

Dear Families,

KIPP Academy of Opportunity Student and Family Handbook 2016-2017 has been prepared as a resource for you and your child. We want to ensure that you and your family understand the procedures and policies in place at KIPP Academy of Opportunity that help us to provide consistency and safety, and a well-balanced education for your child(ren). 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.

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

Tanya Gray  
School Leader



## KIPP Academy of Opportunity Student and Family Handbook 2016-2017

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## **KIPP OVERVIEW**

### **KIPP**

KIPP stands for the Knowledge is Power Program (KIPP). KIPP Academy of Opportunity (KAO) is a part of the nationwide KIPP network of 183 schools in 20 states and District of Columbia serving nearly 70,000 students.

KIPP LA Schools (KIPP LA) is a nonprofit organization that operates free, open-enrollment, public charter schools focused on preparing students in under-resourced communities in Los Angeles for success in school, college, and life.

### **KIPP Five Pillars**

These basic principles form the Five Pillars, responsible for the success of KIPP Schools:

1. **High Expectations.** KIPP Schools have clearly defined and measurable high expectations for academic achievement and conduct. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.
2. **Choice & Commitment.** Students, their parents, and the faculty of each KIPP School choose to participate in the program. No one is assigned or forced to attend a KIPP school. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.
3. **More Time.** KIPP Schools know that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year, students have more time in the classroom to acquire the academic knowledge and skills that will prepare them for competitive high schools and colleges, as well as more opportunities to engage in diverse extracurricular experiences.
4. **Power to Lead.** The principals of KIPP schools are effective academic and organizational leaders who understand that great schools require great school leaders. They have control over their school budget and personnel. They are free to swiftly move dollars or make staffing changes, allowing them maximum effectiveness in helping students learn.
5. **Focus on Results.** KIPP Schools relentlessly focus on high student performance on standardized tests

and other objective measures. Just as there are no shortcuts, there are no excuses. Students are expected to achieve a level of academic performance that will enable them to succeed at the nation's best high schools and colleges.

### **KIPP LA Schools**

KIPP LA Schools (KIPP LA) is a nonprofit organization that operates 13 free, open-enrollment, public charter schools focused on preparing students in under-resourced communities in Los Angeles for success in school, college, and life.

#### **Board of Directors**

KIPP LA's Board of Directors provides the leadership, commitment, support, advocacy and oversight that ensures the fulfillment of KIPP LA's mission and goals. The Board is comprised of 15 members representing a cross section of professional experience. The Board meets four to five times a year. Meeting dates, locations and agendas are posted on the KIPP LA website and at each school site and minutes of past meetings are posted to the website. Meetings for 2016-2017 will be Sept 22, 2016; Dec 1, 2016; Mar 3, 2017; May 4, 2016 and June 22, 2017. Brief biographies of KIPP LA Board members can be found on the KIPP LA website (About > Our Team > Board of Directors)

#### **KIPP LA Website**

[www.kippla.org](http://www.kippla.org)

### **KAO Vision, Mission, Values**

#### **Vision**

Our students will become leaders who take pride in their community and have access to choice and opportunity in order to enact change.

#### **Mission**

KIPP Academy of Opportunity is committed to teaching the academic skills, intellectual habits, and character traits necessary for success in high school, college, and life.

#### **Values**

Grit  
Love  
Honor  
Leadership

## **SCHOOL OVERVIEW**

### **General Daily Schedule**

Monday:

Breakfast 7:00 am

School begins 7:30 am

Dismissal 1:00 pm

ASES 1:00-6:00 pm

Tuesday, Wednesday, Thursday, and Friday:

Breakfast 7:00 am

School begins 7:30 am

Dismissal 4:00 pm

ASP 4:00-6:00 pm

### **School Calendar**

The 2016-2017 school calendar is available in the main office.

### **School Rules**

1. Work hard.
2. Be nice.
3. Be on time.
4. Look your best.
5. Be prepared.

### **School Rewards**

#### **Recognition for Positive Behavior and Academic Achievement**

Classroom and school level recognition programs that promote good behavior and reinforce our vision:

1. Academic Awards
  - Principal's Honors: 4.0+
  - Honor Roll: 3.7-3.99
  - Commended Scholar: 3.5-3.5
  - Attendance Awards
    - Quarterly awards for perfect attendance
2. Weekly Paychecks
  - Students can earn "dollars" in order to participate in weekly events
  - Each grade level determines the requirements for events

3. Field Trips and End of Year Field Lessons
  - Students can qualify for field trips end of the year field lessons by meeting academic, discipline, and attendance requirements
4. Classroom rewards and Incentives
  - Each teacher will have his or her own system for their classroom.
5. 8th Grade Culmination
  - In order for students to participate in the 8th grade culmination ceremony they must have:
    - No more than 10 total unexcused absences for the school year
    - Have no more than 2 behavior referrals for the 4th quarter and no suspensions
    - 20 hours of community service

### **Field Trips and End of Year Field Lessons**

Field trips and end of the year field lessons are educational activities that are intended for students who fully participate in the educational program at KIPP Academy of Opportunity. Students who do not follow the rules and policies may not be included in field trips or end of the year field lessons.

#### **Field Trips**

Students will have the opportunity to participate in field trips during the school year. Students who do not follow the rules and policies of KIPP Academy of Opportunity may not participate in Field Trips. A student's behavior, attendance, and academic performance will serve as indicators on whether or not he/she will be able to attend Field Trips during the school year. Taken into consideration may be:

1. Attendance--beginning the first day of the quarter and ending the last day of the quarter:
  - Absences: no more than 3 unexcused absences
2. Referrals--beginning the first day of the quarter and ending the last day of the quarter:
  - Behavior: no more than 1 referral for the quarter and/or one or more suspension days

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

End of Year Field Lessons are opportunities for students to practice independence while engaging in fun and educational activities. Typically, students will attend overnight trips such as San Diego, San Francisco, or Big Bear. End of Year Field Lessons are an above and beyond experience for your KIPPster. In order for a student to attend the EOY Field Lessons, they must meet the following requirements:

1. Attendance--beginning the first day of school and ending the last day of quarter 3:
  - Absences: no more than 10 total unexcused absences for the year
2. Referrals--beginning the first day of school and ending the last day of quarter 3:
  - Behavior: no more than 3 referrals for the year and/or one or more suspension days
3. Grade Point Average--beginning the first day of school and ending the last day of quarter 3:
  - 3.0 cumulative for the academic year

\*\*Students that are found eligible for the trip must continue to stay in good standing for attendance,

referrals and grade point average during quarter 4.

### Special Education 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.

### Parent/Family Chaperones on Field Trips/Lesson

It is because of chaperone participation that KIPP LA Schools is able to offer this experience to our students. Chaperones are expected to be examples of good behavior for our students. From the time of departure to your arrival home, you are responsible for setting the example for students. Failure to meet KIPP LA Schools chaperone agreements will result in the loss of future chaperone experience.

### Progressive Discipline Plan

Students at KAO are held to high expectations and standards. They have the opportunity to earn school wide rewards, in class rewards, field trips, and acknowledgement of effort. We believe that building a positive school culture will prevent unwanted behaviors.

Students who do not abide by school rules are given the opportunity to reflect on their mistakes.

Progressive discipline plan example:

1. Warning and Feedback
2. Written Reflection
3. Reflection in buddy classroom
4. Office Referral with reflections
5. Saturday Intervention

Classroom discipline plan example:

1. Redirection
2. Warning and Feedback
3. Point Deduction
4. Written Reflection
5. Phone call home

\*Behaviors that are in violation of ed code or egregious violations of school rules may result in a direct referral to the office. The consequence for such violations may result in suspension or expulsion.

### Referrals

If a child repeatedly misbehaves or commits a serious offense, the child will be sent to the office with a discipline referral form. A decision regarding disciplinary action will be made based on the specific conduct and the offense.

### Gate Hours

K1 at 7019 S Van Ness Ave

Gates on Arlington Ave. are open at 7:00 a.m. and close promptly at 7:29 a.m. Students arriving late are to report to the front office for a tardy or truant pass. We ask that parents and visitors exit the campus by 7:30am in order to enable students to fully focus on their studies. Any parent or visitor wishing to accompany a student to class must enter the campus through the main entrance on Van Ness and follow the visitor sign-in procedure.

K2 at 8466 S. Figueroa St.

Gates on South Flower Street are open at 7:00 a.m. Students arriving late are to report to the front office for a tardy or truant pass. We ask that parents and visitors exit the campus by 7:30am in order to enable students to fully focus on their studies. Any parent or visitor wishing to accompany a student to class must enter the campus through the main entrance on Figueroa St. and follow the visitor sign-in procedure.

### Office Hours

K1, 6th - 8th Campus (Van Ness Campus):

7:30am - 4:15pm, Tues - Fri

7:30am - 1:15pm, Mon

Closed daily from 12:00pm - 12:30pm

K2, 5th Campus (Figueroa Campus):

7:30am - 3:30pm, Tues - Fri

7:30am - 1:00pm, Mon

Closed daily from 12:00pm - 12:30pm

### Drop-Off and Pick-Up Procedures

K1 at 7019 S Van Ness Ave

Please make the necessary arrangements to pick up your child(ren) on-time. Parents picking up or dropping off their child in a car must enter the Arlington Ave driveway at the north gate and exit at the south gate. All cars must pass through the gates to ensure the safety of all students.

Supervision begins at 7:00AM and ends promptly 15 minutes after dismissal

K2 at 8466 S. Figueroa St.

Please make the necessary arrangements to pick up your child(ren) on-time. You will line up along Figueroa St. and enter through the driveway. Each parent will be given placards. As you pull into school, we will call for your child who will be in line waiting to be released. Cars must show this placard in order

for a student to be released. If you forget your placard, you will be asked to park on the street and walk to the office to sign out your student.

Supervision begins at 7:00AM and ends promptly 15 minutes after dismissal

If your child is habitually picked up late, 15 minutes after dismissal, our school will call a meeting with your family to make a plan of action. Supervision is not available after school has dismissed.

### **Bikes and Skateboards**

Bicycles, roller blades/roller skates, skateboards, scooters/skateboards and wheelie shoes are not permitted onto the KAO campus.

### **Family Communication**

There are many ways to contact the school, teachers, and staff.

#### *School*

Please call our main office at 323-778-0125. If our office does not pick up the phone during business hours, please leave your name, child's name, and message. Our office staff strives to get back to you within the business day. If you call before or after business hours, please leave your name, child's name, and message. Our office staff will get back to you within 24 business hours.

#### *Teachers and Staff*

Teacher will return calls during non-instructional times within 24 hours except on weekends. Please leave your name, child's name and a message. Teachers will return emails within 24-48 hours except on weekends.

#### *Family Newsletter*

Family newsletters are sent home weekly on Fridays. Students and families are responsible for the information sent home as this is a formal mode of school-home communication.

#### *Parent Conferences*

Parent conferences are held twice a year, after Quarter 1 and Quarter 3.

#### *Contact Information*

It is the parents/guardians responsibility to keep contact information current with the school.

### **Staff Directory and Contact Information**

A list of staff members and contact information can be found in the main office.

### **KIPP Through College**

The KTC team consists of KIPP LA staff who support KIPPsters' success during middle school, high school, and college. When your child culminates from their KIPP middle school and becomes a KIPP LA alumnus, she/he will continue to receive support from the KTC team. In high school, your child's College Advisor will

provide advising and programming focused on identifying the college that will be a right match and preparing for college success. In college, your child's College Persistence Advisor will provide hands-on support to ensure that she/he persists through college and graduates.

*KTC's HIGH SCHOOL PLACEMENT PROGRAM*

Your family will begin to work closely with KTC in spring of 7th grade. Your family will be assigned a High School Placement Advisor who will assist your family as you navigate high school options and application processes. With the goal of all KIPPsters attending a high school that will prepare them for success in college and life, the High School Placement team facilitates programming for students and families in addition to advising, this may include:

- 6th grade: SSAT Benchmark testing during the school day
- 7th grade: High School Readiness classes, KIPP LA High School Fair, High School Kickoff
- 8th grade: High School Readiness classes, KIPP LA High School Fair, high school visits, high school application & matriculation support
  - o Signed KIPP Through College Consent Form before 8th grade culmination

Along with your child's middle school, KTC is committed to ensuring your child has the preparation, resources, and opportunities needed for success in college and life. In order for your child to fully access the support provided by KTC, it is essential that students and families remain actively engaged and in communication with KTC advisors from middle school until college graduation.

## **ACADEMICS**

### **Homework**

Homework is a fundamental component of KAO's academic programs.

Homework policy:

1. Thoroughly complete five-seven days a week to be returned on the due date.
2. Students will have no more than 2 hours of homework per night.
3. Late homework is not acceptable.

### **Make-up Work**

Students who are absent from school for any of the excused reasons stated under "Legally Excused Absences," including suspension, shall be allowed to complete all assignments and tests. Upon satisfactory completion, the student shall be given full credit for completed work.

Generally, students will have the total time of absence to make up their missing work (i.e. if they were absent for one day, then they will have one day to make up the assignment). The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code §48205)

Students who leave early from school should collect homework assignments from the classes that they have not attended prior to leaving the campus.

When requesting homework for your sick child who is missing school, allow 2 days of absence before requesting homework. If your child is truly ill, he/she will benefit from rest and light reading. Missed work from an excused absence of 1-2 days may be made up over a reasonable period of time.

### **Grading and Report Cards**

#### **Grading**

Weights of grades prepare our students for high-school and college.

- Assessments: 45% of grade
- Quizzes (e.g. Exit Tickets): 25% of grade
- Classwork (including projects): 15%
- Participation: 10%
- Homework: 5%

#### **Recording**

a. Teachers will maintain a record of each student's work, progress, and attendance on a weekly basis in Illuminate.

- b. Teachers must assess a variety of student performances such as written assignments, homework, projects, classroom participation/class work, quizzes, tests, and end of quarter/course examinations. Teachers should consider such factors as preparation, daily work habits, quality, and completeness of assignments in evaluating student performance. The school leader will ensure that all teachers apply these procedures in determining grades.
- c. Teachers must record a minimum of two grades per week in Illuminate; more than two is highly recommended. If a class meets twice per week then only one grade per week minimum is required.
- d. Teachers must return graded papers and assignments in order to provide on-going, timely feedback to students and parents.
- e. Teachers will grade and give a score for all student assignments.
- f. A student will receive a failing grade ("F") or a zero (0) for assignments, tests, or quizzes when the following occurs:
  - 1. A student has cheated on a test, quiz, or assigned project.
  - 2. A student fails to produce work within an assigned time frame.
  - 3. A student who has been lawfully absent fails to produce make-up work in a reasonable timeframe.
  - 4. A student does not demonstrate satisfactory progress at the level of instruction indicated (below 60%).
  - 5. If a student does no work on the task/assessment

### Progress Reports

Each grade level will distribute progress reports every week. Progress reports indicate grades on assignments and any missing assignments. Progress Reports are an opportunity to communicate with parents/guardians about how students are progressing academically.

### Report Cards

The school year is broken into four (4) grading periods. The marking periods are long enough to allow students several opportunities to demonstrate mastery of specific skills. At the end of each marking period, students will receive grades in all core academic classes.

### Assessments

#### Skills Assessments

Beginning in September, all students will take at least monthly skills assessments. These standards based assessments are included in their grades as well as serve as an indicator for their success on the California

Assessment of Student Performance and Progress through the Smarter Balanced Assessment Consortium.

### Weekly/Daily Assessments

Beginning the first week of instruction, students may take weekly and daily assessments. These standards based assessments may look like exit tickets and quizzes. They are included in their grades as well as serve as an indicator for their success on units and projects.

### Illuminate

Illuminate is the online grading tool used by teachers. Parents and families may check their child(ren)'s grades online. Families are welcome to use a computer in the front office of the school to check their child's grades.

Parents will receive their parent portal login information at the beginning of the year.

### Agendas

Students receive a daily planner agenda at the beginning of each school year. A replacement agenda costs \$10.00.

### Student Materials

Teachers may require students to bring specific materials to class. Please keep a steady supply of school related materials at your home to help your child complete projects and homework to the best of their ability.

No liquid white out, permanent ink markers, or paint markers are allowed as part of student materials. If these items are found, they may be confiscated and kept for the year.

### Books

Books may be checked out to students for use during the school year. It is the responsibility of each student to keep these items in good shape. Students who lose school materials or return damaged books will be asked to pay for their replacement.

### Student Success Team

The Student Success Team (SST) is a positive school-wide early identification and early intervention process.

Students are referred to the SST 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. Follow-up meetings are planned to provide a



continuous casework management strategy to maximize the student's achievement and school experience.

**Special Education**

All students with disabilities are provided services and programs as prescribed in their Individualized Education Plans (IEP). All services and placement decisions are made by the IEP team based on the individual needs of each student. If you have questions regarding special education or your student's eligibility, please contact the School Leader.

## STUDENT LIFE

### **Personal Items From Home**

KAO is not responsible for student's personal property. Students are advised to leave their valuables at home.

### **Nutritional Program**

#### *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.

#### *Free and Reduced-price Meal Applications*

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

#### *Meal Pricing & Charges*

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

#### *Outstanding Meal Balances*

The goal of the School Nutrition Program is to provide students with healthy meals each day regardless of their ability to pay ahead for their meals. However, unpaid meal account balances place a large financial burden on our schools. The office will send home invoices to families whose student has a negative account balance. Full pay students will be allowed to charge meals to their account up to \$50 and reduced-price students will be allowed to charge up to \$7. All charges must be paid within 10 school days. Students must have a zero balance by the last day of the school year. Student accounts that exceed this amount will incur stronger attempts to collect money owed and may result in the student being denied

participation in non-instructional events that cost the school an additional amount of money for participation.

### Wellness Policy

KIPP LA 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 LA Wellness Policy can be found on the KIPP LA 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, they may be confiscated.

This institution is an equal opportunity provider.

### **After-School Education and Safety Program**

The After-School Education and Safety Program (ASES) is operated by KAO's After-School Program Coordinator and other staff. Any KAO student may join the after-school program to work on homework or participate in various organized clubs, games, and activities after the school day. The program is on a first-come, first-served basis until maximum student capacity. After maximum student capacity, the program will maintain a waitlist. Enrollment Period 1 occurs at the beginning of each school year. Enrollment Period 2 occurs in the middle of the school year, before Quarter 3. If your child signs into the after-school program, you must enter the building and sign your child(ren) out before they are allowed to leave.

*After School Program* runs from after-school until 6:00pm.

**KAO Alumni**

KAO commits to KIPP students to and through college, therefore alumni are welcome on campus upon completion of the 8th grade. While we welcome alumni, it is important that alumni follow the school rules while on campus.

In addition, alumni must:

1. Contact the teacher or office staff they will be assisting or visiting prior to arrival on campus
2. Sign-in in the front office upon arrival
3. Stay in their assigned classroom or area
4. Must dress professionally while on campus

## **HEALTH AND SAFETY**

### **Fire Drills and Earthquake Drills**

Posted in every room is a map detailing the required evacuation protocol. Students are to follow teacher and staff member directions outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must proceed directly to the designated area and wait for instructions. Drills are conducted once a month.

Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension.

### **Hallways**

Students are expected to move quietly with their teammates from class to class.

Students are expected to have a hall pass to be in the hallway at any other time. It is the student's responsibility to get a pass before leaving a room. Students may not simply choose to go to the restroom, office or anywhere else without expressed permission.

Students must also have all materials, including pens and pencils, in their backpacks during transitions in the hallways.

### **Restrooms**

Students are expected to use good judgment when asking to use the restroom. Students should not ask before school, right before or after lunch, or the first or last ten minutes of class.

### **Emergency Card**

Each year, parents and guardians are to complete an emergency card for each student attending KAO. Only persons authorized on a child's Emergency Card will be allowed to sign the child out of school. If there are any changes to emergency authorization, it is the family's responsibility to come into the school and complete a new emergency card in person. We cannot verify changes to an emergency card verbally over the phone.

### **Custody Agreements**

In the case of custody agreements, the school will follow the most current order on file in the student's cumulative record.

**POLICIES**

**Cheating Policy**

Any student who is found cheating could face severe disciplinary action.

Plagiarism is a form of cheating. Plagiarism is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming it as your own. Any student caught cheating will receive a zero for that assignment in addition to disciplinary action.

**Classroom Placement**

A variety of factors are taken into consideration when placing students in homerooms. The principal has full discretion of final classroom placement or any classroom changes.

**Uniform**

**Our mission is to ensure that students develop the academic skills, character, and intellectual habits necessary to succeed in competitive high schools, colleges, and the world beyond.** This preparation is not only academic, but extends to all aspects of their daily lives. In that effort, our uniform policy at KIPP Academy of Opportunity is designed to build a sense of pride within our school community and to ensure that our students look professional yet remain comfortable as they learn.

Only students who have direct clearance from Principal or School Business Operations Manager will be excused from wearing the complete uniform.

Uniforms are to be clean, crisp, neat, and not tattered.

<p><b>Shirts</b></p>	<p>KAO or plain class color polo shirt must be long enough to be tucked in. Colors are as follows:</p> <table border="1" data-bbox="376 1346 1464 1409"> <tr> <td data-bbox="376 1346 647 1409">5th: Grey</td> <td data-bbox="647 1346 919 1409">6th: Navy Blue</td> <td data-bbox="919 1346 1190 1409">7th: Burgundy</td> <td data-bbox="1190 1346 1464 1409">8th: Black</td> </tr> </table> <p>Fridays:</p> <ul style="list-style-type: none"> <li>● KAO T-shirts</li> <li>● KAO polos from any year</li> <li>● College T-shirts</li> <li>● Black or Blue Denim Jeans</li> </ul>	5th: Grey	6th: Navy Blue	7th: Burgundy	8th: Black
5th: Grey	6th: Navy Blue	7th: Burgundy	8th: Black		
<p><b>Sweatshirts/ Layers</b></p>	<ul style="list-style-type: none"> <li>● KAO plain grey, navy blue, burgundy and black sweatshirts may be worn indoors.</li> <li>● Hoods may not be on in the building.</li> <li>● Only 8th grade students should wear the black and gold KAO sweatshirt.</li> <li>● Students may wear long-sleeve shirts in plain grey, navy blue, burgundy, white or black shirts under their uniform polos if they wish to have extra layers.</li> </ul>				

<b>Bottoms</b>	<table border="1"> <tr> <td>5th: Navy Khakis, Shorts, Skirts, or Skorts</td> <td>6th: Navy Khakis, Shorts, Skirts, or Skorts</td> <td>7th: Tan Khakis, Shorts, Skirts, or Skorts</td> <td>8th: Tan Khakis, Shorts, Skirts, or Skorts</td> </tr> </table>				5th: Navy Khakis, Shorts, Skirts, or Skorts	6th: Navy Khakis, Shorts, Skirts, or Skorts	7th: Tan Khakis, Shorts, Skirts, or Skorts	8th: Tan Khakis, Shorts, Skirts, or Skorts
	5th: Navy Khakis, Shorts, Skirts, or Skorts	6th: Navy Khakis, Shorts, Skirts, or Skorts	7th: Tan Khakis, Shorts, Skirts, or Skorts	8th: Tan Khakis, Shorts, Skirts, or Skorts				
<ul style="list-style-type: none"> <li>● Uniform bottoms must fit properly.</li> <li>● Skirts, shorts and skorts may not be more than 2 inches above the knee even if the student is wearing tights or leggings underneath.</li> <li>● No baggy, cargo, low-rise, skin tight pants, jumpers or fishnet tights.</li> <li>● Pants must be pulled above the waist at all times. Belts are not required, however, pants must not be so big that they fall down.</li> </ul>								
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Shoes must have rubber soles, laces or velcro.</li> <li>● No sandals, steel-toed boots, or opened-toed shoes.</li> <li>● Students may not wear socks that go above the bottom of student's knees.</li> <li>● Socks may not contain any words, offensive patterns or designs or be made of fishnet materials and must be an appropriate length.</li> </ul>							
<b>Accessories</b>	<ul style="list-style-type: none"> <li>● Students may wear earrings smaller than the size of a quarter coin. Students may wear one necklace that remains tucked into their shirts at all times.</li> <li>● No rings, anklets, bracelets or wristbands of any type are allowed.</li> <li>● One watch may be worn. Smartwatches are not permitted.</li> <li>● Hair accessories must not obstruct the student's or other students' vision.</li> <li>● No bandanas</li> <li>● Nail polish is allowed. Fake and acrylic nails are not permitted.</li> <li>● Writing or drawing of any kind on any portion of the uniforms or body is not permitted.</li> </ul>							
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>● Students may wear their PE approved uniform only during physical education blocks.</li> </ul>							

Note: If any family has financial difficulty abiding by the uniform policy, please contact the Main Office for assistance.

## **Electronic Devices and Telephones**

KAO is not responsible for lost or stolen electronic items.

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

Items include but are not limited to cellular phones, eReaders, smart watches, and tablets.

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

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

Students who violate this policy will have their device confiscated.

First offense - a parent or guardian may retrieve the item from the office.

Second offence - student must check-in cell phones to the main office at the beginning of the day.

Third offence - the phone may remain in the office for the duration of the school year.

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

## **Classroom and School Visitation**

### **Visitor Procedures**

To ensure the safety of our students and staff, all visitors to the campus, including families, must check in at the main office and wear a visitor's badge. Visitors not wearing an identification badge issued by the KIPP Academy of Opportunity office will be escorted off campus. The safety of our students is important.

To maintain the integrity of instructional time within the classroom, visitors will not be allowed inside the classrooms during the school day without prior notification. If parents would like to volunteer within the classroom or be a part of classroom activities, they must arrange with the teacher beforehand, who will determine if it is an appropriate time for visitors. If it is, s/he will notify the front office that the visitor should be permitted to enter.

For more information, please see the KIPP LA Conditions for Classroom and School Visitation and Removal Policy below.

### ***KIPP LA Conditions for Classroom and School Visitation and Removal Policy***

While KIPP LA encourages parents/guardians and interested members of the community to visit KIPP LA

and view the educational program, KIPP LA 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 LA 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 Principal, 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 LA, 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 Principal 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 Principal 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 Principal 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 Principal 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 Principal or designee or the Executive Director within five days after the denial or revocation.

The Principal 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 Principal 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 LA'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.

#### Staff Expectations

We believe in families as partners. It is expected that staff will be professional in all encounters. It is our responsibility to ensure that student learning comes first.

#### Student Expectations

KAO has a number of visitors that come to see all of the amazing instruction and student achievement daily. It is expected that KIPPsters:

- Ensure any visitor has a visitor badge before engaging with a visitor
- Assist all visitors in need of information if approached
- Make eye contact and speak to visitors with a respectful strong voice
- Attend to the lesson until addressed or engaged by a visitor

#### Parent Volunteerism

At KAO, 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 through the year about volunteer opportunities.

## **Attendance and Truancy Policy**

KIPP Los Angeles Schools (KIPP LA) believes that only through daily participation in classroom activities can students achieve success and progress in their academic and social growth. Regular attendance is a preparation for entry into the world of employment. Just as the KIPP LA team works with all students to help them succeed, students and parents must understand they are accountable for regular class attendance and daily assignments.

### **General Attendance Procedures**

1. The school shall maintain day-by-day records of each student's attendance and tardies.
2. Parents/Guardians must notify the school when their son/daughter will be absent. Each school will establish their local procedures by which parents may notify the school concerning absences.
3. The School Leader or designee will determine whether absences are excused or unexcused, in keeping with this regulation. The reason for the excused absence (see section on Legally Excused Absences below) should be documented in writing by the parent or guardian upon the student's return to school, but no more than within 24 hours of the student's return.
4. On returning to school after being absent, the student shall be permitted to return to class.
5. Every school shall have an official, daily attendance-reporting time, which shall be during the first fifteen minutes of school day. Teachers who habitually do not submit attendance in a timely manner are to be reported to their principal for guidance and assistance in meeting this required duty. Continued failure to comply with the attendance accounting requirements shall result in disciplinary action. The School Leader is ultimately responsible for the accuracy and monitoring of attendance records.

### **Local School Procedures**

Each KIPP LA School will create and publish local procedures to manage school attendance, tardies, and truancies, as well as on daily, weekly, and monthly attendance reporting. These procedures should be in keeping with KIPP LA Schools Attendance & Truancy Policy (this document). Annually, these procedures should be communicated to all families at the opening of school and should be included in the annual notifications and, if appropriate, in the local school Family Handbook. Parents shall be directed to the School Leader if they are seeking copies of KIPP LA Schools Attendance & Truancy Policy.

### **Absences**

A student not present in class for any reason is considered absent. A student should be marked absent if the student leaves class before the teacher takes attendance in the classroom, or is not present in the classroom at any point in the day. Students may be excused from compulsory attendance if the reason for the absence is listed below per the California Ed. Code (§48205):

#### **Legally Excused Absences:**

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
  - a. Exclusion for failure to present evidence of immunizations

- b. Exclusion from because student is either the carrier of a contagious disease or not immunized for contagious disease
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. Pupils in grades 7-12 who leave school to obtain confidential medical services
8. High school visits for current 8th graders turned in with official documentation by the high school or with an official KIPP LA school High School Visit Verification Form.
9. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the School Leader or a designee. According to KIPP LA policy, a student may not be granted an "Excused Absence" for religious observance for more than three (3) days per semester, and/or five (5) days total per school year.

The school is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences within 24 hours of the absence. If attempts are made to clear absences with sufficient due diligence, yet no excuse is provided, these absences may be converted to *truancy events* (see below) and this could be grounds for referral to the Student Attendance Review Board (SARB) and to the City or District Attorney's Office.

#### **"Make-up" Work for Students Who Were Absent**

Students who are absent from school for any of the excused reasons stated under "Legally Excused Absences," including suspension, shall be allowed to complete all assignments and tests. Upon satisfactory completion, the student shall be given full credit for completed work. Local school procedures will guide, pursuant to the regulations of KIPP LA, what assignments the student shall make-up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code §48205)

#### **Unexcused Absences**

An unexcused absence is any other absence not covered in "Legally Excused Absences" above, including suspensions. If a student is not present in the classroom at any point in the day, without submitting documentation that would render his or her absence as excused **within 24 hours of returning to school**, the school will consider the absence "unexcused."

#### **Excessive Absences**

Any student who has been absent from school (excused or unexcused, including early dismissals) for 10% or more of the total days of attendance for that school year may be required by the School Leader to provide an official medical or judicial verification in order to excuse and absence. Students with such an excess of absences will be notified in writing of the official verification requirement. Students with excessive absences may be referred to the school's Truancy Abatement Program as a way to remediate the excessive absences. The abatement program may include Weekend Makeup School.

### **Withdrawal due to Excessive Unverified Absences (AWOL)**

In rare circumstances, a student may be absent from a KIPP LA school for 10 consecutive days without attempting to notify the school of the absences or without responding to school inquiries (phone, fax, and mail) about the student absence. In such cases, the school may recommend the withdrawal of the student when consecutive absences are not validated by the parents/guardians either in advance or concurrent with the absences and after adequate school-initiated communication attempts have failed to clarify the reasons for the absences. The decision to withdraw a student after significant consecutive absences is made by the KIPP LA ED or designee in conjunction with the School Leader.

In order for a School Leader to recommend the withdrawal of a student for significant consecutive absences without verification, the following steps must be taken to protect the student's due process rights for maintaining enrollment in an KIPP LA school:

- Day 1 AWOL => School calls family per local policy and logs call
- Day 2 AWOL => School calls family per local policy and logs call
- Day 3 AWOL => School sends SARB Letter 1 (REGISTERED, DELIVERY CONFIRMATION), and school calls family per local policy and logs call
  
- Day 4 AWOL => School calls family per local policy and logs call
- Day 5 AWOL => School calls family per local policy and logs call
- Day 6 AWOL => School sends SARB Letter 2 (REGISTERED, DELIVERY CONFIRMATION), and school calls family per local policy and logs call
  
- Day 7 AWOL => School calls family per local policy and logs call
- Day 8 AWOL => School calls family per local policy and logs call
- Day 9 AWOL => School calls family per local policy and logs call
- Day 10 AWOL => KIPP LA ED or designee sends official WITHDRAWAL letter requesting family to provide the school with Next School Information in order to forward student records
- After day 10, the School Leader determines whether to officially unenroll the student or to continue to pursue contact with the family and wait for the student to return.

### **Tardiness and Truancies**

A student who arrives to school after the opening-school bell has rung or the official start of the school

day, yet less than 30 minutes into the instructional school day, will be considered **“tardy.”**

A student who misses 30 or more minutes of instruction (at the beginning, middle, or end of the day) will be considered **“truant.”** A student who misses 30 or more minutes of instruction cannot be marked present. **The time that is noted on the tardy or truancy log will be considered the student’s official arrival time.**

Individual schools shall create and publish procedures to govern the admission of students that are tardy to school. Generally, 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 documentation, shall be directed to the office to check-in and obtain the admission documents in accordance with local school attendance procedures.

**Legally Excused Tardies and Truancies** (provided documentation is submitted within 24 hours of student’s return to school):

If a student is tardy for one of the reasons below (and provides supporting documentation), the tardy will be considered excused. If a student misses 30 or more minutes of instruction for one of the reasons below **and is present in the classroom**, the student’s truancy is excused.

Excused Tardies/Truancies:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
  - a. Exclusion for failure to present evidence of immunizations
  - b. Exclusion from because student is either the carrier of a contagious disease or not immunized for contagious disease
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. Pupils in grades 7-12 who leave school to obtain confidential medical service
8. High school visits for current 8th graders turned in with official documentation by the high school or with an official KIPP LA school High School Visit Verification Form.
9. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the School Leader or a designee. According to KIPP LA policy, a student may not be granted an “Excused Absence” for religious observance for more than three (3) days per semester, and/or five (5) days total per school year.

**Unexcused Tardies /Truancies**

An unexcused tardy or truancy is any other tardy or truancy not covered in “Legally Excused Tardies/Truancies” above. They may include (but are not limited to) the following:

1. Personal business
2. Car problems
3. No clean clothes
4. Bad inclement weather
5. To attend an event that does not fall within one of the categories described above.
6. Walkouts/demonstration

**Excessive Tardiness**

Each local school will develop procedures for students that are excessively tardy to school. The consequences are based on the student’s tardies for each semester.

**Sample Tardy Policy**

1st Tardy	Warning. Parent contact.
2nd Tardy	Warning. Parent contact.
3rd Tardy	School detention. Parent contact.
4th Tardy	School detention. Parent contact.
5th Tardy	School detention. Parent conference with the School Leader. Loss of eligibility for 3 weeks.**
6th Tardy	School detention. Parent contact.
7th Tardy	School detention. Parent conference with School Leader.
8th Tardy	School detention. Parent contact.
9th Tardy	School detention. Parent contact. Loss of eligibility for 3 weeks.
10th Tardy	Home suspensions (1 day). Parent conference with School Leader, contract executed.
11th Tardy	Home suspension (up to 3 days). Act of defiance, parent conference held with School Leader, loss of eligibility for 9 weeks.

\*\* Loss of eligibility is the loss of co-curricular and extra-curricular activities

\*\*\* Loss of eligibility is from the date of the last tardy the student received

**Truancy Abatement Program**

Any student who has been absent from school (excused or unexcused) for 10% or more of the total days of attendance for that school year, or is classified as truant (see below) may be referred to the Truancy Abatement Program in order to remediate the excessive absences or truancies. Each local school will develop a Truancy Abatement Program, provided that such procedures are consistent with the procedures described below.

**Truant Classification and Procedures**

A student is classified as **truant** when the student receives three or more truancy events. A

“truancy

event” is defined as:

- An absence from school without a valid excuse,
- a truancy without a valid excuse,
- any combination thereof.

The parent/guardian of a student classified as truant shall be notified by certified letter containing the following information and requesting a conference with the parent, student, teacher, and School Leader: (EC §48260.5)

1. The student is truant.
2. The parent/guardian is obligated to compel the student to attend school.
3. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to EC 48260 et seq.
4. The availability of alternative educational programs in the local district.
5. The right of the parent/guardian to meet with appropriate school personnel to discuss the solution to the student’s truancy.
6. That the student may be assigned, with or without parent consent, to the school’s truancy abatement program, including Weekend Makeup School.
7. A conference is requested with the parent/guardian and student.

### **Notifications of Truancy**

#### **1. First Notification of Truancy or Excessive Absences**

- Letter #1 sent regular and Certified/Delivery Confirmation mail
- Student may be assigned, with or without parent consent, to the school’s truancy abatement program, including Weekend Makeup School.

#### **2. Second Notification of Truancy or Excessive Absences**

- A student must be notified a **second time** once they have accrued at least **three (3) additional truancy events after receiving the first notification.**
- Letter #2 sent regular and Certified/Delivery Confirmation mail
- Student may be assigned, with or without parent consent, to the school’s truancy abatement program, including Weekend Makeup School.

#### **3. Notification of Determination as an Habitual Truant**

- A student must be notified a **third time** once they have accrued at least **three (3) additional truancy events after receiving the second notification.** Student is identified as an Habitual Truant.
- Letter #3 sent regular and Certified/Delivery Confirmation mail.
- Student will be assigned, with or without parent consent, to the school’s Truancy Abatement Program, including Weekend Makeup School.
- Hold School Attendance Review Team (SART) meeting with student, parent, teacher/advisor, and School Leader. If not already on file, an Attendance contract must be signed at this meeting.
- If the parent/guardian fails to respond in 10 days or does not attend the

scheduled conference, the matter may be referred to the KIPP LA's School Attendance Review Board (SARB).

**4. Notification of Continued Truancy – Referral to KIPP LA's SARB**

- Any student who has had at least **twelve (12) truancy events** during a single school year from school will be referred to the KIPP LA's SARB.
- Student will be assigned, with or without parent consent, to the school's Truancy Abatement Program, including Weekend Makeup School.
- School Leader refers student to KIPP LA's SARB with required attachments.
- Letter #4 sent regular and certified mail from the School Support Center
- Schedule conference of KIPP LA's SARB
- If the parent fails to respond in 10 days or attend the scheduled conference, the matter may be referred to the District Attorney's office and other appropriate actions, including expulsion recommendation.

**Attendance Review**

The school's local SART and the KIPP LA SARB will work with families and students to resolve attendance and truancy problems. If, after repeated interventions, the student continues to be truant and does not follow the SART or SARB's directives, the matter will be referred to the District Attorney for prosecution and other appropriate action may be taken by the school up to, and including, a recommendation for expulsion. A registered/certified letter must be sent to the parent/ guardian informing them of this action. (Education Code §48260, 48261, 48262)

**Local School's Student Attendance Review Team (SART)**

The school's Student Attendance Review Team (SART) will hold a hearing with the parent/guardian and truant student to resolve attendance and truancy problems. At that time if the student continues to be truant and does not follow the school's SART recommendations, the matter will be referred to KIPP LA's Student Attendance Review Board. A Certified/Delivery Confirmation letter will be sent to the parent/ guardian informing them of this action. (E.C.48260, 48261, 48262)

The school's SART will consist of:

- The School Leader
- The student's teacher from the school in which the student is enrolled,
- Other relevant members, including: another KIPP LA administrator, a KIPP LA School Support Center representative, other teachers or staff as appropriate, Counselor, etc.

**KIPP LA's Student Attendance Review Board (KIPP LA's SARB)**

The KIPP LA SARB will hold a hearing with the parent/guardian and truant student to resolve attendance and truancy problems. At that time if the student continues to be truant and does not follow the KIPP LA SARB's directive, the matter will be referred to the District Attorney for prosecution and other appropriate action may be taken by the school, including an expulsion

referral. A Certified/Delivery Confirmation letter will be sent to the parent/ guardian informing them of this action. (E.C.48260, 48261, 48262)

The KIPP LA SARB will consist of:

- The two School Leaders (the School Leader of the school in which the truant student is enrolled and another KIPP LA School Leader),
- a teacher from the school in which the student is enrolled,
- the ED's designee from the KIPP LA School Support Center.
- Other relevant members, including: Local School District Representative, District Attorney representative, SPED representative, Counselor, Local Police Official, etc.

### **Promotion, Retention, and Acceleration**

KIPP Los Angeles Schools (KIPP LA) expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that 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.

When high academic achievement is evident, the Principal or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the Principal or designee shall identify students who should be retained and who are at risk of being retained in accordance with the following criteria.

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used:

- Failure in one or more classes
- Excessive (10) absences and/or tardies (3 tardies/early leaves = 1 absence)
- Scoring basic or below on standards based assessments and or not meeting grade level goals
- The school's decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.
- STAR and MAP testing can be used in combination with school performance to recommend retention prior to the next school year.

Students who are at risk of retention will have a minimum of two (2) Student Success Team meetings prior to retention. The Principal or designee will notify the student's parent or guardian prior to end of 3rd quarter. if the student is at risk of retention. Upon the conclusion of the school year, the student's teacher(s), in consultation with the 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 Principal or designee, who will meet with the parent/guardian and review the decision of the teacher(s). The School Leader's decision may be appealed to the Executive Director or the Executive Director's designee.

## **EL Reclassification**

KIPP Los Angeles Schools (KIPP LA) will comply with all federal, state, and judicial mandates for English Learners. Given the demographics of the Los Angeles Unified School District, KIPP LA expects that a significant number of its students will be classified as English Language Learners, based upon the responses on their Home Language Survey completed during registration, or based upon the English Language records obtained from the student's previous school. 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 Language Learners will take the California English Language Development Test (CELDT) each year by the end of October. 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.

Based on the reclassification procedures developed by the California Department of Education (CDE) and set forth in Education Code Section 313(d), KIPP LA shall utilize multiple criteria in determining whether to reclassify a pupil as proficient in English, including, but not limited to, all of the following:

I. Assessment of language proficiency using an objective assessment instrument, including, but not limited to, the English language development test pursuant to Section 60810 of the Education Code:

- The student must demonstrate English proficiency on the annual CELDT by achieving an overall performance level of 4 or 5 with skill area scores of 3 or higher.

II. Comparison of the student's performance in basic skills against an empirically established range of the performance of English proficient students of the same age in basic skills, that demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English.

Basic skills criteria for students in grades 3 and above include at least one of the following:

- A student's score on the Smarter Balanced state assessment for English Language Arts is a 3 or higher, which is considered to be at least basic grade level performance. This score suggests that the pupil may be sufficiently prepared to participate effectively in the school's standard curriculum and should be considered for reclassification.
- A student's score on the nationally norm-referenced NWEA MAP Reading assessment places the student at or above the 50<sup>th</sup> percentile, which is considered to be at or above grade level. This score suggests that the pupil may be sufficiently prepared to participate effectively in the school's standard curriculum and should be considered for reclassification.
- For students scoring below 3 on the Smarter Balanced state assessment and below the 50<sup>th</sup> percentile on the NWEA MAP Reading assessment, KIPP LA in accordance with criteria set by the school district, should attempt to determine whether factors other than English language

proficiency are responsible for low performance on the assessments and whether it is reasonable to reclassify the student.

Basic skills criteria for students in grade 2 include:

- A student's score on the nationally norm-referenced NWEA MAP Reading assessment places the student at or above the 75<sup>th</sup> percentile, which is considered to be above grade level. This score suggests that the pupil may be sufficiently prepared to participate effectively in the school's standard curriculum and should be considered for reclassification.

Students in grades K-1 are not eligible for reclassification.

III. Teacher evaluation, including, but not limited to, a review of the pupil's curriculum mastery:

- KIPP LA teachers will use student academic performance in core subject areas to inform the reclassification process.
- KIPP LA teachers understand and note that incurred deficits in motivation and academic success unrelated to English language proficiency do not preclude a student from reclassification.
- For 6th-8th Grade only: a grade of C or better in English Language Arts is required for reclassification.

IV. Parental opinion and consultation:

- KIPP LA will provide notice to parents or guardians of their rights and encourage them to participate in the reclassification process
- KIPP LA will provide an opportunity for a face-to-face meeting with parents and guardians to discuss the reclassification process.

KIPP LA will notify parents and guardians of reclassification, update the school and school district records, as well as monitor the student's progress for two years.

KIPP LA in collaboration with the school district will monitor student performance for at least two years after reclassification in accordance with existing California regulations and the federal No Child Left Behind (NCLB) Act of 2001.

### **Independent Study**

The School Leader shall determine that the prospective independent study student understands and is prepared to meet the KIPP LA school's requirements for independent study. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

The KIPP LA 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.

### **Suspension/Expulsion**

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.

## **Special Education Non-Discrimination and Harassment Policy**

### **Non-discrimination Policy**

KIPP LA is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. KIPP LA 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 LA. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. 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 LA prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. Students do not need to be afraid of trying to correct a situation by speaking to a school administrator, counselor, or trusted adult at school, or filing a complaint. Students who believe he or she is being discriminated against have the right to take action. Students are encouraged whenever possible to try to resolve their complaints directly at the school site.

### **Sexual Harassment Policy**

KIPP LA 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 LA 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 LA considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of KIPP LA 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 Executive Director's Designee so that appropriate action may be taken to resolve the problem. KIPP LA 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.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

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 Executive Director's Designee.

### **Student Medication**

Students may take medication at school only if a Request for Medication Form is completed by the student's doctor and is on file at the school. Students are not permitted to self-administer medication, prescription or over-the-counter, while at school.

### **Complaint Policy**

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

Resolution of questions and concerns should always start with the person or school in concern. If the concern is unresolved, it is essential that the school leader be included in the resolution process.

Step 1: Contact the teacher or team member involved. Try 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 order at the school.

Step 2: If the concern is not resolved in Step 1, contact the school leader. Be prepared to give details about the concern and steps that have been taken to resolve the problem. The school leader and the individual raising the suggestion or concern shall attempt to resolve the dispute informally.

Step 3: If the problem is not resolved informally, the school leader will set up a formal meeting to discuss the issue with the involved parties within 30 days. The school leader shall consider all the facts and arrive at a resolution of the complaint.

Step 4: If the individual raising the concern is dissatisfied with the school leader's decision, he/she may contact the Chief Academic Officer. He/she will need to give details about the concern and steps that have been taken to resolve the problem. The Chief Academic Officer will set up a formal meeting to discuss the issue with the school leader and the complainant within 30 days. The Chief Academic Officer shall consider all the facts and arrive at a resolution of the complaint. The Chief Academic Officer shall not get involved in a complaint until steps one through three have been completed.

Step 5: If the complainant is dissatisfied with the Chief Academic Officer's decision, the complainant may escalate to the Executive Director.

Step 6: If the individual is dissatisfied with the Executive Director's decision, the individual may petition the KIPP LA Schools Board of Directors in writing, using the form attached. The Board will not get involved until steps 1 through 5 have been attempted. If the Board receives a complaint prior to the completion of Steps 1-5, it will inform the Executive Director and provide him/her with the relevant information.

Similarly, an item could be brought to a Board meeting. KIPP LA Schools welcomes the participation of

parents and citizens at Board meetings. Public Comment is a set part of the agenda 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 Executive Director 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 LA team members and, if necessary, with the complainant by phone or in person. The Committee shall attempt to resolve the matter at the next Committee meeting, and shall send the complainant written confirmation of the resolution.

A KIPP LA 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 48 hours after a decision is made by the Board (or Board Committee). If the item is to be addressed by the Executive Director or Chief Academic Officer or School Leader, a KIPP LA team member will follow up within 48 hours after a decision is made. The KIPP LA team member will also follow up with the Board.

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

### **Uniform Complaint Policy**

KIPP LA Schools ("Charter School") policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints but not limited to, After School Education and Safety (ASES), Child Nutrition, Consolidated Categorical Programs, Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources, Foster and Homeless Youth, Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP), No Child Left Behind Act (2001) programs (Titles I-VII), including improving academic achievement, compensatory education, English learner programs, and migrant education (to be replaced by the Every Student Succeeds Act [ESSA] beginning in 2016-17), Physical Education:

Instructional Minutes, School Facilities, Special Education, and Unlawful Pupil Fees.

Full policy on file in the main office.

## **FERPA**

### **Access to Education Records**

Under FERPA, parents have the right to access and view their child's education records. In order to do so, parents must provide the School Leader (or designee) with a written request for access to said documents. In compliance with federal law, the school will allow access to such files within 45 days following receipt of the parent/guardian's request.

If you are requesting copies of your 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's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

### **Amendment of Education Records**

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

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 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. 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.

## **Anti-Bullying Policy**

KIPP LA Schools and KAO 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 LA 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 LA Schools requires students an/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 event.

To ensure that bullying does not occur on school campuses, KIPP LA 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.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

KIPP LA 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.



**KAO Student and Family Handbook Acknowledgement Form 2016-2017**

I have thoroughly read the policies and procedures as listed in the KIPP Academy of Opportunity Student and Family Handbook 2016-2017. I understand that if any information is still unclear, I can contact the office staff regarding any questions.

Student Name (print): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent /Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_