



Student and Family Handbook 2018-2019

ASPIRE ACADEMY ARCHERS' GOAL IS TO HIT THEIR TARGET—COLLEGE!



Our mission is to enable educationally underserved students to develop the knowledge, skills and character necessary to succeed in top quality schools and colleges and to command their future.

KIPP: Aspire Academy **Student and Family Handbook**

Dear Parents and Students,

Welcome to KIPP Aspire Academy!

Our Vision - KIPP Aspire Academy provides a unique education to our community of caring, compassionate, critical thinkers with an uncompromising belief in others where all members are accepted, challenged, and pushed to change the world.

Students - As we begin our amazing journey together, I wanted to share my deep excitement for getting to continue this journey with many of you. For those of you new to KIPP Aspire, welcome and be prepared for a tremendous learning opportunity. Here you will be valued and pushed to be your absolute best each day in all parts of your day. You should look for times to own your learning and help yourself get better each day.

Parents- As a fellow Aspire parent I look forward to creating a school that I am proud to send my two children. The teachers and other staff have been carefully chosen to be the best for your child and are dedicated to improving in their craft each day. I look forward to a wonderful partnership between our school and each of you.

I am looking forward to a powerful and positive year.

Sincerely,

Jaime R. Jaen
School Leader
jjjaen@kippsa.org
(210) 601-3830

Who Do I Call When

Topic	Contact	Contact
Buses Running Late	First Student	210.229.1095
5 th Behavior Concerns	Dawndra Nuzum	785.534.0387
6 th Behavior Concerns	Amber Darden	210.712.3772
7 th Behavior Concerns	Stephanie Lee	210.818.2030
8 th Behavior Concerns	Jaime Jaen	210.601.3830
Parking Passes	Carmen Curbelo	210.831.1253
Lockdown and Fire Drill Procedures	Carmen Curbelo	210.831.1253
Special Education	Dawndra Nuzum	785.534.0387
English as a Second Language (ESL)	Brenda Zuniga	bzuniga@kippsa.org
After School Programming	Veronica Wells	210.518.8417
Volunteering at KIPP Aspire	Veronica Wells	210.518.8417
General Questions about 5 th Grade	Frank Puente	fpuente@kippsa.org
General Questions about 6 th Grade	Raechel Barnes	rbarnes@kippsa.org
General Questions about 7 th Grade	Tamara Williams	twilliams@kippsa.org
General Questions about 8 th Grade	Owen Mueller	omueller@kippsa.org
Counseling	Rachael Cerna	210.216.6041



Part One- Essential Information

Non-Negotiable Expectations for Aspire Academy Students:

1. Adherence to the Aspire Academy Commitment to Excellence Form
2. Adherence to the Aspire Academy Values
3. Adherence to the Aspire Academy Credo:
 - When there is a problem, we find a solution.
 - When there is a better way, we find it.
 - When a teammate needs help, we give it.
 - When I need help, I ask.
4. **WORK HARD. BE NICE.**
5. Be on-task at all times during class. Students will always have their eyes, ears, and brains focused on the task at hand.
6. Be organized and prepared for all classes. Every Archer should have every day at least their reading book and agenda. Work should always be completed and presented neatly. Finally, all papers should be kept neatly in binders and folders.
7. Respond appropriately to all questions.
8. Conduct oneself in an orderly manner, demonstrating respect to our educational mission, while at Aspire Academy or an Aspire Academy function.
9. Do the right thing without being told. *'Assign Yourself.'*
10. The Aspire Academy buses are not an entitlement; they are a privilege, and students may lose bus privileges when student actions lead to an unsafe environment.
11. *All of us will learn!*

Aspire Archer Expectations

Be Prepared

- I will wear my khakis, KIPP gear only (College gear on Friday)
- I will bring a pencil to every class
- I will bring and use my agenda in every class
- I will bring a choice reading book to class, and home every night
- I will complete and bring my lifework
- I will take responsibility for maintaining classroom materials/notebooks
- I will have a growth mindset
- I will be ready to learn and participate in learning
- I will sign out and carry a pass when leaving my class

Be Respectful

- BE NICE.
- I will SLANT during instruction
- I will track whomever is speaking
- I will greet and respond to greetings from others in the hallway
- I will raise my hand to speak and share
- I will enter and exit rooms silently and close doors carefully
- I will say please, thank you, and excuse me
- I will walk quietly on the right side of the hallway
- I will hold doors for people behind me
- I will be team and family and include others
- I will speak like a scholar and friend to all
- I will keep hands, feet, and objects to myself
- I will communicate with my parents by providing them with flyers from school

Strive for Excellence

- WORK HARD.
- I will try my best to meet and exceed the criteria for success a
- I will share my thinking and answers to questions when appropriate
- I will ask questions when I do not understand
- I will have integrity in my work—it is original and my own
- I will work until the job is done
- I will help others achieve more
- I will make goals and work towards them
- I will be transparent and honest with my parents and teachers about my progress and get progress reports signed.

Live School Tiers 2018-2019

- **Tier One Behaviors - Demerit**

- Late without a pass or tardy slip
- Not prepared
- Head down during instruction
- Horseplay
- Talking during silent time
- Out of seat without permission

Students will earn demerits after initial redirection and/or conversation with student. If behavior is consistent, student will engage in a restorative circle with our Restorative Justice Coordinator.

- **Tier Two - Demerit and Detention**

- Sleeping in class
- Did not attempt work
- Skipping class
- Walking out of class
- Skipping Detention

Students will earn demerits and automatic detention for tier two. RJC and Counselor will conduct restorative conversations. If behaviors continue, a parent conference will take place with teacher, RJC and student.

- **Tier Three - Marked in LS - Restorative Circle & Restitution**

- Inappropriate use of technology
- Play fighting
- General Cursing

Teacher will mark behaviors in Live School and RJC will be notified for a restorative conversation. After the second mark for same behavior, the RJC will remove the student from the classroom temporarily with a phone call home. RJC will conduct a restorative circle with the teacher and students involved and restitution will be assigned if appropriate.

- **Tier Four - Marked in LS - Restorative Circle, Restitution & Phone call/conference**

- Stealing
- Aggressive behavior towards another person, i.e., yelling, cursing.
- Vandalism

Teacher will mark behaviors in Live School and send student to another classroom for reflection time until RJC can pick up the student. Restorative circle, restitution and possible In School Retreat (ISR) will be delivered. Teacher will make phone call home.

- **Tier Five - Marked in LS - Suspension, ISR, Restitution, Restorative Circle**

- Physical Fighting/harm
- Sexual harassment or assault
- Drugs, alcohol or weapons on campus

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- Threats made to a person or school; verbal, written or on social media
 - To include David’s Law.

Teachers will mark in Live School under “emergency” button. All School Leaders, Counselor and RJC will be notified. Student(s) will be removed from the classroom and placed in a safe location or in ISR until plan is created. Possible suspension for tier five not to exceed three days. Student will have a re-entry circle, restitution if applicable and behavior modification plan if necessary.

Bullying/Cyberbullying

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

If you have any questions about our system or bullying/cyberbullying, please contact the appropriate grade level designee - Ms. Nuzum for 5th grade, Ms. Darden for 6th grade, Ms. Lee for 7th grade, or Mr. Jaen for 8th grade.

What is bullying and Cyberbullying?

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

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

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

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

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

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

Where can bullying or cyberbullying occur?

Bullying and cyberbullying can occur:

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

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

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.)*

Restorative Practices

Students are going to misbehave as they learn and grow –it’s how we respond to their misbehavior that matters. We believe that students should have a chance to learn from their mistakes and to restore any damaged relationships with others.

Problematic behaviors signal a student’s lack of skills for responding appropriately to difficult situations. Just as students need teachers to teach them grammar and math, they need us to teach them how to respond properly to events.

<u>Traditional Approach</u>	<u>Restorative Approach</u>
Students and rules are violated	People and relationships are violated
Justice focuses on establishing guilt	Justice identifies needs and obligations
Accountability is defined as punishment	Accountability is defined as understanding the effects of the offense and repairing any harm
Justice is directed at the offender, the victim is ignored	The offender, victim, and school all have direct roles in the justice process
Rules and intent outweigh the outcome	Offenders are held responsible for their behavior, repairing any harm they’ve caused and working towards a positive outcome
No opportunity is offered for the offender to express remorse or make amends	Opportunities are offered for offenders to express remorse or make amends

Advisory

We believe that relationships matter. One of the most important ways that we build relationships is during our advisory time in the morning. This time allows for students and teachers to connect on our values and character building. It is crucial that our children are in advisory on time each day. Valuable communication and academic advising occur during this time.

Campus Visitors:

All KIPP Texas - San Antonio schools welcome visitors to the campus during school hours. We request that whenever possible visitors call ahead and schedule an appointment to ensure immediate service. Visitors who arrive on campus are required to check in at the Main Office and will be asked to show ID and sign in. Some visitors will be required to stay in the Office to meet with school staff.

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 discussion. If there is no resolution to the problem, the parent/guardian should then contact the Grade Team Leader. Finally, if the concern is not resolved, reach out to the designated Assistant School Leader. The Assistant School Leader will mediate the problem with all parties involved and inform the School Leader.

Uniform and Dress Code Policy:

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the teachers and/or school administration. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.

Students must wear their Aspire polo or a KIPP shirt with khaki pants. Parents can purchase polos and KIPP jackets from All Uniform Wear, located at 7065 San Pedro Ave, San Antonio, TX 78216 at a nominal cost. Khaki pants, shorts, or skirts must be purchased by parents and must fit students well and modestly.

Pants /shorts worn below their hips are prohibited. **Excessively worn, torn, frayed, tight, oversized or long clothing is not permitted. KIPP sweatshirts must not have holes or any writing on the outside letters (except for names embroidered). You cannot wear any Non-KIPP Jackets at any time during the school day.**

Additionally, students will follow the expectations below:

1. Shoes with toe covering, rubber soles are required.
2. Skirts or skorts will be permitted provided that they are neatly hemmed and not too short. Teachers and/or school administration will determine appropriate length. Excessively high slits in skirts will not be permitted. Leggings may not be worn as pants. If leggings are worn under a skirt or skorts, the leggings must be solid black or gray and the skirt or skorts must be an appropriate length.
3. Body piercing ornaments and other similar ornaments are prohibited.

4. Visible tattoos and similar body painting(s) are prohibited. **Writing, drawing, or carving on the body is prohibited.**

5. Hats, caps, or other head apparel are not permitted. Hoods on hooded sweatshirts, shirts, and jackets may not be worn during instruction, passing periods, or while in the building.

6. Excessive make up is subject to administration approval.

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. Students may be subject to disciplinary action for being in possession of any of the items below. A teacher or school administrator will contact the parent/guardian on each occurrence and the student's consequences will range from a warning, suspension from school, or expulsion for persistent misbehavior. Prohibited items will be confiscated.

CARE OF PROPERTY:

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 Aspire Academy. Writing, drawing, or carving on any personal or school materials/supplies is prohibited. Students who violate this policy will face consequences dependent on the severity of the damage. 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 Aspire Academy will be investigated. If students are found responsible for the vandalism, the students and their parents/guardians will be held financially accountable. 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.

Cell Phones, Personal Electronics, and Internet Activities:

Electronics Policy

(including, but not limited to, cell phones, MP3 players, eReaders, iPods, tablets)

At KIPP Aspire Academy we understand that many electronic devices are now part of our daily lives. We have done our best to provide many opportunities for all students to have access to technology. We request that students do not bring electronic devices to school. If it is necessary for a student to bring an electronic device to school, it must be switched off at all times throughout the day at KIPP Aspire.

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If a phone is out during the school day or if any electronic device is being used in class, during breaks or during lunch, a KIPP Aspire staff member will politely ask for the item and turn it into the office. The item will remain at the office until a parent/guardian can pick it up.

Students will be disciplined for placing offensive photos, obscene materials, derogatory statements, threatening or other similar content on an internet or social media site (i.e. Facebook, Instagram, Snapchat, Kik etc..) that disrupts the school environment, and/or invades the privacy of others. A student's cell phone or other electronic devices are 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.

The school will not accept responsibility for loss, theft or damage to any electronic devices brought to school, even those that are confiscated.

Attendance:

Attend classes every day except for illness or family emergency.

Aspire Academy students arrive at 8:15 A.M. every day (Mon. – Fri.) and remain at school until 4:45 P.M. Monday through Friday, except Wednesday when the release time is 3:15 P.M.

Parents are encouraged to schedule medical and dental appointments during non-school hours.

Parent requests for picking up students after 3:45 P.M. (2:15 on Wednesday) will not be honored without prior coordination with the office staff (at least an hour before), except for emergency situations.

Arriving to school in the morning

8:00 am is the earliest time allowed for students to arrive to school. There will not be any staff supervision before 8:00am.

- 1) Office Sign-Out policy – Students can be signed out during the last hour, only if you have contacted the office at least an hour before dismissal time.
We strongly encourage all appointments to be scheduled Wednesdays after school. Attendance is very important for the success of your student.
- 2) Dismissal Policy- Students can remain inside the building after parent pick-up closes until (5:00pm, Monday, Tuesday, Thursday and Friday), (3:30pm, Wednesday). After this time school personnel will not supervise students and they must wait outside the school building. School personnel are not liable for the safety of students that are picked up after the times stated above.

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Tardiness:

Be on time to school and to every class.

Any student arriving after 8:15 A.M. must be signed in at the office by a parent or guardian. Students should be in their seats at the start of each class. Excessive tardiness will be made up after school or on Saturdays.

Lifework:

The following statements give information about lifework at Aspire Academy.

- Students begin each class period by writing their lifework assignment for that subject in their agenda books.
- Students will at the very least read 30 minutes each night. Lifework for Math, Science, Writing and Non-Fiction studies will be assigned throughout the week as needed.

After School Tutoring:

A student may have to stay after school for tutoring or to make up incomplete work. In this case, the teacher will notify the parent by phone or in writing. All parents are expected to pick their child up on time at the designated time by the teacher.

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 he/she is aware of all assignments.

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.

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 the three week point in the marking period. Progress reports will include a number, indicating the student's grade. Teachers can request conferences with parents/guardians, and parents/guardians may call or request a conference with any teacher at any point in the year.

Parent Portal- txConnect

Parents will be able to keep track of student academic progress through the Parent Portal. Advisory teachers will send login information home with students in the first few weeks of school.

STUDENT CELL PHONES, MUSIC DEVICES, AND INTERNET ACTIVITIES

Cell phones are a part of everyday and we believe that part of our job is to teach students how to use their

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phones productively. We do not, however, want students to be distracted by their phones and to engage in bullying or mocking with their phones. We ask our students to turn their cell phones off when they arrive and keep them off until the end of the day or instructed by a staff member.

Cell Phone Consequences

1. Cell phone collected by the teacher and returned to student.
2. Grade team leader holds it until parent can pick it up.
3. Cell phone taken to the office for parent pick up and meeting with assistant school leader or school leader.

Note- if a student does not hand the phone to the first adult that asks for it they will be automatically escalated to the next level of consequence.

ACADEMIC FEEDBACK AND EVALUATION:

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 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 GTL.**

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. The minimal passing grade for a course is a 70%.

Start of School:

All students are required to attend every day of the school year. Our schooling starts earlier than other districts and we begin academic and character development the first day of the school year. Please refer to the master calendar on our website for actual dates.

Field Lessons:

These are also known as Field Trips. To attend the end-of-year field trip, as well as the quarterly trips, students must make satisfactory academic progress and have no issues regarding their integrity or character. Aspire Academy has the right to not allow a student on a field lesson if he/she demonstrated behavior that is not trustworthy.

Tutoring:

Students will be able to receive extra help / tutoring during certain times of the day. Tutoring is a part of the daily schedule at KIPP Aspire Academy. Some after school tutoring may take place as needed.

Student-Led Parent Teacher Conferences:

Three times a year, after each of the first three quarters, students will share their learning with parents through Student Led Parent Teacher Conferences. This will give students an opportunity to reflect upon the work they have done and create goals going forward. Student will plan and practice for this event in advance.

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 lessons and you choose to send your child on the trip, we ask you to contribute an optional activity fee to help cover a small portion of the trip's cost (\$180) 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 further fee details in the KIPP Texas Public Schools Student and Family Handbook.

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 in which they are received. Textbooks are school property, and should be handled with extreme care. Fines will be assessed for damaged or lost textbooks of up to \$10 for library books or \$50 for textbooks.

Purchasing Uniforms

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

School Bus Expectations

Bus/Transportation:

- Parents and students will be informed about bus routes and stops at the beginning of the academic school year at a school engagement event.
- 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 start of the school day.
- Parents are expected to pick up students remaining after school on time. No students will be allowed in the building 30 minutes after the school day ends unless they are staying for detention, tutoring, or special activities. If students are not picked up on time after these activities, they may lose privileges.
- At 5:45 pm all students who have not been picked up will be asked to wait outside in the campus.
- All students should know how they will get home before they arrive to school each day.
- Students may be removed from the bus temporarily or permanently if they do not meet bus behavior expectations.

School Bus Expectations:

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

Respect:

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

- Properly identify themselves when asked.
- Follow all directions given by the bus driver/bus monitor the first time.
- Wait for the appropriate time and place to express any concerns.
- Always speak to the bus driver in a calm and polite tone.
- Demonstrate respect for my Team and Family on the bus by using appropriate language and safe behavior. This means they will:
 - Always speak to my Team and Family in a calm and polite tone.
 - Always walk calmly to their seat on the bus.
- Demonstrate respect for the bus by always leaving a place better than they found it. This means they will:
 - 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 before leaving the bus and take trash to a trash can.

Responsibility:

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

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

Safety:

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

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

School Bus Offenses	
Class I Offenses	Class II Offenses
1. Spitting, spilling or throwing any liquid on the bus.	1. Hanging out of windows with any part of the body.
2. Excessive Noise or Loud Music.	2. Throwing/shooting of any object in or out of the bus.
3. Eating/Drinking/Chewing Gum/Littering the bus.	3. Bullying, threatening, or harassment of any person on the bus.
4. Leaving seat/standing without permission of the driver.	4. Profanity or threats toward the bus driver or bus monitor.
5. Riding an unassigned bus or using an unassigned bus stop.	5. Possession or use of tobacco or any controlled substance.
6. Entering a place of business unescorted by a parent or guardian, or disrupting the normal activities of a business where a stop is located.	6. Vandalism to the bus or any bus related equipment (restitution will be required as well).
7. Disobedience to the bus driver or bus monitor.	7. Pushing, shoving, or rushing the bus at a bus stop or walking in front of a bus.
8. Inappropriate or disruptive behavior at a bus stop.	8. Lighting matches, lighters, or any other flammable object or substance.
9. Use of technology on the bus with other students or in a distracting manner (phones,	9. Unauthorized entering or leaving the bus through an emergency exit or window.

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tablets, iPads, iPods or other music devices etc.).	
10. Other behaviors that disrupt the normal and usual operation of the school bus.	10. Possession or threats of possession of a weapon, explosive, or flammables.
	11. Possession or use of a laser pen or pointer.
	12. Other offenses and behaviors that seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians.
	13. Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. <i>This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fin.</i>
	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.
	19. More than one Class I offense, per report, will result in a Class II consequence.

Consequences for School Bus

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

			parent meeting.	whichever is longer, and required parent meeting.	meeting.
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Part Two - References

I.MISSION, GOAL, AND VALUES

Mission:

The mission of KIPP Aspire Academy is to help our students cultivate the academic skills, intellectual habits, and character traits necessary to be successful in top quality high schools, colleges, and the competitive world beyond.

Vision:

KIPP Aspire Academy provides a unique education to our community of caring, compassionate, critical thinkers with and uncompromising belief in others where all members are accepted, challenged, and pushed to change the world

Values:

At KIPP Aspire 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 do our best to provide a safe environment where a child can learn and feel confident to take risks, 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.

Five Pillars:

These basic principles form the Five Pillars, responsible for the success of KIPP (KNOWLEDGE IS POWER PROGRAM) Schools:

1. High Expectations:

KIPP Schools have clearly defined and measurable high expectations for academic achievement and conduct. This has resulted in 100% of our high school students being accepted to colleges and universities as well as earning over \$5 million in scholarships annually.

2. Choice & Commitment:

Students, their parents, and the faculty have joined this community together. Everyone must do their best to make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.

3. More Time:

There are no shortcuts when it comes to success in academics and life. By extending the school day,

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week and year, students have more time in the classroom to acquire the knowledge and skills that will prepare them for competitive high schools and colleges, as well as more opportunities to engage in diverse educational experiences.

4. Power to Lead:

KIPP school leaders are effective academic and organizational leaders who understand that great schools require great school leaders. They have control over their school budget and personnel, allowing them maximum effectiveness in helping students learn.

5. Focus on Results:

KIPP Schools unrelentingly focus on high student performance on standardized tests and other objective measures. Just as there are no shortcuts, there are no excuses. Students are expected to achieve a level of academic aptitude that will enable them to succeed at the nation's best high schools and colleges.¹

Commitment to Excellence Contracts:

TEACHERS' COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Aspire Academy commitments.

I will support the KIPP Aspire Academy school culture.

This means:

- *I will arrive at KIPP Aspire Academy during summer school and the regular school year Monday through Friday by 7:45 am and remain until the job is done.**
- *I will plan and deliver outstanding lessons.**
- *I will actively learn, continue learning, and support the learning of others.**
- *I will promote and improve school discipline systems and procedures.**
- *I will openly communicate with the Aspire Team and Family.**
- *I will remain open to new ideas.**
- *I will accept additional roles and responsibilities.**
- *I will be the constant, not the variable, in the implementation of classroom routines, management, and quality of instruction.**
- *I will meet regularly with my colleagues.**

I will support all students of KIPP Aspire Academy.

This means:

- *I will be a positive role model.**

¹ www.kipp.org

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- *I will answer my phone during designated hours.**
- *I will teach in the best way I know how and continually seek help to improve instruction.**
- *I will create a positive environment for learning.**
- *I will protect the safety, learning, and rights of all individuals.**
- *I will maintain high expectations for all students.**

I will support all parents of KIPP Aspire Academy.

This means:

- *I will make myself available to parents.**
- *I will provide suggestions on how to support students academically.**
- *I will keep parents informed of their student’s academic and behavioral progress.**
- *I will strengthen Team and Family by encouraging parent involvement in school events.**

Teacher Signature: _____ Date: _____

PARENTS’ COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Aspire Academy commitments. I understand that school attendance is necessary for my child’s success.

This means:

***I will make arrangements for my child to attend KIPP Aspire Academy or board a KIPP Aspire Academy bus at the appropriate time and location according to the following schedule:**

** Summer School	Monday - Friday	8:00 am – 3:15 pm
** Fall and Spring Semesters	Mon, Tues, Thurs, Fri	8:15 am - 4:45 pm
	Wednesday	8:15 am – 3:15 pm

- *I understand that bus transportation is a privilege, and we will have to make alternate transportation arrangements if my child does not follow all bus expectations.**
- *I will call the school if my child is going to be absent.**
- *I will schedule vacations and appointments during non-school time when possible.**
- *I will encourage my child to attend all KIPP Aspire Academy field trips he/she earns.**

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

This means:

- *I will provide a quiet area for my child to complete his/her lifework at home.**
- *I will check my child’s lifework daily, sign his/her agenda, and look over graded papers, and parent letters.**
- *I will allow my child to call other students and teachers for lifework help.**

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- *I will be a positive role model for my child.**
- *I will ensure that my child has necessary supplies and attire.**
- *I will actively monitor and work to improve my child’s academic and behavioral progress.**
- *I will communicate directly and politely with teachers or staff members regarding any concerns I might have.**

I will support the KIPP Aspire Academy school culture.

This means:

- *I will support and respect all KIPP Aspire Academy Team and Family members, including teachers, office staff, bus drivers, fellow parents, etc.**
- *I will attend all parent nights and conferences.**
- *I will learn and promote the systems and procedures of KIPP Aspire Academy.**
- *I will participate in school improvement through volunteering time, expertise, resources, and leadership.**
- *I will maintain the expectation that my child will go to college in the future.**

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

Parent Signature: _____ Date: _____

STUDENT’S COMMITMENT TO EXCELLENCE

I, _____, promise to follow these KIPP Aspire Academy commitments.

Preparation

I will always be ready and on time.

This means:

***I will attend KIPP Aspire Academy or board a KIPP Aspire Academy bus at the appropriate time and location according to the following schedule:**

** Summer School	Monday – Friday	8:00 am – 3:15 pm
** Fall and Spring Semesters	Mon, Tu, Thurs, Fri	8:15 am - 4:45 pm
	Wednesday	8:15 am – 3:15 pm

***I will present myself professionally by following the KIPP Aspire Academy standards for attire.**

Character

I will always work, think, and behave in the best way I know how.

This means:

- *I will have integrity by being honest and taking ownership for all my actions.**
- *I will respect myself, my teammates, and all materials I use.**
- *I will value all of my teammates’ ideas and have a positive attitude.**
- *I will become a good leader.**
- *I will follow the bus expectations or lose transportation privileges.**

Scholarship

I am responsible for keeping myself on the path to college.

This means:

- *I will complete all of my lifework each night and turn it in on time.
- *I will always take pride in my work.
- *I will work hard every day to improve.
- *I will call other students or teachers for help.
- *I will actively participate and ask questions when I do not understand something.
- *I will have my materials ready and organized.

Teamwork

I will work hard and be nice to all members of Team and Family, including my parents/guardians, classmates, and KIPP Aspire Academy staff.

This means:

- *I will always protect the safety and rights of all individuals.
- *I will follow the teachers' directions and expectations of my school.
- *I will work on making our teamwork motto happen:

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

If I do not follow the KIPP Aspire Academy commitments, I will lose certain KIPP Aspire Academy privileges.

Student Signature:

Date:

X _____

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. Messages will be sent to all phone numbers on file. Please ensure your phone number is always up to date with the school, via the front office.

Lunch:

All families must fill out a federal free/reduced lunch form. All students qualify for a free breakfast. Families that qualify for free/reduced lunch, will receive a free lunch. The full price for lunch is \$3.00. Families may choose to have their children eat breakfast at home and/or send a bag lunch. Some students are allergic to certain foods, therefore sharing of lunches is prohibited for safety reasons.

If you pack a sack lunch or bring food from a restaurant for your student, please use a brown bag and aluminum foil/plastic bag. Food from outside the home is considered a competitive meal and regulations prohibit us from allowing it in our cafeteria. Due to

health reasons: Providing outside food/drinks to other students other than your own is strictly prohibited.

Bus/Transportation:

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. 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 are expected to pick up students remaining after school for tutoring, or special activities on time. If a child is picked up late, he/she may lose their privilege to stay after school in the future.

Health / Medication / Immunization / Lice - see KIPP Texas Public Schools Student and Family Handbook

Fire Drills/Natural Disasters:

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students are to follow their teachers' instructions at all times. 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 is jeopardizing the safety of our school and will face consequences including possible suspension.

Family Engagement:

In addition to the duties listed in the signed contract, parents are expected to participate in their children's learning in the following ways:

All Parent Meetings:

All parents/guardians are expected to attend the scheduled "All Parent Meetings". If you cannot attend, a representative should attend in your place. During these meetings, parents have the opportunity to see student presentations, learn more about school procedures and policies, and become actively involved in further developing the school's mission.

Important information is communicated during meetings and not attending may cause parents to miss key updates about their child's progress.

Parents/guardians are expected to come to school during Report Card Night/Teacher parent conferences to pick up their child's report card. During Report Card night, each parent/guardian will have the opportunity to set up a meeting to discuss the progress of his or her child with the child's advisor and/or other teachers. Parents/guardians will also problem-solve with the help of teachers to determine strategies to maximize the performance of his or her child.

Campus Visitors:

All KIPP Texas - San Antonio schools welcome visitors to the campus during school hours. We request that whenever possible visitors call ahead and schedule an appointment to ensure immediate service. Visitors who arrive on campus are required to check in at the Main Office and will be asked to show ID and sign in. Some visitors will be required to stay in the Office to meet with school staff.

Parental /Guardian Rights and Responsibilities:

Parents/guardians can seek information and/or support for the following programs:

- o Title IX – Coordinator - Travis Boubel
- o ADA/Section 504 – Coordinator – Dawndra Nuzum
- o Age Discrimination Act Coordinator – TBD

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

All KIPP Texas - San Antonio schools will send home notification of teacher qualifications in accordance with state and federal regulations.

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

III. ACADEMIC POLICIES

Academics:

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. Therefore all Title I participants benefit from academic and other programs implemented across the school, including tutoring, intervention, and enrichment.

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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 Directors of Student Services for all KIPP Texas - San Antonio are Daniyel Dickey and Jaime Fountain.

Attendance:

Attend classes every day.

Aspire Academy students arrive at 8:15 A.M. every day (Mon. – Fri.) and remain at school until 4:45 P.M. Monday through Friday, except Wednesday when the release time is 3:15 P.M.

Parents are encouraged to schedule medical and dental appointments during non-school hours.

Parent requests for picking up students after 3:45 P.M. (2:15 on Wednesday) will not be honored without prior coordination with the office staff (at least an hour before), except for emergency situations.

Arriving to school in the morning

8:00 am is the earliest time allowed for students to arrive to school. **There will not be any Staff supervision before 8:00 am.**

- 1) **Office Sign-Out policy** – Students can be signed out during the last hour, **only** if you have contacted the office at least an hour before dismissal time.
We strongly encourage all appointments to be scheduled Wednesdays after school, attendance is very important for the success of your student.
- 2) **Dismissal Policy**- Students can remain inside the building after parent pick-up closes (5:00pm, Monday, Tuesday, Thursday and Friday), (3:30pm, Wednesday).
After this time school personnel will not supervise students and they must wait outside the school building. School personnel are not liable for the safety of students that are picked up after the times stated above.

Compulsory Attendance: see KIPP Texas Public Schools Student and Family Handbook

Excused Absence - see KIPP Texas Public Schools Student and Family Handbook

Absence Notification - see KIPP Texas Public Schools Student and Family Handbook

Release of Students from School

No student will be released to anyone except his/her parent/guardian. Parent may communicate to School Operations Manager or Registrar of any other authorized individual who may pick up a student.

Tardiness:

Be on time to school and to every class.

Any student arriving after 8:15 A.M. must be signed in at the office by a parent or guardian. Students should be in their seats at the start of each class. Excessive tardiness will be made up after school or on Saturdays.

Lifework:

The following statements give information about lifework at Aspire Academy.

- Students begin each class period by writing their lifework assignment for that subject in their agenda books.
- Students will at the very least **read** 30 minutes each night. Lifework for Math, Science, Writing and Non-Fiction studies will be assigned throughout the week as needed.

After school tutoring:

A student may have to stay after school for tutoring or to makeup incomplete work. In this case, the teacher will notify the parent by phone or in writing. All parents are expected to pick their child up on time at the designated time by the teacher.

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.

Aspire Academy values integrity and honesty. Students committing these transgressions will receive a grade of 60 on their assignment and will be subject to consequences and a parent meeting.

Promotion to the Next Grade:

According to TEA guidelines, 5th and 8th grade students are required to pass the reading and math sections of the STAAR test in order to be promoted to 6th and 9th grade. A few students with extenuating circumstances may be promoted without passing these tests, provided the correct documentation is filed and the proper grade-placement meetings are held.

For grades 6 and 7, success on the STAAR test is not an explicit requirement for promotion. However, some students who fail to pass the STAAR test may benefit from another year in the same grade; in such a case, retention will be discussed with the teaching team and with the student's parents.

In addition to the above requirement, Aspire Academy requires growth in MAP testing scores and character development. The combination of grades, STAAR, MAP, and character will be used to determine a student's best placement.

Start of School:

All students are required to attend every day of the school year. Our schooling starts earlier than other districts and we begin academic and character development the first day of the school year.

Internet Acceptable Use Policy:

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

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

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

Student Procedures for gaining access privileges to the Internet:

- Students will receive access after they turn in an Agreement Form that has been signed by both the student and parent/guardian consenting to abide by the Internet Access Acceptable Use Policy.
- Students may use the Internet during class time only if cleared by the teacher or classroom supervisor.
- Any financial charges incurred by the student while using the Internet are the student's full responsibility and he/she will be held accountable for payment.
- KIPP Texas - San Antonio personnel will monitor the information collection when district hardware and/or software is used.
- Inappropriate use of access privileges will result in school disciplinary action and may result in access restrictions or cancellation of privileges. Inappropriate use of access privileges which results

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in loss of access does not excuse the student from the requirements of obtaining material necessary for classroom or project assignments.

- Parents/guardians may request cancellation of access privileges by contacting the school.

Internet User Terms and Conditions Agreement

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

IV. STUDENT CODE OF CONDUCT

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

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STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Student Name: _____

Teacher Name: _____ Grade: _____

Parent Name(s): _____

Date Handbook Received: _____

I have received my copy of the KIPP Aspire Academy Student/Parent 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 Student / Parent Handbook creates or is intended to create rules or policies that replace the Commitment to Excellence or the Non-Negotiable Expectations for KIPP Aspire Academy students. Policies outlined in the Student Handbook are subject to change at the school's discretion.

I state that I have read and fully understand the KIPP Aspire Academy Student / Parent Handbook and agree to all its terms.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

FERPA:

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

Parent Signature: _____ Date: _____

Internet Acceptable Use:

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

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

Parent Signature: _____ Date: _____

