



Student and Family Handbook

2018-2019


KIPP:UN MUNDO
DUAL LANGUAGE ACADEMY

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School and Parent Compact

2018 - 2019

KIPP Un Mundo Dual Language Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Texas' high standards.

This school-parent compact is in effect during school year 2018 – 2019.

Our Mission

100% of our students will demonstrate a love of learning by speaking, reading, and writing daily in two languages. They will acquire the academic skills, character strengths, and cultural diversity necessary to be successful.

Our Vision

KIPP Un Mundo Dual Language Academy is built on the belief that all students, regardless of language, have a right to a rigorous, meaningful, and culturally relevant educational experience which will equip them with the academic skills and character strengths necessary to succeed. KIPP Un Mundo will build on the strengths of its community to provide all students with real life, culturally relevant experiences. By teaching students through two languages, students will be empowered to positively influence their diverse local, national and global communities. Students will be able to command their future while positively impacting the people and places they encounter. By living our values, our students will recognize the power within them.

Values

KIPP Un Mundo's goal is to ensure all of our students are bi-literate and bilingual by the end of fourth grade. It is our goal that our students will respect and learn from each other's culture and experiences. At KIPP Un Mundo Dual Language Academy, every person who walks through the door and lives in our surrounding community has something to offer. Every child brings with him/her different enriching experiences. Every teacher and staff member brings with him/her a story that will add richness to our school's story as a whole. Our community is full of incredible opportunities for collaboration once the members of it begin to see what they have to offer as an asset to our children's education and the community's development. We will embrace a growth mindset that allows us to see every interaction as an opportunity to learn and understand.



August 8, 2018

Dear Families,

Welcome to KIPP Un Mundo Dual Language Academy! Thank you for choosing to begin or continue attending our wonderful school.

Our campus opened its doors in August 2012 with 132 kindergarteners. We have grown a grade level every year since then. We are now a fully-grown K-4 Dual Language campus. This is a huge milestone and celebration- ***thank you for being a part of this legacy!***

We are excited to have the opportunity to help your children grow academically and socially throughout this school year and beyond. Our campus is staffed with loving teachers who are dedicated to ensure the safety, academic, and social well-being of your children. Our mission is to ensure 100% of our students demonstrate a love of learning by speaking, reading, and writing daily in two languages. They will acquire the academic skills, character strengths, and cultural diversity necessary to be successful.

This is a huge undertaking and we appreciate the support and encouragement you provide your children toward reaching these goals. Together we can make this happen by addressing the whole-child. *For example*, the schedules will include children attending a portion of their day in an English class and a portion of their day in a Spanish class. The content will include English Language Arts, Spanish Language Arts, Math, Science, Social Studies, Guided Reading, Physical Education, Music, Art, Social Emotional Wellness classes, a computer lab, library services, daily recess times, and fun-filled energetic weekly assemblies.

Please feel free to join us on campus as this is your home away from home. We eagerly welcome visitors, volunteers, room parents, and chaperones. You can communicate with us in person, via homework folders, text messages, email, & phone calls.

The family handbook addresses many of the questions, concerns, and/or wonderings you may have. As always, feel free to call the front office to communicate with staff throughout the day. Our phone number is (210) 824-1905.

Thank you for your ongoing support. You are truly appreciated!

Lorraine Bernal

School Leader

KIPP Un Mundo Dual Language Academy

(210) 723-1051 | lbernal@kippsa.org

Parent Responsibilities

I understand that school attendance is necessary for my child's success.

- I will ensure that my child arrives at KIPP Un Mundo Dual Language Academy by 7:30am Monday-Friday, or boards a KIPP Texas - San Antonio bus at the scheduled time.
- I will arrange for my child to remain at KIPP Un Mundo Dual Language Academy until 3:30pm Mondays, Tuesday, Thursdays, & Fridays (2:00 pm on Wednesdays).
- I will arrange for my child to be picked up on time each day by a parent or another authorized adult at school or bus stop.
- I will attend as many KIPP Un Mundo family events as possible (Open House, Report Card Nights, Parent Events, or other celebrations and information nights)
- I understand that bus transportation is a privilege, and we will have to make alternate transportation arrangements if my child does not follow all bus expectations.
- I will call the school if my child is going to be absent and communicate with teachers to get any missing work.
- I will schedule vacations and appointments during non-school time when possible.
- I will allow my child to go on KIPP Un Mundo Dual Language Academy Field Lessons.

I will make education a priority by supporting my student at KIPP Un Mundo Dual Language Academy.

- I will read with my child for 20 minutes every day.
- I will provide a quiet area for my child to complete his/her homework.
- I will carefully read all information the school sends home and hold onto them when necessary.
- I will allow my child to call other students and teachers for homework help.
- I will be a positive role model for my child.
- I will ensure that my child has necessary school supplies.
- I will ensure that my child follows the dress code as described in the Family Handbook.
- I will actively monitor and work to improve my child's academic and behavioral progress.
- I will communicate directly and politely with teachers and/or staff members regarding any concerns I might have.

I will support the KIPP Un Mundo Dual Language Academy school culture.

- I will work with and respect all KIPP Un Mundo Dual Language Academy Team and Family members so that my child grows into a responsible, bilingual, and biliterate person.
 - I will attend parent conferences when scheduled and as needed.
 - I will learn and promote the character strengths and procedures of KIPP Un Mundo Dual Language Academy.
 - I will maintain the expectation that my child will go to college in the future.
-

Student Responsibilities

I will always be ready to work hard.

- I will arrive at KIPP Un Mundo Dual Language Academy by 7:30am Monday-Friday, or board a KIPP Texas - San Antonio bus at the scheduled time.
- I will remain at KIPP Un Mundo Dual Language Academy until 3:30pm on Mondays, Tuesday, Thursdays, and Fridays, and until 2:00pm on Wednesdays.
- I will follow the KIPP Un Mundo Dual Language Academy dress code.
- I will complete all my homework every night.
- I will show thirst for knowledge and do whatever it takes for me and my classmates to learn.
- I will show courage and ask for help when I need it.
- I will exercise grit and perseverance to become bilingual and biliterate.
- I will always work hard to improve every day.

I will always do my best to be nice.

- I will have integrity by being honest and being responsible for my behavior and choices.
- I will respect myself, my teammates, and all materials that I use.
- I will value all of my teammates' ideas and have a positive attitude.
- I will show integrity and empathy and treat others the way they want to be treated.

I will be safe for myself and all members of Team and Family.

- I will follow the bus expectations.
- I will follow the teachers' directions and our school expectations.
- I will work on making our KIPP Texas - San Antonio teamwork motto happen:

The KIPP Motto

***If there is a better way, we find it.
If there is a problem, we solve it.
If we need help, we ask for it.
If a teammate needs help, we give it.***

Teacher Responsibilities

I will support the KIPP Un Mundo Dual Language Academy school culture.

- I will arrive at KIPP Un Mundo Dual Language Academy Monday through Friday by 7:00 am and remain until the job is done.
- I will plan and deliver outstanding, rigorous lessons.
- I will actively learn, continue learning, and support the learning of ALL members of the Un Mundo Team and Family.
- I will promote and improve school discipline systems and procedures.
- I will keep a growth mindset, remaining open to new ideas & seeking out ways to improve.
- I will openly and honestly communicate with the Un Mundo Team and Family.
- I will accept additional roles and responsibilities to support our Team and Family.
- I will be the constant, not the variable, in the implementation of classroom routines, management, and quality of instruction.
- I will meet regularly with my room and grade level colleagues to collaborate.
- I will create and maintain a school environment that promotes our character strengths of integrity, empathy, self-control, curiosity, grit, zest, and gratitude.

I will support all students of KIPP Un Mundo Dual Language Academy.

- I will be above reproach through my words and actions at all times and in all places.
- I will teach in the best way I know how and continually seek help to improve my practice.
- I will work with my grade level chair and co-teachers to model Team and Family to our students at all times.
- I will create a positive environment for learning and leave students better than I found them.
- I will do whatever it takes to protect the safety, learning, and rights of ALL individuals.
- I will maintain high expectations for ALL students and make decisions based on the premise that all students will be challenged every minute of every day.
- I will continually maintain a growth mindset toward ALL students and never lose faith in their greatest potential.
- I will model commitment to bilingualism through my words and actions.

I will support all parents of KIPP Un Mundo Dual Language Academy.

- I will make myself available to parents.
 - I will communicate respectfully to all parents in their preferred language.
 - I will provide suggestions on how to support students academically.
 - I will keep parents informed of their academic progress and character growth.
 - I will strengthen the Team and Family by encouraging parent involvement in school events.
-

School Year 2018-19 Calendar

FINAL – APPROVED 4/24/18

Calendar Legend		July 2018 (0)	August 2018 (17)	September 2018 (18)
[] Semester Start	[] Semester End	S M T W T F S 1 2 3 4 5 6 7	S M T W T F S 1 2 3 4	S M T W T F S 1
[] Quarter Start	[] Quarter End	8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8
[] Six Week Start	[] Six Week End	15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
[] Summer programming	[] Start Day for Returning Teachers	22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
[] Holiday (Stu & Tch)	[] Onboarding PD for New-to-KIPP Teachers	29 30 31	26 27 28 29 30 31	23 24 25 26 27 28 29
[] Weather Make-Up Day	[] Early Dismissal Schedule			30
[] School Day	[] Staff Development Day			
[] Teacher Last Work Day	[] Report Card Events			
Semester Start/End Dates		October 2018 (22)	November 2018 (17)	December 2018 (15)
1 st	7 Aug – 21 Dec (89 Days)	S M T W T F S 1 2 3 4 5 6	S M T W T F S 1 2 3	S M T W T F S 1
2 nd	9 Jan – 31 May (90 Days)	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
Quarter (Grading Period) Start/End Dates		14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
1 st	7 Aug – 12 Oct (45 Days)	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
2 nd	16 Oct – 21 Dec (44 Days)	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
3 rd	9 Jan – 8 Mar (39 Days)			30 31
4 th	18 Mar – 31 May (51 Days)			
Six Week Attendance Reporting Start/End Dates		January 2019 (16)	February 2019 (18)	March 2019 (15)
1 st	7 Aug – 17 Sept (27 Days)	S M T W T F S 6 7 8 9 10 11 12	S M T W T F S 1 2	S M T W T F S 1 2
2 nd	18 Sept – 29 Oct (28 Days)	13 14 15 16 17 18 19	3 4 5 6 7 8 9	3 4 5 6 7 8 9
3 rd	30 Oct – 21 Dec (34 Days)	20 21 22 23 24 25 26	10 11 12 13 14 15 16	10 11 12 13 14 15 16
4 th	9 Jan – 14 Feb (26 Days)	27 28 29 30 31	17 18 19 20 21 22 23	17 18 19 20 21 22 23
5 th	19 Feb – 8 Apr (29 Days)		24 25 26 27 28	24 25 26 27 28 29 30
6 th	9 Apr – 31 May (35 Days)			31
School Holidays (Students & Teachers)		April 2019 (19)	May 2019 (22)	June 2019 (0)
3 Sep (Labor Day)	11-15 Mar (Spring Break)	S M T W T F S 7 8 9 10 11 12 13	S M T W T F S 5 6 7 8 9 10 11	S M T W T F S 1
19-23 Nov (Thanksgiving Holiday)	19 Apr (Late Spring)	14 15 16 17 18 19 20	12 13 14 15 16 17 18	2 3 4 5 6 7 8
24 Dec – 4 Jan (Winter Holidays)	26 Apr (Battle of Flowers)	21 22 23 24 25 26 27	19 20 21 22 23 24 25	9 10 11 12 13 14 15
21 Jan (MLK Jr. Holiday)	27 May (Memorial Day)	28 29 30	26 27 28 29 30 31	16 17 18 19 20 21 22
Weather Make-Up Day				23 24 25 26 27 28 29
	18 Feb			

School Year 2018-19 Calendar

FINAL – APPROVED 4/24/18

A detailed testing calendar will be distributed in August.

Date	Day
07/24/2018	New-to-KIPP teacher start day
07/30/2018	Returning teacher start day
07/30-08/06/2018	Professional Development for all teachers
08/07/2018	First day of school for students
08/30-08/31/2018	Professional Development (no school for students)
09/03/2018	Labor Day Holiday (no school)
09/17/2018	End of 1 st 6 Weeks (attendance period)
09/21/2018	Professional Development (no school for students)
10/12/2018	End of 1 st 9 Weeks (grading period)
10/15/2018	Professional Development (no school for students)
10/24, 25, 27/2018	Report Card Events (scheduled by school)
10/29/2018	End of 2 nd 6 Weeks (attendance period)
11/19-23/2018	Thanksgiving Holiday (no school)
12/21/2017	End of 2 nd 9 Weeks (grading period) and 3 rd 6 Weeks (attendance period) – Last Day of Fall Semester
12/24/2018-01/04/2019	Winter Break (no school)
01/07-08/2019	Professional Development (no school for students)
01/09/2019	First Day of Spring Semester
01/16, 17, 19/2019	Report Card Events (scheduled by school)
01/21/2019	Martin Luther King, Jr. Holiday (no school)
02/15/2019	Professional Development (no school for students)
02/18/2019	Presidents Day Holiday (no school) and Weather Make-up Day
02/14/2019	End of 4 th 6 Weeks (attendance period)
03/04/2019	Professional Development (no school for students)
03/08/2019	End of 3 rd 9 Weeks (grading period)
03/11-15/2019	Spring Break (no school)
03/27, 28, 30/2019	Report Card Events (scheduled by school)
04/08/2019	End of 5 th 6 Weeks (attendance period)
04/19/2019	Late Spring Holiday (no school)
04/22/2019	Professional Development (no school for students)
04/26/2019	Battle of Flowers Holiday (no school)
05/27/2019	Memorial Day Holiday (no school)
05/31/2019	End of 4 th 9 Weeks (grading period) and 6 th 6 Weeks (attendance period) – Last Day of Spring Semester
06/03-04/2019	Professional Development for all teachers
06/05/2019	Summer programming begins

School Instructional and Support Staff

SCHOOL LEADER	Lorraine Bernal	LBERNAL@KIPPSA.ORG	210-723-1051
ASSISTANT SCHOOL LEADERS	Paula Salas	PSALAS@KIPPSA.ORG	210-239-1613
	Abigail Church	ACHURCH@KIPPSA.ORG	210-775-4233
	Melissa Chavez	MCHAVEZ@KIPPSA	210-618-7772
ASSISTANT SCHOOL LEADER OF OPERATIONS	Stephanie Hernandez	SHERNANDEZ@KIPPSA.ORG	210-763-1470
SCHOOL OFFICE MANAGER	EMILY GUERRA	EGUERRA@KIPPSA.ORG	210-418-0841
FAMILY AND COMMUNITY COORDINATOR	Lorie Atwood	LATWOOD@KIPPSA.ORG	210-824-1905
REGISTRAR	Janet Pacheco	JPACHECO@KIPPSA.ORG	210-289-4921
COUNSELOR	Elizabeth Tilson	ETILSON@KIPPSA.ORG	210-824-1905
SPECIAL EDUCATION	Nicole Angrisani	NANGRISANI@KIPPSA.ORG	210-824-1905
RECEPTIONIST	Yatzel Villarreal	YVILLARREAL@KIPPSA.ORG	210-824-1905
SCHOOL NURSE	Kathleen Murphy	KMURPHY@KIPPSA.ORG	210-385-7934
MUSIC TEACHER	Celeste Rios	CRIOS@KIPPSA.ORG	210-824-1905
ART TEACHER	Sandra Rivera	SRIVERA@KIPPSA.ORG	210-824-1905
P.E TEACHER	Bridget Galvan	BGALVAN@KIPPSA.ORG	210-824-1905
SOCIAL EMOTIONAL WELLNESS TEACHER	Adriana Mata	AMATA@KIPPSA.ORG	210-824-1905

School-Wide Procedures

Office Hours

Office Hours are from 7:00am – 4:00pm All campus visitors must check in and out at the front office, show government issued ID, and wear a visitor badge when entering the building.

Address: 4343 W. Commerce Street San Antonio, TX. 78237
 School phone: (210) 824-1905
 School fax: (210) 888-6410

Instructional Hours

7:15 am Breakfast begins (in homeroom)
 7:30 am Class Begins

7:31 am	Tardy Bell
3:30 pm	Dismissal (Mon, Tues, Thurs, Fri)
2:00 pm	Dismissal (Weds & Early Release Days)

On-Campus Supervision

School faculty will be on duty to supervise students from 7:00 am – 4:00 pm (M, T, TH, F) and 7:00am-2:30pm (Wed).

- You may not drop your child off before 7:00am
- We will not release students within the last hour of instruction:

2:30 pm – 3:30 pm	(Mon, Tues, Thurs, Fri)
1:00 pm - 2:00 pm	(Weds & Early Release Days)

- Children MUST be picked up by:

3:30 pm	(Mon, Tues, Thurs, Fri)
2:00 pm	(Weds & Early Release Days)

Drop-Off and Pick-Up Procedures

Thank you for helping keep our drop off & pick-up procedures efficient and, most importantly, safe.

Drop-Off Procedures

School buses will drop off student in the area located in front of the school, using the bus entrance and loop. **Parents are not allowed to use the bus entrance or loop during morning drop off.** Drop off student in the rear of the school beginning at 7:00 am until 7:29 am. At 7:30am the back drop off will close. Tardy families must go to the front of the school, park in the visitor's parking, walk their children into the school lobby, and sign them in at the front office.

Every morning Un Mundo students will walk from the back drop off zone or bus loop entrance into the grade level hallway. Students will sit outside and wait for their homeroom teacher to pick them up at 7:15am and walk them to their classroom. We will serve breakfast in their homeroom classroom no later than 7:15am. Tardy students will walk from the front office directly to their classrooms.

Pick-Up Procedures

Walking To Pick Up Your Un Mundo Child: All students who use bus services will be loading the buses located in the front loop of the property. Parents or siblings are not allowed to pick up Un Mundo students from the bus line or take them out of the buses. School buses will depart once both Un Mundo and Camino students have loaded.

Parents walking to pick up students must wait for their child in the Un Mundo lobby until parent pickup has concluded. The students will be walked to the front office once all car riders have been loaded onto their parents' vehicles.

Student Pick-Up Cards (Mandatory at the Bus, Front Office And Pick Up Line For Un Mundo Or Camino): Every parent must have, bring along, and display a 2018-19 Student Pick-Up Card for every KIPP Un Mundo child. This card includes information regarding the student's name, student identification number, and/or grade, as well as instructions on using the card for bus pick up, drive thru pick up, and office pick up. Only authorized adults included in the 2018-19 transportation forms and who show/display the 2018-19 student pick up card will be allowed to pick-up the student. Please contact the

school office if you need another student pick-up card. In the case that other family members need to be added (more than 4 cards), you will have to complete a new transportation form and request additional pick up cards (at the above cost). For student safety concerns, we will not release students to adults who are not authorized and we will not release students to adults who do not have the pick-up card; **no exceptions will be made**. The card is an original and may not be copied or reproduced.

Vehicle Display Student Pick Up Cards: All parents will be provided with 4 pick-up cards per child. Please distribute them to the people you want picking up your child. This card has the student name and identification number. It will need to be displayed/hanging on the **rear view mirror** as you enter the campus for afternoon dismissal. The pick-up card must be the original that the school provides; it is a requirement that it is displayed in order to release students. Display the student identification card so the Un Mundo staff can see the student ID numbers as you enter the after school pick-up line. **Children will not be released to anyone attempting to pick up the children if they do not have the student pick-up card displayed.** If you or any of the authorize adults you selected do not have a pick-up card, you/they will need to go to the office and purchase a new one before entering the pick-up line again.

Student Pick Up at The Bus Stop: If a student's parent/guardian is not present at his/her designated bus drop-off point when the bus arrives, the bus driver will continue the route and the parent will be required to pick him/her up in a different location. This information will be tracked and steps will be followed which could lead to the loss of school bus privileges.

Changes In Transportation Plan: If your child's transportation plan will change for a single afternoon, please contact the front office before 12pm (M, T, Th, F) and 11am (Weds and early release days). If your transportation changes will be permanent, please speak with the front office with days prior to the official change – we will need to confirm space availability in the school buses before adding new students to routes.

Authorized Pick – Up Only: Make sure that we have an updated list of all family members or friends authorized to pick up your son or daughter from school or from the bus stop. Remember that they too must provide us with the student pick-up card. If a family member or friend is not listed, our staff will not release your child until the authorized parent has communicated with the school.

Student Not Picked Up: As stated in the KIPP Texas Public Schools Student and Family Handbooks, If parents/guardians are more than 15 minutes late picking up their child, a \$5.00 fee may apply for each 15-minute block parents/guardians are late. The fee is assessed the first minute of each block and needs to be paid when picking up the child. Any fines collected will go towards the school activity account for activities that directly benefit all students at the school.

Late fees are assessed if students are not picked up by 4:00 pm (2:30 on Wednesdays and early release).

Attendance Policy

Texas law states that a student who fails to attend classes for at least 90% of the days classes are offered, or more than 10 school days, cannot receive credit for the class(es) even if the absences were excused by the school district for medical or other reasons (TEC 25.092).

Students who do not meet the attendance requirements to receive credit for their classes may petition a school-board appointed attendance committee to allow the student to receive course credit, and can then appeal an adverse ruling to the school board.

All KIPP Texas - San Antonio schools use multiple systems to reach out to parents/guardians of absent students. This includes, but is not limited to automated phone call and text messages and personal phone calls. Each campus has an Attendance Committee that reviews records and will notify families of excessive absence through phone calls, in-person meetings, personalized letters, and home visits

(when needed). These systems will be used to ensure parents/guardians are aware of the student's attendance record.

Types of Absences

Absences from school shall be of two types, *excused* and *unexcused*. **Any** type of absence excludes students from receiving a perfect attendance award at the end of the quarter or year. See details in KIPP Texas Public Schools Student and Family Handbook at www.kippsa.org.

Enforcement of Attendance Policy

Every minute of instruction counts. We expect students to be on time and present every day possible. The following action is taken if a student is:

1 Absences	Call from teacher
2 Absences	Call from Parent Liaison or Registrar
3+ Absences	Conference with School Administrator and/or Home Visit

Tardies

A student is tardy if he/she arrives at or after the designated tardy time (7:31 AM). All tardies will be calculated using the front office clock.

The following action is taken if a student is tardy multiple times

3 Tardies	Letter sent home
4 Tardies	Conference with Parent Liaison
5+ Tardies	Conference with School Administrator

Release Students

A student will not be released from the school at times other than at the end of the school day except with permission from the school leader or designee and according to the campus sign-out procedures. A student who will need to leave campus during the day may be released to ensure he/she obtains the corresponding medical treatment necessary. A student who becomes ill during the school day should notify his/her teacher. The school nurse will decide whether the student should be sent home and will notify the student's parents or guardians.

Early Pick-Ups

Students are expected to remain in school until the end of each instructional day. The following action is taken if a student is picked up early more than 3 times:

3 Early Pick-Ups	Letter sent home to document concern
4 Early Pick-Ups	Conference with Parent Community Coordinator
5+ Early Pick-Ups	Conference with School Administrator

Admissions, Transfer and Withdrawal Policies

Admissions

By state law, students are admitted to KIPP schools by lottery. Returning students and their siblings are given priority in admissions when spots are available. Returning students will automatically be re-enrolled provided they notify the school of their intent to return by the last school day in February of each school year. Students must submit their registration packet by the last school day in March of the current school year as well. New students must attend school registration during the summer. Failure to submit registration materials may result in the student being withdrawn for the following school year. If a parent knows he/she will not be able to submit the registration documents due to prior engagement, he/she should notify the school and make formal arrangements to have the student registered before the first day of school.

Our application period will be open from January through the end of April for each upcoming school year. If space is available, all sibling applicants will be added to student rosters for the next year. If there are enough slots for all remaining applicants, then all will be admitted. In the event that there are more applicants than slots available, all remaining applicants will be placed in a lottery. The lottery day for 2019 will be in April.

Parents will be notified of acceptance or placement on the waiting lists, in writing. If you have not received word by then, it is your responsibility to contact the school. After all remaining slots are filled, students will be placed on the waiting list in the order the name was selected. If there are additional students who apply after April 1st, they will be added to the waiting list in the order that their application is received.

It is the policy of the KIPP schools to comply with all non-discrimination provisions of all federal and state laws. KIPP schools admit students without regard to race, ethnicity, religion, color, sex, national origin, disability, athletic, artistic, or academic ability, level of English proficiency, or the district the child would otherwise attend.

In addition, under TEC § 12.111 (a) (6), KIPP schools are authorized to exclude a student with a documented history of criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

Transfers

Students are admitted by lottery to KIPP Texas - San Antonio. The only students who are admitted automatically to each school (provided there is space) are KIPP Texas - San Antonio staff children.

Withdrawal from School

A student may be withdrawn from school only by a parent and/or legal guardian. The school requests notice from the parent at ***least three days in advance*** so that records and documents may be prepared for the departing student and a conference is scheduled with the school leader. A withdrawal form may be obtained from the school's registrar. On the student's last day, the withdrawal form must be presented to each person and/or department listed of the form for clearance and sign-off. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

*School supplies will not be returned to withdrawn families, since these materials are community property.

Uniform Policy

Students at KIPP Un Mundo Dual Language Academy wear a school uniform every day. We require **strict adherence** to our uniform policy for the following reasons:

- Uniforms help create a mindset for learning, promote a sense of community and school pride.
- When students wear uniforms, they exhibit positive, leadership, and "professional" behavior.
- Uniforms tend to cost less than regular school clothing and eliminate label and brand competition.
- Uniforms promote campus safety and are required when students attend a field trip.

If a student does not wear the uniform properly, the classroom teacher will send the child to the front office so the parent liaison can contact the parent or guardian. The parent is then responsible for bringing the necessary item(s) to school within the hour called so that their child is dressed and groomed according to the following guidelines. If you are unable to adhere to our uniform dress code, please contact the school Family Community Coordinator (parent liaison) to set up a conference.

Item	Description	Color
Shirt	<ul style="list-style-type: none"> ▪ KIPP Un Mundo polo shirt must be worn <u>every</u> day (except Fridays—see below) ▪ Shirts must be tucked in at all times 	<ul style="list-style-type: none"> ▪ Kinder- Teal ▪ 1st – Green ▪ 2nd – Red ▪ 3rd – Yellow ▪ 4th – Purple
Spirit and College Shirts	<ul style="list-style-type: none"> ▪ Shirts with college logo ▪ Other KIPP spirit shirts (may be worn on Fridays) 	College shirts MUST show college name
Shorts	<ul style="list-style-type: none"> ▪ Traditional uniform shorts (close to knee length) ▪ Belts are required on a daily basis ▪ Khaki colored <u>denim</u> or cargo shorts are NOT allowed 	Black only
Pants	<ul style="list-style-type: none"> ▪ Traditional black uniform dress pants (no cargo or capri pants allowed, no black colored <u>denim</u>) ▪ Belts are required on a daily basis 	Black only
Skirt	<ul style="list-style-type: none"> ▪ Traditional uniform skirts (close to knee length); this includes “skorts.” 	Black only
Jumpers	<ul style="list-style-type: none"> ▪ Traditional uniform jumpers may be worn over a uniform shirt (close to knee length) 	Black only
Shoes & Socks	<ul style="list-style-type: none"> ▪ Only tennis shoes (any brand) ▪ NO boots, sandals, or other open-toed shoes allowed. Students have recess and/or PE throughout the week and must, therefore, wear tennis shoes daily ▪ Socks are required items of the uniform; leggings are optional 	<p>No lights or wheels on shoes.</p> <p>Socks or leggings must be White or Black without any markings or letters; socks can only be worn no higher than the child’s bottom part of the calf</p>
Jackets	<ul style="list-style-type: none"> ▪ Only <u>KIPP</u> sweaters may be worn inside classrooms over the uniform ▪ Outerwear weather protective garments are allowed, but must be removed once inside the school building; children will not be allowed to wear on campus jackets other than the navy blue KIPP sweater described above 	PLEASE write or embroider your child’s name on the sweater
Hats	Hats, caps or other headgear may not be worn inside school, unless specified for an event	
Hair & Earrings	<ul style="list-style-type: none"> ▪ Boys should have their hair cut neatly at all times 	

	(no extreme haircuts) <ul style="list-style-type: none"> ▪ Girls should have their hair combed neatly at all times. ▪ Bows and Ribbons of any color are allowed ▪ No colored hair or colored streaks in hair
Other	Students may only wear white or black leggings underneath their uniform skirts, skorts, or jumpers. No other colors are permitted. No torn clothing

Perfect Attendance Jeans

Children can wear blue denim jeans or blue denim shorts the Wednesday following the prior week of perfect attendance and no tardies. ***For example, if your child is present every day this week and did not arrive tardy or leave early any day this week, then he/she may wear jeans the following Wednesday.***

Change of Clothing (Kinder and 1st)

The bag should contain an extra pair of shorts/pants, underwear, socks, and uniform shirt. If your child is provided with a set of clean clothes at school, please return them laundered the following day.

Lost and Found Items

Each year students lose many items of value. Please label your child's possessions with his/her name. Lost and found items will be kept in the front office. Anything not claimed will be given to a charitable organization at the end of each nine weeks.

Meals

Breakfast and snack are provided for all students K-4. Lunch is offered to the students who wish to participate. All meals are designed to provide proper nutritional value. Breakfast is offered in the student's homeroom classroom starting at 7:15am. Lunch is served in the cafeteria at different times, according to grade level. Children will have a 30-minute lunch period (10 minutes of transition time to and from classroom and 20 minutes of sit-down time).

Free and reduced meals will be available to the children whose families qualify. Students who do not qualify for free or reduced lunch will receive a fee schedule for the payment of their meals and a set of guidelines on how to pay for their child's meals. Breakfast and snack will have no cost during SY 2018-19. Lunch cost is \$3.00 per meal for students.

Parents will be asked to pay all meal balances weekly.

Children may bring sack lunches with them to school if they choose. We ask parents to not bring additional food during instructional hours (unless they have a doctor's note). We encourage students to bring food from home that is healthy and nutritious. We highly discourage sodas, candy, chips, and any other food high in fat and/or sugar. ***Please, do not send items in fast food bags.***

Families who do not qualify for free or reduced lunch can pay for their meals by sending the payment with their child in a marked envelope. They can also pay through the website www.MySchoolBucks.com. Parents will need to contact the office to identify their child's ID. This ID number will be necessary when creating a profile.

All KIPP Texas - San Antonio families will submit food allergy information through the school office (separate form) in accordance with regulations.

Parties

There will be three class parties during the school year. Parties will include a celebration before the winter break, the Friday prior to Valentine's Day, and one at the end of the school year. We will recognize students' birthdays at school; however, **we cannot accept food or snack donations** due to healthy food program policies.

Visitors

All KIPP Texas - San Antonio school's welcome visitors to the campus during school hours. We request that whenever possible visitors call ahead and schedule an appointment to ensure immediate service. Visitors who arrive on campus are required to check in at the main office and will be asked to show ID, sign in, and wear a visitor pass while on campus.

Chaperone Guidelines

The school staff appreciates your willingness to help the school meet or exceed supervision and safety requirements for students on field lessons. Field lessons would not be possible without parent chaperones.

The following guidelines should clarify expectations for adults assisting with field lesson:

- KIPP Texas - San Antonio requires all chaperones have a cleared criminal background check in order to attend a field lesson or volunteer on campus (this includes common areas and classrooms). Allow three weeks for background check.
- Chaperones must attend all field lesson specific meetings.
- The number of chaperones is limited and teachers determine who will chaperone.
- All chaperones selected are encouraged to ride the bus with the students.
- All students must be closely supervised at all times. The teacher will assign students to each parent chaperone and will develop and distribute a schedule for the day.
- No siblings or additional children are permitted to attend the field lesson.

Supplies

Each student is asked to bring items from a list of consumable school supplies that will be used throughout the year. Families that find this purchase a financial burden should contact the child's teacher or parent liaison so that alternative arrangements can be made. This supply list should last throughout the school year, though, occasionally, children may be asked to bring a small number of additional items if needed.

Family Communications

The *Family Bulletin* is the monthly school newsletter published in both Spanish and English. It will be distributed home with students the first Monday of every month. We ask all families to commit to reading it carefully. We will be notifying parents of important issues and upcoming events in-person, through text messages, emails, phone calls, flyers, and/or school website.

Communicating With Teachers

Part of the success of KIPP Un Mundo is the open communication between parents, students, and teachers. In order to help with this, we give all telephone numbers of Un Mundo staff. Please contact your child's teacher on their cell phone between 4:30 – 6:00 PM. If he/she does not answer, please leave a message. You can expect a response within 24 hours. In addition, if you have an urgent need, please contact the front office.

Fees

KIPP Texas - San Antonio Public Schools is a system of open enrollment public schools and does not charge tuition. Like other public schools, we do ask our parents to help with a small part of the above and beyond costs that make KIPP Texas - San Antonio a special place for you and your children. While most of the costs of the school are covered with public government funds and private foundation

philanthropy, there are some costs that are covered by the families as options. The list and amount of fees will vary depending on the school level (elementary school, middle school, or high school), co-curricular activities in which your child is engaged, and above and beyond items and activities that you would like your child to participate in. Our goal is to ensure your KIPPster climbs the mountain to and through college, and we appreciate your support in reaching this goal. Some school fees may include the following:

- If your child earns an end-of-year trip or field lessons and you choose to send your child on the trip, we ask you to contribute an optional activity fee to help cover a small portion of the trip's cost which helps to pay for transportation, hotel (when applicable), food, and event admission costs. KIPP Texas - San Antonio covers the rest of the cost for the trip, which typically is several hundred dollars per child depending on the place and length of the trip.
- Similarly, if you choose to have your child participate in an optional after-school sport, we ask you to contribute a small portion of the cost for the program (\$35 per sport).
- Families may be asked to help replace damaged technology, property, textbooks, or library books as determined by the school.
- Students may be asked to contribute to class project materials that the students will keep. They may also have the opportunity to purchase photographs, yearbooks, etc.
- The amount of fees will vary depending on the school level (primary school or middle school), co-curricular activities in which your child is engaged, and above and beyond items and activities that your school provides.

Per TEA Code [TEC Sec. 11.158 (f)], if a family is experiencing a hardship and cannot pay, the family can work out other arrangements by contacting the School Leader which can include waiving a fee for required uniforms, supplies, or materials as outlined in TEC Sec. 11.158 (c).

See further fee details in the KIPP Texas Public Schools Student and Family Handbook at www.kippsa.org.

Return of School Technology and Materials

A student, who fails to return instructional materials and technological equipment in an acceptable condition, as determined by the school, will be responsible for the cost necessary to repair or replace the damaged item.

Textbooks/Library Books

It is the responsibility of students to keep textbooks/library books in the condition of which they are received. Textbooks are school property, and should be handled with extreme care. Fines will be assessed for damaged or lost textbooks books as determined by the school.

Purchasing Uniforms

KIPP Texas - San Antonio has partnered directly with All Uniform Wear as the vendor for our school uniforms. Families may purchase uniforms directly from the vendor at www.alluniformwear.com or by going to the store location at 7065 San Pedro Ave, San Antonio, TX 78216.

Payments

Payments must be made in cash or credit/debit cards. ***Families are required to clear all pending balances (lunch, library, extracurricular and/or field trips fees, etc.) prior to last day of school and before any student withdrawals.***

As always, families that find themselves unable to pay a fee for a core academic activity (class project, field lesson, etc) should contact the teacher or parent liaison so the school can make arrangements to defray the cost.

Cell Phones

Students are not allowed to bring cell phones to school. If a cell phone is seen or heard, it will be confiscated and returned only to the child's parent/guardian. The school is not responsible for lost or damaged cell phones (or other valuable items).

Pets and Toys

Pets may not be brought to school. Toys, electronics, comic books, Pokémon/trading cards, etc., are to be left at home. They get lost easily and become highly distracting. The items listed will be collected during the day and the child will be asked to take the items home at the end of the day. This is the first warning. The items listed above will be collected the second and following times and the parents/guardians will be asked to collect the items in person. ***They will not be released to the students after the first warning.***

Academics

Grades

Students will receive grades for each nine-week period (quarter) providing the student has been enrolled for that period of time. Each student will receive grades in English Language Arts, Spanish Language Arts, Math, Science, Social Studies, P.E., Art, Social Emotional Wellness, and Music.

The following numerical and letter designations will be used in reporting grades:

Kindergarten
Progress Toward Proficiency (Q1 – Q4)
4 = Progress exceeds expectations
3 = Progress meets expectations
2 = Progress current expectations
1 = Progress is well below current expectations
-- = Not yet assessed
1 st , 2 nd , 3 rd , and 4 th
Grades – Q1 – Q4
100-90 = A
80-89 = B
70-79 = C
60-69 = D
50 & below = F

Quarterly Report Cards

Each student's parent or guardian commits to attending parent/teacher conferences. During this 20-minute conference, the parent receives his/her child's report card and discusses the student's progress in detail with the teacher.

Progress Reports

Parents will receive progress reports. This report shows how each student is progressing in key areas. Students take this progress report home in their homework binders. It is to be signed and returned to the teacher the following day. If you have any questions, please contact your child's teacher.

Make-Up Work

Students with excused absences are allowed to make up classwork within the same amount of days of their absence. For example, if the student is absent for two days, they have two days to make up the missed assignments.

Promotion and Retention

Students at KIPP Un Mundo Dual Language Academy will be promoted on the recommendation of the classroom teacher. Their recommendations will be based on the following criteria:

- Mastery of grade level expectations in all core content areas
- Reading level, or Less than 10 absences during school year

Curriculum

At KIPP Un Mundo Dual Language Academy we teach a curriculum that is based on the TEKS, the Texas state standards for PK – 12 public schools. A typical school day for Un Mundo students includes the following blocks of instruction: English Language Arts, Spanish Language Arts, Math, Science, Social Studies, Music, P.E., Social Emotional Wellness, and Art classes. Our dual language model requires that all students receive immersion language arts instruction in both Spanish and English and also provides time during the school day for children to receive additional home and/or second language support during intervention time.

Curriculum for Special Programs

- All KIPP Texas - San Antonio schools provide academic programs for ESL students according to state and federal guidelines. This includes, but is not limited to, specific course assignment, targeted instruction, and support services.
- When applicable, KIPP Texas - San Antonio schools incorporate CTE programming in accordance with state guidelines. This includes, but is not limited to, computer-based courses and activities and career planning activities.
- All KIPP Texas - San Antonio schools participate in School-Wide programs in regards to Title I funding. Therefore all Title I participants benefit from academic and other programs implemented across the school, including tutoring, intervention, and enrichment.
- At any time, parents/guardians have the right to request an evaluation of their child to ensure appropriate academic programming is in place. All KIPP Texas - San Antonio schools honor parent/guardian rights for information, requests, and access to information.

Awards

Each classroom teacher and grade level team will establish ways of recognizing students for outstanding achievement in academics, attendance, and character. Children will be recognized for meeting baseline standards as well as for making significant growth. We have end-of-year awards ceremonies. Awards include recognition for academic performance in the student's first and second language, perfect (0 absences) or good attendance (1-3 less absences). Excused and unexcused absences count toward attendance. For example, a child that is absent for 4 days and returns with an excused absence note does not qualify for the good attendance award. They missed more than 3 days of school, so they do not qualify for the award.

Dual Language (Two-Way Immersion)

To attend KIPP Un Mundo Dual Language Academy is to choose a program that builds bilingualism in all students. Students in K-2 students will receive Spanish instructions for 50% of the instructional day and 3rd and 4th grade students will receive Spanish instruction for 25% of the day and all will receive grades for work completed in all classes.

Field Lessons

Each grade level will plan field lessons connected to their units of study. Please return permission slips and required fees by the date stated to allow for adequate planning by the grade level teams. In addition, the school reserves the right to remove a student from a trip or prohibit them from going for any reason that jeopardizes the physical or emotional well-being of themselves or others.

Physical Education

Physical activity is essential to every child's complete development. Students are required and encouraged to participate in P.E. and other play activities. We require a signed written statement from the parent or guardian to excuse a student from physical education classes and/or recess. If it is necessary for a child to miss more than 2 consecutive P.E. periods (or permanently), we need a signed statement from the student's doctor.

Music, Art, and Social Emotional Wellness,

Children will receive the above stated classes in accordance, where applicable, with the Texas Essential Knowledge and Skills (TEKS). The enrichment classes occur during Specials rotations and address the whole child. The classes are held for 45 minutes per class on a five-day rotation schedule.

Testing & Assessments

In addition to routine testing and other measures of achievement, students will take the following state and national assessments:

- **STAAR (Reading, Writing, Math):** Grades 3 and 4
- **Fountas & Pinnell Reading Assessment:** K, 1, 2, 3, 4 [middle of year and end of year]
- **Language Proficiency Assessments:** New students [beginning of year]
- **TELPAS (English proficiency):** K-4 English Language Learners [end of year]
- **Guided Reading / Mathematics Assessments:** Grades K-4 [weekly, bi-weekly or quarterly]
- **Measures of Academic Progress (MAP):** K-4 [beginning of year for new students and end of year for all students]

Test results will be reported to students and parents during corresponding quarters or progress reports. Certain students—some with disabilities and/or limited English proficiency—may be eligible for accommodations. For further information, contact Nicole Angrisani, our Special Education teacher at (210) 824-1905.

Health and Safety

See Health and Safety details in the KIPP Texas Public Schools Student and Family Handbook at www.kippsa.org.

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At KIPP Texas - San Antonio - If a child becomes too ill to remain in class, the school nurse will contact the parent/guardian by telephone. **Parents or guardians are asked to pick-up the child within the hour contacted by the school nurse or office personnel.** Your child will likely be sent home if any of these conditions exist:

- Fever of 100.5 or above
- Suspected contagious disease (see above)
- Injury requiring doctor's attention
- Vomiting or diarrhea
- Live head lice

At times, students may have minor cuts or scratches as a result of falling while running during recess or PE. The school nurse will treat the wound and send the student back to class. You may not receive a phone call in these instances.

Emergency Contact Information

It is very important for the safety of your child that the emergency information you provide on the enrollment form is current. Please call the front office and update any changes to your address, telephone number(s), physician, or name of any other person(s) authorized to pick up your child if ill or injured.

Emergency School Closure

Announcements of school closing will be made via phone, texts, emails, social media, local TV, and radio stations. Any anticipated school closures or early release days will be documented in the family bulletins.

Fire Drills, Lockdowns and Disasters

Posted in every room is a map detailing the required evacuation protocol. Students are to silently follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must not stop at the restrooms or lockers. They must proceed directly to the designated area and wait for instructions. Any student violating this procedure jeopardizes the safety of the school and will face. The school will practice a fire drill each month and lock down drills multiple times per year.

FERPA Confidentiality Notice

All KIPP Texas - San Antonio students are eligible by the FERPA. This provides all students the right to inspect and review his/her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint regarding an alleged failure by a school to comply with FERPA. When seeking access to records, students and parents/guardians can contact a school official (School Leaders, Assistant School Leaders, Assistant School Leader of Operations and Campus Registrars) and will be allowed access to records when there is a legitimate educational interest (a school official will help determine if there is a valid reason to access the records).

Parental/Guardian Rights and Responsibilities

At KIPP Un Mundo, parents/guardians can seek information and/or support for the following programs:

- Title IX – Coordinator Stephanie Hernandez
- ADA/Section 504 – Coordinator Nicole Angrisani and Abigail Church
- Age Discrimination Act Coordinator Elizabeth Tilson

In addition, all KIPP Texas - San Antonio parents/guardians have the right to excuse your child from the Pledge of Allegiance, moment of silence, recitation of the Declaration of Independence, and USDA Surveys and activities. Families should contact the school's Main Office to express interest in discussing or executing these exclusions.

Student Code of Conduct

NOTE: Please refer to the KIPP Texas Student and Family Handbook posted on our web site at www.kippsa.org for student code of conduct policies related to **bullying/harassment/cyberbullying, suspensions, and expulsion.**

Bullying/Cyberbullying

All KIPP Texas - San Antonio schools will work to provide every student with a bullying-free learning environment. The system for submitting anonymous bullying reports at KIPP: Un Mundo Dual Language Academy is report the incident to the counselor. There is a drop box located outside of the counselor's room where students can submit anonymous reports about the incident.

If you have any questions about our system or bullying/cyberbullying, please Mrs. Tilson at etilson@kippsa.org or (210)824-1905.

What is bullying and cyberbullying?

Bullying	Cyberbullying
Can be a single significant act or pattern of acts Exploits an imbalance of power • Examples include: <ul style="list-style-type: none">• Physically harming a student• Damaging a student's property• Placing a student in reasonable fear of harm• Creating an intimidating, threatening, or abusive educational environment for a student• Substantially disrupting the educational process or the orderly operation of a classroom or school	All of bullying plus Bullying through any electronic communication device Examples include: <ul style="list-style-type: none">• Computers and cell phones• Social media & other websites• Other internet-based communication tools

What should I do if I learn of a child being bullied or cyberbullied?

- Notify the school immediately (preferably speak with a school counselor, teacher, or assistant school leader/school leader).

How will I know if my child is being bullied or cyberbullied?

When a school is made aware of bullying or cyberbullying, schools will:

- Notify parent of the alleged victim within 3 business days after the report is received
- Notify parent of alleged bully within “a reasonable time”

Where can bullying or cyberbullying occur?

Bullying and cyberbullying can occur:

- On or off school property
- At a school sponsored event on or off school property
- On a school bus or vehicle used as transportation to or from a school event
- Through any electronic communication device: (see list above)

NOTE: Dial 911 first if you feel there is an immediate and serious threat or danger

Bullying and cyberbullying can be classified as a level II or level III offense in the Code of Conduct and may lead to expulsion and / or a misdemeanor (depending on the circumstances). All schools will provide counseling and rehabilitation services to the victim and the aggressor.

These above are in accordance with Senate Bill 179 (known as “David’s Law”) which amends Texas Education Code to: Define cyberbullying as a type of bullying. (In memory of David Molak, an Alamo Heights student who committed suicide as a result of cyberbullying.)

NOTE: Please refer to the KIPP Texas Student and Family Handbook posted on our web site at www.kippsa.org for student code of conduct policies related to bullying/harassment/cyberbullying, suspensions, and expulsion.

School Bus Expectations

KIPP Texas - San Antonio is proud to be able to provide bus transportation for its students. We are also very proud of the wonderful reputation KIPP students have for being respectful, responsible, and safe bus riders. They must abide by KIPP Texas - San Antonio Bus Expectations, which are distributed to parents at the time of registration, at registration events, or can be requested at the front office. KIPP Texas - San Antonio students must also abide by the following:

Respect:

Students will demonstrate respect for the bus driver and/or bus monitor. This means they will:

- Properly identify themselves when asked.
- Follow all directions given by the bus driver/bus monitor the first time.
- Wait for the appropriate time and place to express any concerns.
- Always speak to the bus driver in a calm and polite tone.
- Demonstrate respect for my Team and Family on the bus by using appropriate language and safe behavior. This means they will:
 - o Always speak to my Team and Family in a calm and polite tone.
 - o Always walk calmly to their seat on the bus.
- Demonstrate respect for the bus by always leaving a place better than they found it. This means they will:
 - o Keep all food/drinks/gum out of sight on the bus. Food/drinks/gum may be consumed before getting on the bus or after exiting the bus.

- o Take a look around before leaving the bus and take trash to a trash can.

Responsibility:

Students will demonstrate responsibility by reporting any inappropriate behavior to the bus driver. This means they will:

- Find the appropriate time to inform the bus driver or school personnel of any disrespectful behavior towards anyone.
- Find an appropriate time to inform the bus driver or school personnel of any disrespectful behavior towards the bus. (Including, but not limited to vandalism, leaving trash/gum)
- Remain at the bus stop until the bus arrives in the morning. (i.e. not enter a business/school unless given permission)
- Wait for their family or go directly home when dropped off in the afternoon. (i.e. not enter a business/school unless given permission)

Safety:

Students will always act in a way that promotes a safe environment on the bus. This means they will:

- Keep all objects and body parts inside the bus.
- Remain in my seated in my seat at all times. (Unless asked to move by the bus driver.)
- Demonstrate self-control and wait to play outside.
- Only enter or exit the bus through the front door.

School Bus Offenses	
Class I Offenses	Class II Offenses
1. Spitting, spilling or throwing any liquid on the bus.	1. Hanging out of windows with any part of the body.
2. Excessive Noise or Loud Music.	2. Throwing/shooting of any object in or out of the bus.
3. Eating/Drinking/Chewing Gum/Littering the bus.	3. Bullying, threatening, or harassment of any person on the bus.
4. Leaving seat/standing without permission of the driver.	4. Profanity or threats toward the bus driver or bus monitor.
5. Riding an unassigned bus or using an unassigned bus stop.	5. Possession or use of tobacco or any controlled substance.
6. Entering a place of business unescorted by a parent or guardian, or disrupting the normal activities of a business where a stop is located.	6. Vandalism to the bus or any bus related equipment (restitution will be required as well).
7. Disobedience to the bus driver or bus monitor.	7. Pushing, shoving, or rushing the bus at a bus stop or walking in front of a bus.
8. Inappropriate or disruptive behavior at a bus stop.	8. Lighting matches, lighters, or any other flammable object or substance.
9. Use of technology on the bus with other students or in a distracting manner (phones, tablets, iPads, iPods or other music devices etc.).	9. Unauthorized entering or leaving the bus through an emergency exit or window.
10. Other behaviors that disrupt the normal and usual operation of the school bus.	10. Possession or threats of possession of a weapon, explosive, or flammables.
	11. Possession or use of a laser pen or pointer.
	12. Other offenses and behaviors that seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians.
	13. Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. <i>This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fin.</i>
	14. Horseplay/Mischief or threatening the safety of self

	or others.
	15. Interfering with on-board video cameras
	16. Profanity, verbal abuse, harassment, inappropriate gestures, directed towards students or the public, or possession of inappropriate materials.
	17. Student refuses to properly identify himself/herself to the bus driver.
	18. Interfering with bus equipment (video cameras, radio etc.).
	19. More than one Class I offense, per report, will result in a Class II consequence.

Consequences For School Bus

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Class I <i>Multiple Class I offenses, in a single report, will result in a Class II consequence.</i>	Warning	1-2 day suspension from bus	1 week suspension from bus	3 week suspension from bus	4 week suspension from bus, required parent meeting and possible removal from bus for the remainder of the semester or four weeks, whichever is longer.
Class II	1-2 day suspension from bus	2-3 day suspension from bus	1 week suspension from bus and required parent meeting.	Loss of bus privilege for the semester or four weeks, whichever is longer, and required parent meeting.	Loss of bus privilege for the year and required parent meeting.

Internet Acceptable Use Policy

KIPP Texas - San Antonio believes accessing data on the Internet is a useful skill for lifelong learning. The goal in providing Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. KIPP Texas - San Antonio reserves the right to read, print, delete, store, or use any transmission on this system at its discretion. KIPP Texas - San Antonio grants permission to use this system for educational purposes only. Users hereby waive any right of privacy regarding information/messages sent or received by them on this system. The administration, faculty, and staff of KIPP Texas - San Antonio may deny, revoke, or suspend specific user access.

The Internet, for the purpose of this document, is defined as resources or information retrieved through the network that are not stored on school district equipment. These resources must be accessed through the world-wide web.

*Student Procedures for gaining access privileges to the **Internet**:*

- Students will receive access and be held accountable according to the technology Agreement Form that has been signed by both the student and parent/guardian.
- Students may use the Internet during class time only if cleared by the teacher or classroom supervisor.
- Any financial charges incurred by the student while using the Internet are the student's full responsibility and he/she will be held accountable for payment.
- KIPP Texas - San Antonio personnel will monitor the information collection when district hardware and/or software is used.
- Inappropriate use of access privileges will result in school disciplinary action and may result in access restrictions or cancellation of privileges. Inappropriate use of access privileges which results in loss of access does not excuse the student from the requirements of obtaining material necessary for classroom or project assignments.
- Parents/guardians may request cancellation of access privileges by contacting the school.

Internet User Terms and Conditions Agreement

- The use of the Internet accessed from or by the use of KIPP Texas - San Antonio property must be in support of education and research and consistent with the educational objectives of the KIPP Texas - San Antonio. Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the building's chief administrator or their designee, or material protected by trademark. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
 - The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.
 - Internet users are to abide by the rules of network etiquette, including, but not limited, to:
 - Be polite. Your messages to others are to contain no abusive or threatening language
 - Cursing, vulgarity, or other inappropriate language is unacceptable
 - Promotion of, or solicitation for, illegal activities is strictly forbidden
 - Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues
 - Note that e-mail is not private
 - Use extreme caution when communicating to others over the Internet
 - KIPP Texas - San Antonio makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet use, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. KIPP Texas - San Antonio denies any responsibility for the accuracy or quality of information obtained through Internet. Stay mindful of the fact that not everyone that has a website is an expert resource.
 - Security on any computer system is a high priority.
 - Vandalism of hardware, software, or stored information will result in appropriate disciplinary action up to and including referral to law enforcement.
 - This document is not intended to encompass all activities of our users and should not be considered all-inclusive of appropriate or inappropriate activities. School administration reserves the right to act on a case by case basis as needed.
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