



# **2018-19 Regional Student and Parent Handbook**

Updated August, 2018

Dear Families,

As we enter the 2018-19 school year, we do so together, as Founders of KIPP Texas Public Charter Schools! Your Little KIPPster is a part of a statewide Team and Family network made up of 52 public charter schools, with more than 27,700 KIPPsters (students) in grades PreK-12 and more than 3,000 Big KIPPsters (faculty and staff) supporting their journey.

We will operate as we always have, with an emphasis on values, character, academics and community-focused schools. Critical decisions will continue to be made at the school level, and we have the flexibility to tailor a KIPP education to the needs of our KIPPsters and families.

Thanks to the combined resources of KIPP schools in Austin, Dallas-Fort Worth, San Antonio, and Houston, KIPP Texas is better together, providing stronger instruction for our KIPPsters, more training for our teachers, better on-campus support, and college and career mentoring for KIPP alumni through our KIPP Through College program and more.

Over the last 24 years, we have shown the difference a high-quality education can make in our KIPPsters' college attainment and success in life, and we are committed to providing even more opportunities for our KIPPsters as KIPP Texas.

We are honored to partner with you to lead your KIPPster through college and on to lead a choice-filled life. As we kick-off this new school year, please continue to ask your student to share with you what they are learning in school, help them have quiet reading and study time at home, and please stay in close touch with your children's teachers. It's going to be a fantastic school year!

One song,

Sehba Ali  
Chief Executive Officer  
KIPP Texas Public Schools

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*\*As policy adoption and revision may occur throughout the year, KHPS reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. These changes will be posted publicly on the KIPP Houston website.*

*KIPP does not discriminate in its programs and activities on the basis of gender, national origin, race, ethnicity, religion, or disability.*

## Welcome – Section A

### KIPP Houston Core Beliefs, Vision, Mission

#### KIPP Houston Beliefs

- If a teammate needs help, we give. If we need help, we ask. We sing One Song. **We are a Team and Family.**
- We believe that impossible is nothing. We will find a way or make one to help our KIPPsters. **Promises to children are sacred.**
- Success in life requires both hard work and character. We spend 51% of our time on character, 49% on academics. Everything is earned. **Work hard. Be nice.**
- All children deserve the opportunity to achieve their highest potential. We are inclusive of all learners. **ALL children WILL learn.**
- We educate students in pre-K through 12<sup>th</sup> grade from communities where educational inequities exist. Our ultimate goal is their success in college and in life, defined as having the freedom to live how and where they choose. **Freedom through education for all.**

**KIPP Houston Vision:** To have enough great individual student achievement and overall school results in both quality and quantity to change societal beliefs on what is possible in every single school in every single community to help our children build a better tomorrow for themselves and generations to come.

**KIPP Houston Mission:** To build a better tomorrow, we educate our students with the academic and character skills necessary to thrive in college and lead choice-filled lives.

#### KIPP's Credo

If there is a problem, we find a solution.

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask.



## **OUR VALUES**

HONOR the mission.  
COMMIT with action.  
PERSIST deliberately.  
EXCEL consistently.  
ENJOY being a KIPPster.

## Academic Program – Section B

### Curriculum Overview

KIPP Houston’s curriculum is aligned to the Texas Essential Knowledge and Skills (TEKS) standards for the appropriate grade level and subject per Texas requirements. In addition, KIPP Houston Public Schools (KHPS) goes above and beyond by ensuring that our curriculum is rigorous and has a college-ready focus. Assessments are aligned to our scope and sequences and assess the TEKS as well as ACT and Advanced Placement (AP) standards. All scope and sequences and unit plans are housed online for our teachers to have easy access to for planning prior to implementation in the classroom.

### Promotion Standards

All decisions regarding the promotion and retention of students are made by the School Leaders and the grade placement committee. There are many factors that are considered in the promotion/retention process. Some of these factors are, but not limited to STAAR scores, MAP scores, academic achievement and growth, other standardized test results, behavior, and attendance.

#### Attendance:

- 1) A student with 10 or more absences may be retained. A student with 3 unexcused absences may be retained and this decision is made by the grade placement or promotion committee.

#### Grades:

- 1) If a student fails two core classes, the student may be retained.
- 2) If a student fails one core class, the grade placement committee will make the promotion/retention decision.

#### STAAR:

- 1) If a student fails math and reading STAAR, the student is retained.\*
- 2) If a student fails either reading or math STAAR, but passes the other, (and passes all core classes) the grade placement committee will make the promotion/retention decision.

#### Both:

- 1) If a student fails one core class and one reading or math STAAR, the student is retained.

\*NOTE: Pursuant to state law, in order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 STAAR assessments in English or Spanish. In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 STAAR assessments in English. If a student is enrolled in Algebra I in 8th grade, he/she can be promoted to grade 9, regardless of his/her achievement on the state assessment but will be held to the high school requirements for End of Course assessments. A student who does not pass the grade 5 Reading or Math STAAR or grade 8 Reading STAAR, will have two more opportunities to retake the assessment prior to the start of the next school year. If a student does not pass one or more Math or Reading tests in grades 5 or 8 required for promotion after the second administration, the school will review the student's overall academic performance and supports needed in a grade placement committee. An ARD committee meeting will be convened after the first STAAR administrations in reading or math and before the second STAAR administrations if a student receiving special education services in grades 5 or 8 fails to meet satisfactory performance to consider progress related to IEP goals.

\*\*ARD committees override all promotion policies.

\*\*The grade placement committee, with final approval from the Head of Schools, has final decision making authority on all student retention issues.

\*\*\*MAP Testing can be used as an informal measure when determining promotion/retention.

**Core Classes:** Reading, Math, Social Studies, Science

**Failure:** a final grade of 69 or below

## Standardized Testing

At KIPP Houston, students are assessed in many ways to measure their academic growth. In addition to teacher assessments, KIPP also utilizes state and national assessments. These assessments are not only used to measure students' academic growth but to also compare their growth and knowledge to other students across the state and country.

The state assessment that KIPP utilizes is the State of Texas Assessment of Academic Readiness (STAAR). The national assessment that KIPP utilizes is the Measures of Academic Progress (MAP). Both assessments measure students' knowledge and skills in the core academic areas. In high school, our students take the ACT and/or SAT college admissions test as well as advanced placement tests.

Test dates are listed on our annual calendar.

## High School Graduation Requirements

### Graduation Plans for Students Entering 9th Grade in 2013 and Earlier

Students who entered 9th grade in 2013 and earlier will follow one of three state graduation programs in order to receive a diploma. The graduation program the student chooses will determine the courses he or she must take and how many credits he or she will need to graduate. State credit requirements for each program are:

- **Distinguished Achievement Program (DAP)** – 26 ½ credits in the state-approved
- **Recommended High School Program (RHSP)** – 26 credits in the state-approved curriculum
- **Minimum High School Program (MHSP)** – at least 22 credits in the state-approved curriculum

Please note that many universities in Texas require the “Recommended” or the “Distinguished” graduation plan for admission.

### Graduation Plan Beginning with Students Entering 9<sup>th</sup> Grade in 2014

The Texas Legislature has changed high school graduation requirements for students who entered 9<sup>th</sup> grade in the 2014-15 school year or later. The change in graduation requirements allows more flexibility for high school students to explore academic interests before going to college. There is only **one** graduation plan called, **Foundation High School Program (FHSP)**. In addition to the **FHSP**, students will have the opportunity to earn **endorsements** and **performance acknowledgements**.

Foundation High School Program (FHSP) 22 CREDITS Students may opt to (FHSP) – only after completing sophomore year	FHSP+ Endorsements Distinguished Level of Achievement 26 CREDITS (Algebra II is Required)
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In addition to successful completion of the required graduation plan, the state of Texas also requires students to pass the five end of course assessments in order to graduate with a diploma. See STAAR/EOC Assessment Graduation Requirements for further information.

## Endorsements

- Science, Technology, Engineering, and Math (STEM)
- Public Services
- Arts and Humanities
- Multi-Disciplinary Studies



## Performance Acknowledgement

A student may earn a Performance Acknowledgement on their diploma and transcript for outstanding performance:

- in a dual credit course
- in bilingualism and bi-literacy
- on an AP test or IB exam
- on the PSAT, the SAT, or the ACT

## STAAR/EOC Assessment Graduation Requirements

In addition to the curriculum/credit requirements, students must pass five (5) STAAR/End-of-Course (EOC) exams in order to graduate from a Texas public high school. The required exams are English I, Algebra I, Biology, English II, and U.S. History.

For seniors who have failed to pass no more than two STAAR end-of-course exams, schools must establish an Individual Graduation Committee (IGC), to determine whether the student may qualify to graduate. A unanimous Individual Graduation Committee may decide to allow the student to graduate under certain conditions.

## KIPP State Assessment Policy

A parent/guardian may request information regarding any state or KIPP policy related to the student's participation in assessments required by federal law, state law, or KIPP. Standardized testing is required in Texas public schools by the State of Texas Assessments of Academic Readiness, or "STAAR," program set out in Texas Education Code chapter 39 and 19 Texas Administrative Code chapter 101. State law makes it clear that students may not "opt out" of standardized or any other tests. Texas Education Code section 26.010 states:

### Exemption from Instruction

(a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. **A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test** or to prevent the child from taking a subject for an entire semester.

(b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school district and the agency.

## KIPP Houston Public Schools Board Policy

If a student is present during the state test administration, or any subsequent dates during the testing window, and chooses not to test, a blank answer document – coded with an "S" for scored – is submitted for scoring as required by the state. The student will receive a raw score of zero and the lowest possible scale score for the grade/subject.

If a student is absent during the entire state test administration, including the make-up testing window, the answer document will be marked to indicate the student was absent. Such designation does not impact the school or the district regarding performance calculations, but will impact participation rates on the test.

Any student who does not participate in state-mandated assessments at the request of his or her parent/guardian will not be subject to negative consequences or disciplinary action instituted by KIPP. However, refusal to participate in the required state assessment may result in consequences, including, but not limited to a negative effect on the student's completion of grade level and/or graduation requirements, and/or required participation in accelerated instruction or remedial programs.

Any parent/guardian who refuses for his/her child to participate in state-mandated assessments must submit a written statement prior to any test administration indicating such refusal.

## Physical Fitness Assessment

Annually, KIPP will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent

may submit a written request to their child's School Leader to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Special Populations**

See the KIPP Texas Student and Family Handbook.

### **Student Records**

#### **Parental Access to Student Records**

A parent is entitled to access all written records of KIPP concerning the parent's child, including:

- Attendance records;
- Test scores;
- Grades;
- Disciplinary records;
- Counseling records;
- Psychological records;
- Application for admission;
- Health and immunization information (see the KIPP Texas Student and Family Handbook);
- Teacher and school evaluations;
- Reports relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child.

#### **Family Educational Rights and Privacy Act ("FERPA")**

See the KIPP Texas Student and Family Handbook.

#### **General Education Homebound Services (GEH)**

See the KIPP Texas Student and Family Handbook.

#### **Student Withdrawal**

See the KIPP Texas Student and Family Handbook.

#### **Teacher Cell Phone Policy**

Students and parents will have the cell phone numbers of the School Leader, their teachers, and school office faculty. Calling or texting teachers is encouraged if there is a question about expectations or general school issues, a "ticket" sent home for the parents to read, homework completion, or attendance. While parents are more than welcome to call, the high school, middle school, and older primary school students are highly encouraged to call the teacher themselves in order to practice self-sufficiency, self-advocacy, and problem-solving. Families are allowed to call teachers until at least 7:30pm. Teachers will create individual deadlines for the latest time they will accept a call in the evenings. If there is an urgent issue that cannot wait until the morning, and it is after the designated call time, please call your School Leader.

If a KIPP teacher does not return a call in the same evening for a homework question following the procedures above, the teacher will address the question the next morning and the student will not be penalized for an incomplete or wrong answer to the specific question. For phone calls other than homework or ticket questions, please give the teachers and schools leaders 48 hours to return your call.

## **KIPP Through College**

### **Mission**

The mission of KIPP Through College (KTC) is to empower the alumni to continue to use their KIPP-learned scholarly habits, knowledge, and qualities of character in their current school and in life to attain a degree(s) in higher education and further their communities.

### **What We Do**

In the communities where our schools are located, typically 10% of students graduate from college. At KIPP Houston, our college graduation rate is 5 times higher. KIPP Houston Public Schools develops in our students the academic and character skills to thrive in college and lead choice-filled lives. Our KIPP Through College (KTC) program plays a critical role by developing in our KIPPsters college success skills and supporting them in their journeys to and through college. KTC offers direct educational support and mentoring services to KIPP students as they prepare for high school, college, and the competitive world beyond. KTC provides opportunities for students to build relationships, provides lessons that inform students about higher education, and provides the tools and resources necessary to seek and take advantage of various opportunities that will help KIPP alumni achieve their goal of leading choice-filled lives. Our KIPP Through College world-class college counseling team helps KIPPsters match to the best college options through counseling, college visits and meetings with students and families. Persistence counselors work with our alumni in college to guide them on their journeys through college through visits to their college campuses, conversations, and consistent communication and mentoring.

Starting in middle school, KTC has identified a specific set of authentic learning opportunities that will allow KIPP students to exercise their cross disciplinary skills in academic and social settings in preparation for life beyond their secondary studies. KTC goals have been created to position students for world class high school, college, and post undergraduate experiences.

1. Provide consistent support by KTC staff to KIPPsters from 9<sup>th</sup> through 12<sup>th</sup> grades in the form of high school transition support, college counseling geared at ensuring the best college match for each student, guidance on financial aid documents and scholarships, summer internships/co-curricular learning opportunities, and the delivery of KTC instructional modules that enable KIPPsters to create a clear pathway for their college and career goals. We commit to providing great individual student guidance coupled with world class college counseling. Our college counseling teams will help students build a college match list based on four factors: personal, academic, institutional, and affordability. Utilizing critical data points, like the underrepresented college completion rates and student academic profiles, our teams will provide students with a list of colleges that are the best match for them. Each student will receive a monthly report on their college match list that will include projected odds of admissions, historical aid packages, and each college's underrepresented college completion rate. In addition, our KTC programs will prepare students with college success skills. Our goal is to ensure that students build a strong understanding of their post-secondary options including career readiness, develop a career plan, possess a strong understanding of college/ financial aid applications, and build a strong student profile that meets the criteria of their post-secondary goals.
2. Maintain an active relationship with KIPPsters' families to ensure they have a strong awareness and understanding of the college going/ completion process. Our college counselors meet with families regularly to help families with their college options, financial aid forms and scholarship options.
3. Work with KIPP's national KTC team to continue to develop partnerships with colleges and universities to provide additional on-campus support to KIPP alumni in college. Today, KIPP has over 91 college partners nationwide.
4. Provide college persistence support to alumni in college through in-person visits, conversations, mentoring, and support needed to maximize the percentage of KIPPsters that graduate from college each year.

5. KIPP Alumni Association will help to employ students with career readiness skills and executive functioning skills. Our goal is to ensure that students are able to manage their academics, personal lives, and continue to build their own profile to be a competitive applicant for their first job or graduate school. KAA is built to become a high powered alumni association that builds a strong network of resources for alumni and continues to help alumni gain career readiness skills.

## Family Involvement – Section C

### **KIPP Parent Association**

We believe that the KIPP Team and Family extends beyond its students and faculty; it includes our parents as well. Be it volunteering to help with school activities, supporting other KIPP families, or helping to fundraise for your school, your involvement makes a difference. The spirit of this partnership between teachers and parents is outlined in KIPP's Commitment to Excellence agreement that everyone signs when starting at KIPP.

### **Purpose and Mission**

The purpose of the KIPP Parent Association (KPA) is to assist the KIPP school faculty as they go above and beyond in their efforts to help all students climb the mountain to and through college. This assistance includes volunteer coordination, fundraising, community advocacy, faculty appreciation, student end of year celebrations, and the organization of family oriented activities.

Each year, the KPA raises above and beyond dollars to help your school pay for the end-of-year field lessons and other special KIPP activities and items. They also welcome new families with school events. The KPA will respond to families in need, especially at holiday times, and they help any member of the KIPP Team and Family cope with a crisis. KIPP parents have traveled to Austin to thank the Texas legislators for their support and to educate them about our collective mission.

### **Membership**

All parents and/or legal guardians of students who currently attend a KIPP school and all current faculty and staff of KIPP shall be eligible for membership in the organization.

Voluntary dues are \$10 per student to help accomplish the purpose and support above and beyond activities for our KIPPsters.

### **Volunteer Opportunities**

In compliance with Texas Education Code (TEC) § 22.0835, KIPP Houston Public Schools requires that all volunteers who could, by virtue of their volunteer work, have direct contact with students and who have indicated in writing an intention to serve as a volunteer be background checked. Neither a misdemeanor nor a felony conviction will automatically prohibit an individual from becoming a volunteer. However, in circumstances to be determined by the Superintendent or designee, misdemeanor convictions of moral turpitude or felony convictions may preclude a volunteer from participating, at least to some extent, in certain activities.

### **Grievances and Complaints**

See the KIPP Texas Student and Family Handbook.

## School Safety – Section D

### **Fire Drills/Evacuation Procedures**

KIPP is required to implement fire drills periodically so all students and faculty have practice on what to do and where to go in case of a fire. When the fire alarm sounds all students and faculty should exit in a calm, expeditious manner. Evacuation maps are posted near the door in every classroom and the exit doors of each hallway. A student should be at the head of the line, with the teacher at the end of the line to assure that all students get out of the building. Teachers will bring a class list with them to check role once the class is in the designated evacuation location to ensure all students are accounted for. Students must follow all instructions given to them by their teacher during the drill and in any case of actual evacuation. Designated KIPP School Crisis Team personnel will check all classrooms and bathrooms to make sure all students and faculty are out of the building.

Once all students and faculty are out of the building, the School Crisis Team personnel will report the status of classes to the School Leader who will notify the Campus Business Manager (CBM). Once all classes are reported as safely evacuated, the CBM and School Leader will move to the front of the building to meet fire and emergency personnel as needed. The Campus Business Manager will communicate when re-entry is safe via an all-clear message.

### **Tornado/Severe Weather**

In the event of a tornado or severe weather, KIPP implements the Tuck and Cover procedure where students line up in an orderly fashion against a hallway or wall, face the wall, sit on their knees or sit cross-legged, put their hands over their head for cover, and tuck down low. Teachers and staff will move students into assigned tornado/severe weather locations throughout the school. All classroom doors are to be closed. Parents arriving at school will be asked to shelter inside but may not remove students once the Tuck and Cover warning has been issued. Drills are conducted periodically so all students and faculty have practice on what to do and where to go in case of a tornado/severe weather event.

During lunch, teachers will move students immediately to the assigned areas in an orderly fashion where students will implement the Tuck and Cover procedure. At all times, students and parents must follow the directions of the teachers and school faculty.

### **School Closure or Delay Emergency Communications**

In the case of school being canceled or delayed due to inclement weather, parents will receive an automatic OneCall message (text and/or voicemail) with information and updates. We will also update social media. Please check our KIPP Houston website, Facebook, Twitter and local news channels. Parents are responsible for ensuring the school has the correct and updated phone numbers and emails on file. In some cases parents/guardians are required to consent to the receipt of automated messages through the OneCall system. KIPP highly recommends this so families can receive all communications sent via the OneCall application.

### **Inappropriate Behaviors**

See the KIPP Texas Student and Family Handbook for policies around child abuse, sexual abuse, sexual trafficking, and other maltreatment of children.

### **Weapons Policy**

See the KIPP Texas Student and Family Handbook.

### **Head Lice**

See the KIPP Texas Student and Family Handbook.

### **Anti-Bullying Policy**

See the KIPP Texas Student and Family Handbook.

## **Bacterial Meningitis**

See the KIPP Texas Student and Family Handbook.

## **Policies and Procedures- Section E**

### **Enrollment**

KIPP does not “enroll” or “register” students like traditional public schools.

Families must submit a KIPP interest/lottery form to their zoned school (based on address) or school of their choice (when their address is not zoned to a specific school). Families can submit applications either online at [www.kipp-houston.org/lottery](http://www.kipp-houston.org/lottery) or at the school where they would like their children to attend.

Each year between November and mid-February, KIPP schools will accept student lottery application forms. A specific deadline for applications in February will be decided and shared with parents by the beginning of the school year. All of these forms will be placed into a lottery. If the number of students interested in a KIPP school exceeds the number of seats available for that grade, names will be drawn in March and families will be notified. We continue to accept applications past February. However, those applications will be matched to open seats based on availability on a first-come, first-served basis after the March-lottery.

In some schools, where grade levels are not full after the March lottery, all of the students in entry grades (often PreK3, PreK4, Kindergarten, 5<sup>th</sup> grade or 9<sup>th</sup> grade) will be accepted for admission. You may contact the school to which your child is priority zoned to understand where the school is in the lottery process and in which grades the schools have space to accept new applicants for the new school year.

For more information on prioritized zones by zip code, please go to [www.kipp-houston.org/lottery](http://www.kipp-houston.org/lottery).

KIPP does not have any admissions tests, but in grade levels in middle school and high school above our entry point, some schools may administer a diagnostic test because it is important for KIPP and families to know the right starting point for a new student to begin his/her learning journey en route to college. As a basic example, we do not want to de-motivate a new student by putting him/her in an Algebra class if he/she has not yet learned fractions. Our entry grade levels do not have a placement test because there is no other placement, and KIPP is prepared for students at all levels, both those behind and those advanced. Higher grade levels have more flexibility, however, and we need and want data to make the best course assignment decision with parents as our partners. At KIPP, we believe in engaging students on the level where they are, and from there we work together to help them climb the mountain to and through college.

Any student who withdraws from a KIPP school is not guaranteed re-enrollment at KIPP. Students who withdraw from KIPP must re-apply through the lottery process and be re-selected for a seat at their school.

### **Transfers**

Because each of our schools can only hold a certain number of students, and schools are often enrolled to this capacity, KIPP Houston is not able to transfer students between campuses as traditional schools do. KIPP Houston considers transfers in these cases: family emergencies; family moves from one school enrollment zone to another school enrollment zone; to the child’s zoned school (if they attend another campus) at terminal grades, and per any TEA requirement (see below). Because of our enrollment limits, however, we cannot guarantee that these transfers will be granted unless required by TEA.

We consider transfers before the end of the KIPP lottery period. To apply for a transfer, please visit [www.kipp-houston.org/transfer](http://www.kipp-houston.org/transfer) between November 1, 2018, and January 31, 2019. If you need help with the transfer

form, please call the KIPP transfer line, 281-879-3041. For transfer requests outside of this time period, please contact your school leader.

## **School Safety Transfers**

### **From a Persistently Dangerous School**

The parent of a student attending a school identified by TEA as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment. The parent must submit an application for transfer, which may be an online form. The district will complete and communicate the transfer prior to the beginning of the school year or within 14 calendar days of the request for a subsequently enrolling student. Any transfer arranged for a student from a school identified by TEA as persistently dangerous shall be renewed the following year so long as the campus from which the student transferred from retains that designation.

### **For a Victim of a Violent Criminal Act**

A student who is the victim of a violent criminal act (as defined by TEA) while on school property or attending a school-sponsored or school-related activity, shall be provided within 14 days of the incident, notification of his or her right to request a transfer. The parent must submit an application for transfer, which may be an online form. The district will complete and communicate the transfer within 14 calendar days of its submission. Any transfer arranged for a student who was a victim of a violent act shall be renewed the following year so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each school safety transfer requested, KIPP shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district. Per TEA, KHPS is not required to provide transportation. For each offense, KIPP shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

## **Medication Distribution**

See the KIPP Texas Student and Family Handbook.

## **Student Fees**

See the KIPP Texas Student and Family Handbook.

## **Meal Payment Policy**

One of KIPP Houston Public Schools' goals is to provide healthy, nutritious, and delicious breakfast, lunch and snack to our students through programs funded by the United States Department of Agriculture. It is KIPP's expectation that meals are to be prepaid either online using the School Café (formerly ParentOnline) payment system which KIPP has set up for your convenience, or by bringing cash to the school office where we will credit your child's meal account. Payment is not accepted at the serving line.

If a student qualifies to pay for meals (i.e. lunch) and the balance owed to the school exceeds \$10.00, the student will need to bring his or her lunch from home until the balance is paid in full. KIPP highly suggests using the online payment system for payment convenience and so you can check meal balances at any time. Please see the instructional flier handed out at registration for how to set up an account and use the system. Or, you may contact

the KIPP Child Nutrition Department by emailing [KIPPchildnutrition@kipphouston.org](mailto:KIPPchildnutrition@kipphouston.org) to receive a flier or for more information.

For the 2018-19 school year, we are excited about offering a free breakfast and afternoon snack to ALL students. The cost of lunch is \$3.10; however, KIPP offers free or reduced price lunches to those students who qualify under the Department of Agriculture Eligibility Guidelines and Criteria. Reduced pricing will be \$0.40 for lunch.

To determine if a student qualifies for free or reduced priced meals, a meal application must be completed for your child; only one application is needed per household. Therefore, please place all KIPP Houston siblings AND family members (including children who attend a non KIPP school) living in your household on one application. If you qualify for the Supplemental Nutritional Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF), you will need to include these numbers on your application. Please ensure these numbers are correct.

The meal application will be available on the KIPP Houston website ([www.kipphouston.org](http://www.kipphouston.org)) and at your KIPP school's registration. You have a choice of completing an application online at registration using one of the computers set up (preferred as it is easier), or by filling out a paper application. As well, if your household income or dependents change during the year, you may complete another application and submit it for free or reduced payment eligibility at that time.

#### **Food service policy details**

- Each student will be given a meal card or bar code sticker to swipe at the serving line. Please do not lose this as it is how we record what meal each student has consumed. For PK through 3rd grade, teachers keep the card for our little KIPPsters.
- Invoice letters for meal balances owed will be sent home by your school's office. Please pay any amount due the day after receiving the invoice so as not to carry a balance. It is much easier to keep up with payments then to have to pay a large sum after several months.
- A student reaching a balance of \$10.00 will receive a meal reminder letter which asks you to please make a payment. With a balance of \$10.00 or more, you will receive a negative balance letter which states you will need to come in and pay or make payment arrangements. A student at this level will need to bring his or her lunch from home or may be offered an unconventional meal until the balance is paid in full.

#### **Human Rights Policy**

See the KIPP Texas Student and Family Handbook.

#### **Code of Conduct – Section F**

See the KIPP Texas Student and Family Handbook.

#### **Behavioral Standards**

#### **Disciplinary Infractions and Outcomes**

See the Student and Family Handbook for behavior, consequences, corporal punishment, suspensions or expulsions, appeals process, and the KIPP code of conduct.

#### **Admission, Attendance, and Withdrawal**

See the KIPP Texas Student and Family Handbook.



## **Medical Concerns**

If it occurs that a student has or contracts a medical condition, KIPP requires a doctor's certification that the student is able to be enrolled and active at a KIPP school. This is for the health and safety of the student and the KIPP family. Please see the KIPP Texas Student and Family Handbook.

## **Searches and Interrogations**

See the KIPP Texas Student and Family Handbook.

## **Student Busing Policy**

While the purpose of this policy is not for school discipline but rather for the safety of all students while riding a bus to and from school, nothing in this policy shall prohibit KIPP from instituting school discipline in accordance with the Student Code of Conduct, the Student Handbook, and/or the Commitment to Excellence as deemed appropriate by school personnel.

It is important for all bus riders to accept and acknowledge that transportation services are a privilege which will continue only if the student's behavior on the school bus is reasonable and safe. While our mission is to help get our KIPPsters to and through college, our number one busing priority is to get students to and from school safely and on time. KIPPsters who choose to engage in unacceptable behaviors on a school bus create an unacceptable risk for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver, working with the KIPP teachers and Campus Bus Coordinator, is responsible for the safety and discipline of bus riders. The School Leaders, teachers, and Bus Coordinator will be available to assist the bus driver to maintain discipline and good order on bus routes through the use of appropriate discipline measures which can include the suspension or permanent removal of bus privileges. Please review this policy, discuss it with your child, and sign the Bus Rider Behavior Contract located towards the end of the handbook.

## **Bus Routes**

All KIPPsters who reside within KIPP's Priority Attendance Zones (usually zip code areas) and reside 2.0 miles or more miles from the campus main entry (via the most direct route on regular roadways) are authorized to ride KIPP buses. Bus stops are generally designed to be within 1 mile of a students' residence. Students who reside outside of the Priority Attendance Zones are welcome to ride a bus to their school provided there is space available on the bus and their parents bring them to the closest bus stop inside the Priority Attendance Zone. Check with your campus Bus Coordinator for eligibility status.

## **Bus Stops**

All parents must be at the bus stop 10 minutes ahead of the scheduled stop time for both AM and PM. For AM pick-up, students are to be out of their cars, standing at the bus stop when the bus arrives. This means that students must be ready to walk onto the bus when the door opens (except during heavy rain). It is imperative that students load on time so that buses arrive at school on time to allow adequate time to eat breakfast.

## **Alternate Bus Stops**

Bus drivers are not permitted to drop off students at places which are not on their scheduled bus route.

## **Route Assignment**

Bus routes are carefully created to maximize ridership. Based on this, students are allowed to ride only the route to which they are assigned. Students are not allowed to transfer from one bus to another due to scheduling issues. Schools will not allow a student to occasionally or routinely ride a different bus. Students who purposely get on another bus may lose their riding privileges.

## Eligible Riders

All students except PK3 are eligible to ride the bus. Additionally, PK4 students must have an older sibling on the bus in order to ride. In the event that a PK4 student's older sibling is unable to ride in the PM due to a game, performance or special event, a phone call or note from the parent to the school is required in order for the PK4 child to ride the bus solo. The parent will need to show their KIPP Bus ID to the bus driver in order to have the child released from the bus.

## Parent Bus I.D. Policy for Primary Students

1. The safety of every student is KIPP's primary goal while riding a school bus. Accordingly, KIPP requires parents of primary students (PK4-4<sup>th</sup> grade) to have a KIPP-issued ID (or government-issued ID) to be shown to the driver **every day** in the afternoon in order for parents to receive their child from the bus driver. Parents must bring their ID to the bus **every day** in the event that a substitute bus driver is assigned to the route, who may not know the parent or the primary school student. Bus drivers are required by KIPP to ensure each child is received by the appropriate adult. *This is a **safety issue** and no exceptions will be made.*
2. Parents/guardians must respect our policy by complying with our ID policy **every day**. Parents who disrespect, confront or harass the bus driver for any reason may cause their child to lose bus privileges.
  - a) If you need another Student Bus ID, please contact the school.
  - b) If a parent/guardian does not have the proper ID, the child will be returned to the school.
3. If a primary school parent is not at the stop on time in the PM, we have instructed the bus drivers to call their Dispatcher to provide the child's name and to continue with the route. The Dispatcher calls the Campus Bus Coordinator, who, in turn, will attempt to get in contact with the parent to tell them how to pick up their child (i.e., meet the bus at another bus stop).
4. It is critical **that parents maintain a valid phone number with the school** so that parents may be reached in a timely manner.
5. During registration at the beginning of the year, the school will ask parents to provide the names of up to five (5) additional adults who are authorized by the parents to receive their child(ren) when the parent/guardian is unable to meet the bus.
  - a) The driver will have the names of the additional adults.
  - b) The adults will be required to show their Driver License or other government-issued ID to the bus driver to receive the child.
6. If you are not at your child's bus stop at the scheduled time, it will be your responsibility to go to the next stop or last bus stop to catch up to the bus. It is important that parents know their child's entire bus route in order to be able to quickly get to the next or last stop on the route.
7. If you are not at one of the remaining scheduled bus stops to receive your child with your ID, the student will be returned to school and:
  - a) The first time this happens, you will be given a verbal warning and a reminder of the rules by the Bus Coordinator.
  - b) The second time this happens, the child's bus privileges will be revoked for three (3) days, starting the next school day as this is a safety issue.
  - c) The third time this happens, the child will lose all bus privileges for the remainder of the school year.
8. KIPP middle or high school-aged students who ride the bus with their sibling primary students are authorized to receive their primary school siblings from the bus in the PM, provided they have the Student Bus ID Badge with them, just like their parents must have. This means every day, not just at the beginning of the school year.
  - a) This is a safety issue and no exceptions will be made.
  - b) Parents do not need a Bus ID for bus release for middle and high school students.

## Authorized Passengers

Only KIPP students are considered authorized passengers. Parents are not allowed to enter the bus under any circumstances. If a parent wishes to speak with a driver, please call the campus Bus Coordinator to arrange an in-

person meeting or conference call. Attempting a conversation with a driver while at a bus stop is inappropriate, as it causes the bus to be late and the motoring public to become extremely frustrated with the stopped bus. Parents who violate this policy by entering a bus unlawfully and interfering with a bus route are subject to a Class C Misdemeanor charge.

**Bus Rules**

Please observe the same conduct rules as you would in the classroom while riding a school bus; the Student Code of Conduct applies on the school bus and at the bus stop. Consequences listed here may be in addition to and/or in conjunction with consequences stated in the Student Code of Conduct.

- Be at your bus stop at least 10 minutes before the scheduled arrival time for the bus.
- Do not engage in inappropriate or disruptive behavior at your bus stop.
- Do not rush the bus upon its arrival at the stop.
- If the bus is equipped with seat belts, students are required to wear them as intended by the manufacturer; the bus driver can provide additional instruction, if necessary.
- Use appropriate language and be courteous to your bus driver and other passengers.
- Do not eat or drink while on the bus.
- Throwing objects out of a window or littering on the bus is prohibited.
- If assigned seats are instituted on your bus, sit in your assigned seat and remain seated at all times until you are at your final destination.
- Obey the directives of the bus driver and the transportation attendant if one is assigned to your route.
- Keep your hands, feet, and head inside the bus at all times.
- Respect property. You and your parent or guardian will be responsible for any damage you cause to a bus.
- Inappropriate gestures or comments to motorists or others outside of the school bus are not allowed.
- Ride only your assigned bus to your assigned stop unless you have written permission from both your parent or guardian and your school leader to do otherwise.
- A quick and easy summary of all of these rules is: SIT BACK AND ENJOY THE RIDE ☺

**SCHOOL BUS OFFENSES (non-exhaustive)**

Class I Offenses	Class II Offenses
1. Spitting	1. Hanging out of windows with any part of the body
2. Excessive Noise	2. Throwing any object in or out of the bus
3. Horseplay/Mischief	3. Bullying, threatening, or harassment of any person on the bus
4. Leaving one’s seat/standing without permission of the driver	4. Profanity or threats toward the bus driver or bus monitor
5. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials	5. Possession or use of tobacco
6. Refusing to properly identify oneself to the bus driver	6. Vandalism to the bus or any bus related equipment (restitution will be required as well)
7. Disobedience or disrespect to the bus driver or bus monitor	7. Pushing, shoving, or rushing the bus at a bus stop
8. Inappropriate or disruptive behavior at a bus stop	8. Lighting matches, lighters, or any other flammable object or substance
	9. Unauthorized entering or leaving the bus through an emergency exit or window
	10. Possession or use of a laser pen or pointer that distracts the driver
	11. Riding an unassigned bus or using an unassigned bus stop without the proper permissions
	12. Eating/Drinking/Littering the bus

### Class III Offenses

Class III offenses are defined as and include, but are not limited to, fighting, possession or use of a weapon, possession of an illegal substances, or anything which seriously jeopardizes the safety of the student, other students, the bus driver, the motoring public or pedestrians.

#### CONSEQUENCES FOR SCHOOL BUS OFFENSES

Offense Level	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Class I	Written warning and student apology	1 – 3 day bus suspension, student apology, and required parent conference	3 – 5 day bus suspension, student apology, and required parent conference	Loss of bus privileges for the remainder of the school year
Class II	1 – 3 day bus suspension, student apology, and required parent conference	3 – 5 day bus suspension, student apology, and required parent conference	Loss of bus privileges for the remainder of the school year	
Class III	Up to and including permanent loss of bus privileges for the remainder of the school year.			

The Director of Transportation has discretion based on each incident to modify the above consequence policies.

#### Appropriate Use Policy for Electronic Services and Technology for Students

See the KIPP Texas Student and Family Handbook.

#### Notices – Section G

##### Consent for student participation in a survey, analysis, or evaluation (if funded in whole or in part with U.S. Department of Education [DOE] funds)

Students will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional material used in connection with such a survey, analysis, or evaluation.

##### Right to opt out of surveys and data collection activities (for surveys not funded by the DOE)

Parents have a right to receive notice of and deny permission for students’ participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.

Parents may inspect a survey created by a third party before the survey is administered or distributed to their students.

**Right to opt out of a nonemergency invasive physical exams and screening (except for screenings permitted or required by law)**

Parents have a right to receive notice of and deny permission for their students’ participation in any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. However, parents may not deny permission for their students’ participation in any screening or physical exam required under state law, such as scoliosis, hearing, vision, or Type 2 diabetes screening.

**Right to request qualifications of teachers and staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

**Notification of Career and Technical Education (CTE) Programs offered in the district and statement of nondiscrimination in regard to eligibility for these programs**

The district offers career and technical education programs in STEM, Education and Training, Information Technology. Admission to these programs is open per grade level prerequisites, and not based on any enrollment requirements.

These programs will be offered without regard to race, color, national origin, sex, or disability. KIPP will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

**Automatic admission guidelines to colleges and universities**

For two school years following his or her graduation, a KIPP Houston student who graduates in the top ten percent and, in some cases, the top twenty-five percent, of his or her class may be eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the

University during the summer or fall 2018 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top twenty-five percent of a graduating class, the provisions above will also apply to a student ranked in the top twenty-five percent of his or her class. Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

State law also requires school officials to post information about the automatic admission standards, and school counselors and class advisors must explain the automatic admission provisions and requirements of financial aid to eligible students.

### **Opportunity to enroll in the Texas Virtual School Network**

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation. Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules, as applicable to KIPP Houston.

In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made by the KIPP Houston Chief Academic Officer a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of KIPP Houston's policy for enrollment in electronic courses provided by the state virtual school network will be distributed to parents of middle and high school students at least once a year. If you do not receive a copy or have questions about this policy, please contact the KIPP Houston Academics Department.

### **Compliance with state and federal guidelines related to asbestos management**

KIPP Houston works diligently to maintain compliance with applicable federal and state law governing asbestos in school buildings. A copy of KIPP's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine KIPP Houston's plan in more detail, please contact the Director of Facilities, the designated asbestos coordinator, at 832-328-1051.

### **Compliance with state and federal guidelines related to pest management**

Although KIPP Houston strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.