referrals for Behavior**

If a child repeatedly misbehaves or commits a serious offense, the child will be sent to the office with a referral form. A decision regarding disciplinary action will be made based on the specific conduct and the offense. Families will be asked to meet with the teacher and/or a member of the administration team as soon as possible. Please review, sign, and send back this form the following day.

First Incident: Teacher meets with a family member; logical consequence is given to student.

Second Incident: Teacher, Member of Administration Team, and family member meet. Logical consequence given to student.

Third Incident: Teacher, Member of Administration Team, and family member meet to discuss student behavior plan. Logical consequence given to student.



### **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.

### **Tutoring**

Teachers may offer small group tutoring Tuesday through Friday from 4:00pm to 5:00pm or from 7:00am to 7:30am. Parents will be notified in writing at least a week prior to the student's scheduled tutoring.

### **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. 1<sup>st</sup> 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 KIPP Vida Prep 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.





## 2019-20 Commitment to Excellence

### Staff Commitment

We will fully commit to KIPP Vida Preparatory in the following ways:

- We will do whatever it takes to teach the academic skills, cultivate the character traits, provide the learning experiences and develop the community relationships needed for our students to thrive in middle school, high school, college and life.
- We will be available to parents and students by phone and in person.
- We will work purposefully and intentionally to meet our professional and student achievement goals and outcomes.
- We will live and teach our values- love, curiosity, ganas, integrity every day.
- We will make decisions that are in the best interest of all our students.

x \_\_\_\_\_

x \_\_\_\_\_

### Parent's/Guardian's Commitment

We will fully commit to KIPP Vida Preparatory school community in the following ways:

- We will always help our child in the best way we know how and we will do whatever it takes to support him/her with learning the academic skills, the character traits and participating in the experiences needed for him/her to thrive in middle school, high school, college and life.
- We will read with our child every night. We will also read and carefully check all papers he/she brings home, including homework.
- We will call the teacher or encourage our child to call the teacher if there is a problem with the homework.
- We will always make ourselves available to our children and the school. We will attend parent meetings and support the school as valuable members of the community.
- We will make sure our student attends KIPP Vida Prep everyday and will call and notify the school as soon as possible, if our child is going to miss school including summer school.
- We will make sure our child follows the KIPP Vida Prep dress code.
- We understand that our child must follow the KIPP Vida Prep rules and values so as to protect the safety, interests, and rights of all individuals in the school. We will be responsible for the behavior and actions of our child and address any concerns.
- We will make sure that that our child arrives at KIPP Vida Prep every day on time Monday through Friday and stays throughout the instructional day.
- We will develop in our own selves and exemplify the values- love, curiosity, ganas, and integrity.

x \_\_\_\_\_

x \_\_\_\_\_

### Student's Commitment

I will fully commit to KIPP Vida Preparatory in the following ways:

- I will always come to school prepared to work hard, make good choices and live the KIPP Vida Prep values. I will do whatever it takes for my classmates and me to learn and become leaders.
- I will do all of my homework every night and ask for help if there is a problem with my homework. I will raise my hand and ask questions in class if I do not understand something.
- I will wear my KIPP Vida Prep uniform every day.
- I will make sure that that I arrive at KIPP Vida Prep every day before 7:45am Monday through Friday and stay throughout the school day.
- I will behave so as to protect the safety and interests of all individuals in the school. I will follow the teacher's' directions and will be responsible for my own behavior and choices and will follow through with consequences of not making good choices.

X \_\_\_\_\_



**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 August 26, 2019.**



**School Directory**

KIPP Vida Prep Staff		
Name	Cell phone Number	Position
Mrs. Bonner	(323) 605-1625	School Leader
Ms. Tran	(323) 516-2328	Assistant School Leader
Ms. Mustafa-Julock	323-219-2906	Assistant School Leader
Mrs. Cosenza	(323) 213-1430	Dean
Mr. Buntin	(323)-430-7561	Business Operations Manager
Ms. Ayala	(323)394-4129	Registrar
Ms. P. Jimenez Ms. Huerta	(213)238-9008	Office
Ms. M. Jimenez	(323) 513-3690	Lead Education Specialist

KIPP Vida Prep Faculty			
Grade	Class	Teacher	Cell Phone Number
Kindergarten	USC	Ms. Hu	(323) 326-0579
Kindergarten	UCSB	Ms. Zenteno	(323) 629-0959
Kindergarten	Cal Berkeley	Ms. Machon	(323) 204-6754
Kindergarten	Morehouse	Ms. Gammage	(323) 240-3519
Kindergarten (IA)	USC	Ms. Hurley	(323) 406-8007
Kindergarten (IA)	UCSB	Ms. Santander Segura	(323) 406-8007
Kindergarten (IA)	Cal Berkeley	Ms. Abasta	(323) 406-8007
Kindergarten (IA)	Morehouse	Ms. Chetsawang	(323) 406-8007
1st Grade	LMU	Ms. Santiago Ms. Orozco	(323) 204-2907 (323) 482-0621
1st Grade	Prairie View	Ms. Patterson	(323) 351-8460
1st Grade	UCI	Ms. Sandoval	(323) 803-9005
1st Grade	UCSD	Ms. Camper	(323) 629-7670



2nd Grade	Miami	Ms. Ralph-Forton	(323) 605-8450
2nd Grade	LSU	Mr. Rodriguez	(323) 219-7296
2nd Grade	Bates	Ms. Leiva Ms. Goodeaux	(323) 627-2316 (323) 807-9713
2nd Grade	Harvard	Ms. Tate	(213) 220-7156
3rd Grade	Duke	Mr. Reeder	(213) 220-6489
3rd Grade	CSUN	Mrs. Castellon	(323) 326-8584
3rd Grade	Pepperdine	Ms. Gutierrez	(323) 400-7112
3rd Grade	CSUDH	Ms. Corado	(310) 593-3991
4rd Grade	Columbia	Mr. Flores	(213) 220-6788
4th Grade	Spelman	Ms. Jones	(213) 220-7448
4th Grade	Georgetown	Ms. Flores	(323) 482-0907
4th Grade	Southern	Ms. Lyons	(323) 629-7163
K-4 Art		Mr. Grajeda	(323) 516-5569
K-4 Dance		Ms. Stephen	(323) 516-5975
K-4 Theater		Ms. Pizzolorusso	(323) 326-8407
K-4 Spanish		Ms. Delgado	(323) 680-7419
K-4 Science		Ms. Edmond	(323) 326-8331
Counseling		Ms. Edmond	(323) 303-9882
Counseling		Ms. Alvarado	(323) 395-4679
RSP		Ms. Walker	(213) 220-8147
RSP		Ms. Henry	(213) 220-8559
Aide		Ms. Duarte	(323) 240-9323
Sub		Mr. Calhoun	(213) 220-7282
Sub		Mr. Velasquez	(323) 627-3563
Lead OPs Aide		Coach Crystal	(323) 406-8007



