

KIPP TEXAS PUBLIC SCHOOLS 2019-20 STUDENT AND FAMILY SCHOOL HANDBOOK SUPPLEMENT KIPP CONNECT PRIMARY



Updated July, 2019

As policy adoption and revisions may occur throughout the year, KIPP Texas Public Schools (referred to as KIPP) reserves the right to modify provisions of this school handbook supplement at any time, whenever it is deemed necessary. These changes will be posted publicly on the KIPP website. This school handbook supplement is used in conjunction with the KIPP Texas Student and Family Handbook which is located on the KIPP website.

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Section A - Welcome

Hello and Welcome KIPP Connect Primary Families,

As principal of KIPP Connect Primary School, it is my pleasure to welcome everyone back for another great year of working together to help our scholars meet and exceed their academic goals. We are super excited to welcome our scholars back and fill our building with joy and enthusiasm. It is our mission to help every child feel welcomed, connected, and a part of our KIPP Connect family. We have dynamic teachers and staff waiting to welcome you with open arms and an open HEART. I am confident that you will be impressed by our highly committed and loving team. We are fortunate to have a team that is truly committed to providing learning opportunities for our scholars to fall in love with learning and with life.

I am privileged to have the opportunity to return this school year as your Principal. I am honored to learn and grow this year with our highly qualified and dedicated staff, brilliant scholars, and engaged families. I am encouraged by the opportunity to be on this journey with each of you as we find a way or make one for our scholars. Together we will make a difference and help provide our scholars with the high quality education they deserve. I am confident that, as a team and family, we will provide a flourishing learning community which will help our scholars lead a more choice filled life in the future.

Please join me in welcoming our newest team members, families and partnerships that will prove to be great assets to KCPS team and a tremendous support for our scholars.

I'd like to invite you to visit our school's website. This will serve as a resource tool for all upcoming events, important reminders and you can catch up with all the wonderful moments happening at KIPP Connect Primary.

I look forward to seeing you all soon. Let's make it a great year.

With HEART,

Adam J. Kutac – Principal
KIPP Connect Primary School

School Values and Culture

SCHOOL VALUES

At KIPP CONNECT Primary School, we connect our minds through our HEARTs! This means that EVERYONE follows the values of HEART every day, in everything we do to ensure we are on track to leading lives full of choices.



OUR VALUES

Honor.
Explore with Enthusiasm.
Always with Excellence.
Ready to try Again.
Together.

School History and Achievements

SCHOOL VISION

At KIPP CONNECT we are committed to guiding our scholars to fall in love with learning and with life.

SCHOOL MISSION

KIPP CONNECT is committed to providing **educational excellence, character responsibility and a balanced growth** to ensure that our students will discover and develop their talents to lead choice filled lives in college and the world beyond.

2019-2020 COMMITMENT TO EXCELLENCE – PK3 & PK4

Teachers'/School Director's Commitment:

Without taking shortcuts, we commit fully to CONNECT our MINDS in the following way to our HEARTS:

- ❖ We will do whatever it takes to nurture and strengthen our students creativity, knowledge, character, preparing them to excel in the nation's finest secondary schools, colleges, and in life.
- ❖ We will always strive to improve our instruction.
- ❖ We will be available to students and parents for their concerns by phone or in person.
- ❖ We will arrive at CONNECT everyday by 7:15 a.m. (Monday-Friday).
- ❖ We will remain at CONNECT until 4:30 p.m. (Monday-Thursday) and 3:30 p.m. on Friday.
- ❖ We will attend CONNECT teachers training during the summer.
- ❖ We will do whatever it takes to ensure that every student is successful.
- ❖ We will always protect the safety, interest, and rights of all individuals at KIPP CONNECT.

We understand that these commitments are our responsibility and part of our duties as a teacher. Failure to meet them may lead to termination of my employment with KIPP.

Parents'/Guardian's Commitment:

Without taking shortcuts, we commit fully to KIPP CONNECT and our children in the following ways:

- ❖ We will always help our child in the best way we know how, and we will do whatever it takes to make sure he/she is reaching CONNECT's academic and character education goals.
- ❖ We will be responsible for the actions of our child, and we will make ourselves available to the school as needed.
- ❖ We will participate in four Family Literacy or Math workshops throughout the school year, as a means of supporting our child.
- ❖ We will read and check carefully all papers our child brings home, including homework, every night.
- ❖ We will ensure we call the teacher when there are problems with homework.
- ❖ We will ensure that our child is in the classroom by 7:30 a.m. (Monday-Friday) if you have morning class. If you have afternoon class your child will be in by 12:00 p.m. (Monday-Friday).
- ❖ We will ensure that our child remains at CONNECT until 11:00 a.m. (Monday-Thursday) and 10:30 a.m. on Friday if you have morning classes. If you have afternoon classes child will remain in school till 3:30 p.m. (Monday-Thursday) and 3:00 p.m. on Friday.
- ❖ We will participate in CONNECT parent/student/teacher conferences as scheduled.
- ❖ We will notify the school no later than the beginning of the school day if our child will miss school.
- ❖ We will allow our child to go on CONNECT field trips.
- ❖ We will ensure our child wears the complete CONNECT uniform every day.
- ❖ We will ensure that our child follows the KIPP student code of conduct.
- ❖ We will verify that our child is **potty trained** before the beginning of the school year.
- ❖ If an accident happens at school, we will be at the school within 45 minutes of the call.
- ❖ If my child is suspended, we will meet with the principal on the day the suspension ends.
- ❖ We will always supply the school with a current working phone number.

- ❖ **We will ensure that our child will be present on the first day of school August 14, 2019.**
- ❖ We understand that our child must follow the KIPP CONNECT rules so as to protect the safety, interest, and rights of all individuals at KIPP CONNECT. We, not the school, are responsible for the behavior and actions of our child.
- ❖ *I understand that if these commitments are not met, it may lead to child's temporary removal or expulsion from the school.*

Student Commitment

Without taking shortcuts, I commit fully to CONNECT my Mind to my HEART
in the following ways:

- ❖ I will come to school prepared, ready to work hard and uphold the values of CONNECT.
- ❖ I will follow the school behavior plan.
- ❖ I will wear the school uniform every day.
- ❖ I will never settle for anything less than EXCELLENCE.
- ❖ I will complete all my school assignments.
- ❖ I will be responsible for my actions.
- ❖ I will complete all my homework every night, when necessary and I will call my teachers when I have problems.
- ❖ I will arrive at CONNECT on time every day.
- ❖ I will be present and participate in the extended day/summer session.
- ❖ I will always behave so as to protect the safety, interest, and rights of all individuals at KIPP CONNECT. This also means that I will always listen to all my CONNECT teammates, show kindness, and give everyone my respect.

I understand that if these commitments are not met, I will receive consequences, including loss of CONNECT privileges, and may lead to temporary removal or expulsion from the school

2019-2020 COMMITMENT TO EXCELLENCE – KINDER – 4th GRADE

Teachers'/School Director's Commitment:

Without taking shortcuts, we commit fully to CONNECT our MINDS in the following way to
our HEARTS:

- ❖ We will do whatever it takes to nurture and strengthen our students creativity, knowledge, character, preparing them to excel in the nation's finest secondary schools, colleges, and in life.
- ❖ We will always strive to improve our instruction.
- ❖ We will be available to students and parents for their concerns by phone or in person.
- ❖ We will arrive at CONNECT everyday by 7:15 a.m. (Monday-Friday).
- ❖ We will remain at CONNECT until 4:30 p.m. (Monday-Thursday) and 3:15 p.m. on Friday.
- ❖ We will attend CONNECT teachers training during the summer.
- ❖ We will do whatever it takes to ensure that every student is successful.
- ❖ We will always protect the safety, interest, and rights of all individuals at KIPP CONNECT.

We understand that these commitments are our responsibility and part of our duties as a teacher. Failure to meet them may lead to termination of my employment with KIPP.

Parents’/Guardian’s Commitment:

Without taking shortcuts, we commit fully to KIPP CONNECT and our children in the following ways:

- ❖ We will always help our child in the best way we know how, and we will do whatever it takes to make sure he/she is reaching CONNECT’s academic and character education goals.
- ❖ We will be responsible for the actions of our child, and we will make ourselves available to the school as needed.
- ❖ We will participate in four Family Literacy or Math workshops throughout the school year, as a means of supporting our child.
- ❖ We will read and check carefully all papers our child brings home, including homework, every night.
- ❖ We will ensure we call the teacher when there are problems with homework.
- ❖ We will ensure that our child is in the classroom by 7:30 a.m. (Monday-Friday)
- ❖ We will ensure that our child remains at CONNECT until 4:15p.m. (Monday-Thursday) and 3:00 p.m. on Friday.
- ❖ We will participate in CONNECT parent/student/teacher conferences as scheduled.
- ❖ We will notify the school no later than the beginning of the school day if our child will miss school.
- ❖ We will allow our child to go on CONNECT field trips.
- ❖ We will ensure our child wears the complete CONNECT uniform every day.
- ❖ We will ensure that our child follows the KIPP student code of conduct.
- ❖ If an accident happens at school, we will be at the school within 45 minutes of the call.
- ❖ If my child is suspended, we will meet with the principal on the day the suspension ends.
- ❖ We will always supply the school with a current working phone number.
- ❖ **We will ensure that our child will be present and participate in the extended day/ summer session. If my child doesn’t attend summer session in August 2017 he/she will lose his/ her spot. _____ (parents initials)**
- ❖ We understand that our child must follow the KIPP CONNECT rules so as to protect the safety, interest, and rights of all individuals at KIPP CONNECT. We, not the school, are responsible for the behavior and actions of our child.

I understand that if these commitments are not met, it may lead to child’s temporary removal or expulsion from the school.

Student Commitment

Without taking shortcuts, I commit fully to CONNECT my Mind to my HEART in the following ways:

- ❖ I will come to school prepared, ready to work hard and uphold the values of CONNECT.
- ❖ I will follow the school behavior plan.
- ❖ I will wear the school uniform every day.
- ❖ I will never settle for anything less than EXCELLENCE.
- ❖ I will complete all my school assignments.
- ❖ I will be responsible for my actions.
- ❖ I will complete all my homework every night, when necessary and I will call my teachers when I have problems.

- ❖ I will arrive at CONNECT on time every day.
- ❖ I will be present and participate in the extended day/summer session.
- ❖ I will always behave so as to protect the safety, interest, and rights of all individuals at KIPP CONNECT. This also means that I will always listen to all my CONNECT teammates, show kindness, and give everyone my respect.

I understand that if these commitments are not met, I will receive consequences, including loss of CONNECT privileges, and may lead to temporary removal or expulsion from the school.

School Hours and School Calendar

School hours

Monday through Thursday: 7: 30 am – 4:15pm

Friday: 7:30 am – 3:00pm

After school programming will take place after 4:15pm. Timing and activities will be determined by school.

PreK3 and PreK4

Morning classes: 7:30 a.m. – 11:00 a.m. (Monday, Tuesday, Wednesday and Thursday)

Morning classes: 7:30 a.m. – 10:30 a.m. (Friday)

Afternoon classes: 12:00 p.m. – 3:30 p.m. (Monday, Tuesday, Wednesday and Thursday)

Afternoon classes: 12:00 p.m. – 3:00 p.m. (Friday)

Kindergarten, 1st, 2nd, 3rd and 4th Grade

7:30 a.m. – 4:15 p.m. (Monday, Tuesday, Wednesday and Thursday)

7:30 a.m. – 3:00 p.m. (Friday)

First Day of School

The first day of school will be August 14, 2019 for our PreK-3 through 12th grade students.

Section B - Staff and School Leadership

School Leader and School Leadership Team Biographies

Teachers will send home the first week of school.

Teacher and Faculty Contact List

PK3Teacher	Contreras Lariza	lcontrerassilva@kipphouston.org
PK3 Teacher	Alexis Escobar	Alexis.escobar@kipphouston.org
PK3 Teacher	Newman Emily	ELann@kipphouston.org
PK4 Teacher	Bailey Sarah	SBailey@kipphouston.org
PK4 Teacher	Charles Vanessa	VCharles@kipphouston.org
PK4 Teacher	Holman Stephanie	Sholman@kipphouston.org
Kinder Teacher	Chiang Vanessa	VChiang@kipphouston.org
Kinder Teacher	Gamez Ignacio	IGamez@kipphouston.org
Kinder Teacher	Paige Simon	spaige@kipphouston.org
Kinder Teacher	DaLeah Gunn	DGunn@kipphouston.org
Kinder Teacher	LeBoeuf Ariell	ALeBoeuf@kipphouston.org
1st Grade Teacher	Astrich Marissa	MAstrich@kipphouston.org
1st Grade Teacher	Serrano Ruby	RSerrano@kipphouston.org
1st Grade Teacher	Trejo Luis	Ltrejo@kipphouston.org
1st Grade Teacher	Schafer Nicole	NSchafer@kipphouston.org
1st Grade Teacher	Candela Jessica	JCandela@kipphouston.org
2nd Grade Teacher	Shin Sarah	SShin@kipphouston.org
2nd Grade Teacher	Readore SaMaya	SReadoreMcCalpin@kipphouston.org

2nd Grade Teacher	Parker Precious	PParker@kipphouston.org
2nd Grade Teacher	Ford Delisha	DFord@kipphouston.org
2nd Grade Teacher	Zepeda Kristine	KPena@kipphouston.org
3rd Grade Teacher	Holcomb Mary	MHolcomb@kipphouston.org
3rd Grade Teacher	Momin Sadaf	SMomin@kipphouston.org
3rd Grade Teacher	Dudley Coleton	Cdudley@kipphouston.org
3rd Grade Teacher	Schwarzlose Gabrielle	GSchwarzlose@kipphouston.org
3rd Grade Teacher	Buzon Justine	Jbuzon@kipphouston.org
4th Grade Teacher	D'Andrade Brittany	BdAndrade@kipphouston.org
4th Grade Teacher	Silva Kesia	KLuna@kipphouston.org
4th Grade Teacher	Kulikowski Francis	FKulikowski@kipphouston.org
4th Grade Teacher	Watson Shelby	swatson@kipphouston.org
PE Coach	Fernandez Miguel	MFernandez@kipphouston.org
Music Teacher	Edwards Zachary	ZEdwards@kipphouston.org
Art Teacher	Faith Engeling	FEngeling@kipphouston.org
Yoga Teacher	Smith Jodi	Jodi.Smith@kipphouston.org
Librarian	Garcia Hugo	hgarcia@kipphouston.org
Principal	Kutac Adam	akutac@kipphouston.org

Assitant Principal	Myers Angie	ABlankenship@kipphouston.org
Assitant Principal	Rapp Aryn	aRapp@kipphouston.org
Dean of Operations	Roman Eslendi	ERoman@kipphouston.org
Office Manager	Yanez Liliana	Liliana.Yanez@kipphouston.org
Dean of Culture	Fernandez Adriana	AFernandez@kipphouston.org
Attendance Clerk	Bojorquez Olga	OBojorquez@kipphouston.org
Student Activity Coor	Romero Angelica	ABlankenship@kipphouston.org
Office Clerk	Garcia Aurora	aurora.garcia@kipphouston.org
Dean of Inst.	Cockrell Paige	PCockrell@kipphouston.org
Dean of Inst.	Catherine Cain	CCain@kipphouston.org
Dean of Early Childhood	Ramirez Jenina	JRamirez@kipphouston.org
Interventionist	Mikhaylov Yuliya	YMikhaylov@kipphouston.org
Learning Spec.	Yepez Daniela	DYepez@kipphouston.org
Teacher Assistant	Rios Brenda	BRios@kipphouston.org
Teacher Assistant	Gamez Karla	KGamez@kipphouston.org
Teacher Assistant	Trejo Josephine	JTrejo@kipphouston.org
Teacher Assistant	Rodriguez Karen	KRodriguez@kipphouston.org
Teacher Assistant	Marin Ruby	RMarin@kipphouston.org

Teacher Assistant	Zacarias Maria	Maria.Gutierrez@kipphouston.org
Teacher Assistant	Rios Christian	CRios@kipphouston.org
Teacher Assistant	Rocha Judith	JRocha@kipphouston.org
Teacher Assistant	Cortes Dylan	DCortes@kipphouston.org
Teacher Assistant	Garcia Alyssa	AGarcia2@kipphouston.org
Teacher Assistant	Rocha Froilan	FRocha@kipphouston.org
Teaching Fellow	Melton Jessica	JMelton@kipphouston.org
Teaching Fellow	Ghani Mashal	MGhani@kipphouston.org
Teaching Fellow	Chum Jaelyn	Jaelyn.Chum@kipphouston.org
Teaching Fellow	Gonzalez Sharae	SGonzalez@kipphouston.org

Section C - Student Life

Dress Code

Uniform is mandatory. School uniforms can be purchased directly with Bayou City Shirts by going online at www.kcprimarystore.com. Below are the uniform stipulations. If you have any questions or concerns call Liliana Yanez at (832) 633-1730. All students must follow the uniform daily schedule below.

Shoes: Brown, black, white or navy tennis shoes will be worn Tuesday through Friday. (**NO lights allowed on tennis shoes**) – **NO SANDALS, NO CROCS, NO DRESS SHOES, NO HEELS, NO HOUSE SLIPPERS and NO BOOTS.** Shoes are purchased on your own at the retailer of your choice.

Only white crew socks or white tights – NO colored tights will be allowed, only WHITE (unless you have received prior approval for religious reasons). Socks are purchased on your own at the retailer of your choice.

Sweater and sweatshirts must be NAVY BLUE or specific KIPP CONNECT outerwear purchased at the school.

Length of Shorts and skorts:

When girls wear skorts and if boys choose to wear shorts, the length of the skort or short must be two inches about the knee.

Jewelry policy -

Primary School:

Girls – small stud earrings, religious medal inside uniform

Boys – religious medal inside uniform, No earrings.

Changing for Physical Education:

Primary School:

Students must bring a pair of tennis shoes for PE class.

SCHOOL UNIFORM (PK3-PK4)

BOYS

MONDAY-THURSDAY

Navy shorts/pants*

Royal blue polo shirt^

FRIDAY

KIPP t-shirt

Blue jeans*

GIRLS

MONDAY-THURSDAY

Plaid jumper^

White blouse^

FRIDAY

KIPP t-shirt

Blue jeans*

SCHOOL UNIFORM (KINDER)

BOYS

MONDAY

Navy shorts/pants*

Light blue oxford shirt^

CONNECT PS cardigan

Bow tie^

TUESDAY-THURSDAY

Navy shorts/pants*

Royal blue polo shirt^

FRIDAY

KIPP t-shirt

Blue jeans*

GIRLS

MONDAY-THURSDAY

Plaid jumper^

White blouse^

CONNECT PS Cardigan

FRIDAY

KIPP t-shirt

Blue jeans*

SCHOOL UNIFORM (1st & 2nd GRADE)

BOYS

MONDAY

Light blue oxford shirt^
Navy pants*
CONNECT PS cardigan
Bow tie^
Boat shoe*
Belt*

TUESDAY-THURSDAY

Navy blue shorts/pants*
Baby Blue polo shirt^
Belt*

FRIDAY

KIPP t-shirt
Blue jean*

SCHOOL UNIFORM (3rd & 4th GRADE)

BOYS

MONDAY

Light blue oxford shirt^
Navy pants*
CONNECT PS cardigan
Bow tie^
Boat shoes*
Belt*

TUESDAY-THURSDAY

Navy blue shorts/pants*
Orange polo shirt^
Belt*

FRIDAY

KIPP t-shirt^
Blue jeans*

GIRLS

MONDAY

Light blue oxford shirt^
Navy skirts or skorts*
CONNECT PS cardigan
Cross tie^
Boat shoes*

TUESDAY-THURSDAY

Navy pants or skort*
Baby Blue polo shirt^

FRIDAY

KIPP t-shirt
Blue jeans*

GIRLS

MONDAY

Light blue oxford shirt^
Navy skirts or skorts*
CONNECT PS cardigan
Cross tie^
Boat shoes*

TUESDAY-THURSDAY

Navy pants or skort*
Orange polo shirt^

FRIDAY

KIPP t-shirt^
Blue jeans*

*Purchased on your own at any retailer of your choice.

^Purchased from our uniform supplier.

Uniforms

It is KIPP's policy that all students wear the appropriate uniform per their school's requirement (see your school's Office or Operations Manager for the specifics and the KIPP Texas Student and Family Handbook for more details). The costs and items are listed in Section I below as well as the process for how to order your uniform items.

Voluntary Extra-Curricular Activities, Clubs, and Organizations

Some extra-curricular clubs, organizations, and activities require a fee to participate. Participation in these activities is optional. See your school's Office or Operations Manager for the specifics and the KIPP Texas Student and Family Handbook for more details. The cost of these activities are listed in Section I below.

Athletics

All high school, middle school, and primary school student-athletes wanting to participate in a sport may be assessed an athletics fee. See Section I below for the costs. Participation in an athletic activity is optional. See your school's Office or Operations Manager for the specifics and the KIPP Texas Student and Family Handbook for more details.

Classroom Supplies

Parents are responsible for purchasing the school supplies. A school supply list was handed out before the end of school year and during registrations. All school supplies may be brought on the first day of school, August 14th. If you need a supply list please ask your child's teacher or the receptionist.

It is the school's policy that families purchase consumable school supplies. See Section I below for the costs and items. For more details please see your school's Office or Operations Manager and the KIPP Texas Student and Family Handbook.

Student Cell Phone and Electronic Device Policy

All non-instructional items that are considered a distraction to the educational process may be confiscated and returned to the parent/ guardian upon payment of \$15 per incident. This includes cell phones and other electronic and non-electronic devices and items as determined by your School Leader. The school is not responsible for a missing or stolen item, cell phone, or electronic device. Any fines collected will go towards the school activity account for activities that directly benefit all students at the school.

Lost and Found Process

We kindly ask that you label all of your child's clothing items and belongings. Lost and found will be located in the main reception area. Please check with the receptionist if your child has lost an item. After three months, the items in lost and found will be donated.

Section D - Academic Program

Curriculum Overview

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

KIPP Texas Public Schools offers career and technology education courses. It is the policy of KIPP Texas Public Schools not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Attendance and Tardies

KIPP Texas takes attendance very seriously. Being present in school every day is the foundation for student achievement and academic success. If students are not in school, they are missing out on what is being taught and are at risk for experiencing lower academic performance. When absences become a pattern or become a chronic issue, students can fall behind and experience academic struggles as well as experience challenges beyond the classroom. KIPP Texas knows that every now and then students are going to be absent from school. However, we ask that parents continually encourage and support students to make every effort to come to school every day.

All students are expected to be at school every day unless they have spoken with their school leader ahead of time and received permission or has had an excused absence. It is the duty of the parent/guardian to monitor student attendance and make sure the student is in school every day possible. Arriving after the school start time will constitute a tardy.

Should your student miss school, parents or guardians should call the school before the start of the instructional day to let the school know your student will be absent. Parents who do not notify the school will be contacted by the school.

KIPP Texas will only accept up to **five** handwritten, dated, and signed notes from the parent/guardian per year for absences dealing with illness or family emergencies. Any absences after that will need a doctor's note or will need to be discussed with the school principal. The SIXTH note will NOT excuse an absence and the student will be subject to truancy policies. (This does not pertain to notes written/signed by a healthcare provider as proof of a documented appointment.)

A student absent for more than five consecutive days because of a personal illness must bring in a note from a healthcare professional verifying the illness or condition that caused the student's extended absence. Otherwise, the student's absences may be considered unexcused and, if so, would be used towards the unexcused absences used towards truancy filings.

Should a student develop a questionable pattern of absences, even if all absences are considered excused, an attendance meeting will be called by the school to discuss the student's attendance. In

cases like this, the school may require a statement from a healthcare professional or an Individualized Health Plan (IHP) signed by a doctor verifying the illness or condition that caused the absences from school.

Any student (kindergarten-12th grade) shall not be given credit unless the student is in attendance for at least 90 percent of the days the class is offered. When looking at 90 percent attendance, all absences both excused and unexcused will be considered. Should a student fall below 90 percent, a promotion committee will meet to determine if the student is prepared for success in the next grade level. If the committee determines the student is not prepared for success in the next grade level, the student will be retained for missing too many instructional minutes.

Students with excused absences are also responsible for making up any missed assignments in a reasonable amount of time set by the teachers. Please see the KIPP Texas Student and Family Handbook for more details.

[Grading, Progress Reports, Report Cards](#)

All grades will be determined by regular attendance, consistent daily preparation, promptness in completing assignments, and the quality of completed work. Grades at KIPP CONNECT are based on mastery of the objectives taught in class. Students will be assessed weekly on the material covered in their class and will be given multiple times to show mastery of an objective.

Progress Reports will be sent home one week after grades close on the following dates:

September 18, 2019

November 20, 2019

February 12, 2020

April 23, 2020

Report Cards will be sent home one week after grades close on the following dates:

October 17, 2019

January 8, 2020

March 25, 2020

June 04, 2020

Progress reports and report cards should be signed and returned to your child's teacher promptly the next day.

[School Technology Offered by the School and Used by Students](#)

Pre-k 3 iPads

Pre-k 4 iPads
Kinder - 4th iPads, Desktops, & Chromes

All students are expected to use the technology in a professional way. Technology includes, computers, tablets, laptops software files, electronic communication systems-websites. Any violation of the unacceptable use policy may result in disciplinary action and loss of use.

Textbooks and other instructional items and materials

Textbooks and other KIPP approved instructional materials are provided to students free of charge for each subject or class. As directed by the teacher, all books must be treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should immediately report the damage to the teacher. Any student failing to return an item or has returned an item damaged beyond reasonable use (e.g. cover ripped off, pages torn out, excessive water damage, etc.), can lose the right to free textbooks and technological equipment until the item is returned or the damage/ replacement is paid for by the parent/guardian. If this occurs, the student will be provided and have access to all necessary instructional textbooks, resources, and equipment for in school and required use. The purpose of this policy is to ensure students are responsible for KIPP owned instructional materials. These materials must be returned in a condition which allows other students to obtain full learning value from the item as determined by KIPP. Normal item wear and tear (damage which still allows for full learning use), is not considered damaged beyond reasonable use. If an item is not returned, the parent/guardian, or family is responsible for paying the school the replacement cost of the item. If the item is returned but damaged beyond reasonable use, the parent/guardian is responsible for paying the repair or replacement cost.

Homework and Homework Expectations

Homework is often referred to as “lifework” in KIPP Texas. Homework serves as an opportunity for students to practice the skills they have learned during the school day and is given to reinforce content, fluency, and recall. The lifework is vital for students to complete as it reinforces learning and is expected to be completed prior to the beginning of class the next day. Homework grades will be course and grade specific.

Primary School

Homework is assigned to help students to achieve school progress and develop good study habits. Assignments are an extension of classroom work. If the specific assignments are not made by the teacher, standing assignments may include reading library books, newspapers, magazines or home readers. Reviewing spelling words, handwriting, or math facts with flash cards are also academically constructive activities.

Field Trips

All students may have the opportunity to participate in local field lessons when they are offered by your school. Students must meet specific requirements as defined by your school such as grades, attendance, and behavior in order to be eligible for participation. There may be a fee associated with the trip. If your child does not go on the trip there is no cost. Field trip fees are collected as trips are announced and permission slips are sent home. If a family is experiencing a hardship and cannot pay, please contact your school Office or Operations Manager.

End of Year Field Lessons

Your child may also have the opportunity to participate in an end-of-year trip. Each grade level trip location and duration will vary. Students must exhibit hard work, have excellent attendance, and meet other criteria as defined by your school in order to participate. Your school will determine and communicate if your child has earned this optional trip. During the year your school will host a parent/guardian information session(s) which you can attend to obtain more details and ask questions. The cost of the trip will vary depending on the type of trip, length of stay, location, and how much is fundraised by you and the school. The exact cost will be communicated in the parent/guardian information sessions. Some schools will have payment plans and payment milestones where partial payments must be made in order for your child to go on the trip. If a payment is missed, your child may not be able to go on the trip. Please contact your school to see if other payment arrangements can be made. The school does not make a profit on the trip. If your child does not go on the trip and you have paid for some of the trip expenses, you can be reimbursed unless you have committed your child to go on the trip and the school has already paid for non-reimbursable items such as pre-paid airfare, hotel reservations, event tickets, etc. Schools will not reimburse parents/guardians for fees for which the school does not receive a reimbursement from the vendor. If a family has participated in all of the fundraising activities the school has offered and is experiencing a hardship and cannot pay, please contact your School Leader to discuss other possible arrangements.

Section E - Communication

Communicating to Families

Tips to Help Your Child Climb the Mountain to and Through College

5 Simple Tips

- a) Provide a quiet location for your child to study
- b) Have your child read for 30-45 minutes each night
- c) Ask your child about what they learned in class today
- d) Check over your child's lifework
- e) Know your child's reading level

Ticket System

Occasionally there is a need for the school to get the parents' signatures on a sheet of paper or at least document that parents have received some information from the school. Sometimes these signatures are on the bottom of a sheet of paper and the whole sheet comes back to school; sometimes only the bottom portion of the letter with your signature comes back to school and the top half remains at home for you to keep the information; sometimes a brief message is written in the KIPPsters' agendas and you just need to sign near the X in the agenda indicating that you read the message. In all cases, we call these items "tickets", and it is the expectation that when a ticket goes home, it comes back to school the next day with your signature, or the appropriate teacher was called to ask for a 1-day extension to get the paper signed. There are schools that waste instructional time or teacher preparation time trying to deal with obtaining parent signatures, and since we are all KIPP, we all know that wasting instructional time is something we will not do. **Therefore, when you are checking your child's homework at night and see there is a Ticket, please make sure to sign in the appropriate place, and please make sure the correct portion of the ticket is coming back to school the next day.** The school will give your child various folders, binders, agendas, plastics, etc. to set him/her and you up for success. As always, if you have any questions on what to sign or the information for which you are signing, you can always call the appropriate Big KIPPster to get the information you need.

After School Intervention – If your child's homework and tickets are not coming back to school, one system that the schools have to help correct this practice is to keep students after school so they can concentrate on getting their work completed, as well as have you come to school that evening to sign tickets and meet with the faculty when you come to pick up your child. This system is not a punishment; it is a solution to ensure terrific communication flow is happening between the schools and the parents, the KIPPsters are getting their work done, and everyone is set up for success.

Independent Reading

Pre-K and Kinder: Please make sure you read to your children for 30 minutes.
First, Second, Third and Fourth graders need to read daily for 30 minutes to parent.

It is helpful for parents to ask the following question prompts to their child after they have read each night to not only become interested in the book your child is reading, but also to help your child articulate what they are reading and what they are connecting to.

Question Prompts for your child (after independent reading):

1. Can you re-tell what you just read in your own words?
2. What do you think might happen next?
3. What was the main idea of what you just read?
4. Who was the protagonist/antagonist?
5. Can you create a brief outline/sequence of events chart of what you just read?

School Notifications (One Call, Email, etc.)

In the case of school being canceled or delayed due to inclement weather, parents will receive an automatic OneCall message (text and/or voicemail) or a text message from Remind One on One with information and updates. We will also update social media. Please check our KIPP Houston website, Facebook, Twitter and local news channels. Parents are responsible for ensuring the school has the correct and updated phone numbers on file.

Communicating to the School

If a student is going to be late, or is out due to illness, etc please contact the school immediately.

Section F - Family Involvement

Parent Volunteer Opportunities

If you would like to become a volunteer please complete a volunteer form online at <https://kipphouston.quickapp.pro>. Please allow at least two weeks to process the background check. You may contact the receptionist to see if you have been cleared to volunteer.

As a public school, KIPP Texas must check the criminal history of each volunteer. The checks performed are in compliance with TEA standards and are conducted in order to ensure the safety of KIPP Texas students as well as general workplace safety.

Parent-Teacher Conference Schedule and Expectations

Information will be sent home pertaining to the parent/teacher conference dates. If you need to speak with your child's teacher you may contact them during their planning time listed below, before school or after school until 7:00 p.m.

Pre-K planning time Monday-Thursday: 3:30 p.m. – 4:30 p.m.

Kinder planning time Monday - Friday: 8:00 a.m. - 9:00 a.m.

First grade planning time Monday-Friday: 9:05 a.m. - 10:05 a.m.

Second grade planning time Monday-Friday: 11:20 a.m. – 12:20 p.m.

Third grade planning time Monday-Friday: 3:10 p.m. – 4:10 p.m.

Fourth grade planning time Monday-Friday: 1:35 p.m. – 2:35 p.m.

Fine Arts: 10:10 a.m. - 11:10 a.m.

Please go to your child's teacher. If the issue cannot be resolved with your child's teacher, then go to your child's Assistant Principal. If the matter cannot be resolved with the Assistant Principal, then contact the School Leader by phone, email or make an appointment in person.

Observing Classes and Visiting the School

All visitors must successfully go through our Raptor background check before permitted to enter and get a visitors pass with the receptionist. This visitor pass must be visible at all times while on campus.

Student and Family Surveys

KIPP believes that collecting and reviewing feedback from our students and families is critical to understanding how you are experiencing our schools. We believe student and family feedback should be used to identify school strengths and areas for improvement every school year. Because of this, KIPP will send home surveys periodically and/or send surveys via email. Our goal is to receive a 95% response rate from students and at least 80% from parents/ guardians. The information collected is vital to helping leadership be informed and to constantly look for ways to improve.

KIPP Parent Association or Organization (KPA/ KPO)

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

Voluntary dues help accomplish the purpose and mission. Please contact your school for more details. The KPA/ KPO appreciate your support!

Section G - Student Discipline

Policies and Systems (e.g. Paychecks)

KIPP CONNECT seeks to create a learning environment where students feel safe and teachers can focus on raising the achievement levels of their students. To that end, the school will strictly enforce the expectations outlined in the KIPP CONNECT Commitment to Excellence.

Primary School

The discipline policy at KIPP CONNECT follows the Disciplinary Infractions and Outcomes for KIPP. At KIPP CONNECT Primary School infractions are categorized in three levels.

Level I infractions are usually attended to by teacher in classroom. When Level I infractions are repeated the student will be sent to office and parent will be contacted. Repeated Level I infractions that constantly disrupt instruction may require an out of school suspension.

Level II and Level III infractions are sent to the office. The administrator will contact the parent and appropriate consequence will be assigned. Level II and III infractions may require suspension and/or expulsion from KIPP CONNECT.

Prohibited items and Personal Belongings

Electronic devices and or any type of toys are prohibited from school. No jewelry is allowed.

Infractions and outcomes

Please see the Student Code of Conduct in the KIPP Texas Student and Family Handbook for more specifics.

Section H - School Safety

Visitor Check-in

All parents, guardians, approved family members, visitors, and vendors who come onto a KIPP campus are required to be checked in before entering the campus. Anyone entering the campus must report to the Main Office with a photo ID in order to have a background check completed and to receive a visitors pass. Visitor passes must be visible at all times.

In the Event of a Fire or Other Internal Threat

KIPP implements an evacuation plan where students are asked to evacuate buildings in a quiet/calm manner and proceed to a predetermined safe location. Teachers take roll, communicate roll information to school leadership, and wait for instructions. Parents arriving at school during a real evacuation will be asked to stay outside of the campus once the evacuation has been issued. Drills are conducted at least once a month so all students and faculty practice what to do and where to go in case of an evacuation event. During lunch or PE, teachers will move students immediately to the safest area in an orderly fashion where students will implement the same procedures as above. When the evacuation has been lifted, students and staff may proceed back into the building(s) or if necessary, the reunification process will be implemented (see the reunification plan below). At all times, students and parents must follow the directions of the teachers and school faculty.

In the Event of a Shelter in Place Due to an External Hazard (e.g. Toxic Gas or Air Quality Contamination)

KIPP implements a shelter in place plan where students are asked to stay inside buildings, remain quiet/calm, and continue learning. Teachers take roll, communicate roll information to school leadership, continue teaching, and wait for instruction. Parents arriving at school during a real incident will be asked to stay outside of the campus once the shelter in place has been issued. Drills are conducted at least twice a year so all students and faculty practice what to do and where to go in case of a shelter in place event. During lunch or PE, teachers will move students immediately to the safest area in an orderly fashion where students will implement the same procedures as above. When the shelter in place has been lifted, if necessary, the reunification process will be implemented (see the reunification plan below). At all times, students and parents must follow the directions of the teachers and school faculty.

[In the Event of a Shelter in Place Due to Inclement Weather](#)

In the event of a tornado or severe weather, KIPP implements a shelter in place plan where students are asked to stay inside buildings, move to predetermined shelter areas away from exterior windows, and follow the directions of their teacher. Once the immediate threat has passed, the teacher takes roll, communicates roll information to school leadership, and waits for instruction. In an actual event, parents arriving at school will be asked to stay outside the campus once the shelter in place has been issued. Drills are conducted at least twice a year so all students and faculty practice what to do and where to go. During lunch or PE, teachers will move students immediately to the safest area in an orderly fashion where students will implement the same procedure as stated above. When the shelter in place has been lifted, if necessary, the reunification process will be implemented (see reunification plan below). At all times, students and parents must follow the directions of the teachers and school faculty.

[In the Event of Lockout Due to an External Threat](#)

KIPP implements a lockout plan where students are asked to stay inside buildings, remain quiet/calm, and continue learning. Teachers take roll, communicate roll information to school leadership, continue teaching, and wait for instruction. Parents arriving at school during a real lockout will be asked to stay outside once the lockout has been issued. Drills are conducted at least twice a year so all students and faculty practice what to do and where to go in case of a lockout event. During lunch or PE, teachers will move students immediately to the safest area in an orderly fashion where students will implement the same procedures as above. When the lockout has been lifted, if necessary, the reunification process will be implemented (see the reunification plan below). At all times, students and parents must follow the directions of the teachers and school faculty.

[In the Event of a Lockdown](#)

KIPP implements a lockdown plan where students move away from windows, hide, barricade/ lock/ tie down doors, turn off lights, and remain quite/silence cell phones. Teachers take roll, communicate roll information to school leadership and wait for instructions. Parents arriving at school will be asked to stay outside the campus once the lockdown has been issued. Drills are conducted at least twice a year so all students and faculty practice what to do and where to go in case of a lockdown event. During lunch or PE, teachers will move students immediately to the safest area in an orderly fashion where students will implement the same procedure as listed

above. When the lockdown has been lifted, if necessary, the reunification process will be implemented (see reunification plan below). At all times, students and parents must follow the directions of the teachers and school faculty.

Reunification

Reunification is the process of ensuring that children return to the care of their parent/guardian as quickly and safely as possible after an emergency. KIPP implements a reunification plan where students are relocated to a predetermined staging area(s) and remain quiet/calm. Teachers take student rosters, document which students are present in the staging area, pair parents to students (using photo IDs and referencing information from the student information system), and document which student was released to whom. This process is followed until all students are reunited with parents/guardians. Parents arriving at school will be asked to go to a separate staging area(s), remain quiet/calm, and will be given next step instructions. Drills will be conducted once year with selected families and students so that families, students, and faculty practice what to do and where to go in case of a reunification event. When reunification has been completed, if necessary, additional information/instructions will be communicated. At all times, students and parents must follow the directions of the teachers and school faculty.

School Closure, Delay, or Emergency Communications

In the case of school being canceled or delayed due to inclement weather or other emergencies, parents will receive an automatic notification message (text and/or voicemail) with information and updates. KIPP will also update social media, the KIPP website, and when appropriate the news outlets. Please check the KIPP website, KIPP Facebook page, and local news channels. Parents are responsible for ensuring the school has the correct and updated phone numbers and emails on file. In some cases parents/guardians are required to consent to the receipt of texts and messages through the automated notification system. KIPP highly recommends contacting the school when phone numbers and emails change or to update your contact list so other family members can receive all communications sent via the notification system.

Bus Rider Conduct Policy

The number one busing priority for KIPP is to get students to and from school safely and on time. KIPPsters who choose to engage in unacceptable behaviors on a school bus create an unacceptable risk for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver, working with the KIPP teachers and other campus staff, is responsible for the safety and discipline of bus riders. The School Leaders, teachers, and staff members will be available to assist the bus driver to maintain discipline and good order on bus routes through the use of appropriate discipline measures which can include the suspension or permanent removal of bus privileges. Please see the KIPP Texas Student and Family Handbook for more details.

Only KIPP students are considered authorized passengers. Parents are not allowed to enter the bus under any circumstances. If a parent wishes to speak with a driver, please call the campus to arrange an in-person meeting or conference call. Attempting a conversation with a driver while at a bus stop is inappropriate, as it causes the bus to be late and the motoring public to become

extremely frustrated with the stopped bus. Parents who violate this policy by entering a bus unlawfully and interfering with a bus route are subject to a Class C Misdemeanor charge.

The Consequences listed here may be in addition to and/or in conjunction with consequences stated in the Student Code of Conduct.

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

School Bus Offenses (not exhaustive)

Class 1 Offenses	Class 2 Offenses
<ul style="list-style-type: none"> • Spitting • Excessive Noise • Horseplay/Mischief • Leaving one's seat/standing without permission of the driver • Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials • Refusing to properly identify oneself to the bus driver • Disobedience or disrespect to the bus driver or bus monitor • Inappropriate or disruptive behavior at a bus 	<ul style="list-style-type: none"> • Hanging out of windows with any part of the body • Throwing any object in or out of the bus • Bullying, threatening, or harassment of any person on the bus • Profanity or threats toward the bus driver or bus monitor • Possession or use of tobacco • Vandalism to the bus or any bus related equipment (restitution will be required as well) • Pushing, shoving, or rushing the bus at a bus stop • Lighting matches, lighters, or any other flammable object or substance • Unauthorized entering or leaving the bus through an emergency exit or

stop	window <ul style="list-style-type: none"> • Possession or use of a laser pen or pointer that distracts the driver • Riding an unassigned bus or using an unassigned bus stop without the proper permissions • Eating/Drinking/Littering the bus
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Class 3 Offenses
Class III offenses are defined as and include, but are not limited to, fighting, possession or use of a weapon, possession of an illegal substances, or anything which seriously jeopardizes the safety of the student, other students, the bus driver, the motoring public or pedestrians

Consequences for School Bus Offenses

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

KIPP has discretion based on each incident to modify the above consequences. The transportation team reserves the right, when applicable and considering FERPA laws, to show proof of incident to a parent of a child involved in a specific incident. A written statement of incident with disciplinary action will be provided.

Section I - 2019- 20 Fee Summary

Please see the KIPP Texas Student and Family Handbook for more details.

SCHOOL UNIFORMS

It is KIPP's policy that all students wear the appropriate uniform per their school's requirement (see your school's Office or Operations Manager for the specifics and the KIPP Texas Student and Family Handbook for more details).

School uniforms can be purchased directly with Bayou City Shirts by going online at www.kcprimarystore.com (see form for pricing and ordering information).

For more information please see the Dress Code details listed in Section C of this handbook.

CLASSROOM SUPPLIES	COST
<p>It is the school's policy that families purchase consumable school supplies (see your school's Office or Operations Manager for the specifics and the KIPP Texas Student and Family Handbook for more details).</p> <ul style="list-style-type: none"> A supply list will be provided for families to purchase supplies for their child's specific grade level. You may contact Ms. Roman if you have any questions in regards to the supply lists. 	<p>Purchased on your own at any retailer of your choice.</p>
MEAL PRICING	COST
<p>KIPP Texas Public Schools is pleased to announce a change to its policy for serving meals to children under the National School Lunch and School Breakfast Program for the 2019-2020 school year. KIPP will now provide <u>breakfast, lunch and snack</u> to all children at no charge. This new approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals. KIPP will still be requesting household income information as this is required by the program.</p> <p>We encourage all students to arrive early enough so as to eat a healthy and free breakfast.</p>	<p>Free breakfast, lunch, and snack</p>
VOLUNTARY ATHLETICS	COST
<p>Below are the athletic activities being offered for the 2019-20 school year. All fees must be paid in full to the school Office or Operations Manager before the first official scrimmage or game in order for the student to participate. See the KIPP Texas Student and Family Handbook and the Athletic Handbook for more details.</p> <ul style="list-style-type: none"> Soccer Basketball 	<p>\$40 per sport</p>
VOLUNTARY CLUBS AND EXTRACURRICULAR ACTIVITIES	COST
<ul style="list-style-type: none"> Robotics Club: Team members program and construct robots in school and will observe local competitions. Team members will receive a robotics t-shirt. Dance Club: Participants will perform at various functions. Cost will cover uniforms, t-shirts and program performances. 	<p>\$25 robotics</p> <p>\$40 dance</p>
OPTIONAL KPA/ KPO DUES	COST
<p>The purpose of your KIPP Parent Association (KPA)/ KIPP Parent Organization (KPO) is to assist your school as they go above and beyond in their efforts to help all students climb the mountain to and through college. This assistance can include volunteer coordination, fundraising, community advocacy, faculty appreciation, student end of year celebrations, and the</p>	<p>\$10 per student</p>

organization of family oriented activities. To join, the dues are \$10 per child. Your KPA appreciates your support!	
OPTIONAL FUNDRAISING ACTIVITIES AND ITEMS	COST
<ul style="list-style-type: none"> • KIPP CONNECT Primary Folders – Students may purchase an official CONNECT PS folder. • KIPP CONNECT Pullover Sweatshirts – Students may purchase an official CONNECT sweatshirt at the school. • KIPP CONNECT Zip-up Hoodie Sweatshirts – Students may purchase an official CONNECT sweatshirt at the school. 	<p>\$5.00 each</p> <p>\$18.00 each</p> <p>\$26.00 each</p>
OPTIONAL TRIPS	
<p>Field trips. Students may have the opportunity to participate in local field lessons. Students must meet specific requirements as defined by your school in order to be eligible for participation. This fee helps supplement the cost of transportation. And depending on the type of trip, additional costs may be charged for items such as ticket admissions, meals, extended travel, etc. If your child does not go on the trip there is no cost. Field trip fees are collected as trips are announced and permission slips are sent home.</p> <p>End of year trips. Your child may have the opportunity to participate in an end-of-year (EOY) trip. Each grade level trip location and duration will vary. Students must exhibit hard work, excellent attendance, trustworthiness, and excellent behavior in order to be eligible for participation. This fee is to help cover some of the transportation, hotel, food, and event admission costs. Actual cost will depend on how much is fundraised and will be communicated in the EOY Trip Meetings. See the KIPP Texas Student and Family Handbook for more details.</p>	<p>\$10 per trip, to be paid at the time of the trip</p> <p>\$100-\$350 per student, to be paid per your school's payment plan</p>
SCHOOL POLICIES AND REPLACEMENT FEES	COST
Technology confiscation fee. If your child has a cell phone or technology device which is confiscated for inappropriate use this is the return fee.	\$15 per incident
Technology damage or replacement fee. If your child damages any school technology, a fee will apply for the cost to repair or replace the technology. This applies to chromebooks, desktop computers, Promethean Boards, iPads, printers, etc.	Varies by the repair/ replacement cost
Fee for lost or damaged library or textbook. If your child damages or loses a book provided by the school, the same book has to be replaced. This fee will be the replacement or repair cost of the book when this is an option.	Varies by the cost of the book
Insufficient funds fee. A \$15 fee will be charged for a check returned for insufficient funds.	\$15 per instance
Property damage. Students who vandalize KIPP or KIPP partner property will be required to pay for damages they cause and can be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.	Varies by the cost to repair the damage
Replacement fee for student car tag. If the parent losses the car tag which the school has provided, the item will need to be replaced. The fee will be the replacement cost.	\$2 per car tag

Note, all costs include tax where applicable

Your school may offer other optional items and services which will be communicated during the year. Unless an item or service is communicated as a fundraiser, KIPP does not make a profit on any of its required or optional fee items or services. All of these fees listed above will be

communicated in writing (including in this handbook) and charged at the school's cost or less, as applicable. Optional fees help KIPP offer above and beyond activities and supplement the cost of the programs being offered. Voluntary clubs, organizations, field trips, uniforms, and other extracurricular activities do not make a profit. Any service or item with a fee must be paid before participation or receipt of the item. If a family is experiencing a hardship and cannot pay, the family can work out other arrangements by contacting the school Office or Operations Manager. A school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school handbook supplement, and in the KIPP Texas student and family handbook. [TEC Sec. 11.158 (f)]. For more information please see the KIPP Texas Student and Family Handbook posted to the KIPP website.