KIPP Minnesota Family Handbook
2017-2018

Green Star – Relevant to all students

Orange Star – Relevant to KIPP North Star Primary students only (K-2)

Blue Star – Relevant to KIPP North Star Academy students only (5-8)

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I. Vision, Mission and Values

KIPP Minnesota Mission

Establish and operate high performing public schools in the Twin Cities that confront educational inequity by delivering academic excellence and cultivating leadership skills to ensure all students succeed in college and in life.

KIPP North Star Primary (K-2)

Vision
At KIPP North Star Primary, we believe in preparing our students to become innovative leaders. Innovative leadership will require our students to be critical thinkers, lifelong learners, and collaborative problem-solvers. Students will master essential knowledge, habits, and skills in a safe and nurturing environment that will allow our radiant North Star scholars to successfully climb the mountain to and through college and emerge as trailblazers for their communities.

Guiding Principles
Three guiding principles aligned to our vision will drive our success. They are as follows:

- Brighter Every Day: I ask for help. I learn from mistakes.
- Shine Your Light for Others: I celebrate myself and others. I am a good teammate.
- Thinking that Illuminates: I work hard. I solve problems

KIPP North Star Academy (5-8)

Vision
One day, each KIPP North Star Academy student will have the knowledge, skills, character strengths, and habits to live his/her dreams and serve as a North Star for his/her community.

Guiding Principles
At KIPP North Star Academy we value team effort and respect for one another. We encourage and expect students to help and support one another. We do not tolerate disrespect, ridiculing or bullying. We provide a safe environment where a child can learn and feel confident to ask questions and share his or her ideas. Our teachers and staff behave in a professional, supportive, and caring manner to help produce responsible, confident, and thoughtful individuals.

II. General School Information & Logistics

KIPP MN School Closings

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. Additionally, an automated "all call" will be sent to the families of KIPP students. Families can also check kippminnesota.org for updates.

If the Minneapolis School District closes its schools due to bad weather, all KIPP Minnesota schools will also be closed. There may be an instance when Minneapolis School District remains open but KIPP Minnesota is closed.

Fire Drill/Emergency Procedures

KIPP Minnesota maintains emergency procedures in the case of fire, natural disaster/weather related event or an immediate threat that requires a lockdown. Staff and students practice these procedures multiple times throughout the year.

If you would like to view the specific evacuation or lockdown procedures, please contact the office manager at (612) 287-9700.

KIPP MN Meals (Breakfast, Lunch, Snack, Fruit)

All families must fill out a federal free/reduced lunch form (also called an application for education benefits) regardless of their intention of participating in school meal programs.

All students, regardless of their family's income status, will be provided with a **free** breakfast, lunch and snack. Families may have their children eat breakfast at home and/or send a bag lunch. Students also receive fresh fruit or vegetables periodically as a part of a federal fresh fruit and veggie grant.

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

Many students have severe food allergies. For this reason:

- Students are strictly prohibited from sharing any outside food with classmates during the school day.
- Students are not permitted to bring food from home containing peanuts. If a student brings a lunch containing peanuts, they will be required to eat lunch in a separate location.

KIPP MN Treat Policy

If you would like to bring treats to your student's classroom for a special occasion you must:

- Notify the front office 1 week in advance (confirming the date and time you are brining the treat).
- Ensure you bring enough treat items for all students enrolled in the class
- Ensure that no treats contain peanuts or tree nuts.

Family Engagement

In addition to the duties listed in the signed commitment to excellence form, parents are expected to participate in their children's learning in a variety of ways. We encourage parents to engage with the school community in the following ways:

- Attend a Fall or Winter family night event.
- Participate in the Parent/Teacher Organization. Look for flyers with details or sign up at back to school night.
- Come visit – we have an open door policy! Stop at the front desk, let them know what class you are visiting and get a visitors pass. Family members must be listed on the authorized pick-up or emergency contact list to be allowed to visit a student during the day. Note that in order to allow for a smooth transition into the start of the school year, this open door policy begins Monday, September 11. Before that time, please reach out to school staff if you plan to visit.
- Visit during the annual Spring Science Fair (KNSA only).
- Read the monthly newsletter to learn about important events at schools, student testing dates and volunteer opportunities.

If a parent/guardian has a concern or disagreement, they should discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion. If there is no resolution to the problem, the parent/guardian should then contact the office manager to set up a time to meet with a school administrator. We will do our best to accommodate parent/guardian schedules, but ask that you always call to set a specific meeting time.

Parent Teacher Conferences

Parents/guardians are required to come to school during parent teacher conferences to pick up their child's report card. During parent teacher conferences, 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 teachers. Parents/guardians will also problem-solve with the help of teachers to determine strategies to maximize the performance of his or her child.

For the 2017-2018 school year conferences will be held on the evenings of November 1st and 2nd, and March 21st and 22nd. You will receive additional details on signing up for a conference time in the school newsletter and additional papers sent home.

Personal Belonging & Cell Phone Policy

General 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 item that a student has been instructed not to bring (see list 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.

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, cell phones, etc.

Prohibited items include (but are not limited to):

- Weapons or explosives of any kind (including any blade, guns, ammunition, fireworks, mace/pepper spray)
- Toys, electronics or games
- Any personal item of excessive value

Cell Phones & Electronics

District employees shall confiscate any cell phones that are not concealed or that emit an auditory alert at school-sponsored or school-related activities on or off school property during the instructional day. Parents/Guardians shall be notified regarding each occurrence after a cell phone is confiscated. We understand that many students use cell phones to communicate in the case of emergencies with parent/guardians. During the school hours, students may request to use a school phone to contact a family member if needed.

Students will be disciplined for placing offensive photos, obscene materials, derogatory statements, threatening or other similar content on an Internet site that disrupts the school environment, and/or invades the privacy of others. A student's cell phone or other electronic devices 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.

Care of School Facilities

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 Minnesota. Writing, drawing, or carving on any personal or school materials/supplies is prohibited.

Willful vandalism on the part of students who damage or destroy buildings, grounds, vehicles, and/or equipment owned or contracted for by KIPP Minnesota 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.)

III. Bus/Transportation

KIPP MN Overview

KIPP Minnesota provides transportation for students daily, to and from school. Students from both KIPP North Star Primary and KIPP North Star Academy ride the same busses. This allows for efficient routes (meaning shorter bus rides!) and is more convenient for many families who have students attending both schools. KIPP MN contracts with Suburban Bus Company, who provides busses and drivers and creates the bussing routes.

Students will receive a bus card in the mail and on back to school night prior to the first day of school. It is the family's responsibility to ensure the student is at the listed bus stop 5 min. prior to their listed stop time. If you have any questions regarding bussing or need to make a change to your student's bus route, contact the office manager at 612-287-9700.

Families are able to track the location of their student's school bus in real time using an application called, "My Stop." Contact the office manager for details or pick up directions in the main office.

KIPP MN students are expected to live up to high expectations even when their families and teachers are not present. We appreciate your support in recognizing that the bus is a privilege that can be taken away. In the event that bus privileges are revoked, you will be responsible for getting your child to and from school. We understand this decision might create travel difficulty for you; however, we need every student to adhere to the bus behavior expectations for their own safety as well as the safety of everyone else.

KIPP North Star Primary Notes (K-2)

House stops

For students in Kindergarten who do not have an older sibling, the bus company will make every effort to provide a house stop. If the route does not allow for a house stop, the kindergarten's stop will be no on one of the 4 corners of the student's street. If you have a specific concern about your student's stop, contact the office manager.

Daily Transportation changes

If you need to make a change to your student's end of day transportation for one day only, contact the office manager before 3:00pm. To ensure the safety of all students, we are not able to accommodate transportation changes after 3:00pm. Note that changes to a bus route take 3-7 days to take effect.

KIPP North Star Academy Notes (5-8)

Bus Passes

If a student at KIPP North Star Academy needs to ride a different bus home, they must have written or verbal permission from a parent or guardian. Students must go to the front office before 3:00pm to receive a bus pass.

IV. Arrival/Dismissal

KIPP Minnesota Building hours

The KIPP Minnesota school building is open to students as listed below. Students are not to be in the building without a parent or guardian outside these times for any reason. Exceptions may be made if the parent or guardian has obtained specific permission from a school staff member in advance.

Day	School Start	School End	Building Open	Building Close
Monday	8:45am	4:15pm	8:35am	4:25pm
Tuesday	8:45am	4:15pm	8:35am	4:25pm
Wednesday	8:45am	1:00pm	8:35am	1:10pm
Thursday	8:45am	4:15pm	8:35am	4:25pm
Friday	8:45am	4:15pm	8:35am	4:25pm

Authorized Pick Up List

To protect our students, each parent or guardian completed emergency contact and authorized pick up lists in their enrollment or re-enrollment paperwork. Before anyone can take a child from the school premises, a teacher or office staff member will ask for photo ID and check it against the authorized pickup list. If the person picking up the child does not have a photo ID or is not on the authorized list, we cannot release the child to that adult.

We ask that you and anyone else picking up your child understand that this procedure is for the safety of all our students. Please keep your authorized pick up list updated to ensure we are well informed of all students' safety needs.

Late Pick-ups

- Teachers and staff at KIPP Minnesota have meetings every day after school that begin at 4:30pm. It is very important that students are picked up by 4:25pm at the latest each day (1:10pm on Wednesday).
- If your child goes has not been picked up by 4:25 and we are unable to reach you or an emergency contact, we are required to notify Child Protective Services or the Minneapolis Police Department.

KIPP North Star Primary Procedures (K-2)

Morning Arrival/Drop Off

The KNSP school building will be open at 8:35am each morning. Children are not allowed into the building before that time. If you arrive after 8:45am, you must park and bring your child to the office and sign them in.

Dismissal

Dismissal is from 4:05pm to 4:15pm. If your student is being picked up, a family member over the age of 16 must come into the building to pick up your child. If you as a parent/guardian will not be picking up your KIPPster, the adult coming to get them needs to have ID and be matched to the authorized pick up list. If the adult is not on the authorized pick up list, your child cannot be released to that adult.

If you arrive before 4:05pm, you may wait in your car or in our main office. Families are not allowed to go to pick students up from the classroom after 3:45pm to ensure the safety of all students and to ensure the ability of our teachers to wrap up the day without distractions.

KIPP North Star Academy Procedures (5-8)

Morning Arrival/Drop Off

The KNSA school building will be open at 8:35am each morning. Children are not allowed into the building before that time. If the student arrives after 8:45am, they must stop at the front desk and sign in. Unless a parent/guardian accompanies the student OR the student has a signed note, the student will receive an unexcused tardy.

Dismissal

Dismissal is from 4:05pm to 4:15pm. If your student is being picked up, please wait in your car outside the parent pick up area. Students will exit the building and will be permitted to go with their parent/guardian. Families are not allowed to go to pick students up from the classroom after 3:45pm to ensure the safety of all students and to ensure the ability of our teachers to wrap up the day without distractions.

V. Health

Immunizations

At the start of each school year the nurse is responsible for review of all vaccination records for entering kindergarten students, new students, and for all updated vaccination records for returning students. The nurse works closely with the State Department of Health. Immunization information is entered into the state immunization database and reports are generated that show which immunizations are due. Parents should update immunization records for students as needed.

Medical Information

At the start of each school year, parents of both new and returning students are responsible for submitting a health information form for each child. Students with chronic conditions that require medical treatment or adaptations during the course of the school day may sign a release of medical information form to allow access to medical records. Parents who wish the nurse to administer any treatments or medications must submit a medication administration order form signed by their physician. All forms can be retrieved from the school nurse.

Illness

Parents will be contacted immediately for any child who is at school with any of the following symptoms: fever, vomiting, diarrhea, uncontrolled asthma, ringworm, unspecified rashes, pinkeye, head lice, infectious disease, and moderate trauma. Scrapes and minor bruises will be attended to at school and the child will return to class. Children with the above symptoms must be picked up within a reasonable amount of time. Return to school will require a physician's release note.

Chronic Illness/Allergies

All students with chronic conditions such as: asthma, allergic reaction, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the nurse at the beginning of the school year to discuss a health/emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The director of food services will be notified in writing of any students with food allergies or intolerance.

Emergency Procedure/Severe Injury Policy

A student sustaining severe or life threatening injury or illness at school will be triaged by the nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and if parent is not available immediately, trained school personnel will accompany the student. If the parent is unavailable to ride in ambulance with child, parent is expected to meet staff at the respective hospital.

Student Medication

No medication can be administered or consumed at school unless both a doctor and a parent/ guardian has completed the appropriate forms. We strongly encourage families to dispense

both temporary and maintenance medication outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring the medication to the nurse office.

The medications must be in the original container with the appropriate prescription label and the appropriate "Student Health Authorization for Administration of Medication Form."

We store and administer the medicine in a secure location. Please be aware that medications cannot travel back and forth to school. We strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication of any kind in their possession at school and it should not be placed in their backpacks. Adults should bring the medication to the nurse or main office.

Health Screenings

The school will arrange for the following health screenings:

- Hearing
- Vision
- Scoliosis

VI. School Uniforms

KIPP Minnesota Overview

At KIPP Minnesota, academics are our primary concern and we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their teammates are wearing. Students at both schools will receive two polo shirts at back to school night prior to the first day of school. Additional polo shirts and KIPP pull over sweatshirts will be available for purchase at the front desk for the duration of the school year.

While it is our goal to be as clear as possible, there will inevitably be some grey area or confusion over the appropriateness of a student's dress. The teachers and/or school administration will make the final determination. Any student who is not in compliance with the dress code will be removed from the regular school setting until the student complies with this code. If a parent is unable to bring appropriate uniform clothes for a student who is out of uniform, the school may be able to provide clothing on loan. This clothing must be returned at the conclusion of the school day.

KIPP North Star Primary Policies (K-2)

Uniform Policy

The KIPP North Star Primary dress code consists of:

- KNSP polo shirt or sweatshirt*
- Khaki, navy, or black pants, shorts, or skirts (all pants, skirts and shorts must be an appropriate size and fit and be worn no more than 2 inches above the knee)
- Comfortable sneakers (students will have recess daily & require safe footwear)

Students may not wear the following:

- Jeans or denim of any color
- Leggings (unless under pants, shorts or skirts)
- Any long sleeve shirt or sweatshirt with a hood
- Shoes with lights or wheels
- Pants, shorts or skirts with any holes or words

*Students are allowed to wear a solid color long sleeve shirt under their polo.

Students at KIPP North Star Primary may be permitted to dress out of uniform on special celebration days. Families will be notified in advance in writing of these occasions.

Spare Clothes (Require K-1)

KIPP North Star Primary students in grade K-1 are required to keep a full change of cloths (including socks and underwear) at school in case of an accident. The spare change of cloths does not need to be full uniform, but must satisfy all the "not wear" requirements.

KIPP North Star Academy Policies (5-8)

The KIPP North Star Academy dress code consists of:

- KNSA polo shirt, sweatshirt or a plain navy blue shirt*
- Khaki, navy, or black pants, shorts, or skirts (all pants, skirts and shorts must be an appropriate size and fit and be worn no more than 2 inches above the knee).
- Comfortable sneakers with laces (students will have gym daily & require safe footwear)
- A belt

Students may not wear the following:

- Jeans or denim of any color
- Leggings (unless under pants, shorts or skirts)
- Any long sleeve shirt or sweatshirt with a hood
- Pants, shorts or skirts or shirts with any holes or words
- Sandals or snow boots (students may wear snow boots to school but must bring comfortable sneakers to change in to)

*Students are allowed to wear a solid color long sleeve shirt under their polo.

Students at KIPP North Star Academy are able to earn "dress down" days if they make the academic honor roll at the conclusion of the term ("Junior Varsity" or "Varsity).

VII. School Academic Policies

KIPP MN Attendance Policy

Overview

KIPP Minnesota schools makes it a priority that all students are attending school regularly in order to progress on their path to and through college. Additionally, KIPP Minnesota adheres to all guidelines provided by Hennepin County regarding school attendance and their "be@school" initiative. Through our attendance policy, it is our goal to support families in their efforts to ensure their student is meeting all attendance requirements.

Excused Absences

Review the table below for what is considered an excused absence (note that these are also the guidelines regarding excused tardy.) Guardians must notify school or provide documentation (if required) for an absence in order for any absence to be listed as excused. All absences will default to unexcused unless the school is contacted.

Category	Notes	Documentation
Health Care Appointments	If possible, schedule before or after school. If you must schedule during school hours, up to 2 absences annually may be excused.	Written note from the health care provider.
Illness	Students are allowed up to 8 absences a year, or 3 consecutive absences due to illness. Documentation is required for any consecutive absence over 1 day OR after 3 non-consecutive days.	Written note from health care provider.
Religious Holidays/Cultural Observances	Notify the school if your student will be absent due to a religious holiday or cultural observance.	Parent call or letter.
Funeral	Students are allowed 4 days a year due to funerals/bereavement. Additional days after 4 must be approved by a principal or social worker.	Parent call or letter.
Family Emergency	Students are allowed 3 days a year due to family emergencies. Additional days after 3 must be approved by a principal or social worker.	Parent call or letter.
Family Activity	Students may be allowed 5 days excused due to a family activity if they acquire pre-approval. Pre-approval must be requested 10 days in advance and requires student make-up work and no testing conflicts.	Written and signed letter from school principal.

KIPP MN Policy

KIPP Minnesota follows all state guidelines outlined below. In addition to these actions, KIPP Minnesota also:

- Considers 3 unexcused tardy days equivalent to 1 unexcused absence.
- Students must be present for 50% of the school day in order for them to be considered "present." The school day is from 8:45am – 4:15pm (1:00 on Wednesday). Students who arrive after 9:00 are marked tardy.

MN State Law

Minnesota law states that all students are required to attend school from age 7, or when they enroll in kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents or guardians and the student. See the table below for an overview of attendance reporting that is mandated by the state.

# of Unexcused Absences	Required School Action	Hennepin County Attorney's Office
1 – 2 Days	School makes telephone contact with parent.	
3 Days	School mails mandatory 3-day principal's letter to parents.	
4 – 5 Days	School attempts person contact with parents (phone call, home visit, meetings, notes home.)	
6 Days	REPORT #1 – School submits a Parent Group Meeting (PGM) Report through be@school website.	PGM – Group meeting: lecture, video, families may request agency services.
9 Days (3 additional days after Report #1)	REPORT #2 – School submits School Team Attendance Review (STAR) report.	School Team Attendance Review: An individual family meeting is offered. Student is assigned agency for voluntary service. Meeting is required if student is 12-15 and has been referred to be@school previously.
15 Days (6 additional days after Report #2)	REPORT #3 – School submits an Educational Neglect/Truancy report to HCAO.	HCAO truancy attorney will review reports of students 12 and older for possible truancy court petition. Educational Neglect reports are reviewed for possible child protection involvement.
22 Days (7 additional days after report #3)	REPORT #4 –School submits an updated Educational Neglect/Truancy Report.	HCAO or Child Protection Office review for additional services of possible court petition.

Individual Education Plans (IEPs) and Special Education

Families of new students should advise the principal of any previous IEPs or special services their child received in the past. If your student received special education services at their old school, KIPP Minnesota will obtain a copy if his or her IEP to provide these same services until a new evaluation can be completed. If a teacher believes a student should be evaluated for an IEP, parental permission will be sought and obtained before any formal evaluation is undertaken. Such evaluations will begin with an in-school committee consisting of the school leader or assistant principal, the referring teacher, and the parent. If warranted, the evaluation will continue with a specialized external team provided by KIPP Minnesota, which will also involve the parent. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment.

KIPP North Star Primary Academic Policies (K-2)

Report Cards and Progress Report Updates

Families will receive an informal report on their child's academic progress through daily communication logs sent home. **Communication logs must be signed and returned each day**. KNSP issues progress reports every other Friday. KNSP issues report cards four times during the year at the end of each Term (see school calendar).

Curriculum Overview

The curriculum is driven by the Minnesota State Standards for what students should know and be able to do at each grade level. These standards come from the state and are available at: http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/

Teachers will use regular assessments to measure how well students are mastering the standards. Teachers use this information to plan effective lessons that use a combination of whole class instruction with lots of small group work to meet the individual needs of all students.

Students will regularly take literacy assessments to track their reading progress and teachers will communicate the student's reading level to parents frequently. Parents will have time at parent teacher conferences to discuss their child's academic progress, but should also feel free to contact teachers at any time for an update on their child's progress.

Promotion to the Next Grade Level

Promotion and retention are not trivial decisions and should not be made without considering all of the potential benefits and risks. Both promotion and retention

may have long term academic and social impacts on a child that effect their eventual success in academic institutions.

Whenever a student has demonstrated academic achievement that would suggest they have the ability to succeed in the following grade level, they should be promoted. Only when there is compelling evidence that the student both is not academically prepared to succeed in the next grade level AND will not be significantly harmed (socially, emotionally or academically) by retention, should the student be retained.

The following criteria are to be considered when making retention decisions for general education students:

- Failure to meet academic standards
    - Receiving a failing grade in any core academic subject
    - Scoring in the bottom percentile on the NWEA MAP assessment in addition to showing less than a full year of growth
    - Failing to demonstrate grade level achievement and/or growth on the STEP reading assessment
- Failure to meet adequate standards of attendance
    - Missing more than 15 days of school
- Failure to display socially appropriate behavior for age/grade

Below is an overview of all steps that must be taken throughout the academic year before retention decisions are made.

Term	Action
Term #1	End of Term Notification
Term #2	Notice of Possible Retention Initial Retention Meeting & Intervention Planning
Term #3	Update on Possible Retention and Intervention Plan Check-In Retention Meeting & Intervention Planning
Term #4	Intervention Plan Check-In Final Retention Decision Retention Decision Notification/Meeting

Homework

KIPP North Star Primary takes homework seriously. Homework will be assigned on a weekly basis. A weekly homework packet with a communication log on the front will be sent home on Monday and should be returned each day with a parent signature. The final, complete packet must be returned on the following Monday. In addition to weekly homework, a homework packet will be sent home during all long breaks (Thanksgiving, Winter Break, and Spring Break).

The purpose of homework is to reinforce skills taught in the class. Families are required to check all homework assignments and sign the take home folder every night once the assignments are complete. If a child is having a problem with completing the homework assigned, parents are welcome to call their child's teachers for assistance. If a student does not do an assignment or hands in an incomplete assignment, their parent will be called or notified in person via conferences, and they may lose privileges during the school day.

Homework is complete when:

- It is completed in pencil
- All content pages are complete and neat
- The daily reading/counting log is completed
- The homework is neat
- The homework packet is turned into the teacher on the date it is due

Early Intervention Program and Policy

At KIPP North Primary we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students.

KIPP North Star Primary utilizes an early intervention model to provide extra support for our students who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success. As we get to know our students, the intervention team, including classroom teachers, assistant principals, speech therapist, social worker, and others may provide social and academic screenings, support services and recommendations for students who need that extra support toward gaining the foundation skills necessary for future successes.

KIPP North Star Academy Academic Policies (5-8)

Report Cards and Progress Report Updates

Families will receive an updated student progress report weekly. The progress report will include students' current grades in addition to any missing assignments. Parents/Guardians should review the progress report with their student each week. Note that the progress report is not a part of a student's formal academic record, but it used to keep families informed and motivate students to track their own academic progress.

Students receive final grades at the end of each term. At the conclusion of each term, students receive a report card that includes the final course grades in addition to attendance, behavior and assessment information. There are 4 academic terms a year. The final, year-end grade for a course is the numerical average of the 4 term grades. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

Curriculum Overview

The curriculum is driven by the Minnesota State Standards for what students should know and be able to do at each grade level. These standards come from the state and are available at: http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/

Teachers will use regular assessments to measure how well students are mastering the standards. Teachers use this information plan effective lessons that use a combination of whole class instruction with lots of small group work to meet the individual needs of all students.

Promotion to the Next Grade Level

Promotion and retention are not trivial decisions and should not be made without considering all of the potential benefits and risks. Both promotion and retention may have long term academic and social impacts on a child that effect their eventual success in academic institutions.

Whenever a student has demonstrated academic achievement that would suggest they have the ability to succeed in the following grade level, they should be promoted. Only when there is compelling evidence that the student both is not academically prepared to succeed in the next grade level AND will not be significantly harmed (socially, emotionally or academically) by retention, should the student be retained.

The following criteria are to be considered when making retention decisions for general education students:

- Failure to meet academic standards
    - Receiving a failing grade in any core academic subject
    - Scoring in the bottom percentile on the NWEA MAP assessment in addition to showing less than a full year of growth
    - Failing to demonstrate grade level achievement and/or growth on the MCA assessments
- Failure to meet adequate standards of attendance
    - Missing more than 15 days of school
- Failure to display socially appropriate behavior for age/grade

Below is an overview of all steps that must be taken throughout the academic year before retention decisions are made.

Term	Action
Term #1	End of Term Notification
Term #2	Notice of Possible Retention Initial Retention Meeting & Intervention Planning
Term #3	Update on Possible Retention and Intervention Plan Check-In Retention Meeting & Intervention Planning
Term #4	Intervention Plan Check-In Final Retention Decision Retention Decision Notification/Meeting

Homework

The purpose of homework is to reinforce skills taught in the class. Students at KIPP North Star Academy get homework each night in each core subject. If a student is having trouble with the homework assigned, their teacher is available by phone until 8:00pm nightly to assist. If a student does not do an assignment or hands in an incomplete assignment they may lose privileges during the school day.

Homework is complete when:

- It is completed in pencil
- All content pages are complete and neat
- It is turned into the teacher on the date it is due

Make-Up Work

Students must complete all missed work. It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. Missing assignments will also be printed on a student's weekly progress report.

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.

KIPP North Star Academy has a zero tolerance policy towards cheating and plagiarism. Students committing these transgressions will be immediately and severely disciplined.

Early Intervention Program and Policy

At KIPP North Academy we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students.

KIPP North Star Academy utilizes an early intervention model to provide extra support for our students who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success. As we get to know our students, the intervention team, including classroom teachers, assistant principals, speech therapist, social worker, and others may provide social and academic screenings, support services and recommendations for students who need that extra support toward gaining the foundation skills necessary for future successes.

VIII. Misc. School Policies

Human Rights Policy

KIPP Minnesota brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. KIPP Minnesota is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values.

KIPP Minnesota wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the KIPP Minnesota community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

Harassment Policy

KIPP Minnesota is committed to equitable and swift resolution of harassment issues. Any student experiencing harassment should follow any or all of these measures:

1. Students should notify the School Principal, or if they are uncomfortable doing so, they should speak with another adult.
2. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
3. If you feel comfortable, let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
4. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.

As soon as possible, the adult notified will report to the School Principal. The Executive Director will notify the authorities, if necessary. The Executive Director will appoint a small group to investigate the matter in a swift and equitable manner. The School principal will communicate the final decision directly to the parties involved.

Sexual Harassment Policy

All students and employees are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are

prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another.
Sexual harassment includes, but is not limited to unwelcome sexual advances, request for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual.

Anyone who is sexually harassed should contact the school principal, other administrators, teachers, or counselors immediately to report the offense.

KIPP Minnesota believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. KIPP Minnesota considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Fighting Policy

Individual or group fights at school, school sponsored, or school related activities, or while on KIPP Minnesota transportation will not be tolerated. Parents/Guardians of students involved will be notified. The seriousness of each case will determine the disciplinary action taken. Students involved in fighting may be removed from school and/or bus services. Students who engage in fighting will be subject to disciplinary consequences.

Abuse Policy

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

No one in the workplace, to include managers is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information is also a misdemeanor.

Searches and Interrogations Policy

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students cannot claim the right of freedom from self-incrimination.

Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students. School officials may search a student's outer clothing, pockets, shoes, or property by establishing reasonable suspicion or securing the student's voluntary consent.

School officials may search the student, desk, locker, cell phone, backpacks, purse, vehicle or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent. The school also reserves the right to search the digital content within the cell phone, if confiscated as a result of a violation of a school rule OR by establishing reasonable suspicion of a school employee. Vehicles on school property may be searched if reasonable suspicion exists that the search will result in evidence that school rules have been violated. If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact law enforcement officials.

Students who leave campus without authorization or return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an authorized area during school hours are subject to administrative search.

KIPP Minnesota reserves the right to use drug dogs, metal detectors and searches of students at random to ensure campus safety and to maintain effectiveness of the school. Other searches may be conducted if school officials have reasonable cause. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

Gang Related Activity

Gang/Crew Activity —A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity, or society as defined below. By this policy, KIPP Minnesota acts to prohibit the existence of gangs and gang activity. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti / tagging, display of identified gang colors, or other affiliation in any gang.

2. Committing any act or omission, or using, any speech, either verbal or nonverbal (tagging, gestures, handshakes, etc.), showing membership or affiliation in a gang.

3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:

a) Soliciting others for membership in any gangs.
b) Requesting any person to pay for protection or otherwise intimidating or threatening any person.
c) Inciting other students to act with physical violence upon any other person.
d) Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
e) Committing any other illegal act or other violation of school district policies.

Gang Law Violations

1. A person commits an offense if the person:

a) Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
b) Is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.

2. Students who violate this policy related to gang activity will be subject to disciplinary action that may include suspension or expulsion.

Under this section, public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

Alcohol, Tobacco, and Other Drugs Policy

No student shall possess, use, transmit or be under the influence of, but not limited to, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are

defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, etc.:

a) On school grounds during any school term
b) Off school grounds at a school activity, function, or event
c) Within 300 feet of KIPP Minnesota property

This policy shall apply in the event pills or other substances are simulated or represented as any of the previously mentioned controlled substances or over-the-counter drugs and shall apply to any type of drug paraphernalia.

A student who uses a drug as authorized by a licensed physician through a prescription specifically issued for the student's use shall not be considered to have violated this rule as long as he/she follows the guidelines set forth by KIPP Health Services. Lockers may be searched for any contraband including alcohol and drugs. Students are held responsible for any prohibited item(s) found in their locker or on their person and are subject to disciplinary action.

KIPP Minnesota:

1. Prohibits smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.
2. Prohibits students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property.
3. Ensures that school personnel enforce the policies on school property.

State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine not to exceed $250. Additionally, a student will face disciplinary consequences.

Students who violate any of these policies on alcohol, tobacco, and drug use shall be subject to disciplinary action deemed appropriate by a school administrator, which may include expulsion. Any student who has reasonable grounds to suspect a violation of the school district's policy relating to the possession of alcohol, tobacco or other drugs is required to report such suspicion immediately to a teacher or school administrator.

Possession of Weapons and / or Explosives Policy

In addition to weapons prohibited by state and federal law, a student shall not possess, handle, use, display, and/or transport any object that can be considered a weapon, including, but not limited to:

1. Explosives, including fireworks of any kind, poppers, stink bombs, etc.
2. Razors

3. Any bladed instrument, including pocket-knives
4. Stun gun, BB gun, pellet gun, air gun, laser gun, tranquilizer gun
5. Chemical dispensers
6. Bows, arrows, numchucks, boomerangs, cross-bows
7. Clubs
8. Ammunition
9. Acid
10. Metal pipes
11. Sharpened sticks
12. Pyrotechnics
13. Chains
14. Any other object used in a way that threatens or inflicts bodily injury on another person, or that the teachers and/or school administration determine presents a danger to any student, KIPP Minnesota employee, or KIPP Minnesota property by virtue of possession or use of the object.

Students found to be in violation of this policy shall be subject to disciplinary action including suspension or expulsion. Any student who has reasonable grounds to suspect a violation of the school district's policy relating to the possession of weapons / explosives is required to report such suspicion immediately to a teacher or school administrator.

IX. Reference Documents

Annual Calendar

KIPP Minnesota '17-'18 School Year

Special Days	
31	Staff Report Back to School

July 2017

S	M	T	W	TH	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Special Days	
1-18	Staff Professional Development
15	Back to School Night
17-18	Half Days: K, 5th, 6th Only
21	First Day of School (All Grades)

August 2017

S	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	**15**	16	**17**	**18**	19
20	**21**	22	23	24	25	26
27	28	29	30	31		

Special Days	
4	Labor Day - No School
13	Fall Family Event
15	Staff Professional Development
20	Staff - Wellness Wednesday

September 2017

S	M	T	W	TH	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	**13**	14	**15**	16
17	18	19	**20**	21	22	23
24	25	26	27	28	29	

Special Days	
17	Last Day of Term 1
18	Staff Professional Development
18-20	MEA Weekend - No School
23	Start of Term 2

October 2017

S	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	**17**	**18**	19	20	21
22	**23**	24	25	26	27	28
29	30	31				

Special Days	
1-2	Conferences (PM - After School)
3	No School
20-24	Fall Break

November 2017

S	M	T	W	TH	F	Sa
			1	**2**	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Special Days	
13	Staff - Wellness Wednesday
22	Early Release Day
22	Last Day of Term 2
25-29	Winter Break

December 2017

S	M	T	W	TH	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	**13**	14	15	16
17	18	19	20	21	**22**	23
24	25	26	27	28	29	30
31						

Special Days	
1-5	Winter Break
8	Staff Professional Development
9	Start of Term 3
15	MLK Day - No School

January 2018

S	M	T	W	TH	F	Sa
	1	2	3	4	5	6
7	**8**	**9**	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Special Days	
7	Staff - Wellness Wednesday
19	Presidents Day - No School
22	Winter Family Event

February 2018

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	**7**	8	9	10
11	12	13	14	15	16	17
18	19	20	21	**22**	23	24
25	26	27	28			

Special Days	
16	Last Day of Term 3
19	Start of Term 4
21-22	Conferences (PM - After School)
23	No School

March 2018

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	17
18	**19**	20	**21**	**22**	23	24
25	26	27	28	29	30	31

Special Days	
2-6	Spring Break

April 2018

S	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Special Days	
2	Staff - Wellness Wednesday
28	Memorial Day - No School
31	Science Fair (KNSA Only)

May 2018

S	M	T	W	TH	F	Sa
		1	**2**	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	**31**		

Special Days	
4-8	End-of-Year Trips (KNSA Only)
8	Last Day of School
11	8th Grade Promotion - Evening
11-13	Staff Professional Development

June 2018

S	M	T	W	TH	F	Sa
					1	2
3	4	5	6	7	**8**	9
10	**11**	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff Contact Information

Contact information for the 2017-2018 school year is coming soon.

Please call the main office at 612-287-9700 if you have questions or wish to get in contact with a specific staff member.