



Student and Family Handbook

2018-2019

KIPP Esperanza Dual Language Academy

239 Stark Street

San Antonio, Texas 78204

Phone: (210) 888-6601

Dorene Benavidez, School Leader

Catherine Crawford, Assistant School Leader

Carmen Curbelo, Assistant School Leader of Operations

Jordan Mosoti, Assistant School Leader

Monique Woodard, Assistant School Leader

Paula Segovia, Dean of Student Culture

This Handbook Belongs To:

Name: _____

College: _____

**The Following Pages need to be signed and turned in to your child's teacher by
August 17, 2018**

p.10 Late Pick-up Letter

p. 39 Appendix B: School-Family Compact

p. 54 ACKNOWLEDGEMENT PAGE

Table of Contents

Introduction	5
Letter from the School Leader	5
School Overview	6
Office Hours	7
Instructional Hours	7
On-Campus Supervision	7
Drop-Off Procedures	7
Pick-Up Procedures	7
Bus Stop Supervision	11
School-Wide Procedures & Systems	11
Cafeteria Services	12
Change of Clothing	12
Communicating with Teachers	12
Drills (Fires and Other Emergencies)	12
Emergency Contact Information	12
Emergency School Closure	12
Holidays	12
Lost and Found	13
Parental Involvement	13
Parties	13
Payments	13
Pets and Toys	13
Recess	13
School Fees	14
School Newsletters	14
Students' Electronic Devices	15
Supplies	15
Transportation Concerns	15
Visitors	15
Attendance Policy	16
Early Pickups	16
Enforcement of Attendance Policy	17
Release of Students	17
Tardies	17
Types of Absences	16

Admissions, Transfers, and Withdrawal Policies	18
Admissions	18
Transfers	18
Withdrawal	18
Health Procedures	19
Accidents	19
Food Allergies	19
Illnesses During the School Day	19
Illnesses Outside of School	19
Immunizations	19
Lice	20
Medication	20
Nurse Availability	20
Student Code of Conduct and Systems	21
Bullying/Cyber Bullying	22
Bus Behavior	23
Consequences	23
Core Values	24
General School Rules	25
Gun-Free Schools Act	25
Homework Completion	26
In-School Reflection	26
Items Not Permitted On Campus	26
Rights to Privacy	26
Suspension and Expulsion	26
Uniforms and Dress Code	29
Academics	31
Awards	31
Curriculum and Instruction	31
Dual Language Program	31
Field Lessons	32
Folders and Backpacks	32
Grades	32
Make-Up Work	32
Physical Education	33
Progress Reports	33
Promotion and Retention	33
Report Card Conferences	33

Testing (Assessment)	33
Title I	34
Special Programs	35
Assistance to Students	35
Homeless Students	36
English Language Learners (LEP)	36
Section 504	36
Appendices	37
Appendix A: Commitments to Excellence	38
Appendix B: School-Family Compact	40
Appendix C: Parent and Family Engagement Policy	43
Appendix D: Glossary of Terms	47
Appendix E: List of Possible Offenses	48
Appendix F: Internet Acceptable Use Policy	52
Acknowledgement Page	54

Dear Families,

Welcome to the KIPP Esperanza Dual Language Academy Team and Family! I am so excited to join this amazing learning community as your new School Leader. Together as a team of families, students, and staff, we are continuing the work begun three years ago to build the foundation of early education and character with all of our children. We commit to help all of our students develop the character and academic skills that they will need to succeed in middle school, high school, college, and the world beyond.

We are very excited you've chosen to be a part of our Team and Family. We share a common goal – success through college and a choice-filled life for all of our children. Together, we will work hard and learn so much! As the year goes on, we will take steps on our journey through college and live out what it means to be a KIPPster. We will read, speak, write, and listen in two languages every day. We will practice being nice and working hard. We will ask lots of questions and share our opinions. We will solve challenging problems and explore our community too! We are always excited about the possibilities that await, and we always act out of the HOPE that drives us forward!

We know that these efforts take discipline and dedication, which can only be done as a team of families, staff, and the students themselves. In our attempts at continued open communication and access to information, we have prepared a handbook regarding the school's structure, attendance, schedule, culture, and academics. Our hope is that this handbook will serve as a useful resource to answer any questions that you may have. Please keep it handy so that you may refer to it when necessary.

Get ready for a successful year filled with exciting adventures in learning! Please contact us if you have any questions, feedback, comments, or concerns. Thank you for your faith and support as we enter the next fabulous chapter of our school community!

Sincerely,

Dorene Benavidez, School Leader
on behalf of the KIPP Esperanza Dual Language Academy Staff

Part 1: Introduction

SCHOOL OVERVIEW

Our Mission

The mission of KIPP Esperanza Dual Language Academy is to develop within each of our students the knowledge, skills, and character necessary to thrive and contribute as bilingual and biliterate citizens through college and into adulthood.

Our Vision

KIPP Esperanza Dual Language Academy will empower students to command their future as we collectively activate the assets of our community. Our work grows out of a loving respect for our multiple abilities, cultures, and languages. Our students will learn to interact with the world in Spanish and English, acquiring the foundation needed to succeed through college and positively impact our greater global community.

Our Values

Integrity – doing the right thing, no matter who is looking.

Empathy – seeking to understand others before being understood.

Curiosity – always having a thirst for knowledge.

Grit – never giving up until the task is accomplished, even when it is hard.

Courage – believing in yourself and acting accordingly.

Gratitude-Appreciation for the benefits we receive from others, and the desire to express thanks

Self-control-The capacity to regulate one's own responses so they align with short and long-term goals

Zest-Enthusiastic and energetic participation in life

Optimism-Confidence in a future full of positive possibilities

Social Intelligence-Understanding the feelings of others and adapting actions accordingly

OFFICE HOURS

The school office will be open from **7:30 AM –4:30 PM**. All campus visitors must check in and out at the front office, show government issued ID, and wear a visitor badge when entering the campus.

School Phone.(210)888-6601
School Address: 239 Stark Street
San Antonio, Texas 78204
School Fax. (210)888-6602

INSTRUCTIONAL HOURS

Classes Begin. 7:45 AM
Tardy 7:46 AM
Dismissal (Mon, Tues, Thurs, Fri) 3:45 PM
Wednesday Dismissal & early release. 2:15 PM

ON-CAMPUS SUPERVISION

School faculty will be on duty to supervise students from 7:15 AM – 4:15 PM (M, T, TH, F) and 7:30-2:45 PM (Wednesdays and early release).

You may NOT drop your child off before.7:15 AM
You may NOT pick up your child between. 3:15 - 3:44 PM (1:45 – 2:14 Wednesdays & early release)
You MUST pick your child up by.4:15 PM (2:45 Wednesdays & early release)

DROP-OFF PROCEDURES

While many of our students ride the bus each day, some parents elect to drop off their students at school. Please make sure you arrive with enough time for your child to be in the classroom by 7:45 AM. Once the front office clock turns to 7:46 AM, students are marked as tardy.

Buses will drop off students at the KIPP campus entrance between 7:15 and 7:45 AM. Parents may drop off students at the KIPP Esperanza entrance beginning at 7:30 AM. Between 7:30 and 8:00 AM, students eat breakfast and participate in morning work in their classrooms. Families dropping off their children between 7:15 and 7:45 AM may either drop off their students with a staff member at the Esperanza entrance, or park in the family/visitor parking lot and enter the school together. Any students arriving after 7:45 AM must be signed in at the main office, and will be escorted to their classrooms by a staff member.

Please note that breakfast ends at 8:00 AM. It is important to keep this in mind if you are running late. If you plan on having your child eat breakfast at school, please make sure he/she is there before 8:00 AM. If you are running late, please make sure your child eats before arriving to school.

PICK-UP PROCEDURES

We need every parent’s help to keep our pick-up procedures efficient and—most importantly—safe. Every parent will be expected to follow these pick-up guidelines during dismissal:

Every Minute Counts

Every KIPP parent signs the Commitment to Excellence which states that your child will be in class *every* day from 7:45 AM – 3:45 PM (*M,T,Th,F*) and 7:45 AM – 2:15 PM (*W*). Please schedule routine doctors or dentist appointments or other family/personal events outside of these times. Early pickups are documented in the same way as tardies.

Dismissal Time

Dismissal time is the busiest time of each school day, and our teachers need this time to finish the day's lessons and explain the homework. Therefore, students will not be permitted to leave school during the last 30 minutes of the day unless there is an emergency. Our front office has been instructed NOT to sign out children during this time. Parents will not be permitted to pick up students early to avoid the pick-up line.

Bus Dismissal Procedures

All students who use bus services will load the buses between 3:45 – 4:00 PM. The buses will depart once all students have loaded safely.

Early Pick Up Procedures

Parents at the school to pick students up early must wait for their child in the main office of the KIPP campus. Once the parent(s) have signed in at the front desk by showing their pick-up card, the student(s) will be escorted to the main office. **No parents are permitted to wait for their child in the school past the front desk at the main office.**

Parent Pick Up Procedures

Parents at the school to pick up students at dismissal must wait for their child in the vehicle line. Once the parent(s) have shown their pick-up card, the student(s) will be escorted to their vehicle.

Student Pick Up Cards

Every parent who picks up their child must have a KIPP Esperanza Student Pick-Up Card. Please contact the school office if you need another student pick-up card. In the case that other family members have been authorized to pick up your child (as documented on the transportation form and registration documents), you must obtain an additional copy of the student pick-up card to ensure a smooth pick-up. **Any parent without a student pick up card will be asked to provide identifying documents before pick-up is authorized.**

Changes in Transportation

If your child's transportation plans will change for a single afternoon, please contact the front office **before 12:00 PM.** It is also important to include a note in your child's Carpeta (folder) noting the change. If your transportation plans change due to an emergency, please call our office as soon as possible but **no later than 12:00 PM.** If your transportation changes will be permanent, please speak with staff in the school office and fill out the necessary documentation.

Authorized Pick-ups Only

Please 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, out of precaution for your child's safety.** We will call you and speak with you personally first. If we cannot reach a parent/guardian, the child will not be released.

Students 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 4:15PM (2:45PM on Wednesdays and early release days).

Students not picked up by 4:15 PM will wait in the main office until the parent arrives and signs them out. No students will be allowed to remain outside the building. Parents who pick up their children after 4:15 PM will speak with an administrator, who will give a reminder of the commitment to excellence letter they signed. Consistent violations will be addressed formally and may incur disciplinary consequences.

TEAR OFF THIS PAGE AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER BY FRIDAY, AUGUST 17, 2018.

Late Pick Up Parent Commitment Letter

KIPP ESPERANZA parent/guardian:

Please ensure that you pick up your child on time on a daily basis – *no later than 4:00pm on regular days and 2:30 on early dismissal days.*

If your child is a bus rider, please ensure that someone is at the bus stop to receive them. Students with no one to receive them at the bus stop will be returned to campus and parents will be contacted to pick them up from campus.

Failure to comply with the scheduled pick up time may result in referrals to campus administrators and a \$5.00 fee applied for each 15-minute block parents/guardians are late.

Child Protective Services will be contacted when there is a **pattern of the following:**

- late pickups
- when a student has not been picked up by 4:30pm on regular days and 3:00pm on early dismissal days and the parents have not communicated with the school.
- when a student is returned to campus, because there is no one at the bus stop to receive them.

If you need after school care, please speak with Michelle Schmitz, the Campus FCC, at 210-888-6604 for information about nearby programs.

Student Name: _____

Parent Signature: _____

Padre o guardián de KIPP ESPERANZA Dual Language Academy

Asegúrese de recoger a su hijo a tiempo todos los días, a las 4:00 de la tarde en días regulares y a las 2:30 en los días de salida temprano.

Si su hijo viaja de autobús, asegúrese de que alguien esté en la parada del autobús para recibirlos. Los estudiantes que no tengan a nadie para recibirlos en la parada de autobús serán devueltos al campus y se contactará a los padres para que los recojan del campus.

El incumplimiento de la hora programada de recogida puede dar lugar a derivaciones a los administradores del campus.

Se contactará a los Servicios de Protección Infantil cuando exista **un patrón de lo siguiente:**

- recogidas tardías
- cuando un estudiante no ha sido recogido antes de las 4:30 p.m. en días regulares y 3:00 p.m. en días de salida temprano y los padres no se han comunicado con la escuela.
- cuando un estudiante es devuelto al campus, porque no hay nadie en la parada de autobús para recibirlos.

Si necesita cuidado de niños después de la escuela, comuníquese con Michelle Schmitz, Campus FCC, al 210-888-6604 para obtener información sobre programas cercanos.

Nombre del estudiante: _____

Firma del padre/guardián: _____

BUS STOP SUPERVISION

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 take the student back to KIPP Esperanza and the parent will be required to come and pick him/her up at the school. The parent/guardian will be notified by phone. This information will be tracked and steps will be followed which could lead to the loss of school bus privileges or other disciplinary actions. Late pick-up fee will be assessed in this instance as well. If the parent/guardian is not present by the time the bus returns to campus, the late fee will begin from the bus stop drop time to the time the parent signs the student out at the front office. See Bus Transportation Policy and Late Pick Up Parent Commitment Letter

Part 2: School-wide Procedures and Systems

CAFETERIA SERVICES

KIPP Texas - San Antonio proudly partners with the San Antonio Food Bank to provide meals for students. Breakfast and lunch are served for those who wish to participate. All meals are designed to provide proper nutritional value. Breakfast is served between 7:30 -8:00 AM. Lunch is served in the cafeteria at different times, according to the teachers' schedules. All lunches are served between 10:15am-11:45am. All children have a 30 minute lunch period.

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.

Families who do not qualify for free 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.mynutrikids.com. Your child's ID will be on your child's backpack tag. This ID number will be necessary when creating a profile.

Payments for meals are expected by the end of the week, if a credit does not already exist for a student. Students with outstanding meal balances of \$21 or more will not be permitted to purchase meals until the balance is paid in full. Children may bring sack lunches with them to school if they choose. We encourage students to only bring food from home that is healthy and nutritious. ***Sodas, candy, and other sugary treats are not permitted for consumption during school hours.***

Parents of students are invited to eat with their student during lunch **only on Fridays**. Visitors may either purchase a meal from the cafeteria or bring food from outside the school. Visitors may not eat a cafeteria meal purchased by a student; they must purchase their own meal if they choose to eat from the cafeteria.

For all meals served on campus, **competitive fast food is not permitted** to either take the place of or supplement a meal, unless eating with a parent. Please do not send fast food with your child to school to take the place of a breakfast, a lunch, or a snack.

On Mondays, Tuesdays, Thursdays, and Fridays, an additional snack is provided to all students in the afternoon. Students eat the snack in their classrooms. Parents interested in providing a separate option for snack may do so by putting the snack in their child's backpack. In accordance with state regulations, students may only bring healthy snacks for consumption during the day. **Sodas, candies (including chocolate), and other sugary treats are not permitted for snack.**

CHANGE OF CLOTHING

Please send a change of clean clothing for students to keep at school in case of accidents. The change of clothing will remain in your child's backpack. In the case of an accident, parent(s) will be notified. The School Nurse make every attempt to first notify parents by phone, but if unsuccessful in contacting parents by phone, we may send home a written note. If your child is provided with a set of clean clothes at school, please return them after they have been laundered. Any families who fail to return a set of clothes from the school will be expected to reimburse the school for the clothing.

COMMUNICATING WITH TEACHERS

Your child's teachers have a phone number that you may contact in order to foster constant, supportive communication between the school and home. Please contact teachers on their phone between 4:00 – 8:00 PM Monday thru Thursday. If she/he doesn't answer, **please leave a message.** Any messages left can expect a response within approximately 24 hours. If your child's teacher is not able to answer your call, please send a written note the following school day, or email the teacher.

Your child's teachers also have a school-provided email address. Any emails sent to teachers can expect a response within *approximately 48 hours*.

Additionally, your child is expected to carry a homework folder (called a *Carpeta*) to and from school every day. In the folder is a space for written notes to teachers. Any notes included in the folder can expect a response by the next school day.

DRILLS (FIRES AND OTHER EMERGENCIES)

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow any supervising adults' directions quickly, quietly, and in an organized manner. Please remind your child that safety is our number one priority and just like they practice to become great readers, we also practice to ensure they are safe if such an emergency were to arise.

Fire drills are held at the school at least once every month. Additionally, lock-down drills are held at the school several times per year. For any additional questions regarding drills, please contact the school office.

EMERGENCY CONTACT INFORMATION

It is very important for the safety of your child that the emergency information you've provided on the enrollment form is kept current. It is every parent's responsibility to contact the front office and update

any changes in 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 the school's texting service (Remind), the school's voicemail service (School Messenger), as well as the local TV and radio stations. Any anticipated school closures or early releases will be documented in the family newsletter(s). KIPP Texas - San Antonio

HOLIDAYS

Please refer to the school calendar for student holidays and early release days.

LOST AND FOUND

Each year students lose many items of value. **Please label your child's possessions with his/her name, including articles of clothing.** Lost and found items will be kept in the child's classroom (or place where it was lost) for at least one day before moving them to the front office. Anything not claimed at the end of each month will be given to a charitable organization.

PARENTAL INVOLVEMENT

Parents are encouraged to be involved in students' learning and activities, including but not limited to school-wide events, special classroom celebrations, and field lessons.

Any parent interested in working in his/her child's classroom must go through a background check prior to working with other students. For more information about completing a background check, please speak to the front office staff.

PARTIES

Parties and celebrations during the school year are typically held during evenings, or to honor student accomplishments, and are scheduled and communicated in advance.

Teachers recognize students' birthdays at school; however, **birthday parties are not conducted within the classroom.** Any family wishing to honor a student's birthday during school hours is encouraged to share a healthy snack with the class or join the class for a book reading (see below). In accordance with state regulations, **cupcakes, cakes, and candies are not permitted for consumption during school hours.**

In place of a party, we ask that families please donate a book to the school library with a dedication from your family on your child's behalf. You may bring the book to school (*after scheduling with your child's teacher to read the book during the last 15 minutes of the day*) and read the book to the class with your child by your side and make the donation in the presence of your child's classmates. If preferred, you may also send the book with your child, and your child's teacher will read the book with your child and make the donation in your place.

PAYMENTS

Payments for most items at school, including meals, field lessons, and uniforms, may be made with cash or credit/debit cards. **KIPP Texas - San Antonio does not accept personal checks.**

PETS AND TOYS

Pets may not be brought to school unless a teacher has made a special request. *Please ensure your child leaves toys at home*, as they can be lost easily and can distract from learning. Teachers may confiscate toys brought to school, and will arrange with parents to pick up the toys at the school.

RECESS

Teachers will schedule 15 minutes of daily recess time for each class. All children will participate unless their health or conduct warrants sitting out for part or all of the recess time. When weather does not permit, student recess will take place indoors.

SCHOOL FEES

Students may be asked to pay certain fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Fees toward the cost of field lessons
- Voluntary purchases of photographs, clothing, etc.
- Fees for lost, damaged, or overdue library books/textbooks
- Fees for replacement clothing not returned if the child does not have a change of clothing
- Lunch

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

Please see further details on fees in the KIPP Texas Public Schools Student and Family Handbook.

SCHOOL NEWSLETTERS

KIPP Esperanza sends regular newsletters to families, including *The Family Bulletin* - the monthly school newsletter published in both Spanish and English. It will be sent home with students one Friday every month. It is the school's primary way of notifying parents of important issues, upcoming events, etc. All families commit to reading it carefully each month. Other newsletters from the school include grade level newsletters.

STUDENTS' ELECTRONIC DEVICES

Students are not allowed to bring cell phones or other electronic devices to school, including but not limited to, portable music devices, tablets, and e-readers. If a device is seen or heard, it will be confiscated and returned only to the child's parent/guardian. The school is not responsible in any way for lost or damaged electronic devices (or other valuable items). Remember that, in emergencies or matters concerning student safety, each teacher has a school-issued phone number and has permission to contact parents during the day as needed.

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 school office 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.

Supplies are generally shared commonly within the classroom. The school cannot guarantee individual usage of supplies by any specific student. KIPP Esperanza uses community supplies to ensure all students have what they need.

In any cases where a student must withdraw from the school, supplies will **only** be returned within the first quarter of the school year. The school cannot guarantee an exact return of specific supplies in such cases, but will make every effort to return the comparable equivalent of the supplies brought by the student.

TRANSPORTATION

KIPP Texas - San Antonio uses an independent transportation company, First Student, to provide bus services. This relationship is managed closely by central administrative staff within KIPP Texas - San Antonio. **Any concerns related to transportation should be directed to our Office Manager soon as possible.** Students riding the bus are held to the same behavior expectations as on campus. Bus riding is a privilege. Students are to immediately follow bus driver's' instructions to ensure our buses are safe and secure. When necessary, bus concerns will be communicated to the Transportation Operations Manager for KIPP Texas - San Antonio. *See Bus Transportation Policy Handbook.*

VISITORS

All KIPP Texas - San Antonio schools 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 government issued ID, wear the visitor badge provided, and sign in. Some visitors will be required to stay in the lobby to meet with school staff.

For any visitors requesting a meeting with teachers or administration, **an appointment must be made first.** School personnel cannot guarantee availability without a prior appointment.

Visitors who come to volunteer with students must complete a background check prior to working with students. Background checks are conducted by an outside organization, and may be requested with the school office. Volunteers are responsible for wearing their visitor badge all day.

Part 3: 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 calls and SMS/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 - See 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 absent multiple times:

1-4 absences	<i>Call from school office</i>
5+ absences	<i>Conference with school administrator</i>

Truancy Court complaint may be filed if:
3 unexcused absences w/in 4 weeks
Or
10 unexcused absences w/in 6 months
(Source: TEC Chapter 25)

TARDIES

A student is tardy if he/she arrives at or after the designated tardy time (7:46 AM). All tardies will be calculated using the front office clock. *According to Attendance policy, partial absences (tardies) may also be considered absences. We will do our best to work with you in assuring your child is at school on time every day.*

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

5 tardies - <i>Letter sent home</i>
6 tardies - <i>Conference with school administrator</i>

*****Note: Students with excessive unexcused tardies or early pick-ups (5+) will not qualify for a perfect attendance award at the end of the year, even if they have never been absent.***

RELEASE OF 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 or not the student should be sent home and will notify the student’s parents or guardians if so.

EARLY PICK-UPS

Students are expected to remain in school until the end of each instructional day. A student is considered an early pick-up if he/she leaves school before the designated dismissal time.

The following action is taken if a student is picked up early multiple times:

3 early pick-ups	<i>Letter Sent Home to Document Concern</i>
5+ early pick-ups	<i>Conference with school administrator</i>

*****Note: Students with excessive unexcused tardies or early pick-ups (5+) will not qualify for a perfect attendance award at the end of the year, even if they have never been absent.***

Part 4: Admissions, Transfers, and Withdrawal Policies

ADMISSIONS

By state law, students are admitted to all 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 2018 will be in April.

Parents will be notified of acceptance or placement on the waiting lists, in writing, within two weeks. 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 document history of criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

LOTTERY

Students are admitted by lottery to an individual KIPP school. The only students who are admitted automatically to each school (provided there is space) are siblings of current KIPP Texas - San Antonio students and 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 threedays 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 will be completed during and a copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

Part 5: Health Procedures

ACCIDENTS

If a child is injured during the school day, the school staff will offer access to school health personnel for assessment and possible treatment. In cases involving treatment for minor injuries, school health personnel will treat the wound, send the student back to class, and parents will be contacted by phone or in writing, depending on the urgency and severity of the injury. In cases not involving treatment, parents will be contacted by a written note sent home with the student.

In accordance with school regulations, any time a child sustains a head injury, school personnel will attempt to contact the student's parent(s) or guardian by phone, regardless of the severity of the injury.

We will make every attempt to contact families when treatment is involved, and ask all families to keep updated contact information with the school office.

FOOD ALLERGIES

All KIPP Texas - San Antonio families will be asked to submit food allergy information through the school office (separate form) in accordance with regulations. *(Please contact the school nurse for the form.)*

ILLNESSES DURING THE SCHOOL DAY

When a student becomes ill during the school day, the school staff will offer access to an alternate setting (clinic or other separate space), contact with designated personnel for assessment, and parent contact by writing or over the phone. In some cases, students will be encouraged to return to class or the parent/guardian might be asked to pick them up from the school. All communication will be coordinated with the school, designated personnel, and the parent/guardian.

If a child becomes too ill to remain in class, a staff member will contact the parent/guardian by telephone. Your child will likely be sent home if any of these conditions exist:

- Fever of 100 or above
- Suspected contagious disease
- Any injury requiring doctor's attention
- Vomiting or diarrhea

ILLNESSES OUTSIDE OF SCHOOL

To protect children from contagious diseases, students infected with certain diseases are not allowed to come to school while contagious. **Parents of a student with a communicable disease must call the school so that other students who have been exposed to the disease can be alerted.** Some of the most common of these diseases are: chicken pox, impetigo, pink eye, and ringworm of the scalp.

If your child has a fever that is 100 or above, we ask that you allow 24 hours beginning after the fever has broken before the child returns to school, in order to prevent the spread of any communicable disease.

IMMUNIZATIONS - See KIPP Texas Public Schools Student and Family Handbook at www.kippsa.org.

LICE - See KIPP Texas Public Schools Student and Family Handbook

MEDICATION - See KIPP Texas Public Schools Student and Family Handbook

NURSE AVAILABILITY

A licensed nurse is employed by KIPP Texas - San Antonio and serves students at Esperanza as well as students at the other KIPP schools on the campus (KIPP Aspire Academy and KIPP University Prep High School). While the nurse is regularly on campus, there are times when the nurse is away and unavailable for immediate consultation or to provide services. When the nurse is not immediately available, other staff members at KIPP who have been properly and accordingly trained will provide services to students. If any student or staff member requires immediate attention from the nurse, the nurse will prioritize those needs immediately.

To speak to the school nurse, or for more information regarding health procedures at Esperanza, please contact the school office.

Parents are encouraged to review **the KIPP Texas Public Schools Student and Family Handbook at www.kippsa.org** .

Part 6: Student Code of Conduct and Systems

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

AN OVERVIEW OF DISCIPLINE AT KIPP ESPERANZA DUAL LANGUAGE ACADEMY

KIPP Esperanza Dual Language Academy will use a progressive discipline approach to discipline issues. The goals of this approach are to ensure that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

Our general school rules (see below) can be summed up by KIPP's motto: Work hard. Be nice. The adults at KIPP Esperanza take time to model and teach children how to translate our rules into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let children know what the expectations are and help them stay motivated to meet those expectations.

When addressing student behaviors, our first step is to stop the misbehavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake, and get back to productive learning.

At KIPP Esperanza Dual Language Academy, we strongly believe that all children want to and can meet expectations. We value partnering with parents to help students do well in school and feel good about going to school.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in school operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or is
- So severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by KIPP Texas - San Antonio and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." If a student believes that he or she has

experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, administrator, or another employee as soon as possible to obtain assistance and intervention.

The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The school will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

BULLYING / CYBERBULLYING

All KIPP Texas - San Antonio schools will work to provide every student with a bullying-free learning environment. Specifically schools will create a procedure for students to submit anonymous bullying reports. Within the first weeks of school, but no later than August 18, a letter will be sent home to parents with details of the anonymous reporting system.

If you have any questions about our system or bullying/cyberbullying, please contact our school counselor at ycepeda@kippsa.org or 210.888.6601

What is bullying and Cyberbullying?

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

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 Height student who committed suicide as a result of cyberbullying.)*

Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the school to be a victim of bullying may request that his or her child be transferred to another classroom or campus within KIPP Texas - San Antonio.

BUS BEHAVIOR

Students riding on the bus are expected to abide by the school and school bus rules. Any violations will be documented by the bus driver and reported to the school administration. Consequences may include a warning, a temporary suspension of bus privileges, and a parent meeting. Students who receive more than 3 bus referrals may have bus riding privileges revoked. Serious bus infractions may warrant an immediate termination of bus riding privileges. See *Bus Transportation Policy Handbook*.

CONSEQUENCES

Any child who chooses not to follow the general school rules (see General School Rules) will face the consequences of his/her decision. This can include:

- Classroom redirection and behavior management strategies administered by the teacher
- Consequences administered by a school administrator (see list below)
- In-school Reflection (see In-School Reflection)
- Other appropriate consequences deemed necessary by teacher and/or administrator

Most behavior infractions will be handled by classroom teachers and grade-level team members through a Restorative Problem Solving Process which is aimed at identifying the root cause of the behavior and addressing it in a supportive manner. At times, natural consequences will be necessary and their intended outcomes will be communicated to the students (and sometimes parents) before being administered. Examples of natural consequences include: cleaning up materials he/she may have thrown, or writing a letter (or drawing a picture) of apology to a friend he/she may have hurt.

When necessary, KIPP Esperanza Dual Language Academy leadership will implement the following consequences for specific violations of the Code of Conduct.

Serious behavior infractions will be addressed immediately and followed up with a phone call to parents. In the event of consistent inappropriate or threatening behavior, parents will be called in for a conference and student success meeting. **Students who pose a consistent threat to their own or other students' safety will need to be accompanied by parents or appointed adults to ensure their safety and the safety of other students.** All attempts will be made to ensure every child has an opportunity to access a quality education in a safe and secure environment.

CORE VALUES

All rules, procedures and expectations can be summed up in our school's nine core values:

Integrity – doing the right thing, no matter who is looking.

Empathy – seeking to understand others before being understood.

Curiosity – always having a thirst for knowledge.

Grit – never giving up until the task is accomplished, even when it is hard.

Courage – believing in yourself and acting accordingly.

Gratitude-Appreciation for the benefits we receive from others, and the desire to express thanks

Self-control-The capacity to regulate one's own responses so they align with short and long-term goals

Zest-Enthusiastic and energetic participation in life

Optimism-Confidence in a future full of positive possibilities

Social Intelligence-Understanding the feelings of others and adapting actions accordingly

GENERAL SCHOOL RULES

All children at KIPP Esperanza Dual Language Academy are expected to follow these general school-wide rules at all times (on campus, on the bus, or during any school-related extracurricular activity):

- 1) Be nice to yourself and others.**
- 2) Work hard and allow others to work hard.**
- 3) Follow instructions the first time.**
- 4) Take care of school property.**
- 5) Listen when others are speaking.**

They are also expected to:

- attend all classes regularly and on time.
- complete homework every week.
- call the teacher when unable to understand a part of their homework.
- be prepared for each class with the required materials, including backpack.
- wear the school uniform according to guidelines (*see Uniforms and Dress Code*)
- follow all school and classroom rules and procedures.
- complete all other student requirements in the Commitment to Excellence.
- follow all bus and field lesson rules and procedures.

All KIPP Texas - San Antonio schools follow policies that do not allow for corporal punishment. In accordance with the Gun-Free School Act, any student who violates campus policies forbidding guns will be suspended for the state-required 1 year period of time.

In addition to school-specific activities, these rules apply to KIPP students while a) traveling to and from school or to and from any school activity, b) wearing a KIPP uniform or shirt (as they represent KIPP in some fashion), c) any activity involving harm to another KIPP student or employee/volunteer regardless of where occurring, and d) any criminal conduct or illegal activity regardless of where it occurred.

GUN-FREE SCHOOLS ACT

In accordance with the Gun-Free Schools Act, KIPP Texas - San Antonio shall expel from the student's regular program for a period of one year any student who is determined to have brought a firearm, as defined by federal law, to school. The School Leader may modify the term of the expulsion from the regular school program on a case-by-case basis and in accordance with the legal requirements.

For the purpose of this section, "firearm" means:

1. Any weapon, including a starter gun, which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon.
2. Any firearm muffler or firearm silencer.
3. Any destructive device. This means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon, other than a shotgun shell or a shotgun that is generally recognized as particularly suited for sporting purposes, by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter, and any combination of parts either designed or intended for use in converting any device into destructive device as described, and from which a destructive device may be readily assembled.

HOMEWORK COMPLETION

All students are expected to complete their homework for *every* night. Homework completion is tracked by teachers on a weekly basis. In some cases, incentives and celebrations are given to students who consistently complete homework, and students who do not complete the work will not receive the incentive or participate in the celebration.

Teachers will reach out to families of children who consistently fail to complete homework. Formal parent conferences will be held and the Commitment to Excellence signed by the families will be reviewed.

Completion of homework is a critical part of a college preparatory education and the collaboration with and support from families is crucial.

ITEMS NOT PERMITTED ON CAMPUS

All KIPP Texas - San Antonio schools are declared to be alcohol-free, tobacco-free, and drug-free zones. These materials are prohibited in the school building and on school grounds (including parking lots and athletic facilities).

Students in the primary grades are not allowed to possess personal electronic devices or toys. This includes cell phones, tablets, e-readers, radios, CD players, tape recorders, camcorders, cameras, trading cards, electronics, or any type of toys at school, unless permission has been granted by the classroom teacher or school leader. If a student brings any of these items to school without permission, the item will be collected from the child and will be returned only to a parent at the end of the day.

All KIPP Texas - San Antonio schools follow state and federal guidelines regarding search of student's belongings, including items in pockets, backpacks, lockers, and cars on school property, and personal electronic devices. This includes no searching the contents of a cell phone (or other electronic device) without explicit permission from the student, parent/guardian, and/or owner of the device.

RIGHTS TO PRIVACY

All KIPP Texas - San Antonio students are eligible by the FERPA. In matters of student conduct and discipline, this means that staff will seek to protect the privacy of all students involved. School personnel will only disclose types of consequences given of students to the students' parents or guardians, and will keep any information regarding student discipline private.

SUSPENSION AND EXPULSION

- **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.**

Part 7: Uniforms and Dress Code

Students at KIPP Esperanza 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.
- When students wear uniforms they exhibit more positive and “professional” behavior.
- Uniforms promote a sense of community and school pride.
- Uniforms promote campus safety and security.

If a student does not wear the uniform properly, the school will call the parent/guardian; the parent is then responsible for bringing the necessary item(s) to school 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 your child’s teacher to set up a parent/administrator/teacher conference.

ITEM	DESCRIPTION	COLOR
Polo Shirt	<ul style="list-style-type: none"> • KIPP Esperanza polo shirt must be worn <u>every</u> day (except Thursday and Fridays—see below) • Shirts must be tucked in at all times 	Royal Blue (Kindergarten) Orange (1 st Grade) Grey (2 nd Grade) Green (3 rd Grade) Navy Blue (4th grade)
Spirit and College Shirts	<ul style="list-style-type: none"> • Spirit shirts on Fridays only with Khaki pants, shorts, or skirts (KIPP Spirit Shirts-available over the course of the year) • College Logo Shirts on Thursdays with Khaki pants, shorts, or skirts 	
Shorts	<ul style="list-style-type: none"> • Traditional uniform shorts (close to knee length) • Khaki colored denim is NOT allowed 	Khaki only
Pants	<ul style="list-style-type: none"> • Traditional khaki uniform dress pants • Bulky cargo pants are NOT allowed • Capri pants are NOT allowed • Khaki colored stretch pants are NOT allowed • Khaki colored <u>denim</u> is NOT allowed 	Khaki only
Skirt	<ul style="list-style-type: none"> • Traditional uniform skirts (close to knee length); this includes “skorts.” • Khaki colored <u>denim</u> is NOT allowed 	Khaki only
Jumpers	<ul style="list-style-type: none"> • Traditional uniform jumpers may be worn over a uniform shirt (close to knee length) • Khaki colored <u>denim</u> is NOT allowed 	Khaki only
Shoes & Socks	<ul style="list-style-type: none"> • Tennis shoes (any brand) • NO flip-flops, sandals, or other open-toed shoes allowed. Students have recess and/or PE every day and must, therefore, wear closed-toe shoes daily. 	Any color
Sweaters & Jackets	<ul style="list-style-type: none"> • <u>Plain</u> sweaters or jackets (<u>no</u> logos or designs other than KIPP) may be worn over the uniform during cool weather. 	Plain gray or navy blue only (the only logo allowed is the KIPP logo)

		PLEASE write child's name on tag
Hats	Hats, caps or other headgear may NOT be worn to school	
Other	During cool weather, students may wear a white long-sleeve shirt underneath their uniform polo shirts. No other colors are permitted. No torn clothing is permitted.	

REGULAR UNIFORM

KIPP Esperanza students will wear their school polo with a khaki bottom (short, pant, skort, skirt, or jumper) on a daily basis (except Friday – College Shirts may be worn). Girls wearing skirts or jumpers should wear shorts underneath to ensure they are comfortable during carpet and recess time. Students should wear tennis shoes when wearing their regular uniform. **Uniforms are required at KIPP Esperanza.** Parents of students who are not in uniform will be called so that they can bring the required uniform to the school.

THURSDAY DRESS CODE: College Day

On Thursdays, students may choose to wear the regular uniform or they may choose to wear the Thursday uniform. The following items of clothing are permitted on **Thursdays only**:

- College T-shirt (t-shirt from any college or university) with khaki bottoms
- Students must still wear tennis shoes on Fridays

FRIDAY DRESS CODE: KIPP Spirit Day

On Fridays, students may choose to wear the regular uniform or they may choose to wear the Friday uniform. The following items of clothing are permitted on **Fridays only**:

- KIPP T-shirt (any school t-shirt from KIPP – shirts will become available over the course of the year) with khaki bottoms
- Students must still wear tennis shoes on Fridays

Part 8: Academics

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. At KIPP Esperanza Dual Language Academy, we hold end-of-year awards ceremonies at our Commitment to College Celebrations. Awards include recognition for performance in academics and attendance.

CURRICULUM & INSTRUCTION

At KIPP Esperanza 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 Esperanza students includes the following blocks of instruction: English Literacy, Spanish Literacy, Math, Science, P.E., Art, and Music. Our dual language model requires that all students receive immersion language arts instruction in both Spanish and English. Math is taught in English, and science is taught in Spanish, depending on the grade level. We also provide time during the school day for children to receive additional literacy support or enrichment in their primary (or, in the case of enrichment, secondary) language during school-wide intervention time. During this time, called RISE, students receive differentiated instruction in small groups with students on similar reading levels.

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.
- The Director of Student Services for all KIPP Texas - San Antonio is Mitch Elatkin.

DUAL LANGUAGE (TWO-WAY IMMERSION)

All children will receive immersion instruction in English and Spanish and will receive grades for work completed in both classes.

Kindergarten thru 2nd grade Students: are taught by two teachers in two separate classrooms. One teacher is a Spanish teacher and teaches the Spanish components (Spanish Language Arts and Science) of the day. The other teacher is an English teacher and teaches the English components (English Language Arts and Math) of the day; both will jointly support and be held accountable for your child's academic success.

Using a 50/50 model of dual language instruction, all students spend half of their instructional time in each language. Half-way through the day, classes change teachers. For instance, if a student begins the morning in a Spanish class, s/he will be in an English class during the afternoon.

3rd and 4th grade students:are taught by four teachers in four separate classrooms. The Spanish teacher and teaches the Spanish components (Spanish Language Arts and Science) of the day. The other three teachers are English only teachers and teach the English components (English Language Arts, Math, Writing/Intervention) of the day; all will jointly support and be held accountable for your child's academic success. Students will rotate in cohorts from classroom to classroom throughout the day.

Another critical component of a dual language class is fidelity to the language of instruction for a full immersion experience. This means that your child's teacher will not change languages except for extreme cases or circumstances, as determined by the teacher.

Please talk to your child's teachers or school administration if you have further questions about our dual language model.

FIELD LESSONS

Each year will feature several field lessons connected to units of study, including college visits. Please return all permission slips in a timely manner, and

send any required fees by the stated date to allow for adequate planning by the grade level teams. Parents or guardians interested in chaperoning during a field lesson must first attend parent chaperone training. Parents are assigned groups by the classroom teachers. Parents who are not trained as chaperones are not allowed to attend the field lessons.

FOLDERS AND BACKPACKS

All students are expected to bring a backpack and Carpeta to and from school each day. The Carpeta is the primary tool of communication between the school and home, and includes information updated daily regarding school events, announcements, and student behavior. Backpacks are necessary each day for carrying folders, books from school, a change of clothes, and any other materials distributed during the day, to and from school. **Your child must bring his/her Carpeta and backpack to school each day.**

Parents of any student who comes to school without his/her Carpeta or backpack will be contacted by the school and asked to bring the appropriate materials to school. In some cases, students may be given a temporary bag to carry home materials. **All temporary bags given by Esperanza staff must be returned to the school.** Families who do not return temporary bags to the school will be charged for the cost of reimbursing the school for the bag.

GRADES

Students will receive grades for each nine week period (quarter), providing the student has been enrolled for at least 15 days during that period of time. Each student will receive grades in English Language Arts, Spanish Language Arts, Math, Science, and P.E.

MAKE-UP WORK

Students with excused absences are to be allowed to make up all work within a reasonable amount of time following their return to school. No penalty is to be attached to make-up work for any excused absence. **Each individual teacher is to determine a procedure for an absent student to make up any missing work. This procedure should be clearly communicated to students and parents.**

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. A signed, written statement from the parent is required in order to excuse a student from physical activity. If it is necessary for a child to miss more than 2 consecutive P.E. periods (or permanently), a signed statement is required from the student's doctor.

PROGRESS REPORTS

Parents will receive a brief progress report every three weeks of the school year and a report card every 9 weeks of school. These reports show how each student is progressing in key areas. Students take this progress report home in their Carpetas. It is to be signed and immediately returned to the teacher the following day. If you have any questions, please contact your child's teacher.

PROMOTION & RETENTION

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

- Mastery of a minimum number of grade level academic expectations in all core content areas. This will be reflected on quarterly report cards.
- Meeting of attendance requirements.

Careful consideration will be paid to the involvement and willingness of the parent to support the student and attend any student support meetings. Failure to attend student support meetings, assist child in his/her academics, or communicating with child's teacher may result in a child being retained if he/she is not able to meet their end of year goals.

REPORT CARD CONFERENCES

Each student's parent or guardian commits to attending at least two parent/teacher conferences.

During this 15 minute conference, the parent receives his/her child's report card and discusses the student's progress in detail with the student and the teacher together.

Quarterly parent/teacher conferences are usually scheduled for times on Wednesday afternoons or at another designated time determined by the parent and teacher. Please be sure to RSVP at the appropriate times to ensure your scheduled conference time.

TESTING (ASSESSMENT)

In addition to routine testing and other measures of achievement across content areas, students will take the following standardized assessments:

- **F&P** (a literacy assessment in English and Spanish): [*fall and spring administrations*]
- **MAP** (an online assessment in English literacy and math): [*beginning of year and end of year*]
- **STAAR** (State Test of Texas Assessment of Readiness) [3rd & 4th grade students only]

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 alternative examinations, accommodations, or deferred testing. For more information, please ask school administration.

TITLE I

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.

Part 9: Special Programs

KIPP Texas - San Antonio provides special programs for homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, as well as students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the region or by other organizations. A student or parent with questions about these programs should contact the school office for more information.

PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION SERVICES

If a child is experiencing learning difficulties, the parent may contact the school to learn about KIPP Texas - San Antonio's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of schools to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The school must complete the evaluation and the report within the timeline prescribed by law once the school receives the written consent. The school must give a copy of the evaluation report to the parent.

If the school determines that the evaluation is not needed, it will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the region. The school is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org>

- Partners Resource Network, at <http://www.partnerstx.org>

All KIPP Texas - San Antonio schools honor parent/guardian rights for information, requests, and access to information.

HOMELESS STUDENTS

For more information on services for homeless students, contact the region's Liaison for Homeless Children and Youths, Lisa Boyd at lboyd@kippsa.org.

ENGLISH LANGUAGE LEARNERS (LEP)

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the region. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both school personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student; however, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student, or for a student up to grade 5, a Spanish version of STAAR.

The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

All KIPP Texas - San Antonio schools provide academic programs for LEP students according to state and federal guidelines. This includes, but is not limited to, targeted instruction and support services.

STUDENTS WITH PHYSICAL OR MENTAL IMPAIRMENTS PROTECTED UNDER SECTION 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

Appendix A: Commitments to Excellence

TEACHER'S COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Esperanza Dual Language Academy commitments.

I will support the KIPP Esperanza Dual Language Academy school culture.

This means:

- *I will arrive at KIPP Esperanza Dual Language Academy during the regular school year Monday through Friday by 7:15 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 Esperanza Team and Family.
- *I will promote and improve school discipline systems and procedures.
- *I will keep a growth mindset, remaining open to new ideas and seeking out ways to improve.
- *I will openly and honestly communicate with the Esperanza 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 values of integrity, empathy, curiosity, courage, and *ganas*.

I will support all students of KIPP Esperanza Dual Language Academy.

This means:

- *I will be above reproach through my words and actions at all times and in all places.
- *I will answer my phone during designated hours.
- *I will teach in the best way I know how and continually seek help to improve my practice.
- *I will work with my colleagues 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 Esperanza Dual Language Academy.

This means:

- *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 student's academic progress and character growth.
- *I will strengthen the Team and Family by encouraging parent involvement in school events.

PARENT'S COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Esperanza Dual Language Academy commitments.

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

This means:

- *I will ensure that my child arrives at KIPP Esperanza Dual Language Academy by 7:45am Monday-Friday, or boards a KIPP Texas - San Antonio bus at the scheduled time.
- *I will arrange for my child to remain at KIPP Esperanza Dual Language Academy until 3:45pm on Mondays, Tuesday, Thursdays, and Fridays, and until 2:15pm 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 Texas - San Antonio family events as possible (Open House, Report Card Conferences or other celebrations and informational events)
- *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 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 Esperanza Dual Language Academy Field Lessons.

I will make education a priority by supporting my student and the teachers at KIPP Esperanza Dual Language Academy.

This means:

- *I will read with my child, in English or in Spanish, for 20 minutes every day.
- *I will provide a quiet area for my child to complete his/her homework at home.
- *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 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 or staff members regarding any concerns I might have.

I will support the KIPP Esperanza Dual Language Academy school culture.

This means:

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

If these commitments are not followed, my child will lose certain KIPP Esperanza Dual Language Academy privileges.

STUDENT'S COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Esperanza Dual Language Academy commitments.

I will always be ready to work hard.

This means:

- *I will arrive at KIPP Esperanza Dual Language Academy by 7:45am Monday-Friday, or board a KIPP Texas - San Antonio bus at the scheduled time.
- *I will remain at KIPP Esperanza Dual Language Academy until 3:45pm on Mondays, Tuesday, Thursdays, and Fridays, and until 2:15pm on Wednesdays.
- *I will follow the KIPP Esperanza Dual Language Academy dress code every day.
- *I will complete all my homework the very best I can every night.
- *I will show curiosity 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 show ganas 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.

This means:

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

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

This means:

- *I will always protect the safety and rights of all individuals.
- *I will follow the bus expectations or lose transportation privileges.
- *I will follow the teachers' directions and our school expectations.
- *I will work on making our KIPP Texas - San Antonio teamwork motto happen:

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.

If I do not follow the KIPP Esperanza Dual Language Academy commitments, I will lose certain KIPP Esperanza Dual Language Academy privileges.

Appendix B: School-Family Compact

School-Family Compact

KIPP Esperanza Dual Language Academy

2018-19

KIPP Esperanza Dual Language Academy and the parents and families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree this compact outlines how the parents and families, 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 and families will build and develop a partnership that will help children achieve Texas' high standards.

This school-family compact is in effect during school year 2018-19.

SCHOOL RESPONSIBILITIES

KIPP Esperanza Dual Language Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards. *Teachers and administrators will:*

- Arrive at school during the regular school year Monday through Friday by 7:15AM and remain until the job is done.
- Plan and deliver outstanding lessons.
- Follow evidence-based best practices in the classroom.
- Actively learn, continue learning, and support the learning of others.
- Promote and improve school discipline systems and procedures.
- Provide instruction in a way that will motivate and encourage students.
- Provide a safe and positive atmosphere for learning.
- Openly communicate with the school Team and Family.
- Remain open to new ideas.
- Accept additional roles and responsibilities.
- Be the constant, not the variable, in the implementation of classroom routines, management, and quality of instruction.
- Explain assignments so students have a clear understanding.
- Meet regularly with colleagues to collaborate on lesson plans.
- Provide families with suggestions on how to support students academically.
- Keep families informed of their student's academic and behavioral progress on a regular basis.
- Offer all documents in the primary language of families (as feasible).
- Offer all communications with families in a language and format that is understandable.
- Strengthen the Team and Family by encouraging parent and family engagement in the school.

- Provide the MAP assessment at three times per year to determine overall growth and next steps to ensure students are college ready.
- Provide literacy assessments at least three times a year to monitor reading development and ensure students are making satisfactory academic growth.
- Provide STAAR-aligned interim assessments at least four times a year to monitor performance on state assessments and ensure students are closing achievement gaps.

Hold parent/family-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held quarterly throughout the year, during the months of October, January, March, and May.

Provide families with frequent reports on their children’s progress. Specifically, the school will provide reports through online access and printed paper copies no less frequent than every five weeks. These reports will include information regarding student academic progress in English and Spanish language arts, mathematics, and science.

Provide families reasonable access to staff. Specifically, staff will be available for consultation with parents and families as follows:

- In-person meetings during 45-minute conference periods daily. *(Appointment required)*
- In-person meetings immediately after school. *(Appointment required)*
- In-person meetings immediately before school. *(Appointment required)*
- Phone calls during weekday evenings until 8 PM.

Provide families opportunities to volunteer and participate in their child’s class, and to observe classroom activities. Parents may do so after submitting a basic background check. The Family & Community Coordinator on campus arranges parent visits and activities throughout the year.

ADDITIONAL SCHOOL RESPONSIBILITIES

KIPP Esperanza Dual Language Academy will:

- Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Involve families in the planning, review, and improvement of the school’s parent and family engagement policy, in an organized, ongoing, and timely way.
- Involve families in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional involvement meetings, such as in the morning or evening, so as many parents as possible are able to attend. The school will invite to this meeting all parent of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide to families of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.

- On the request of families, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide each parent/guardian an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
- Provide each parent/guardian timely notice of their rights-to-know about their child's educator(s).
- Work with the LEA in addressing problems, if any, in implementing parent and family engagement activities in section 1116 of Title I, Part A under the Every Student Succeeds Act.

PARENT AND FAMILY RESPONSIBILITIES

Parents and families will support child learning in the following ways:

- Monitor and support the highest possible daily attendance.
- Make sure homework is completed.
- Provide a caring environment so children are ready to learn.
- Provide a time and place for quiet study and reading at home.
- Monitor and maintain healthy limits regarding the amount of television children watch at home.
- Encourage overall student wellness through healthy eating habits and physical activity at home.
- Volunteer in their child's classroom.
- Participate, as appropriate, in decisions relating to their children's education.
- Promote positive use of their child's extracurricular time.
- Encourage and support their child's participation in field trips and school activities.
- Stay informed about their child's education and communicate with the school by promptly reading all notices from the school or the school district either received by their child or by mail and responding, as appropriate.
- Attend at least one parent and family involvement activity such as a KPO meeting, content night, or other engagement event.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's Stakeholder Committee, the District Improvement Planning Committee/School Support Team, the State's Committee of Practitioners, or other school advisory or policy groups.

STUDENT RESPONSIBILITIES

Students will share the responsibility to improve academic achievement and achieve the State's high standards. Specifically, students will:

- Complete all homework assigned, including reading 20 minutes daily.
- Come to class on time and be prepared to learn.
- Show respect and cooperate with all peers and adults at school.
- Give parents or guardians all notices and information received during school every day.

Appendix C: Parent and Family Engagement Policy

Parent and Family Engagement Policy

KIPP Esperanza Dual Language Academy

2018-2019

Statement of Purpose

We are dedicated to the philosophy that parent and family engagement is integral to the success of each student. A strong partnership between our school and home is essential in order to provide a high-quality education for all our students. For this reason, parents and families are actively recruited as partners for our success.

Student learning objectives and goals will be made available to all parents and families in a variety of formats. While all students will be expected to work toward mastering key objectives as they climb the mountain to and through college, parents and families are essential supporters of their child's academic success. Our school recognizes some students will need extra assistance; extra assistance for struggling learners is available through the Title I program and various other educational services offered through our school and district.

Definition of Parent and Family Engagement

Our school will be governed by the following definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with this definition.

Parent and family engagement means the participation of parents and families in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring that:

- 1. Parents and families play an integral role in assisting their child's learning;*
- 2. Parents and families are encouraged to be actively engaged in their child's education at school;*
- 3. Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.*

Parent and Family Engagement in Developing Policy

Our school's Comprehensive Needs Assessment (CNA) and Campus Improvement Planning (CIP) processes include teachers, parents, families, community members, and school administration. Our Stakeholder Committee meets several times during the course of the school year to discuss the needs of the school and to help formulate a formal plan for continuous improvement. On-going, less formal discussions surrounding parent and family engagement will occur during the school year, at Parent meetings, report card nights, and other events designed to engage parents and families. At a minimum, families will be involved in the annual review of the school's Parent and Family Engagement Policy. The recommended changes will be reviewed with the Stakeholder Committee and the policy will be updated as necessary based on comments from families of students.

We will notify families of the policy in an understandable and uniform format and, to the extent practicable, in a language the families can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of our families and school.

Our school will actively recruit leaders from our students' families and other volunteers to participate on the Stakeholder Committee through the KPO and by publicizing the opportunity in a variety of ways. We will actively pursue committee members that will produce a diverse group of stakeholders and represent the student population served by the campus. Meetings will be planned at convenient times and locations for all concerned parties. If translation is needed, we will arrange for a translator to be present.

Parent and Family Engagement Activities to Improve Student Academic Achievement and School Performance

One of the functions of the CNA/CIP process is to identify ways the school can effectively provide families with engagement opportunities and programs. We will promote and encourage staff development for employees that establishes effective relationships with families as a means of increasing student academic achievement.

During the school year families will be provided with information regarding:

- The campus' Parent and Family Engagement Policy;
- Parent's right to request information regarding the professional qualifications of their child's classroom teacher;
- Information explaining state academic standards and assessments;
- Timely information about the campus' programs and opportunities;
- Descriptions and explanations of the school's curriculum;
- Descriptions and explanations of the forms of academic assessments used to measure student progress and the proficiency levels students are expected to meet;
- Information on the level of achievement of the families' child on each of the required state academic assessments;
- Frequent reports on their child's progress;
- Reasonable access to staff and information about opportunities to volunteer and observe in the classroom;
- A School-Family Compact that describes the responsibilities of the three parties;
- A flexible number of meetings to be responsive to families' scheduling needs.

Building the Schools' and Parents Capacity for Strong Parent and Family Engagement

Our school will involve the Stakeholder Committee in identifying barriers to parent and family engagement and providing engagement strategies. We will support a variety of engagement strategies as we strive to develop and maintain an optimum learning environment for all students. To the extent possible, we will provide full opportunities for the participation of family members with limited English proficiency, disabilities, and families of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, in a language parents and families understand.

We will provide materials and training to help families work with their children to improve academic achievement, such as literacy training and the use of technology, as appropriate, to foster parent and family engagement, through:

- Content Nights (Math, Literacy, Science, etc.)
- Information through KIPP Through College such as financial aid and college preparedness
- Wellness Events
- Monthly KIPP Parent Organization Meetings

- Quarterly Parent/Family-Teacher-Student Report Card Conferences
- ESL and Spanish classes for parents and families
- Progress reports at least every five weeks
- Monthly coffee meetings with school administration

Annual Title I Parent Meeting

Our school will hold, at a minimum, an annual meeting to review Title I guidelines and services offered through the campus. The annual meeting will be held at a convenient time and location; notice of the meeting will be provided through a variety of media such as email, phone calls, and flyers sent home with students. If needed, a translator will be available to assist non-English speaking parents.

School-Family Compact

In accordance with Title I regulations, our school will develop and annually update a School-Family Compact. This compact will explain how families, teachers, and students will share responsibility for student success. Members of the Stakeholder Committee will be consulted in the design and implementation of the compact. An opportunity will be offered for all parents and families to review a copy of the compact detailing the responsibilities parents and families, teachers, and students have in helping students accomplish their goals. Students and families are encouraged to discuss the contents of the compact. Families will be encouraged to become involved in revising and updating the compact as necessary.

School-Family Communication

Families will be informed of school activities through various methods of communication throughout the school year. Newsletters, both paper and electronic, conferences, personal contacts, automated phones calls, text messages, and written notices will be utilized to establish and maintain an open line of communication with parents and families.

Cross-Program Coordination for Family Engagement Activities

Family engagement strategies will be incorporated into the school's curriculum and programs through the CIP. We will coordinate Title I parent and family engagement activities with other programs within the district to meet the needs of all of its students.

Annual Evaluation

The Stakeholder Committee will annually review and evaluate all aspects of the parent and family engagement program. Family surveys including questions about the effectiveness of the program will be distributed and the results analyzed. Teacher surveys, teacher contact logs, and other program contact logs will be used to determine the number and type of interactions occurring between the school and families. The committee will revise the school Parent and Family Engagement Policy and School-Family Compact as needed based on the results of this annual review.

Involving Families in Activities of Title I Campuses

Our school will, with the assistance of its parents and families, educate its teachers, pupil services personnel, school leaders, and other staff in the following: how best to contact, communicate with, and work with families as equal partners; the value and utility of contributions of parents and families; how to implement and coordinate family programs; how to build strong ties between families and schools.

Our school will use Title I funds to provide school-wide services to all students. Families will be involved in a variety of strategies as we strive to develop and maintain an optimum learning environment for all students. Families may contribute through volunteer programs, as well as create a supportive home atmosphere. Our school, parents and families will develop and maintain specific engagement activities best suited to meet the individual needs of all stakeholders, both on and off campus.

Adoption

This School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and families of children participating in Title I, Part A programs. This policy was adopted by KIPP Texas - San Antonio Public Schools on June 4, 2017 and should be updated periodically. We will distribute this policy to all families annually on or before the date of our Title I Annual Meeting.

Dorene Benavidez, School Leader

Appendix D: Glossary of Terms

- o Abuse = improper or excessive use.
- o Bullying = defined by Texas Education Code 37.0832(a) to mean engaging in written or verbal expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or in a vehicle operation by KIPP Texas - San Antonio and that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or damage to student's property, or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the students
- o Controlled substances or dangerous drugs = include but are not limited to marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, barbiturate, anabolic steroid, or prescription medication provided to any person other than the person for whom the prescription was written.
- o Dating violence = the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Texas Family Code.
- o Self-defense = the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.
- o Title Five offenses = those that involve injury to a person and include murder, manslaughter, criminally negligent homicide, trafficking in persons, unlawful transport, kidnapping, assault (on a public servant), aggravated assault, sexual assault, aggravated sexual assault, unlawful restraint, indecency with a child, injury to a child, an elderly person, or a disabled person, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide, harassment of a public servant, improper photography, smuggling persons, and tampering with a consumer product.
- o Under the influence = lacking the normal use of mental or physical abilities.
- o Use = voluntarily introducing into one's body, by any means, a prohibited substance.

Appendix E: List of Possible Offenses

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 for a list of possible offenses.

Appendix F: 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 after they turn in an Agreement Form that has been signed by both the student and parent/guardian consent to abide by the Internet Access Acceptable Use Policy.
- 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

1. 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.
2. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.

3. Internet users are to abide by the rules of network etiquette, including, but not limited, to:
 - a. Be polite. Your messages to others are to contain no abusive or threatening language.
 - b. Cursing, vulgarity, or other inappropriate language is unacceptable.
 - c. Promotion of, or solicitation for, illegal activities is strictly forbidden.
 - d. Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues.
 - e. Note that e-mail is not private.
 - f. Use extreme caution when communicating to others over the Internet .
4. 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.
5. Security on any computer system is a high priority.
6. Vandalism of hardware, software, or stored information will result in appropriate disciplinary action up to and including referral to law enforcement.
7. 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.

TEAR OFF THIS PAGE AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER BY FRIDAY, AUGUST 17, 2018.

ACKNOWLEDGEMENT PAGE

STUDENT HANDBOOK

Student Name: _____

Teacher Name: _____ Grade: _____

Parent Name(s): _____

Date Handbook Received: _____

I have received and read the entire KIPP Esperanza Dual Language Academy Family Handbook. I pledge to adhere to the expectations outlined in this handbook. If I have questions I will talk to my child's teacher or school leader.

Parent Signature: _____ Date: _____

FERPA:

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, 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).

Parent Signature: _____ Date: _____

Internet Acceptable Use:

I understand the Internet Acceptable Use Policy, as outlined in the Student Handbook, and the consequences of a violation of the Policy.

- I hereby give permission for my child to access the Internet at KIPP Texas - San Antonio.
- I deny permission for my child to access the Internet at KIPP Texas - San Antonio.

Parent Signature: _____ Date: _____