



# KIPP: CAMINO ACADEMY

A COLLEGE PREPARATORY MIDDLE SCHOOL



## KIPP CAMINO ACADEMY Student and Family Handbook 2018-2019

*The road to college starts here.  
Aquí empieza el camino a la Universidad.*

Dear Parents and Students,

Bienvenidos a KIPP Camino Academy/Welcome to KIPP Camino Academy!

We are excited to welcome our new and returning KIPPsters to the 2018-2019 academic school year as we journey down the road to and through college.

KIPP Camino Academy is a relationship driven community of high-achieving, compassionate, lifelong learners and leaders, who are creating a path towards a uniquely chosen future that honors our personal identities.

Our vision this upcoming year will push our team and family to ensure that we understand and find our identities in addition to becoming the strongest school in instruction, communication, systems and routines, and results. We want our students to feel empowered, be activists in their community, and know that they have the ability to choose their path towards success!

Our team and family prepare students with the knowledge and skills necessary to be successful in top quality schools and the competitive world beyond. In order to be successful, parents, staff and students must partner together and each person must do their part to foster an environment in which every child can thrive. This handbook has been designed to communicate the basic policies that we must follow to ensure that each child can attain the high standards we have set. This handbook will serve as a useful resource to answer many questions you may have. Please go over the policies with your child and keep this handbook handy so that you may refer to it as necessary. It is always accessible to you electronically at [www.kippsa.org](http://www.kippsa.org) under the family resources section for KIPP Camino Academy.

I am looking forward to the strongest and most powerful year for our students and families. Please feel free to reach out to any of your child's teachers, Assistant School Leaders, or me. My number is listed in the directory along with all the other teachers at KIPP Camino Academy.

Thank you for your confidence and support.

Mil gracias,

**Delisa Morales**  
**School Leader**  
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## Staff Directory

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Counselor	Genica Handy	ghandy@kippsa.org
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Family C Coordinator	Rachel Munoz	rmunoz@kippsa.org
Front Office Receptionist	Priscilla Cirlos	pcirlos@kippsa.org
Registrar	Patricia Spiller	pspiller@kippsa.org
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5 <sup>th</sup> Grade Science	William Holdar	wholdar@kippsa.org
5 <sup>th</sup> Grade Non-Fiction Studies	Teresa Vazquez	tvazquez@kippsa.org
6 <sup>th</sup> Grade Math and Grade Team Administrator	Keish Harris	scoleman@kippsa.org
6 <sup>th</sup> Grade Reading	Kaitlin Anselmo	kanselmo@kippsa.org
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8 <sup>th</sup> Grade Reading	RoxAnne Jupe	rjupe@kippsa.org
8 <sup>th</sup> Grade Science	Lydia Santos	lsantos@kippsa.org
8 <sup>th</sup> Grade Writing	Viviano Solano	vsolano@kippsa.org
8 <sup>th</sup> Grade US History	Rudy Galvez	rgalvez@kippsa.org
KIPP Hop	Marques Mireles	mmireles@kippsa.org
Physical Education	James Santillan	jsantillan@kippsa.org
English Language Learner Coordinator	Lucero Saldana	lsaldana@kippsa.org
Reading Interventionist	Janet Ramirez	jramirez@kippsa.org
Special Education and 7 <sup>th</sup> Grade Team Admin	Denise Luna-Santiago	dlunasantiago@kippsa.org
Special Education	Julie Bivens	jbivens@kippsa.org

# Student Handbook – Parent FAQs

**1. How do I find out information about events at school?**

A: This year we will continue *The Colt Connection*, a monthly newsletter to help keep parents more informed about upcoming school events. Your student will receive this letter once a month on the first Thursday of every month – please make some time to review it with your student. In addition, event reminders will be sent to your phone via text by when you sign up for Remind 101. You can also check out website at KIPPSA.org for a list of all our school events or call us at (210) 829-4200.

**2. What can my child eat for Breakfast and Lunch?**

A: All students are encouraged to eat the delicious, well-balanced school meals provided by Sodexo. Breakfast is free for all KIPP students. You can also bring food from home, but are required to follow our health policy. Please ensure to read the policy carefully in the next few pages.

**3. How should my child get to and from school?**

A: We provide bus transportation inside of Loop 410 and students are assigned to bus stops according to their home address. If a change in bus stop is needed, parents can complete a transportation change request form at the front office. It is important for students to be on time for your bus and for them to follow the bus expectations, so that they do not risk losing bus privileges. Parents are also welcome to drop off and pick up their children at the drop off and pick up areas on campus during the designated times. For the safety of your children, students must be dropped off and picked up during assigned times. Please make sure that your child knows how to get home each day as the office may be unable to deliver any messages about changes in transportation after 1 pm.

**4. Can my child take medication at school?**

A: We encourage all students to take their medication at home if possible. If you have a prescription medication that needs to be taken during school hours, there are some important guidelines to follow. Please see KIPP Texas Public Schools Student and Family Handbook for more information.

**5. What are the important things that parents need to do to support their student?**

A: Each night, parents must check the student's lifework (homework) and sign off on their agenda when everything is completed. Agendas will be checked daily by teachers. We love to have parent volunteers, and there are many ways we can use your help. Please see our parent involvement pages.

**6. What do I need to know about attendance?**

A: Daily attendance is EXTREMELY important to your child's academic success! Students must be in school by 7:15am every day until 3:45pm (except on Wednesdays and early dismissal days when we get out at 2:15pm). Parents should make every effort to avoid their student being absent. If a student must be absent, a doctor's note is the best excuse. Parent notes are accepted in a limited amount and all notes must be submitted immediately following the absence. See details in KIPP Texas Public Schools Student and Family Handbook at [www.kippsa.org](http://www.kippsa.org).

**7. When is a student considered tardy?**

A: If a student arrives after 7:15am, they are considered tardy and must be signed in at the office. A

student who is excessively tardy may be required to stay after school or have an intervention meeting with parents.

**8. How do I keep track of how my student is doing?**

A: You will receive a progress report in the third week of each nine weeks from all teachers and an official report card each nine weeks. It is important that you review these with your student, sign them, and return them the next day with the student. We also have a parent portal where parents are able to access student grades online at any time. More information on how to register will be provided the first week of school. If you have any questions regarding parent portal, please contact our Family Community Coordinator, Perla Salazar.

**9. What should my student wear to school?**

A: Students wear their KIPP polo tucked into their pants with an appropriate black belt. Please see the section under dress code for extensive information about dress and grooming.

**10. Can I bring a cell phone to school?**

A: Yes, however, we discourage students from bringing cell phones. If it is an absolute necessity, the cell phone must be kept in the student's backpack all day. Each classroom has a phone available for the office to communicate any messages that are necessary. If a student is caught using a cell phone at any point in the day, consequences are administered and the phone is taken away. No other devices are allowed (e.g. iPads, iPods, etc.) KIPP Camino Academy is not responsible for any loss of technology.

## **MISSION, VISION, & VALUES**

### **Origin of the Word: “Camino”**

Camino is a Spanish word that translates as “road, journey, or way”. KIPP Camino Academy invites all of our students and families to take a new journey together to prepare our students to successfully travel down the road to and through college. Our goal is that every student that is a part of KIPP Camino Academy will go to and through college. To make this happen, we have an undying expectation that ALL of us will learn. Students at Camino learn the benefits of a hard work ethic, being nice, and what it means to be part of a Team and Family.

### **Vision**

KIPP Camino Academy is a relationship driven community of high-achieving, compassionate, lifelong learners and leaders, who are creating a path towards a uniquely chosen future that honors our personal identities.

### **Mission**

At KIPP Camino Academy, we believe that with diversity, empathy, and equity students achieve educational excellence and create a community of important through identity and positive actions.

### **Social Emotional Learning Belief**

At KIPP Camino Academy, we believe in the power of building and maintaining relationships. Therefore, as a school we build a powerful school culture through a social emotional learning and restorative practices.

### **Values**

At KIPP Camino Academy we value team effort and respect for one another. We encourage and expect students to help and support one another. We do not tolerate disrespect, ridiculing or bullying. We provide a

safe environment where a child can learn and feel confident to ask questions and share his or her ideas. Our teachers and staff behave in a professional, supportive, and caring manner to help produce responsible, confident, and thoughtful individuals.

As we work to achieve the mission of our school, we operate around the following values as a learning community:

- **Equity:** As KIPP Camino Academy's students develop their character and academic skills as individuals, they learn to also look at how they approach other individuals. Students learn how to treat everyone fairly and how everyone deserves equal treatment regardless of race, social class, or gender.
- **Identity:** Every student is different and every student has their own identity (what makes them who they are). Students learn the key facets of identity like gender, social class, age, sexual orientation, race, and the ethnicity and how they play significant roles in determining how we understand and experience the world, as well as shape the types of opportunities and challenges we face.
- **Leadership:** Courageous leadership is encouraged at all grade levels as students learn to take risks, lead by example, and advocate for themselves, their teammates, and issues that they care about. Students learn to first be leaders in their own lives taking risks to make the right choices. They are also given the opportunity to take on formal and informal roles within their classrooms and school to develop as leaders.
- **Excellence:** Every student comes with a unique set of skills and talents and will strive for excellence in all that they do. Students will be encouraged to "be their best" at all times: in the classrooms, hallways, cafeterias, busses, sports fields, neighborhood, home, and with their family and friends.
- **Resilience :** Our setbacks do not define us. We understand that it will take adaptability and courage to work through struggles that may come in our way. We will find solutions and accomplish our goals without giving up.

## **Home Visits: Commitment to Excellence Contract**

At KIPP Camino Academy, every new to KIPP student receives a home visits. During the home visit we discuss the importance of everyone working together to ensure that your child is on their way to and through college. Below is what we discuss and commit to for the academic school year.

## **SCHOOL RESPONSIBILITIES**

KIPP Camino 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.**  
**Staff and administrators will:**
  - Arrive at school during summer school and the regular school year Monday through Friday by 6:55 am and remain until the job is done.
  - Plan and deliver outstanding lessons and utilize 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.
- 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 STAAR interim assessments at least twice a year to monitor performance on State assessments and ensure students are closing achievement gaps.

**2. Hold parent/family-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Once every quarter where the student will review the following in the meeting:

- a. Report Cards – Report cards show the students' final quarter grades and cycle grades.
- b. Review Student Work – Each student will have a file with work from their core content classes.
- c. Student Reflection – Each student reflection asks students to reflect on things that went well in the quarter and things to improve on in the following quarter.
- d. They will also conduct a LiveSchool Reflection on their bonuses and deductions.
- e. Review of LiveSchool Points to show positive and negative trends. The culture team will conduct weekly LiveSchool/Culture data analysis meetings.

**3. Provide families with frequent reports on their children's progress.** Specifically, the school will provide reports as follows: The students will receive a progress report every three weeks via the student. The students will receive a report card at the end of every nine weeks.

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

- a. Staff will be available via phone every evening up to 8pm and from 2:00pm - 6:00pm on the weekends.
- b. Staff will be available during parent teacher conferences at the end of every nine weeks.
- c. Staff will be available via appointment as well during their planning periods.

**5. Provide families opportunities to volunteer and participate in their child's class, and to observe classroom activities.**

- a. KIPP Camino Academy will operate as an open campus where parents can visit classrooms with prior coordination with teachers or administration.
- b. Volunteer opportunities will be solicited as needed.
- c. The Family and Community Coordinator will also coordinate volunteers on a weekly basis to help with teacher and school projects. The Family and Community Coordinator will provide a survey at the beginning of the year during our engagement event to survey parents on who would like to volunteer at KIPP Camino Academy.
- d. The Family and Community Coordinator will compile a group of parent volunteers to volunteer at KIPP Camino Academy throughout the year.

## **ADDITIONAL SCHOOL RESPONSIBILITIES**

KIPP Camino 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 in the fall and spring 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).

## **PARENT AND FAMILY RESPONSIBILITIES**

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

- Monitor attendance and support daily attendance.
- Drop their child off at their bus stop on time or drop them off at school by 7:00 am Monday - Friday.
- School hours are from 7:00am - 3:45 pm on Monday, Tuesday, Thursday, and Friday.
- School hours are from 7:00am - 2:15pm on Wednesday and early release days.
- Pick-up their child on time, no later than 4:15pm and 2:45pm on Wednesday and early release days.
- Make sure lifework (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 as able to.
- Participate, as appropriate, in decisions relating to their children's education.
- Promote positive use of their child's extracurricular time.
- 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 three 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.
- Attend all parent teacher conferences.

## **STUDENT RESPONSIBILITIES**

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

- Complete lifework (homework) when it is assigned and ask for help when needed.
- Come to class on time and be prepared to learn.
- Show respect and cooperation with all peers and adults at school.
- Read at least 30 minutes every day outside of school time for reading class and fill out reading log
- Give parents or guardians all notices and information received during school every day.
- Make healthy eating choices.
- Uphold the R.I.S.E Expectations (school wide behavior expectations).

# SECTION 1: GENERAL INFORMATION

## School Closing

When weather or another emergency makes it necessary to close schools, information on school closings will be broadcast on late night or early morning radio and television. Closures will also be communicated by phone through our robocall system. It is important that the school has a current and working phone number in order to get this message and other important school messages to you.

## Food Service

KIPP Camino Academy is a part of the National School Lunch program. We partner with the San Antonio Food Bank to ensure that all food service regulations are met and that the breakfast and lunch provided are healthy and well-balanced. **Breakfast is free** for all KIPP students. Lunch may be purchased for \$3.00. All families must complete a federal free/reduced lunch form in order to maintain the free breakfast offering and in order to qualify for free or reduced lunch.

Students are expected to have funds available for the purchase of their meal. Please make sure all balances are kept up to date. Payments may be made by cash or check at the school office or by credit card online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). KIPP Texas - San Antonio allows negative balances up to certain limits because we feel it is important that students are not denied access to a meal during the school day. After your child has accrued the maximum negative balance, your child will receive an alternate meal for three days only.

Knowing that students are not always satisfied with the lunch they are provided, we strongly encourage you to pack their own healthy lunch and provide them with bottled water. If you bring in your child's lunch after the start of the day, you will need to bring it to the office no later than 11am in order to ensure that it is delivered to your child before their lunch time. The school is unable to assume responsibility for refrigerating /warming lunch brought from home. If you would like to come in and eat lunch with your child, please arrive at least 10 minutes before the lunchtime to allow time for you to check in at the front office and receive your visitor's badge. **Sharing of food is prohibited for safety reasons. Students may not consume soda or any other caffeinated beverages during the school day.** If your child has any food allergies or other special diet needs, please request a special diet form from the front office or clinic. Please take a look at our healthy food Policy below.

# SECTION 2: BUS TRANSPORTATION AND SCHOOL BUS EXPECTATIONS

## Bus/Transportation

Parents and students will be informed about bus routes. All students are expected to be at their specified stop on time. Buses will not wait for tardy students.

Parents must provide contact information and identification information for any person authorized to pick up their student. Parents must inform the office if a child has permission to walk home or if a child may get off the bus at a classmate's bus stop. If a student wishes to board another bus to visit another student, **both** parents must provide letters to the office granting permission at the least two days in advance in order for the school to check on bus capacity. This may not be able to be accommodated if the requested bus is at full capacity.

**Parents are expected to pick up students remaining after school on time. No students will be allowed back into the building after the school day ends unless they are staying for tutoring,**

**an after school program, or a special activity. Parents are expected to pick students up immediately following any after school activities as students will be escorted out of the building at the end of the activity and they will not be allowed back in the building. If students are not picked up on time after these activities, they may lose the privilege of attending after-school events and/or they may be escorted off the campus to wait for their parents outside the gates.**

All students should know how they will get home before they arrive to school each day. In the event that there is a change, parents must contact the school prior to **1:00 pm**. The office cannot guarantee that messages after this time will be delivered to the students.

Students may be removed from the bus temporarily or permanently if they do not follow the KIPP Camino code of Conduct.

## **School Bus Expectations**

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

### **Respect:**

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

- Properly identify myself when asked
- Follow all directions given by the bus driver/bus monitor the first time
- Wait for the appropriate time and place to express any concerns.
- Always speak to the bus driver in a calm and polite tone.

I will demonstrate respect for my Team and Family on the bus by using appropriate language and safe behavior. This means I will:

- Always speak to my Team and Family in a calm and polite tone.
- Always walk calmly to my seat on the bus.

I will demonstrate respect for the bus by always leaving a place better than I found it. This means I will:

- Keep all food/drinks/gum out of sight on the bus. Food/drinks/gum may be consumed before getting on the bus or after exiting the bus.
- Take a look around me before leaving the bus and take trash to a trash can.

### **Responsibility:**

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

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

### **Safety:**

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

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

## School Bus Offenses

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

## Consequences for School Bus Offenses

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

*\*\*Bus offenses accumulate over the course of the school year and reset only at the end of the year.*

# SECTION 3: ACADEMICS

## Attendance

*Students must attend classes every day except for illness or family emergency.*

KIPP Camino Academy students must be in class by 7:15 A.M. every day (Mon. – Fri.) and remain at school until 3:45 P.M. Monday through Friday, except Wednesday and early release days when the release time is 2:15 P.M. In order to ensure that we honor our commitment to the growth of our children, students are expected to be on time and must sign in at the front office after 7:15 AM. Please follow expectations in the KIPP Texas Public Schools Student and Family Handbook, and call the school office in the morning if your child is ill and cannot attend school. You must call the school each day the child is absent. If a student is not in class at the time attendance is taken, and the school has not been notified that he or she will be counted absent. KIPP staff will call to verify all student absences.

### **KIPP Camino follows guidelines as laid out in the KIPP Texas Policy.**

. Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the School Leader, Advisor, and the parent or guardian will meet to review attendance and determine next steps.

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.

## Illness During School Hours

When a student becomes ill during the school day the staff may offer access to an alternate setting (clinic or other separate space) or contact our School Nurse for assessment. In some cases students will be encouraged to return to class while in more severe cases, the nurse will contact the parent/guardian to pick them up from the school. If the person picking up child is not the parent/legal guardian of the child, they must be a) listed on the pick-up list b) present valid identification and c) be 18 years or older. In case of an emergency, 911 will be contacted along with the parents and everyone included in the school's contacts. It is necessary to have updated emergency contact numbers on file in the school office.

## Tardiness

*Students should be on time to school and to every class. **Any student arriving after 7:15 am must sign in at the office.*** Students should be in their seats at the start of each class and on time based on their schedule.

## Definition of Lifework

Lifework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature.

## Lifework: Purpose of Lifework

There are several purposes for homework. At KIPP Camino Academy, lifework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Lifework can also serve as a communication link between school and home that shows what children are studying. Schools in which lifework is routinely assigned and graded tend to have higher achieving students. Lifework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational,

and clearly understood by students and parents. Lifework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

## **Lifework: Responsibility of the Student**

It is the responsibility of the student to complete the following:

- Keep an up-to-date agenda for homework and other assignments and their due dates.
- Complete any and all assigned lifework.
- Clarify with the teacher any instructions not understood.
- Record all teacher phone numbers to call in case you need help in the evening.
- Turn in lifework on the due date.
- Complete lifework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
- Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
- For preplanned absences (family vacations, school activities, sports, etc.) students should approach the teacher prior to the absence for assignments so work is completed upon their return.

## **Lifework: Responsibility of the Parent**

It is the responsibility of the parent to:

- Set up a comfortable location for doing lifework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- Make sure your student has the necessary supplies.
- Work with your student’s outside activity schedule and preferences when setting up a regular lifework time.
- Help your student get organized. One way is by regularly checking their agenda. They should always have their agenda filled out. Every day.
- Ensure that your student knows each teacher’s lifework policy.
- Show interest in your student’s lifework and discuss what your student is learning.
- Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.
- Check progress on lifework through GradeBook (you can sign up for access at Open House).
- Coordinate homework efforts with the teacher in special cases.

## **Lifework: Responsibility of the Teacher**

It is the responsibility of the teacher to:

- State clearly the purpose of the assignment.
- Explain how the assignment is related to the topic under study.
- Ensure that your child has the skills to complete the lifework assignment by providing demonstration of skills during guided practice in the classroom.
- Explain how the assignment might best be carried out.
- Explain what the student needs to do to demonstrate the assignment has been completed.
- Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
- Review the assignment before giving it to students and anticipate difficulties.
- Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
- Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.

- Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).
- Provide feedback in a timely manner.
- Use results of lifework to plan future instructional activities.
- Include lifework as part of the student's overall grade.

## **Lifework: Responsibility of the Administrator**

It is the responsibility of the administrator to:

- Communicate the school's lifework policy to parents.
- Monitor the implementation of the policy.

## **Make-Up Work**

Students must complete all missed work. It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. The time allowed to complete this work is two days for every day that the student was absent. For example, if a student was absent for one day, then he or she will have two days to make up any missed work.

## **Special Education**

Students with disabilities are guaranteed an equal opportunity for a free and appropriate public education. Services are provided in the least restrictive environment appropriate to meet individual student needs.

## **Cheating/Plagiarism**

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating. Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

## **Progress Reports**

The progress report is *not* part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians about how students are doing at throughout the marking period. Progress reports will be sent home with students **once a quarter** to keep parents informed of their student's overall progress in their classes. The progress report will list the overall grades for the student in each class. **The student will bring home the progress report and must return a signed copy of it to the advisory teacher the following day.** The advisory teacher will collect these documents along with their LiveSchool paycheck.

## **Grading Policy**

KIPP Camino Academy teachers use an online gradebook. Parents will have access to parent portal to look at their student's grades at any time throughout the year. Grades will be updated weekly by Tuesday at 8:00am. We use a traditional letter/number grading scale:

90 – 100	=	A
80 – 89	=	B
75 – 79	=	C
70 – 74	=	D
0 – 69	=	F

Parents are sent a progress report every third week of each nine-week period to inform them of their child's progress. The following are the amount of grades that should be entered into Gradebook per nine weeks.

- 3 summative grades per 9 weeks
- 9 formative grades per 9 weeks
- 9 general grades per 9 weeks



- No completion grades

## **Parent Portal: txConnect**

Parents will have access to our parent portal called txConnect and can access student grades at any time. Teachers update grades at least once a week. If you would like for more information on how to access our parent portal, please contact our Family and Community Coordinator, Perla Salazar. Information is also passed out at our engagement event.

## **Final Grades**

The final, year-end grade for a course is the numerical average of the 4 marking periods. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

## **Promotion to the Next Grade**

According to Texas Education Agency (TEA) guidelines, 5<sup>th</sup> and 8<sup>th</sup> grade students are required to pass the reading and math sections of the State of Texas Assessment of Academic Readiness (STAAR) in order to be promoted to 6<sup>th</sup> and 9<sup>th</sup> grade. In some extenuating circumstances, a student who did not perform satisfactorily on the Reading or Mathematics STAAR may be promoted providing that the Grade Placement Committee determines that promotion is in the best interest of the student's success and makes a recommendation for promotion that the School Leader approves. The final decision on student promotion will be made at the discretion of the School Leader.

Students must also earn a passing score of 70% or higher in math and reading class and either science or non-fiction studies to be promoted to the next grade level. Students who have an Individual Education Plan (IEP) will be promoted to the next grade level if they successfully completed the goals outlined in their IEP and based on the ARD committee decision. KIPP Camino does not view retention as a punishment; instead it is an opportunity for students to catch up academically to be successful in the following years.

## **Special Curriculum 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 programing 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. Therefor 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 Student Services Manager for all KIPP Texas - San Antonio is Daniyel Dickey. Daniyel can be reached at [ddickey@kippsa.org](mailto:ddickey@kippsa.org)

## **Locker Policy**

All students 6-8 will be assigned a locker. Students must keep their backpacks in their locker. Locks are permitted on lockers. However, locks must be provided by the student. If a student chooses to have a lock on their locker, they must provide the combination to the Grade Team Leader. School officials may search the locker, backpacks or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent.

## **SECTION 4: POTENTIAL FEES**

KIPP Texas - San Antonio Public Schools is a system of open enrollment public schools and does not charge tuition. Like other public schools, we do ask our parents to help with a small part of the above and beyond costs that make KIPP Texas - San Antonio a special place for you and your children. While most of the costs of the school are covered with public government funds and private foundation philanthropy, there are some costs that are covered by the families as options. The list and amount of fees will vary depending on the school level (elementary school, middle school, or high school), co-curricular activities in which your child is engaged, and above and beyond items and activities that you would like your child to participate in. Our goal is to ensure your KIPPster climbs the mountain to and through college, and we appreciate your support in reaching this goal. Some school fees may include the following:

- If your child earns an end-of-year trip or field lesson and you choose to send your child on the trip, we ask you to contribute an optional activity fee to help cover a small portion of the trip's cost (\$120) which helps to pay for transportation, hotel, food, and event admission costs. KIPP Texas - San Antonio covers the rest of the cost for the trip, which typically is several hundred dollars per child depending on the place and length of the trip.
- Similarly, if you choose to have your child participate in an optional after-school sport, we ask you to contribute a small portion of the cost for the program (\$35 per sport).
- Families may be asked to help replace damaged technology, property, textbooks, or library books as determined by the school.
- The amount of fees will vary depending on the school level (primary school or middle school), co-curricular activities in which your child is engaged, and above and beyond items and activities that your school provides.

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

See KIPP Texas Public Schools Student and Family Handbook for more on fees at [www.kippsa.edu](http://www.kippsa.edu).

### **Return of School Technology and Materials**

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

### **Textbooks/Library Books**

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

### **Uniform Expectations**

KIPP Texas - San Antonio has partnered directly with All Uniform Wear as the vendor for our school uniforms. Families may purchase uniforms directly from the vendor at 7065 San Pedro Ave, San Antonio, TX 78216.

### **Field Lessons**

Please see section under LiveSchool for more information on the types of field lessons that are provided to students throughout the school year. The school reserves the right to remove a student from a trip or prohibit them from going for any reason that jeopardizes the physical or emotional well-being of themselves or others.

## **SECTION 5: HEALTH AND SAFETY**

See KIPP Texas Public Schools Student and Family Handbook for more on Health and Safety.

### **Fire Drills/ Lock Downs/ Natural Disasters**

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

### **FERPA Confidentiality Notice**

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

## **SECTION 6: PARENTAL/GUARDIAN RIGHTS AND RESPONSIBILITIES**

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

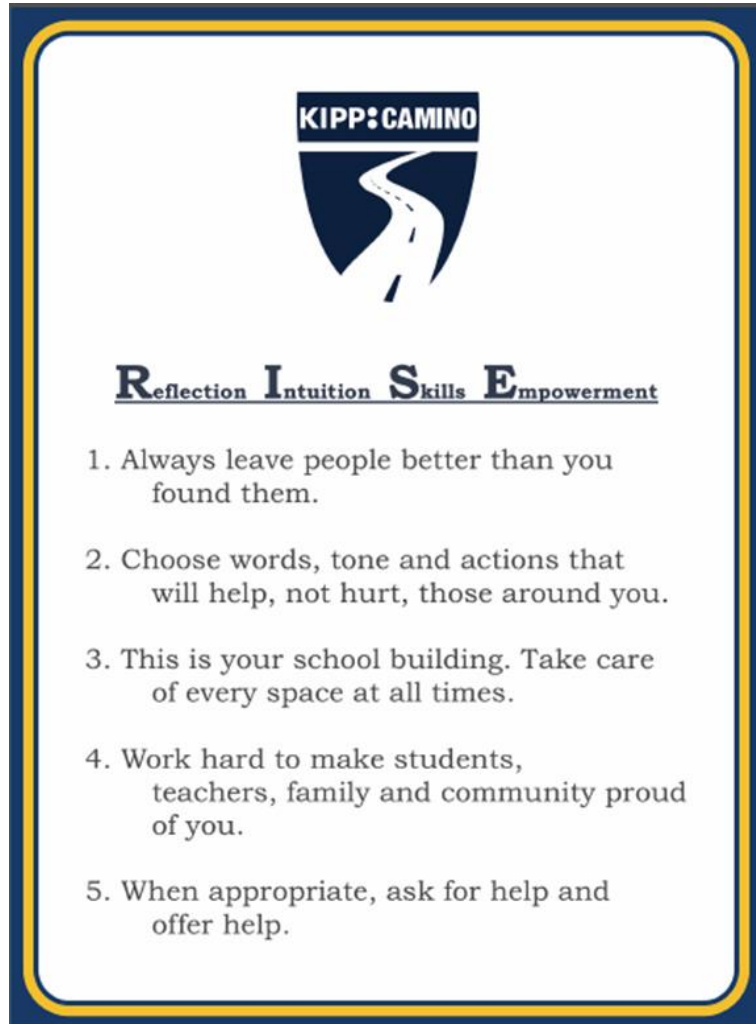
- o Title IX – Coordinator [Genica Handy]
- o ADA/Section 504 – Coordinator [Rachel Munoz]
- o Age Discrimination Act Coordinator [Genica Handy]

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

# SECTION 7: R.I.S.E. EXPECTATIONS, LIVESCHOOL & RESTORATIVE PRACTICES AT KIPP CAMINO ACADEMY

## R.I.S.E While Building Character

At KIPP Camino we truly believe that rules do not teach behavior, people do. As part of our positive culture initiative we will continue with our 5 expectations that every member of our school will strive to achieve each, every day. Teachers, students, and staff will be expected to learn these five simple expectations and live them out throughout the year



There will be weekly, monthly, and quarterly Culture Team events to celebrate students, colleges and grade levels that meet LiveSchool benchmarks. In order for students to be able to participate in school events, they must live out our 5 R.I.S.E Expectations during the school year.

In addition the R.I.S.E, our students will focus on the 7 KIPP character traits; grit, zest, self-control, social intelligence, optimism, gratitude, and curiosity

## Colleges at KIPP Camino Academy

At KIPP Camino Academy, we call our classes colleges. Students travel in colleges from class to class to ensure that we maximize instruction time during transitions, build strong relationships with their classmates, and have pride about the college they are assigned at the beginning of the year.

## **LiveSchool Paycheck at KIPP Camino Academy**

As students rotate from class to class, teachers will track the student's behavior on LiveSchool. When a student receives a deduction, a LiveSchool deduction is placed under the negative behavior that is being displayed. When a student receives a bonus, a bonus point is given to the student to the appropriate character strength for the exemplary behavior demonstrated on LiveSchool.

We have found that the paycheck system facilitates communication with parents and students about behavior. If a parent wants to know about a student's behavior, he/she simply has to login into LiveSchool or use the app that can be downloaded to any smartphone. Parents are highly encouraged to sign-up for online access so that they can monitor their child's progress on a daily basis. ***Students will be able to use their LiveSchool points to "buy" and earn participation in weekly, monthly, and quarterly Culture Team events.***

In addition, LiveSchool provides the opportunity for teachers to leave a comment each time the student receives a LiveSchool deduction or a bonus point. This allows for other staff members to see the comment at any point throughout the day and the comments are all printed on the student's weekly paycheck report.

**The LiveSchool paycheck communicates four important pieces of information to the student and his/her parents:**

1. The number and types of deductions received during the week.
2. The amount of money earned during the week that can be added to the student's bank balance and used to participate in Culture Team Events.
3. The total number of points the student received that week, which serves as an indicator of the student's overall behavioral success that week and whether the student is on track to earn field lessons.
4. The amount of hallway passes the student uses throughout the week.

## **LiveSchool Paycheck Report**

- Students will receive a LiveSchool Paycheck Report on Thursday morning during their advisory.
- Students will take the LiveSchool Paycheck Report home and get signed by parent.
- Students will bring back the LiveSchool Paycheck Report on Friday and submit to their advisory teachers.
- If a paycheck is not brought back signed, it will be noted in LiveSchool. It is imperative that the student bring back the paycheck report. This notifies that you are being informed on how your son or daughter is doing behaviorally at KIPP Camino Academy.

## **LiveSchool Incentives**

Students will be able to work, both individually and as a Team and Family, to try to meet different benchmarks in order to receive different rewards. Please see below the various awards the students will be able to receive.

### **Perfect Attendance Award**

Each day the student shows up to school, the student will automatically be awarded 10 points! If a student is absent from school, they will not earn the 10 points for the day. This is communicated very similarly as to someone who would not show up to work. They would not get paid that day.

In addition to receiving points, all students will be entered into a monthly raffle for different incentives being provided by the culture team. The raffle prizes consists of, but not specific to, passes to the Doseum, admission to Six Flags Fiesta Texas, admission to Splashtown, and movie tickets.

### **97% Weekly Attendance Benchmark**

All grade levels will compete to meet an average of 97% attendance for ADA (Average Daily Attendance) per week. Colleges that are able to meet this benchmark will be rewarded with an incentive at the end of every 9

weeks.

## **Tardy and Dress Policy Benchmarks**

Part I of this benchmark requires colleges to have 50 or less tardies in LiveSchool during one week. Part II of this benchmark requires colleges to have 50 or less documented dress code violations in LiveSchool during one week. Colleges who meet both benchmarks will receive a “Free Jeans Friday”. Every Friday, colleges that achieve the goals, will be allowed to wear blue jeans and any tucked-in, school appropriate, shirt that does not reveal any more skin than a Camino shirt would. There will be certain days throughout that students will be able to wear jeans other than Friday. For example there will be “Spirit Weeks” throughout the school year.

## **Top Drive ALL-Stars**

Individuals who receive an 85% or above average on their report card at the end of each quarter will be placed in a drawing for an incentive. Also, all students will receive acknowledgment from the school, and will be able to seat in the V.I.P section during lunch.

## **School Spirit Athletic Trips**

Throughout the year, student will be invited to join the “Spirit Bus” to athletic events in the district. These trips will be open to the first 50 KIPPsters that turn in their permission slips. Students’ Live School account will be deducted \$50. This is a one-way trip and parents must pick up their children from the Cevallos campus. **If a parent fails to pick their child up on time then the student will be barred from attending any future school spirit trips.**

## **Earning Field Lessons at KIPP Camino Academy**

Students will have the opportunity to earn participation in quarterly events by meeting the minimum account balance for points each nine-weeks.

- 1st Quarter: \$500 minimum
- 2nd Quarter: \$1000 minimum
- 3rd Quarter: \$1500 minimum
- 4th Quarter: \$2000 minimum
  
- Students Vote will determine activity
  - School Dance
  - Movie Theatre Day
  - Thin Air Jump
  - Main Event
  - Bowling
  - Skating Rink

## **Additional Bonus Points Outside Regular School Hours**

Students have the opportunity to earn additional bonus points if they engage in the following events. Students will automatically earn the 5 points at the event as long as they sign into the event.

- KPO Meetings (with parents) = 5 points
- Other KIPP Camino Academy Events = 5 points
- 1 Hour of Documented Community Service = 10 points

## **Daily Bonus Points**

Students are able to acquire single bonus points, on a daily basis, for modeling our R.I.S.E Expectations and Camino Values.

### **R.I.S.E Expectations**

1. Always leave people better than you find them.
2. Choose words, tone and actions that will help, not hurt those around you.
3. This is your school building. Take care of every space at all times.
4. Work hard to make students, teachers, family and community proud of you.
5. When appropriate, ask for help and offer help.

### **KIPP Character Traits**

1. Grit
2. Self –Control
3. Zest
4. Social Intelligence
5. Optimism
6. Gratitude
7. Curiosity

### **Camino Values**

1. Excellence
2. Identity
3. Leadership
4. Equity
5. Resilience

## **Lifework Policy**

Lifework will be at the discretion of the Grade Team. Grade Team will also issue support for students Please consult your Grade Team Administrator for further clarification.

## **Tardy Deductions**

Students are expected to be responsible and arrive to every class on time, according to their grade level bell schedule. Students will receive one deduction per tardy in each of their classes.

## **Classroom Behavior**

Students are expected to be responsible and conduct themselves in a manner that promotes a positive learning environment in the classroom. Students will receive one deduction based on their negative display of behavior.

## **Hallway Passes**

All student movement, outside of college transitions, will be documented in LiveSchool. Although there is no point value assigned, these passes will allow students to move from location to location with permission. These passes will also help document excessive time being spent outside out class.

## **College Visits**

College visits are an essential part of KIPP Camino Academy. They give our students the ability to see, feel, and hear what college looks like. The following is provided to every KIPP Camino Academy student.

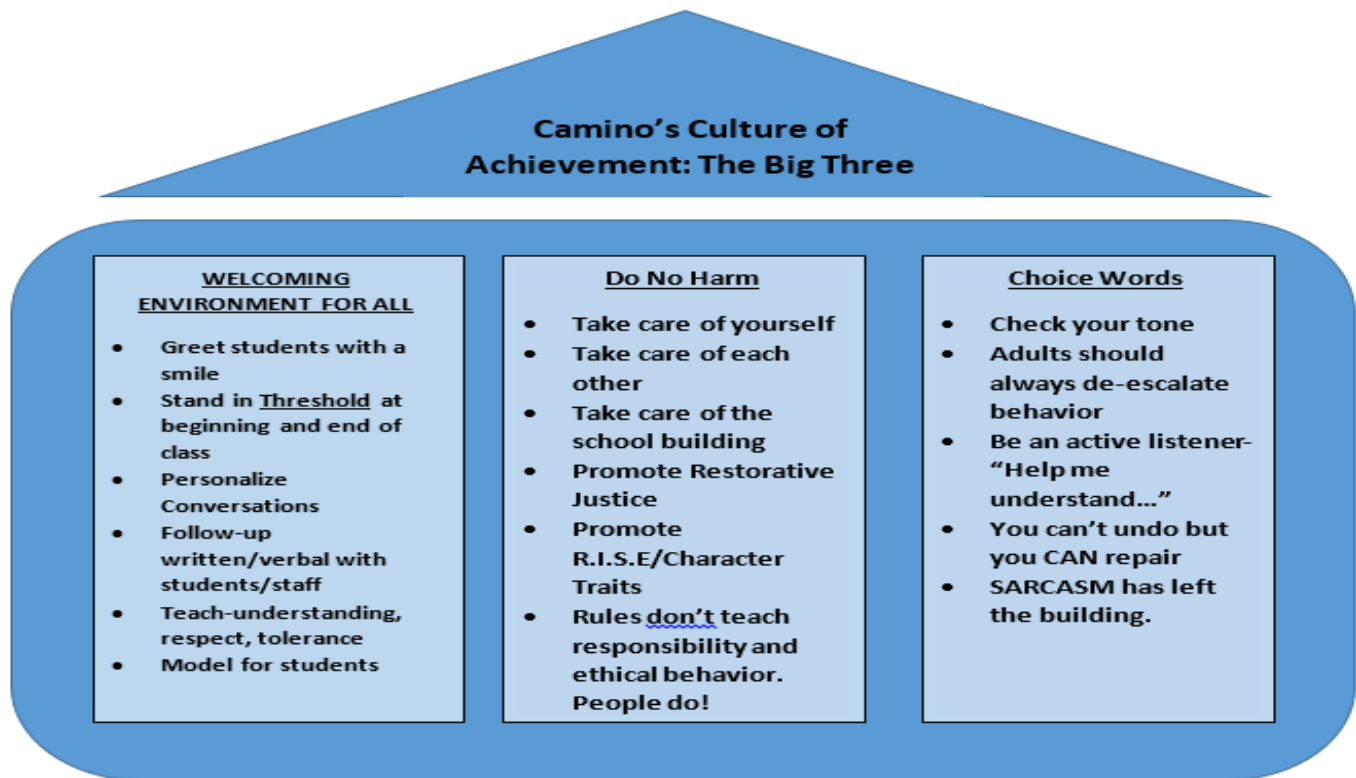
- All students will participate in a minimum of one college visits per year.
- This will not be tied to any points.
- College Visits will take place throughout first and second semester.

## **R.I.S.E Expectations and Restorative Practices at KIPP Camino Academy**

In addition to providing incentives to build a positive school environment, every teacher will strive to implement our R.I.S.E. Expectations with 100% integrity, every day. The first part of our R.I.S.E Expectations are based

upon our KIPP Camino Culture of Achievement Five Pillars as described below.

## Camino Culture of Achievement: The “Big Three” Pillars



## R.I.S.E While Building Character Ladder of Restorative Consequences

### STEP 1: School-Wide Tier 1 Positive Programs

- Teachers implement 5 Pillars of Culture of Achievement w/integrity
- KIPPsters/Teachers memorize Five Camino Expectations
- KIPPsters relate character trait to expectations
- Student-driven LiveSchool incentives
- 

### STEP 2: Tier I Teacher Steps

1. Character Trait Reminder
2. Document behavior in LS (one button per behavior)

Quick Follow-Up: I noticed how you were able to fix “the behavior”

3. 2nd documentation into LS

(If this behavior continues, then I will be having a conversation with your family.)



#### 4. 3rd documentation into LS

#### 5. Phone Call Home

- Document into Grade Level Phone Call Log
- Develop a plan with the family to assist with success in class.
- Allow 2 days for plan to take effect with student.

**\*\*\*Relationship building with student is continuing to take place\*\*\***

### **STEP 3: Tier I Culture Team Leader**

#### 6. Submit Help Form Referral

- D of C and BS only

#### 7. Verification Process with Culture Team

- All of step 2 should be complete
- NO- teacher will receive a follow-up email on specific steps to take before moving forward with the help form.
- YES- D of C/BS will move forward with referral

8. D of C/BS will conference with student 1 on 1, and apply consequences if necessary.

9. Teacher will receive invite to restore positive communications with student.

10. Positive check-in with student

### **STEP 4: Tier II Culture Team Leader**

#### 11. Restorative Circles with all parties involved

- Counselor/Social worker

12. Restorative Circles with all parties involved- agreements/outcome Email PDF form to teacher.

13. Positive Check-in with the student(s) to monitor the progress.

- D of C/BS

OR

#### 14. Data Analysis with student for behavior trends in LS

- D of C/BS

#### 15. Assign Character Development Activity

16. D of C/BS and student will create short-term goal based on finding in LS.

17. Teacher check-in with student

18. Positive Check-in with student

- D of C/BS

OR

- 19. 1 on 1 will D of C/BS to identify area of growth
- 20. D of C/BS will meet with Grade Team to create contract for student
- 21. BS will monitor behavior contract progress

**STEP 5: Tier III Intensive Interventions**

- 22. Combined efforts with families (restorative meeting)
  - Social Worker- home visits, CPS, resources for outside treatment, etc.
  - Behavior Specialists- Individual skill building, mentorship, etc.
  - Counselor- individual sessions, small groups, etc.

**STEP 6: Tier III Intensive Interventions**

- 23. Pursue RTI process for SPED, or 504 Services
- 24. Dean of Culture reserves the right to enact any Student Handbook consequences for major or persistent violations including ISS, Suspension and/or Expulsion.
- 25. In the case of ISS and or Suspension a “Team and Family” Meeting will be held to help the student reset prior to their return.

**Support for Help Form Referrals**

**\*The following consequences live in step five. Assumes logical consequences and steps 1 - 4 have already happened.**

Level 1	Level 2	Level 3	Community Service
1 help form referral in a week	2 help form referrals in a week	3 or more help form referrals in a week  Or more than 3 help form referrals in a month	Property Damage Disrespecting custodial/cateria staff
<b>Consequences</b>			
Lunch detention the day that you received the referral	After School Detention	Saturday Detention	Wednesday cleaning from 2:15pm - 5:00pm

**Behaviors that Automatically Earn Help Form Referrals & Their Consequences**

**\*Work refusal is not part of these behaviors**

Behaviors	Lunch Detention	After School Detention with Admin	Saturday School with Admin	ISS	Community School with Custodial Staff (Supervised by Admin on late duty)
Wandering the Classroom OR disturbing others	X	X			

Excessive Cursing			X	X	
Verbal Outburst with Teachers			X	X	
Walking Out of Classroom without permission			X	X	
Skippping			X	X	
Disrespecting property or custorial/lunch staff		X			X

## **RESTORATIVE PRACTICES AT KIPP CAMINO ACADEMY**

Our R.I.S.E While Building Character utilizes Restorative Practices throughout the process to help find solutions to problems that may arise. The most common practice that will be implemented to restore relationships will be the Restorative Circle. Restorative Circles are meant to repair the damage to relationships that may have occurred. The following principles reflect the values and concepts for implementing restorative practices in the school setting. Under each principle are some of its important implications.

### **1. Acknowledges that relationships are central to building community.**

- Restorative practices seek to strengthen relationships and build community by encouraging a caring school climate.
- Every student, teacher, administrator, staff member, and parent/guardian is a valued member of the school community.
- Students should be involved in a process of naming the values and principles to live by within their school community.

### **2. Builds systems that address misbehavior and harm in a way that strengthens relationships.**

- Schools establish policies to provide a safe place for learning. Real safety however comes from fostering and maintaining caring relationships.
- Policies should reflect the values and principles agreed to by the school community.
- Policies need to address the root causes of discipline problems rather than only the symptoms. The causes of misbehavior may be multiple and each should be addressed.

### **3. Focuses on the harm done rather than only on rule-breaking.**

- Misbehavior is an offense against people and relationships, not just rule-breaking.
- The solution to the offense needs to involve all of those harmed by the misbehavior.
- The person harmed is the center of the primary relationship that needs to be addressed. Secondary relationships that may have been impacted might include other students, teachers, parents, the administration, and the surrounding community.
- Much misbehavior arises out of attempts to address a perceived injustice. Those who are victimized also feel they have been treated unjustly. Discipline processes must leave room for addressing these perceptions.

#### **4. Gives voice to the person harmed.**

- The immediate safety concerns of the person harmed are primary.
- Those harmed must be given an opportunity to have a voice in the resolution of the harm.

#### **5. Engages in collaborative problem solving.**

- All of us act to satisfy our human needs (for belonging, freedom, power, and fun).

Students choose behaviors to meet these underlying needs.

- Family, students, and communities are encouraged to help identify problems and solutions that meet needs.
- Misbehavior can become a teachable moment if everyone is involved.

#### **6. Empowers change and growth.**

- In order for students to change and grow, we must help them identify their needs and assist them in finding alternative, life giving ways of meeting those needs.
- Interpersonal conflict is a part of living in relationship with others.
- Conflict presents opportunity for change if the process includes careful listening, reflecting, shared problem solving, trust, and accountability structures that support commitments to work at relationship building.

#### **7. Enhances Responsibility.**

- Real responsibility requires one to understand the impact of her or his actions on others, along with an attempt to acknowledge and put things right when that impact is negative.
- Consequences should be evaluated based on whether they are reasonable, related to the offense, restorative, and respectful.
- Students should continually be invited to become responsible and cooperative.
- Some students choose to resist participation in a process that will allow for change and may need adults to support and guide them in decision-making concerning their accountability.

## **Restorative Practices Paradigm Shift**

*“What’s fundamental about restorative justice (practices) is a shift away from thinking about laws being broken, who broke the law, and how we punish the people who broke the laws. There’s a shift to: there was harm caused, or there’s disagreement or dispute, there’s conflict, and how do we repair the harm, address the conflict, meet the needs, so that relationships and community can be repaired and restored. It’s a different orientation. It is a shift.”*

**Cheryl Graves- Community Justice for Youth Institute**

<b>Paradigm Shift</b>	
<b>Traditional Approach</b>	<b>Restorative Approach</b>
School and rules violated	People and relationships violated
Justice focuses on establishing guilt	Justice identifies needs and Obligations
Accountability=Punishment	Accountability=understanding impact, repairing harm
Justice directed at offender and victim ignored	Offender, victim and school all have direct roles in justice process
Rules and intent outweigh whether outcome is positive/negative	Offender is responsible for harmful behavior, repairing harm and working toward positive outcomes
No opportunity for remorse or amends	Opportunity given for amends and expression of remorse

## **SECTION 8: PARENT INVOLVEMENT**

### **Family Involvement**

As already mentioned, one of the keys to the success of KIPP Camino is the strong working relationship between parents, teachers, and children. The key to success is constant communication and for this reason that all KIPP Camino teachers give out their phone numbers.

### **KIPP Parent Organization (KPO)**

Parents have the opportunity to get involved in the KIPP Parent Organization. The KIPP Parent Organization allows for parents to have a voice and participate in ensuring that KIPP Camino Academy has a strong presence on the campus and other school related events. Through KPO, monthly events will also be held to

provide parents opportunities to learn about various topics that will help in guiding their child to and through college. There will be monthly KPO meetings that will be paired with monthly parent info meetings that will be led by our counselor this upcoming school year. We are very excited that we will be able to offer this opportunity to our students and provide our families with informational meetings on topics that they are interested in!

## **Visitor Procedure**

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, sign in, and wear the provided visitor badge and all times.. Some visitors will be required to stay in the Office to meet with school staff. All visitors are expected to conduct themselves in a respectful manner.

## **The Colt Connection Newsletter**

We will be sending out a monthly newsletter called the *Colt Connection* Newsletter. Students will receive a newsletter on the first Thursday of every month with important announcements and information from KIPP Camino Academy. Please make the time to review this newsletter to ensure that you are up to date on all information. You can also always find an electronic version on our website at [www.kippsa.org](http://www.kippsa.org) under family resources for KIPP Camino Academy.

## **Ways to Get Involved at KIPP Camino Academy**

Our families are always asking for ways to get involved. Below are a few ways in which you can do so. Parent volunteers will need to have background checks prior to volunteering.

Chaperone and participate in our community service activities.	Invite us to your home for home visits.
Volunteer during school hours to help teachers prepare for their classes.	Chaperone lunch room.
Chaperone school trips.	Attend student-led parent conferences.
Patrol after-school to ensure safety of all of our children.	Cheer and support our sports teams (basketball, volleyball, soccer, etc.)
Attend KPO (KIPP Parent Organization) parent-meetings.	Carpool with other families.
Attend student in-class performances (poetry café, in class speeches/ presentations, cultural celebrations.	Of course we are always available to sample delicious home-cooked meals that your child raves about 😊.

## **Muy Importante Binder**

Students will be expected to carry a **Muy Importante Binder** where they will keep all their lifework, completed lifework, parent notices, pencil pouch etc. This is to be carried to every class and taken home each night.

## **Awards Ceremony**

Students will be celebrated at our awards ceremonies for their outstanding achievement in academics and character. We will cheer for all our students and every student will be recognized in some way at these awards ceremonies. We want to ensure that our students feel successful throughout the entire year even when it may be a bit challenging. Each grade level will schedule awards ceremonies once a semester. Please see the list of events for your scheduled date for each awards ceremony.

## **Open House & Parent University**

There will be an open house and parent university each semester (one in August and one in January). These open houses and parent universities are designed for you to visit each teacher's classroom for your child and get to talk to your child's classroom one on one. In addition, each teacher will go over crucial information that will help your child be successful at KIPP Camino Academy. The open houses are highly recommended and ensure that you are put a face to your child's teacher and continue to build the relationship with each other.

***The following time are when KIPP Camino Academy's Open House and Parent University will take place:***

- 5th and 6th Grade: Thursday, August 15th from 5:30pm - 6:30pm
- 7th and 8th Grade: Thursday, August 17th from 5:30pm - 6:30pm

## **Mandatory Parent Attended Student Led Conferences**

There will be student led conferences every nine weeks. Parents and students must attend these conferences. **Failure to attend will result in your child not being allowed to participate in field lessons.** This will be an opportunity for the student to lead the conference and inform the parent using data and student work on how they are progressing at KIPP Camino Academy, empowering our students be leaders within the school community and their own community.

## **Family Event Nights**

Event nights will happen throughout the year on Thursdays. All event dates are included on our events one pager. You can find the events one pager on the KIPP Camino Academy website. All events take place on Thursdays from 5:30pm - 6:30pm. These will include the following:

- Math Night – Students will showcase what they have learned in math.
- ELA Night – Students will showcase what they have learned in ELA.
- History Night – Students will showcase what they have learned in History.
- Movie Night – Families will enjoy a movie night!
- Art & Music Nights – Students will showcase their artistic and music abilities to our families and communities (Mariachi, Choir, and Art).
- Dance Night – Students will showcase their hip hop and folkloric dance abilities.
- McDonald’s Night – Families will be encouraged to help fundraise for KIPP Camino Academy by helping out at a local McDonalds.

## **Procedure for Parent/Guardian Concerns**

If a parent has a concern or disagreement, they should discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion by calling them on their cell phone. It is extremely important to build relationships with each other and have regular communication between the parent/guardian and the teacher.

If there is no resolution to the problem, the parent/guardian should then contact an Assistant School Leader. If further assistance is needed, the School Leader, Delisa Morales, will mediate the problem with all parties involved. **Please check out the following contact numbers for the Leadership Team at KIPP Camino Academy:**

Name	Title	If you have questions about this topic contact this leadership team member	Phone Number
Delisa Morales	School Leader	General Questions	210..763.5884
Travion Ambus	Assistant School Leader of Academics	Math and Science	210.718.7686
Maria Palacios	Assistant School Leader of Academics	Reading, Non Fiction Studies, Writing, and History	210.639.2572
Curtis Bailey	Assistant School Leader of Academic	Behavior and Culture, RTI	210.268.6238
Sofia Martins	Assistant School Leader of Operations	Operations and Logistics at KIPP Camino Academy	210-723-3610



## SECTION 9: STUDENT CODE OF CONDUCT

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

### **Uniform and Dress Code Policy**

We believe that having a school uniform serves two purposes. First, it helps us to create a group identity. We are a Team and Family! Second, it takes away the pressure to have to think about what you are wearing and focus your energy other academic creative tasks. We believe that as a school we must be proud of ourselves and our school. It starts with dressing for success every day that our students attend school. Through this experience, our students are getting practice in dressing for success for their future careers!

In our neighborhood, there are students walking home from school most afternoons. They come from a variety of different schools and bus stops and some of them come from a very special school – KIPP Camino Academy. One of the important changes we have created for our students is a more professional dress code. Some people may think, “Dress code! Don’t you have bigger issues to worry about in an inner city school?” The answer to that question is, “Yes.” We have much bigger issues but dress code has a very important role in the biggest issue of getting our students to and through college. In a February 2016 article in the Wall Street Journal, Ray Smith describes how professional dress improves productivity and mindset. “...Wearing more formal attire can send others a signal about you being successful and real confident in whatever you’re doing. [A number of] studies offer indications that wearing nicer clothes may raise one’s confidence level, affect how others perceive the wearer, and in some cases even boost the level of one’s abstract thinking, the type in which leaders engage.”

At KIPP Camino Academy, our students focus on what it will take to be an academic leader in order to get to and through college and become an outstanding community member. One sure way of change is getting a college education and giving back to their communities. Each year, faculty and staff brainstorm ways to improve our practices and help our students become better learners, better citizens and reach the goals they set out for themselves. Students already have a set dress code of polo, khaki pants and sports shoes. Students also can be seen in their legendary KIPP hoodie. Although comfortable, this attire doesn’t have the desired professional effect we want each student to possess. This upcoming academic year, students will have a new dress code of black slacks, black dress shoes, a polo and cardigan sweater. In addition, on Monday of each week everyone attending school, including faculty and staff will dress in “Professional Wear”. This will include a crisp white dress shirt and a tie of the student’s choosing and/or a cross-tie for females.

### **But How Can I Express My Personality and Individualism?**

We believe that self-expression is important. We hope to guide you in finding ways to express yourself that are not a distraction to the learning environment for yourself or others AND that support your growth towards college.

Some examples of own you can express your personality at KIPP Camino:

- Students have the ability to wear their favorite college t-shirt on Fridays! They are able to express where they want to attend and the type of t-shirt they get to wear as long as it’s a college t- shirt!
- Students get to choose from two types of KIPP Camino Cardigans or an outerwear jacket! They can choose a button cardigan or a pullover cardigans. They may also wear their favorite college jacket any day during the week as long as it does not have a hoodie.
- Almost every morning you will have the opportunity to share stories with your Team and Family in opening circles for 15-20 minutes. This is a great opportunity to let your team know about you!
- Get creative in your school work! Show your personality and interests through your writing, in projects or by adding a little artwork to your lifework.

- Ask a teacher if you have something special or a talent you would like to share with your teammates. We will always try to find time!

## What is the school uniform?

### Monday– Friday (Regular Uniform)

- Grade Level Polo/Jersey
- Black Slacks (Dress Pants)
- Black Belt
- KIPP Cardigan or *Outerwear KIPP Jacket w/logo or college jacket with no hoodie*
- Black Dress Shoes or All Black Tennis Shoes
- Black Socks
- On Fridays, students may wear a college t- shirt.

**\*If students decide to wear an undershirt, it can be black, white, or gray (no colors).**

**\*\*Slacks cannot be form fitting.**

**\*\*Shirts must be tucked in at all times**

## Failure to Adhere to Dress Code

Failure to adhere to the dress code will result in students being exempted from tier 1 incentives and be asked to call home so that parents can bring the appropriate uniform clothing.

## Polo Shirt

Every KIPPster will need to wear a KIPP Camino Academy polo shirt. This shirt represents your position as a member of our Team and Family. It is important that you take good care of a KIPP Camino Academy shirt because we often wear these shirts on a school field lessons and we want everyone to know how much pride we have in our school.

It is our expectation that you will wear your KIPP Camino polo shirt, tucked in, everyday. On Fridays you may wear a college t-shirt. Below are some additional expectations about uniforms:

- Undershirts, if worn, can be white, black, or gray. They can be either short sleeves or long sleeves. Short sleeve undershirts cannot be visible at any time. **No colored undershirt may be worn.**
- Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment (ex. Non KIPP Camino Academy shirts or sweatshirts, multiple bracelets or necklaces, large earrings, etc.) or considered a safety concern is prohibited.

## College T-Shirts on Fridays

If you decide to wear a college t-shirt on Friday, we ask that you follow a few guidelines to determine if the shirt is appropriate for school:

- The shirt must have some form of sleeves. (i.e. no tank tops)
- The shirt must be free of any inappropriate language, logos, or references. (i.e. no references to drugs, alcohol, weapons, or sexual references)
- The shirt or a shirt under it must cover up to the collarbone
- The shirt must be able to remain tucked in.
- College sweatshirts or jackets are not allowed.

## Dress Pants

At KIPP Camino Academy, students wear dress pants. Please follow the following guidelines to ensure that you are comfortable and safe at school:

- The Dress pants need to be black.
- Dress pants must be accompanied by a black belt.
- The dress pants cannot be form fitting.
- Jeans are not allowed. Not even in the color black.

## Dress Shoes

At KIPP Camino Academy, we wear black shoes. This means:

- Tennis shoes must be all black.
- Black dress socks must be worn with the dress black dress shoes or all black tennis shoes.

## Black Belt

A belt serves a few different purposes. First, it helps you keep your pants up if you are still growing into them. Second, a belt is often thought to make an outfit look more complete, put together and professional.

- Your belt must be free of any inappropriate language or imagery (i.e. no curse words, words/images related to drugs, alcohol or weapons).
- The belt needs to be black and must be worn at all times.

## Camino Cardigan, Outerwear KIPP Camino Jacket with Logo, College Jacket

Cold in the classroom? Getting cold outside? Students may:

- Purchase the KIPP cardigan or outerwear KIPP Jacket with logo.
- Wear a jacket to school. Their jacket will be hung in their locker (6-8) or in their advisory (5) for storage until the end of the day.
- Blankets are not allowed at school
- Students may wear a college-themed jacket with no hoodie as well

## Hair

We know that many people choose to express themselves through their choice of hair color, cut and style. It is our responsibility to ensure there is balance between a person's choice of expression and the need to maintain a learning environment with limited distractions from learning.

- **The school reserves the right to determine if a hairstyle is causing distraction.**

## Make-Up

If a student is found to be using make-up at school (restroom, classroom, cafeteria, etc.) a staff member will politely ask that they give them the make-up and it will be held in the office for a parent to pick-up. **We reserve the right to determine if a student's make up is causing a distraction to themselves or others.**

## Additional Dress Code Items

- Gauge –style earrings are prohibited for both males and females. Also, you may not wear plugs in their place.
- Students may not wear piercings any body part other than their ears.
- One thin necklace is appropriate for boys or girls, as long as it is tucked inside the shirt. Girls and boys

- may also wear no more than one appropriate bracelet or watch.
- Visible tattoos and similar body painting(s) are prohibited. **Writing, drawing, or carving on the body is prohibited.**
- Hats, caps, or other head apparel are not permitted (except in the case of religious observance). Hoods may not be worn during instructional, passing periods, or while in the building.

## **Property and Personal Belongings**

Personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use, on school premises, items that are determined by teachers or school administration to be inappropriate at school. A teacher or school administrator will contact the parent/guardian on each occurrence and the student's consequences will range from a warning, Restorative Practices, discipline referral, suspension from school, or expulsion for persistent misbehavior. Prohibited items will be confiscated.

## **Care of Property**

Here at KIPP Camino Academy students will learn to leave a place better than we found it. Students are urged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. No student shall damage or deface any property belonging to KIPP Camino Academy. Students are expected to pick up anything on the ground in classrooms, hallways, or cafeteria. **Writing, drawing, or carving on any personal or school materials/supplies is prohibited.** Students who violate this policy may be filed on in court, removed from school, or expelled.

Parents/Guardians of students may be required to make full or partial restitution to the District. Willful vandalism on the part of students who damage or destroy buildings, grounds, vehicles, and/or equipment owned or contracted for by KIPP Camino will be investigated. If students are found responsible for the vandalism, the students and their parents/guardians will be held financially accountable. This includes use of school technology such as iPads, Chromebooks, and computers. Students found responsible for an act of vandalism will also be subject to disciplinary action and prosecution under the law.

## **Care of Valuables**

Students are not to bring expensive personal items or unnecessary amounts of money to school. The school makes every attempt to help students safeguard their valuables. The care of valuables is the responsibility of the student. A student can help the school protect and prevent the loss of valuables by placing name labels on personal articles such as coats, jackets, gloves, and gymnasium clothes, etc. If a student wears glasses, his/her name and address should be placed in the glasses' case. KIPP Camino Academy is not responsible for any lost or broken valuables.

## **Cell Phones, Music Devices, and Internet Activities**

District employees shall confiscate any wireless communication devices that are not concealed, operable or that emit an auditory alert at school-sponsored or school-related activities on or off school property during the instructional day. Parents/Guardians shall be notified regarding each occurrence after a telecommunications device or other technology is confiscated and held for parent pick-up. Students will be disciplined for placing offensive photos, obscene materials, derogatory statements, threatening or other similar content on an internet site that disrupts the school environment, and/or invades the privacy of others. A student's cell phone or other electronic devices is subject to search in the event a school administrator believes reasonable suspicion exists that a student has violated or is violating either the law or school/district rules/policies or procedures.

## **Technology Consequences**

1. A first infraction will result in a conference, the phone being held for the day, the parent having to pick it up, and the student receiving a discipline referral. This must be documented in LiveSchool.
2. A second infraction will result in a conference, the phone being held for five days, picked up by the parent, and the student receiving a discipline referral. This must be documented in LiveSchool.

3. A third infraction will result in a grade level conference with all the student's teachers to discuss the lack of integrity and the student receiving a discipline referral. In addition, a third infraction requires the student to leave his or her phone at all times at home. This must be documented in LiveSchool.
4. A fourth infraction will result in a suspension from school and loss of all field lessons (including end of year field lesson). This must be documented in LiveSchool.
5. If at any point of a phone offense in a classroom the student refuses to turn the phone over to a teacher the student will automatically be assigned ISS and a parent meeting will be required.

## **Bullying/Cyberbullying**

All KIPP Texas - San Antonio schools will work to provide every student with a bullying-free learning environment. The system for submitting anonymous bullying reports at KIPP Camino Academy is for students to fill out a form and submit it to the "drop-box" inside the KIPP Camino Library. The box is labeled "drop-box." Forms can be found next to the drop-box in the library or obtained from the counselor.

If you have any questions about our system or bullying/cyberbullying, please contact Dean of Culture, Curtis Bailey, at cbailey@kippsa.org.

### **What is bullying and Cyberbullying?**

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

### **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.)*

## **Student/Parent Handbook Acknowledgement Form**

I have received my copy of the KIPP Camino Academy Student Family Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual. I understand and agree that nothing in the Family Handbook creates or is intended to create rules or policies that replace the Commitment to Excellence for KIPP Camino Academy students. Policies outlined in the Student Handbook are subject to change at the school's discretion.

As the parent or legal guardian of the minor student signing below, I grant permission for the student named to access networked computer services such as electronic mail and the Internet. I understand and agree to the Internet Acceptable Use Policy at KIPP Camino Academy. I understand that individuals and families may be held liable for violations of the Internet Acceptable use Policy at KIPP Camino Academy.

I state that I have read and fully understand the KIPP Camino Academy Family Handbook and agree to all its terms.

## **FERPA Confidentiality Notice Agreement**

I have read and understand the above FERPA Confidentiality Notice, and agree to abide by the statement.

Person Required to Sign (please print name in the line provided below)	Student/Parent Acknowledgement Form Signatures	FERPA Confidentiality Notice Agreement Signatures	Date
Student Name _____			
Parent Name _____			

cc: School Record File

