



KIPP KING
COLLEGIATE HIGH SCHOOL

TEAM & FAMILY HANDBOOK
2022-2023

August 2022

Dear KIPP King Collegiate High School Team & Family,

This year, we will focus on reconnecting and restoring our community and coming together in ways that are both physically and emotionally safe. We will also focus on scaffolding academic and social-emotional supports in ways that meet the needs of all students, and ensuring that learning gaps get closed quickly so that students can move forward with their education.

KIPP King's mission to foster the academic skills, critical consciousness and cultural competence to build a more equitable community remains at the forefront of our work, and our teachers are eager to push students to think critically, express their ideas, and reflect so they can grow. Our teachers plan lessons that challenge students to consider their impact on the world, and broaden their perspectives so they better understand themselves, as well as the perspectives and experiences of those who are different.

When I think of the potential our students possess, and I think about the opportunity they have to leverage their potential in our changing world, I am reminded of author Margaret Wheatley's quote: "There is no power for change greater than a community discovering what it cares about." Our students are the changemakers, the disruptors, the future leaders of tomorrow, and I could not be more proud and humbled to be their School Leader.

I am excited to continue to learn, grow, lead, and partner with families in a school that has given me so much in my time here.

Attached, please find our Team and Family Handbook, which outlines our school wide policies. Thank you for all that you do to make King an extraordinary community.

Best,

Nicole Le Blanc

TEAM & FAMILY HANDBOOK

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General Information

Our Mission

The mission of KIPP King Collegiate High School is to foster the academic skills, the critical consciousness, and the cultural competence to build a more equitable community.

Our Name

KIPP King Collegiate derives its name from the legacy of social justice, humanity, wisdom and courage established by Dr. Martin Luther King, a man who fittingly and literally crossed the **bridge** to freedom and upon reaching the **summit** of the mountain spoke of the Promised Land below. Our students and the people they will become at King Collegiate will fulfill Dr. King's dream.

Our Virtues

The culture, academic program, and operations of the school will be based upon four core virtues: Wisdom, Courage, Humanity, and Justice. Our virtues support our mission in the following ways:



Wisdom: Our students have the ability to discern or judge what is true, right, or lasting. Students create meaning and insight by connecting what they have learned to common sense and good judgment. They intuit degrees of meaning that come from understanding the many dimensions of a personal/professional problem, historical/current event, or intellectual challenge. Our value icon includes a tree of knowledge (which has strong roots) and the Ghanain symbol of Sankofa, which reminds us that we should carry on the wisdom of those who came before us.



Courage: Students develop wisdom and find the resolve to impact their communities. Students at King possess an uncharacteristic and steadfast courage in the face of all obstacles, and develop the quality of spirit that enables them to face difficulty and adversity, as well as interrupt oppressive practices, while living and acting in accordance with their own values. Our value icon includes the courageous lion with a reminder that acts of courage also include acts of love.



Justice: Our curriculum and culture practices reflect relevant student experiences, and encourages students to develop personal practices that promote acts of justice. King students will refine their ability to commit to doing what is right and just. They will be able to apply this quality of character to the daily decisions they make in their classrooms and in life. Our value icon is the raised fist of solidarity, which also includes the reminder that acts of justice are also acts of love.

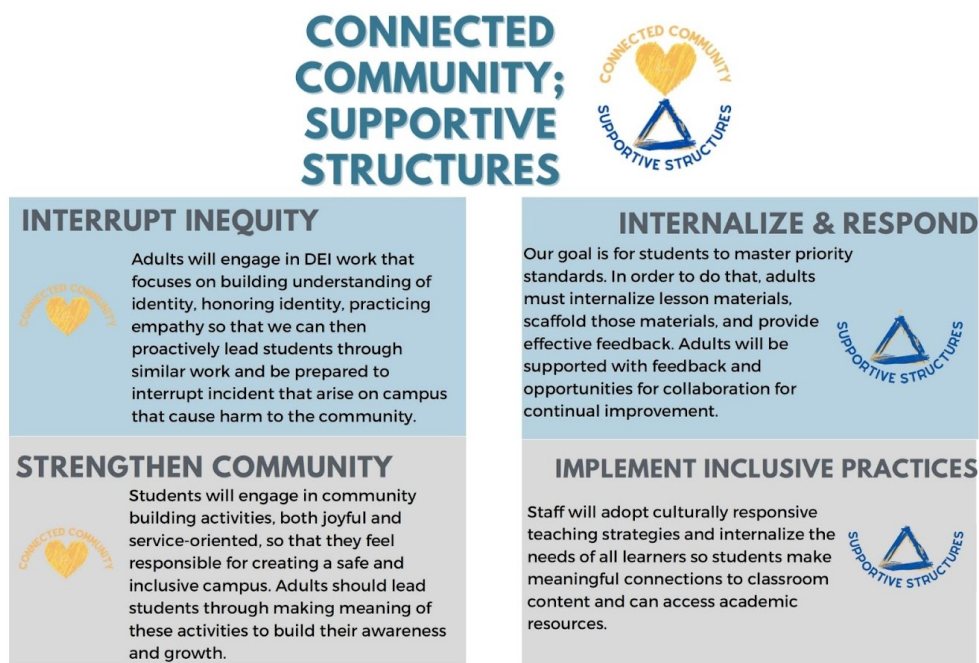


Humanity: Our community is safe and respectful – a place where all students feel loved, supported, and cared for by every individual. Our instruction, school culture, and the ethos of every aspect of school sponsored clubs, events, systems, and structures will be done with the practice of kindness, care, and compassion. Our value icon reflects the image of Inlak'ech, the Mayan moral "You are my other me. What I do onto you, I do onto myself."

Our School Goals

For the 2022-23 school year, KIPP King has committed to the following Schoolwide Priority: ***Strengthen our systems of support and intervention to meet the academic, social, and emotional needs of all students.***

Our four strategies to achieve this goal:



Our staff will engage in professional learning and will integrate schoolwide systems to work collaboratively toward these goals.

KIPP King Collegiate HS graduates are:

- Lifelong learners and academic students.
- Creative and critical thinkers capable of articulating proactive and insightful solutions to complex problems.
- Inspiring communicators who are at ease expressing themselves and the power of their ideas through multiple vehicles.
- Confident and self-aware individuals who comfortably and constantly reflect on their actions, strengths and areas of growth.
- Committed to acts of social justice and community service.

Contact Information

We are located at 2005B Via Barrett, San Lorenzo, California 94580. You can reach us by calling 510-317-2330. When you call, please listen to the prompt and dial the extension of the department that you wish to reach--you can also press "0" for the front office staff. You can also refer to our *Team & Family Support Directory* in the Appendix for information, and you are welcome to send a message through ParentSquare or call/email any staff member directly using the *Staff Directory* in the Appendix. You may also email info@kippping.org.

School Calendar

The *School Year Calendar* is included in the Appendix. Prior to the end of each month, you will receive the next month's calendar with more specific and updated information related to KFA, field trips, events, athletics games, meetings, etc.

School Hours/Daily Schedule

The *Daily Schedule* is included in the Appendix. If there are changes to the daily schedule because of testing or special events we will notify you via ParentSquare. Our campus will be supervised by staff before school starting at 8:00 am every day; and it will be supervised by staff at the end of the school day for 30 minutes after the last period bell. (School sponsored meetings/practices/events that take place after school hours will also be supervised by school staff.) We expect that students to only be on campus during supervised times. Families should not expect

Our Staff

KIPP King Collegiate faculty members are:

Committed to Equity and the Principles of Social Justice: As a school that carries Dr. Martin Luther King Jr's name, we are committed to equitable outcomes for our students, families, community members and staff, and the principles of social justice. We work to disrupt systems of power and oppression in our community and in our world to fulfill a school mission grounded in liberation.

Mission-Driven: Teachers and staff must believe that all students, of all backgrounds, can and will achieve academic excellence and success in college and in life, through a combination of rigorous curriculum expectations, excellent instruction, supportive relationships with adults, and personal commitment in a well-organized school environment.

Instructional Leaders: Teachers must demonstrate a proven record of success in a full-time teaching position and have a bold and ambitious vision for developing a rigorous high school department in a chosen field of study.

Contributors to a Positive Team and Family: Teachers and staff must work effectively and optimistically with our staff, students, and families. Teachers and staff must be able to listen to, learn from, and have sincere respect for students and one another. "One Team. One Family."

Campus Safety & Transportation

Dropping Off & Picking Up Students

Many students at KIPP King get dropped off and/or picked up every day. Additionally, since we are fortunate to share a campus with KIPP Summit Academy middle school, we tend to experience a high volume of traffic at arrival and dismissal times. To ensure that all students are safe, it is important for families who are dropping off or picking up their students to:

- Enter the driveway on the KIPP King side and exit through the KIPP Summit side. Please follow the one-way traffic flow of the driveway.

- Help keep the traffic flow moving by only dropping off and picking up students at the designated location after entering our gate, in front of the crosswalk.
- Drive carefully while on campus as we have almost 1000 students between KIPP King and KIPP Summit. Please observe the 5 MPH speed limit on campus. Students who violate this agreement risk losing their parking permit.

Arrival/Dismissal

Arrival

- Arrive to campus between 8:00 and 8:25 AM. The main building opens at 8 am and all classrooms are closed until 8:25 am, unless a teacher is available to supervise. Students may wait outdoors in the quad (**There is no supervision on campus before 8:00 AM.**) In inclement weather, the gym will be made available to students.
- By 8:25 AM, students should go to their first period classrooms so that they are in their seats by the 8:30 am bell. Students should move swiftly to their destinations.
- Students will have the first ten minutes of the day (8:30 - 8:40) to:
 - Enter class calmly
 - Take their assigned seat
 - Open their Chromebook and take out necessary materials
 - Center themselves and prepare for the day according to their personal needs
 - Begin the "Do now" activity for the day

Dismissal

- Students have 30 minutes after the last bell of the day to exit campus.
Unless:
 - They have a sports practice
 - They are attending an approved event
 - They are attending Office Hours with a teacher

Public Transportation

We encourage the use of public transportation (AC Transit and BART) and the use of carpooling. Students may purchase AC Transit and BART passes from the Office during lunch. We expect KIPP King students to behave in accordance with KIPP's expectations as they travel to and from school. As a reliable standard, if the behavior is inappropriate at school, the behavior is inappropriate on the commute to or from campus on AC Transit or BART. Students are expected to adhere to the guidelines of AC Transit and/or BART. If a student's behavior impacts their ability to use these public transportation services, KIPP King cannot intervene.

Student Driving and Parking Policy

Driving to school is a big responsibility. In order to park on campus, students must apply for a student parking permit by reading the following school driving/parking policy and submitting the necessary documentation to the administrative office via the *Parking Permit Request Form* that is located in the Appendix under "Request Forms". Eligible students may drive their personal vehicles to/from school and park on campus. The school has a parking lot reserved for student vehicles. The privilege of driving to school and parking on campus is afforded to eligible junior and senior students only if they meet the following requirements:

- Valid California driver's license
- Valid California vehicle registration
- Valid vehicle insurance
- Good behavior and on-campus driving record

Parking permits are issued to a specific student for use during the current school year only. Students may not transfer a permit to another vehicle, or give/sell/transfer a permit to another student or individual. Production, distribution, possession and/or use of a fake parking permit will result in school disciplinary consequences and the loss of parking privileges.

Students must obey the following rules at all times while driving to/from school or parking on campus:

1. Parking permits must be clearly visible and affixed to the rearview mirror
2. Drivers must adhere to a 5 mph speed limit while on campus
3. Seatbelts must be worn at all times
4. Drivers may NOT use a cell phone at any time while driving
5. All doors must be locked and valuables should not be left in the car
6. Students may not loiter in their cars or in the parking lots at any time
7. Students are not permitted to access their vehicles during the school day without adult supervision
8. Students may not leave campus during school hours without parent/guardian permission and may not transport other students off campus during school hours without parent/guardian permission
9. Vehicles may not be left on campus after school hours
10. Vehicles may be subject to random searches by KIPP administration or any other law enforcement agency, as deemed reasonable and appropriate
11. Any vehicle accidents on campus must be reported immediately to the Operations Team in the Main Office
12. Reckless driving or other behavior that interferes with the safety and well-being of the school community is strictly forbidden and will result in school disciplinary action and your parking permit can be revoked. This includes repeatedly being out of bounds by lingering in the parking lot (this includes during lunch).

As driving a motor vehicle is a significant responsibility and inappropriate use can cause serious bodily injury and damage to property, the school reserves the right to revoke driving privileges at any time as a disciplinary measure. Please note that parking space is not guaranteed and under no circumstances is the school responsible for damages or theft involving student vehicles.

Please note California State Law regarding drivers who are 20 years or younger (SOURCE: dmv.ca.gov):

During the first 12 months, a minor cannot drive between 11 p.m. and 5 a.m. or transport passengers under 20 years unless accompanied by a licensed:

- ❖ Parent or guardian
- ❖ California driver 25 years old or older.
- ❖ Or certified driving instructor

School Bus Transportation

At KIPP King Collegiate High School, we are committed to serving our families in need of quality transportation options. We contract a bus chartering company to provide bus transportation to and from school every day for our students who are traveling great distances to come to school. There will be no cost to the students. Students who apply and are approved for bussing should use the bus regularly. All families are given the opportunity to apply for the school bus when they submit their enrollment or re-enrollment paperwork. To request a school bus application, families may contact the Office. For more information about school bus transportation, or to submit

your feedback, questions, or concerns about the bus program, families may contact the Director of School Operations.

Our number one priority with this initiative is to get students to and from school safely and on time. It is important for all bus riders to accept and acknowledge that transportation services are a privilege which will continue only if the student's behavior on the school bus is reasonable and safe. Students who engage in unacceptable behavior on a school bus create risks for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver, working with the KIPP King staff, is responsible for the safety and discipline of bus riders. The school leader and teachers 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.

Students who are passengers on the bus are expected to:

- Commit to riding the bus at least 80% of the time busing is available (4 out of 5 days) and maintain at least a 95% Average Daily Attendance Rate.
- Be at your bus stop at least 5 minutes before the scheduled arrival time for the bus
- Engage in appropriate behavior at your bus stop (do not engage in horseplay, use inappropriate language, etc.)
- Enter and exit the bus in an orderly and safe manner
- Be respectful and courteous to your bus driver and other passengers
- Not eat or drink while on the bus
- Not throw objects out of a window or littering on the bus
- Obey the directives of the bus driver
- Remain seated and keep hands, feet, and head inside the bus at all times
- Respect property on the bus; students and/or their families will be responsible for any damage caused to the bus
- Refrain from using inappropriate gestures or comments to motorists or others outside of the school bus
- Be at the bus stop at least 5 minutes ahead of the scheduled stop time for both the morning and afternoon transit times
- Refrain from bringing other guests who have not been authorized to ride the bus, including other KIPP King students and their families or family members

Students who do not follow the bus code of conduct will:

- Have their ridership privilege revoked for one week (after first offense)
- Have their ridership privilege revoked permanently (after second offense)

For the complete procedures and details about the school bus and ridership, please refer to the *Bus Policy and Student and Family Agreement* located in the Appendix.

Bicycle Safety Policy

All students at KIPP King Collegiate High School are welcome to ride their bicycles to and from school, and park their bicycles on campus in designated areas. In order for all students to be safe while riding their bikes, please exercise the following bike safety actions when riding a bicycle on campus or en route to and from school:

- Students must wear a bicycle helmet at all times and should never wear headphones while riding
- Students must park their bicycles at designated areas on campus
- Students are strongly encouraged to lock their bicycles
- Bicycles may not be left on campus after school hours

- Students may not carry other students on their bicycles
- Any reckless behavior that interferes with the safety and well-being of the school community is strictly forbidden
- Families must review their child's bike route to school and ensure that students are utilizing bike lanes and routes that permit cyclists to travel safely during peak traffic hours.

Failure to adhere to these rules jeopardizes the safety of students and staff and may result in the loss of bicycling privileges or other disciplinary measures. Please note that the school is not responsible for lost, stolen, damaged, or vandalized bicycles either while on school property or en route to and from school.

Skateboard Policy

There are many students and staff moving about our walkways and hallways. In order to provide a safe environment, students are not permitted to ride skateboards on campus at any time for safety reasons. Skateboards will be confiscated and will require a guardian signature to be released.

Gate & Pedestrian Walkway

The front gate at KIPP King Collegiate High School will be closed 30 minutes after the start of the school day and remain closed until 30 minutes before dismissal in an effort to reduce traffic flow and increase security during the school day. Visitors to campus should use the pedestrian walkway to enter campus by using the call box at the pedestrian gate and proceeding directly to the Office in the administration building to sign in. Deliveries or people with accessibility needs should call the Office using the call box at the car gate and a staff member will open the gate.

Family Visitors

KIPP welcomes family visitors during school hours. All visitors must sign in and receive a visitor's pass from the Office before being allowed around campus. Visitors, including families, are expected to represent themselves in accordance with KIPP standards. Visitors must sign out before leaving. If families want to speak with a teacher directly, the best way to do this is to email or call the teacher directly to schedule a meeting. Teachers are not available to speak with families while they are teaching, but they will return calls or emails within 24 hours of receiving a message (or the next school day). All family visitors must adhere to our health and safety guidelines while they are on campus.

Non-Family Visitors

All other visitors must have a specific purpose for their visit and contact the Principal in writing at least 48 hours prior to a visit, and receive written confirmation of the approval. During their visit, visitors must abide by the same requirements as family visitors. All visitors must check in at the office upon their arrival so that they can sign in and obtain a visitor badge identifying them. Our colleagues from other KIPP Public Schools Northern California and/or regional offices often visit our campus and classrooms to observe and learn from our school. We ask that all visitors respect the learning process by quietly observing classes, and by not distracting the students or teacher. Visitors may be asked to leave a classroom or the school grounds if their presence is a distraction to learning or the educational environment. All non-family visitors must adhere to our health and safety guidelines while they are on campus.

Behavioral Expectations and Restorative Practices

School-wide Behavioral Expectations

Our school's policies are designed encourage all students to adhere to their responsibilities as citizens of the KIPP King Collegiate community, protect students, employees and property, and to maintain essential order and discipline. Please see [King Community Commitment](#). As a school committed to restorative practices, we aim to address issues within our community through processes that repair harm in the least destructive/exclusionary manner possible. Students who exhibit behaviors that harm our community or interfere with another student's ability to access their education in a safe environment will be accountable to a restorative process and any additional appropriate disciplinary action defined by our policies and the laws of the state of California.

To ensure that learning time is maximized, KIPP King Collegiate High School has established the following school-wide expectations for operation within all classrooms. All KIPP King Collegiate High School Students will adhere to the following:

Entering Class

All students must be seated and ready to work *before* the sound of the bell. Students are expected to enter classrooms calmly and quietly. Please think, "early is on time, on time is late, late is being left behind". Upon entering class, students have two minutes to quietly set up for class get out chromebooks and start the do now.

All students must arrive to class with all needed supplies. Students will not be permitted to leave the room to search for books, items, assignments, unless the teacher grants permission under extraordinary circumstances. AirPods/headphones and cell phones should be turned off and put away before entering a classroom.

Bathroom Use

Students should try to only use the bathroom: before and after school, during lunch, and during the passing periods; restroom breaks during class should be for urgent needs only. Only one student is permitted out of class at any given time. Students must ask permission of their teacher before leaving class. If granted permission, the student must sign the sign-out log and retrieve the teacher's hall pass. Students who are out of class **MUST** have a pass. Students are not permitted to leave class the first 10 minutes or the last 10 minutes of the period.

Exiting Class

At the close of class, the teacher dismisses students - the bell does not. Please do not pack-up or prepare for their next class while in class, especially if the teacher is instructing. Students are expected to exit class quietly and calmly at all times.

Hallway Transitions

KIPP King Collegiate High School operates on a bell system. A bell will sound both at the start and end of each period. In order to be counted as on time to class, students are expected to be in their seat with materials out by the sound of the bell at the start of the period. Students have five minutes to transition between classes, use the bathroom, and make any necessary stops to their locker during this time. To ensure the safety of students and preserve the learning environment, observe the following hallway etiquette practices:

- Keep voices low, particularly indoors.
- Keep to the right of the hallway to keep traffic flowing in two directions.
- Use appropriate language and body language (no cursing, inappropriate touching etc.)
- Walk (no running, shoving, etc)

Exchanging of Money for Goods

Students are not permitted to sell food (or any other items) on campus for personal profit. The exchange of money for goods is not permitted on KIPP King's campus. If you would like to hold a fundraiser for a student club on campus or toward a charitable cause, please complete the required paperwork.

Lunch Expectations

We are fortunate to have free lunch for all students this year and we hope students take advantage of our food options. If you do not like our food options, please pack yourself a lunch to bring to school.

Lunchtime expectations are:

1. To be safe and kind to others
2. Leave the space cleaner than you found it
3. Only eligible Seniors have permission to leave campus for lunch
4. It is prohibited to order Doordash or other food orders. If an order is found or intercepted your food will be confiscated and kept until the end of the day and you will be assigned a reflection.

To receive lunch, please walk calmly into the King gym and wait your turn in line to be served. When you have your food, please eat outdoors. On rainy days, students may eat in the classrooms surrounding the quad or in the gym. Students may eat lunch outside on campus in the following locations:

- The quad
- The campus outdoors between the main building and the field
- The field may be used during the lunch break, however **absolutely no food may be brought onto the field**
- Basketball courts (please give preference to students playing basketball)

The following locations are off-limits during lunch to students:

- Areas passed the King traffic circle (unless you are a senior walking to your car)
- The main building (unless in a special circumstance and directly supervised by a staff member)
- The space between the 500s building and KIPP Summit buildings.

Entering Offices

KIPP King is a professional institution. Please respect staff members by entering offices and classrooms quietly, greeting the staff member, and respectfully making your request. In the case of offices with doors, knock respectfully before coming in. At King, we use words like "please and thank you".

Off Campus Lunch for Seniors

Seniors (only) will be allowed to go off campus for lunch provided they follow expectations without exception. Seniors must:

- Sign out and sign back in
- Drive slowly (5 mph or less) upon exiting and entering the school
- Exit and enter through the King gate and not the Summit gate
- Arrive on time for the period after lunch and be ready to learn
- Be in good standing (on-track to graduate) with respect to their grades, behavior, and attendance, as determined by the Assistant Principal of Culture

Seniors who have excessive absences, tardies, or outstanding reflections will have lunch privileges revoked until the behaviors are corrected.

Students caught using alcohol or drugs off campus or breaking any school rules while off-campus during lunch will face serious consequences up to and including suspension or expulsion. Any student violating one of the above expectations will have lunch privileges suspended and may lose future off campus lunch privileges for the year.

Staying “in-bounds”

Stay on campus during school hours including lunch break (except eligible seniors).

Off-Limits Spaces:

KIPP Summit Academy (KSA) - King students are not permitted on the KIPP Summit campus. King students walking through at the beginning of the day or end of the day for transportation must walk through the basketball courts. At the end of the day, if King students have someone picking them up and they are also picking up a middle schooler, the King student should wait in front of KIPP Summit Academy. At no time are King students permitted to walk through the middle of Summit’s campus. KIPP King students should not engage with KIPP Summit students during the school day. If, for example, a sibling needs to speak to a younger sibling at KSA, they should walk to the front of KSA and check-in at the main office and ask for their sibling.

Parking Lot - Students are not permitted in the parking lot other than when they are arriving to/leaving campus. No students of any grade level may “hang out” in the parking lot at any time.

School property

At King, we believe in “Leave places better than you found them”. Students who intentionally damage school property will be required to reflect on their behavior, to provide community service by cleaning up the campus, and to pay for what was damaged. Families will be charged for intentional damage committed by their students. For example, each school-grade chairs cost \$70, desks and tables cost \$150 - 250. Our school budget is designed to cover regular wear of furniture and building upkeep, not intentional destruction. Students should keep our school clean and help care for school resources.

School Sponsored Activities

KIPP King Collegiate has a wide variety of ways to become involved on campus. King sponsors dances, team-building field trips, college tours and other school-sponsored activities for the enjoyment of King students and their guests. There are parameters for sponsored activities:

- All school rules are in effect at all school-sponsored activities both on and off campus.
- School sponsored activities are privileges that can be revoked for not meeting academic or behavioral expectations
- Prom is the only event in which students may invite one non-KIPP King guest. (This is dependent on health and safety guidelines.) The accompanying King student must provide a permission slip from the non-King student’s caregiver/parent and principal (or other school administrator). The permission slip includes a request for the name, age, and working telephone number of their guest. Once a guest is registered, no substitute is allowed. Guests of students cannot be over the legal age of a high school student unless they are an immediate family member or caregiver. King Collegiate may refuse a guest for any reason.
- For dances and special events, if students leave prior to the end of an activity for any reasons, they may not re-enter the activity.

Standard of Dress (Dress Code)

KIPP King no longer has a formal uniform policy. Instead, we have adopted a Standard of Dress for our students, in which:

- Students are encouraged to dress in a manner that is comfortable and conducive to an active school day.
- The student dress code should serve to support all students to develop a body positive self-image.
- Students are free to express themselves through hair color, accessories, etc. as long as self-expression meets acceptable criteria.

Students must wear:

- Bottoms
- Tops
- Shoes (please do not wear flip flops for safety purposes)
- Clothing that covers genitals, buttocks, and areolae/nipples with opaque material
- Masks (until CDC Guidelines dictate that it is safe for schools to remove this requirement)

Students may wear:

- Religious headwear
- Hats that allow students' eyes and ears to be visible to staff
- Hoodie sweatshirts that allow students' eyes and ears to be visible to staff
- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Sweatpants, shorts, skirts, dresses, pants
- Ripped jeans, as long as underwear is not exposed
- Skirts that are long enough to prevent exposure of underwear
- Tops and tank tops, including spaghetti straps, halter tops. Shirts must be secured with straps.
- Crop tops are permitted as long as they are an inch or two from the waist only.
- Athletic attire
- Clothing with commercial or athletic logos (provided they do not violate the guidelines in the 'CANNOT Wear' section below)
- Sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5)

Students cannot wear clothing with:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same. (This includes "Cookies" wear and other brands that advertise drug or alcohol companies.)
- Hate speech, profanity, pornography
- Images and/or language that create a hostile or intimidating environment based on any protected class
- Visible underwear or bathing suits of similar design (visible waistbands or straps on undergarments worn under other clothing are not a violation)
- Students should not wear sunglasses during class since covering eyes limits communication

During Physical Education classes:

- Students should dress according to guidelines outlined by PE Instructors

Courses that include attire as part of the curriculum (for example, marketing, public speaking, and job readiness) may include assignment-specific dress. Additionally, teachers can require specific shoes for certain activities (such as physical education or labs in science classes).

Exceptions to the Standard of Dress will be made for cultural/religious/health reasons, or any other reason to ensure compliance with federal, state or regional policy. Students or families who wish to discuss an exception to the dress code should speak with the principal or another school administrator.

Demonstrating Respect and Humanity

Please see our [King Community Commitment](#) for details on what we expect from students (also staff and families) that are part of KIPP King. In this section, we have highlighted a few behaviors that cause great harm to our community and will not be tolerated at KIPP King.

1. *Hate Speech*. Using the “n-word” or other derogatory, racist or homophobic/transphobic terms is never permitted. King students are expected to be exemplars in their community for honoring difference. Attacks on others identities will not be tolerated.
2. *Bullying*. Bullying can be defined as unwanted, aggressive behavior among school aged students that involves a real or perceived power imbalance. Bullying behavior is repeated and includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Online bullying is not something that often happens outside of school time and on personal (non-school) devices, however, the impact on student learning and on our campus climate is very damaging. We expect King students to stand up for what is right, never engage in online bullying, and report incidents on the social networking platform (e.g. Instagram - reporting misuse).
3. *Violating privacy* by taking pictures or video recording without permission is not permitted. For example, if a student is taking a picture with friends, they should make sure no one else is included in the background. Student must not instigate fighting by recording a verbal conflict between their peers.
4. *Intentional destruction of property*. Intentionally destroying the bathrooms or classroom furniture for example, is a waste of school resources and a violation of our shared space. Respect our campus and community.

Restorative Responses and Consequences (When Student Expectations Are Not Met)

People make mistakes. When students make decisions and take actions that disrupt learning, break with expectations, and/or harm others, they will be held accountable. We expect student who break expectations to self-reflect, engage in restorative conversations, and make amends either through sincere apologies and/or by helping or providing a service to the person who was harmed or to the community. Below are some of the structures we use to hold students accountable to our community commitments in a restorative manner.

I. Reflection

Reflection is lunch or afterschool time assigned to the student that is mandatory to attend. During Reflection, students write answers to reflective questions about what happened in preparation for restorative conversations with their teachers or staff member. The goal of the conversation is to be heard, to understand the impact of the behavior, make amends, and find a strategy for next time so it does not happen again. Students are expected to attend when assigned. Reflections are held during lunch and afterschool on Mondays, Wednesdays, and Fridays.

II. Wednesday School

Wednesday School is an extended period of time (similar to reflection but longer) to work with students who caused harm to the KIPP King community with their actions. During this time, students may be asked to perform community service, research for and write a report about the behaviors so that they can learn more about a topic, or engage in a circle discussion.

III. Structured Day

During a structured day, a staff member will support the student to complete transitions in an acceptable manner by accompanying them and/or restricting the students public space use. In addition, the student may be asked to do their classroom work in an alternative classroom.

IV. Student Honor Council

Honor council is a group of student representatives who are trained in Restorative Practices. The council will be presented with the details of the incident(s) and will work together to determine appropriate consequences and next steps for the students who have violated the norms of our community. For example, a student who is facing an out of school suspension or an integrity violation (like being dishonest with a teacher or staff) may have the opportunity to go before the Student Honor Council. This is often an alternative to suspension, as long as the violation is not a community safety issue. If a student chooses to go before the Honor Council, it is expected that they will complete all consequences assigned by the Honor Council within the designated time frame.

V. Parent Meetings & Parent “Shadowing” in School

Parents/guardians/caregivers may be asked to come to school to meet with teachers or school leaders (Deans/APs) to create a plan to support a student in their behavior. One example of a supportive action that a caregiver may be asked to do is to “shadowing” their student. For example, a student that repeatedly takes out their phone during class or repeatedly disrupts others’ learning, may benefit from having a family member sit in class and observe them. If, as a caregiver, you are asked to come to school to “shadow” your student, please come. This invitation means that, as a school, we have tried different approaches and believe your student will benefit from your support.

VI. Suspension

Please see the regional policies outlined in the KIPP Public Schools Northern California’s Regional Handbook located at the bottom portion of this document for more information about reasons for suspension. Please note that although we try to avoid suspensions, those students who refuse to engage in our restorative methods listed above, may be suspended. After a suspension, the student will be asked to meet with the Dean or Assistant Principal along with the parent(s) or caregiver(s) to discuss what happened to warrant a suspension and to ensure that there is a plan for reentry and plans for any amends that are needed. In the case of a fight or bullying, we require a restorative conference with the other caregivers and student as well.

VII. Behavior Agreements

Behavioral Agreements are sometimes employed for students who repeatedly struggle to meet schoolwide expectations despite intervention and guidance. Behavior Agreements are reviewed in a meeting with the caregiver and student. This plan outlines any accommodations and also serves as notice of not being “on track” with what we expect of students who are part of the KIPP King community.

School/Personal Technology

KIPP King will provide every student with the opportunity to make use of state-of-the art technology, including, but not limited to:

- Chromebooks
- Headphones
- Musical instruments
- Calculators

All students will treat school technology – and all school property – with care and respect. Students must sign out all technology prior to use and sign it in upon its return. Degrading, vandalizing or disrupting equipment, software or system performance or the data of another will result in swift and immediate disciplinary action up to and including suspension, expulsion, and replacing the device.

1:1 Chromebook Policy

Summary

At KIPP King Collegiate High School, we believe that having 24/7 access to technology will have a significant impact on student learning and will be essential in building upon their college and career readiness skills. Beginning in the 2019-2020 school year, KIPP King implemented a technology program where every student was issued a Chromebook. Students have exclusive access to their assigned Chromebooks; and are permitted to take their Chromebooks home each day of the school year. Importantly, students who graduate from KIPP King are eligible to assume full ownership of their Chromebooks upon graduation.

It is important to understand that student participation in a “one-to-one” Chromebook program is a privilege. When students receive their Chromebooks, the Chromebooks will be in perfect condition: there will not be any cracks or scratches on the screen, the keyboard will be fully intact, and the device will operate functionally and connect to the network. Students will assume responsibility for the general condition of their Chromebook and will be expected to use the Internet consistent with the educational program at KIPP King and all of its policies. If students violate any of KIPP King’s technology, behavior, or other Chromebook-related policies, they will be risking their eligibility to take part in the Chromebook program and may lose all Chromebook and/or network privileges.

Expectations

Students will be accountable to meet the following expectations:

- Students will bring their Chromebook to school fully charged every day.
- Students should not bring the power cords with them to school and should not charge Chromebooks in class.
- Students are responsible for the physical and functional condition of their Chromebooks.
- Students will follow the procedures for maintenance, damage repairs, and/or loss.
- Students will not tamper with the ID labels that have been affixed to the bottom side of the Chromebook.
- Students will use Chromebooks in ways that are aligned to our signed technology policies at all times.
- Students will be able to keep their Chromebooks after they graduate from KIPP King as long as they have not violated the technology policies and they do not have remaining student fees.
- Students and families will sign this technology policy and agree to these expectations before students can receive their Chromebooks.

If a student does not consistently meet the above expectations, KIPP King may determine that the student will no longer be eligible to have his/her own Chromebook.

Routine Chromebook Maintenance

Chromebooks require routine maintenance and software updates, and there will be times that KIPP King requires students to temporarily return their Chromebooks in order to perform this work. Whenever KIPP King needs to retrieve Chromebooks from students, we will provide clear and detailed instructions and will expect students to follow them. If students do not comply, they risk their eligibility to take part in the Chromebook program.

Chromebook Damages, Repairs, and/or Loss

All members of the KIPP King community, including students, faculty, staff and volunteers are expected to respect our technology resources and use them with care. While we are confident that KIPP King students will take very good care of their Chromebooks, we also understand that accidents happen, technology breaks, and other

unfortunate events may occur. If Chromebooks are damaged, need repair, have been lost, or have been stolen, students are expected to immediately notify the Operations Team by completing the Student Support Form. Depending on the nature of the incident, students may be reissued a temporary or replacement Chromebook. KIPP King will repair or replace damaged equipment resulting from normal use. However, all other replacements and repairs will be the responsibility of the students and/or family.

Chromebook Accessories (Power Cord)

In addition to receiving Chromebooks, students will receive a power cord.

Power Cords: Students are expected to keep their power cords at home. Students should bring their Chromebooks to school with them every day, and every day their Chromebooks should be fully charged. Classrooms will be equipped with a limited number of backup chargers for emergency purposes, and teachers will not allow students to use or plug in their individual power cords during class. If power cords have been lost or stolen, it is the student's responsibility to purchase a replacement (the cost is approximately \$25).

Disenrollment from KIPP King

All students who are enrolled at KIPP King will be issued Chromebooks for their use while they are enrolled at KIPP King. If students disenroll from KIPP King, they will be expected to relinquish their Chromebooks and return them in good condition by the end of their last day of enrollment at KIPP King. If a student disenrolls from KIPP King and does not return their Chromebook--or if they return it in poor condition--the student will be charged for the cost of a new Chromebook (the cost is approximately \$250).

Chromebook Ownership Upon Graduation

Students who graduate from KIPP King and who have not violated any school technology or Internet use policies and who do not have remaining student fees will be able to assume ownership of their Chromebooks after graduation. We want all KIPP King alumnae to have continued access to technology, and we believe Chromebooks will be a tool and resource they can utilize to support their college and career pursuits.

Chromebook and Internet Usage

The Chromebook allows for easy access to the Internet and other online resources. KIPP King is providing students Chromebooks to support instructional programs and appropriate student learning. While the Internet can be a powerful educational tool, it is also an unregulated space that contains materials unsuited to the school setting. For this reason, KIPP King will make every reasonable effort to ensure that the resources are used responsibly. Students and families shall agree not to hold KIPP King or any KIPP King staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless KIPP King/KIPP Bay Area Schools and KIPP King/KIPP Bay Area Schools personnel for any damages or costs incurred.

Acceptable and Unacceptable Uses

We expect students to use Chromebooks and the Internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KIPP King that is consistent with expectations set by the instruction or program. A student's online conduct is ALWAYS subject to the general code of student conduct at KIPP King. Some parts of the Internet contain material that is not suited for students and is not supportive of

KIPP King's educational activities. Students are not allowed to use their Chromebooks or the Internet to access such materials, including sites containing inappropriate or obscene content. It is likewise improper to use Chromebooks or the Internet in any manner that supports any illegal or unethical activity, or for commercial or for-profit purposes, or for any purpose that conflicts with the mission of KIPP King/KIPP Bay Area Schools or its status as a California Public School.

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any materials deemed harmful to minors. KIPP King utilizes robust technology to filter and monitor Internet activity and prevent student exposure to inappropriate materials. However, while KIPP King is able to exercise reasonable control over content created and purchased by KIPP King, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither KIPP King nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. The student and parent/guardian agree not to hold KIPP King or any KIPP King staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. They also agree to indemnify and hold harmless KIPP King and KIPP King's personnel for any damages or costs incurred.

KIPP King's technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the KIPP King technology primarily for educational purposes. Students shall not use KIPP King technology or equipment for personal activities or for activities that violate school policy or local law. Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the Internet that could result in the suspension or revocation of a student's online privileges:

- Using the Internet for any illegal activity, including violation of copyright or other laws;
- Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights;
- Revealing any personally identifiable information about yourself or any other student or staff member on a social networking website or chat room;
- Engaging in any activity that is harmful to other student(s) or staff, including the use of technology to harass, intimidate, bully, cyber-bully or otherwise disrupt the educational process;
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing others;
- Any online activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or KIPP policy;
- Posting, sending or displaying any personally identifiable information of any minor without parental consent;
- Using the Internet for financial or commercial gain;
- Degrading, vandalizing or disrupting equipment, software or system performance or the data of another;
- Accessing or attempting to access resources or systems on the network that the student is not authorized to access;
- Invading the privacy of others or using an account owned by another user;
- Posting anonymous messages or messages with a false identity;
- Downloading, viewing, sharing, storing or printing files or messages, including pornographic, defamatory or otherwise offensive material, that use language that offends or degrades others;
- Playing unauthorized games on the Internet;

- Computer piracy, hacking, or any tampering with hardware or software;
- Using hacking tools on the network or intentionally introducing malicious code or viruses into KIPP King's network;
- Using any software or proxy service to obscure either the student's IP address or the sites that the student visits;
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures;
- Downloading applications or programs without approval from teachers or administrators;
- Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.

Google Apps for EDU

As part of our mission to ensure all KIPP King students will succeed in college, KIPP King utilizes Google Apps for Education to promote collaboration and communication between our students and teachers. As a KIPP King student, your child received a Google Apps user account in the KIPPBAYAREA.ORG Google Apps for EDU domain and have access to Gmail and other Google Apps for EDU.

Google Mail (Gmail): KIPP King students received an account with an email address@kippbastudent.org.

Google Apps: Google Apps provides word processing, spreadsheet, drawing, and presentation software similar to Microsoft's Office suite. However, Google's applications are completely online, allowing access from any location with Internet connectivity. Google Apps also allows students to collaborate with other students and teachers in real-time as well as electronically submit homework items to their teachers.

Google Accounts Access Restriction: If there is reason to believe that violations of the law or of KIPP King policies have occurred, a student may be prevented from any computer and account access until such time as an investigation can be completed.

Security: KIPP King cannot and does not guarantee the security of electronic files located on the Google Apps system or servers. Although Google does have a powerful content filter, redundancy and backup solutions in place, KIPP King cannot assure that students will not be exposed to unsolicited information nor that student work saved within the Google Apps system will always be available. Neither KIPP nor its staff shall be responsible in the event that student work becomes irretrievable or inaccessible. The student and parent/guardian agree not to hold KIPP King, KIPP Bay Area Schools, or any staff responsible in the event that student work becomes irretrievable or inaccessible. They also agree to indemnify and hold harmless KIPP King and KIPP Bay Area Schools and their personnel for any damages or costs incurred. Regarding student information held in its systems of record, KIPP King appropriately secures this information from unauthorized access, loss or damage while supporting the open, information-sharing needs of our academic culture. KIPP King carefully selects vendors that meet our data security requirements and requires compliance with its data security policies in its contracts with third parties.

Privacy

KIPP King and KIPP Bay Area Schools reserves the right to access any student account content (email, documents, etc.) without consent from the student or parent/guardian at any time for any reason. If parents/guardians have reason to believe their child is being threatened or bullied in any way, KIPP King staff will review the student's email and respond to any findings according to school policies.

Student Cell Phones and Personal Technology Policy

Students who choose to bring cell phones on campus should keep in mind that KIPP King is not responsible for the loss or damage (by theft or otherwise) of any personal electronic devices, including cell phones.

Cell Phones - Neither Visible, Nor Audible in Class

In classrooms, students must ensure that their phones are not visible and not able to be heard (not audible). Cell phones should be in zipped backpacks and off or on silent/no vibrate. Phones off and in backpacks creates the best learning environment, though phones out of sight and turned on silent/no vibrate is the minimum requirement. This policy is true for smart watches and other similar devices. Do not wear airpods (or similar device) in classrooms.

Students are permitted to use personal cell phones on campus during lunch, breaks, transitions, before and after school. If, in a special case or for a particular activity, a teacher or staff chooses to give explicit (clear) permission, cell phone use in class is permitted for that time period. If a student must make urgent contact with a caregiver, they must ask permission of the teacher to quickly go into the hallway to communicate with their caregiver using their cell phone.

Teachers will warn students the first time a cell phone is seen or heard in class and possibly call home. Should it happen again within the class period or happen repeatedly over several classes, the student will be asked to place their phone on the teacher's desk. The teacher will return the phone at the end of the period.

Repeated problems could result in the student, the teacher, an administrator, and a parent/guardian meeting to determine a plan of action in which the student must turn in their technology to an administrator at the start of the day for a set duration of time as defined by the group.

General Phone Etiquette

- For everyone's comfort, do not use your cell phone in the bathroom. Use of phone cameras and cameras generally are not permitted in the bathroom to ensure the safety and privacy of all students.
- Respect others' space, do not walk around with speakerphone on, music on speaker, etc.
- Students may not take pictures or videos of other students or staff without their permission.

Personal Computers (non-KIPP King Chromebooks)

Every KIPP King student is provided a school-owned Chromebook for their use at school and at home. Since all students have Chromebooks for their exclusive use, there is no need for students to use their own laptops at school. *Students may not use their own laptop computers during class.* Bringing a personal laptop or Chromebook to campus puts their personal property at risk of damage or getting lost or stolen. Additionally, our wifi networks are protected, and students may not use their personal devices to access the school's networks. Students who attempt to use their personal computers at school will be denied access to our wifi networks.

Headphones

Students are permitted to use personal headphones on campus during lunch, before and after school, and with explicit (clear) teacher permission in the classroom.

During class, if not explicitly permitted by the teacher, headphones/Airpods **should not** be visible (they should be placed in backpacks or pockets). Additionally, students must have headphones/Airpods away before they enter the classroom.

Teachers will warn students the first time there is a head phones violation and possibly call home. However, repeated failure to meet this expectation could result in disallowing the use of personal headphones.

Gaming Devices

Students are permitted to use personal gaming devices (Nintendo Switch, etc.) on campus during lunch, breaks, before and after school, and with explicit (clear) teacher permission in the classroom. For your safety and that of other students and staff, do not use your device while walking in the hallways.

Drones

Drones are not permitted on campus.

General Student Technology Use

Students are expected to maintain respectful use of language at all times when communicating on or through technology (email, online chatting, internet, gaming, text message, etc.). Violation of respectful language norms may result in conversations with teachers, administrators, families, and stakeholders and possible further disciplinary action. Any abuse of others through electronic devices or abuse of the policy could result in limiting the use of such devices. ***KIPP King is not responsible for the loss or damage (by theft or otherwise) of any personal electronic devices, including cell phones.***

Student Services and Support

Food

All families will fill out a *Household Income Form* before the start of the school year. Beginning August 2021, ALL students will receive free meals pursuant to a California State fee-waiver program. Breakfast and lunch will be offered, and students are not required to eat school meals. Families may choose to have their children eat breakfast at home and/or send a bag lunch. Students in 9th-11th grades will not be allowed to leave campus to get lunch, or make phone calls to have lunch delivered to the school. Seniors may go off-campus for lunch as a privilege as long as they return in time to attend class. They may not eat lunch in their class following lunch. Off-campus lunch is a privilege that may be revoked for disciplinary reasons.

Food deliveries by family members are for emergency purposes only. If food does need to be delivered to campus for a student, food must be delivered to the main office before the lunch period. Students may pick up their food deliveries during the lunch period only; students will not be allowed to leave class to pick up lunch. If food is delivered after our lunch period, students may pick up food after school.

Food Deliveries from services like DoorDash, Caviar, UberEats, etc. are not allowed at KIPP King.

“Pride” Advisory Program

KIPP King Collegiate High School’s advisory program (called “Pride” after a group of lions) will help students connect to the school. The purpose of pride is to build a close community so that students are able to support each other through their high school journey. Students will continue to meet with their same pride members throughout their time at KIPP King. All students will attend Pride and follow the expectations as they would any other class.

- Monday will focus on socio-emotional learning and community building.
- Tuesdays will focus on socio-emotional learning and circle discussions
- Wednesdays will focus on reflecting on current grades, goal-setting, and academic check-ins.
- Team and Family is a meeting with the whole grade-level that occurs once a month during Pride time.

A student’s pride leader is their first point of contact for many students. Our goal is for students to feel supported by their Pride Leaders and Pridemates and that a strong sense of community is established.

Counseling/Social Services

For emerging adults, adolescence and high school can present myriad stresses and crises that are often overwhelming for many students and families. In an effort to meet the needs of both students and families, KIPP King Collegiate High School offers its students and families a wide spectrum of social services. KIPP King Collegiate High School’s social work support services include a comprehensive counseling program to address crisis and ongoing mental health needs, in addition to providing service referrals for basic needs and services within the Bay Area.

While family members and teachers may refer students to counseling, students may also self-refer to counseling. By California law, all students who are 14 and older are covered by the law’s confidentiality laws and are no longer considered minors as far as counseling services are concerned. All information shared with the school social worker is confidential from families (and always from teachers) unless the student discloses abuse/neglect or if the student suggests that they are a danger to self and/or others. If a student discloses this information, as mandated reporters, the appropriate school staff is required by law to report it. While in counseling at King Collegiate, students can expect to set measurable goals with a clear end in mind, working towards mastery of the issues that originally brought them to counseling.

Counseling services include:

- Individual Counseling
- Group Counseling
- Family Counseling
- Referral to outside mental health agencies

Appointments will be made during the school day. Students are responsible for any missed work from their classes. If a student is experiencing an emergency and is suicidal/homicidal, they must see the social worker immediately or call 911. The National Suicide Hotline for people who are contemplating suicide is 988.

Students and families identified as in-need of help accessing outside services, such as welfare, social security, food stamps, legal services, etc. can also refer themselves/be referred to the King Collegiate social workers. The social worker will work with the student and family to locate and access services for individuals and families.

Academic Interventions & Office Hours

We understand that each student has independent needs, and we are here to help meet those needs. KIPP King Collegiate is committed to providing time within our school day for instructional interventions. Priorities Period (90 minutes weekly) is an opportunity for staff to provide the highest-leverage interventions to students who are rostered into classes where their priority instructional needs can be supported.

Additionally, teachers are available to help those who require additional support. Every teacher holds Office Hours at least one time per a week either: after or before school, or during lunch (and by appointment). Office hours schedules are posted in classrooms.

Student Work Permits

Students who plan to work part time after school or on weekends can request a work permit from KIPP King. Work permits are legal documents required by the state of California that allow students ages 12-17 to hold a job. Students should follow these steps to receive a work permit:

1. Students will need to print a work permit application, which can be found in the Appendix. It is pre-filled to include information about KIPP King and the restrictions our students have in regard to workable hours by day and week.
2. Students will need to complete the work permit application. Students/families should fill out the personal information required at the top of the application, the prospective employer should fill out the information required in the middle of the application, and the parent/guardian should sign the bottom portion of the application.
3. Once the student, families, and employer complete their portion of the application, students will need to submit the completed work application by uploading it to a *Work Permit Request Form*, which is linked in the Appendix. Upon submitting this form, Operations Staff will receive the application and will process the work permit within 36 hours of receiving the request. Students will receive their work permit via email.

All work permits issued are valid for the current school year and will expire at the start of the following school year. Additionally, KIPP King will be enforcing attendance and academic requirements. Students are eligible to be issued work permits only if:

- They have a cumulative GPA of at least 2.0

For questions regarding student work permits, please contact info@kippping.org or (510) 317-2330.

Locker Use

KIPP King Collegiate High School will offer freshmen a locker each year to store books and other class materials while in the school. Sophomore, juniors and seniors may request a locker if there are any lockers available. Lockers are assigned by King staff at the beginning of the school year and are for student use only during the academic school year. To ensure that all students' belongings are secure while in lockers, we require that students use combination locks which will be provided by the school. Students are not to share or give out their combination locks and only one student is permitted to use each locker. Locker sharing and/or swapping lockers is not permitted. KIPP King Collegiate High School is not responsible for any missing/lost/stolen items. KIPP King is not responsible for replacing any student purchased locks in the event that they are lost or must be cut from the locker by KIPP King staff.

Students are also expected to practice good locker etiquette. This includes but is not limited to:

- Closing and locking lockers after each use
- No slamming locker doors
- Keeping lockers free of food, drinks, dirty clothes, etc.
- Keeping lockers reasonably neat and orderly
- Using locker for its intended purposes only
- Keeping original locker assignments/not sharing lockers

Students will be permitted to access their locker at specific times during the day. All lockers, which are provided by KIPP King to its students, will at all times remain the property of King. These lockers are loaned to the students for their convenience. Students may not place an item or items in these lockers if the possession of the particular item or items would be a crime under the laws of the State of California.

The school will retain master keys and combinations which will permit them to enter all lockers. Any locker will be subject to inspection by the principal or a designee if a student assigned to the locker is reasonably suspected of having illegal or disallowed material in their locker. The search should be conducted by the principal or designee with at least one other administrator or teacher present. The student whose locker is to be searched shall be notified of the search prior to the time that it is performed and shall be given an opportunity to be present at the time of the search. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior notification.

All illegal material found during a search of a student's locker shall be seized by the Principal or Assistant Principal conducting the search. Any illegal material found in a student's locker will be considered in the possession of the student who is assigned to that locker. Any illegal material seized from a student's locker may be used as evidence against the student in disciplinary proceedings. Blanket searches of every locker will only occur in emergency situations where there is a reasonable suspicion that a locker or lockers contain material which poses a threat to the health, welfare, or safety of students in the school.

The school and its personnel are not responsible for any lost or stolen items from school lockers. Students are strongly advised not to leave money or other valuable items in lockers, to keep lockers locked at all times, and to keep their locker combination confidential.

Locker use is a privilege at King Collegiate. The administration of the school retains the right to remove locker privileges from any student due to poor use.

Academic Requirements & Policies

Credit Requirements

Students will need a minimum of 220 credits to graduate from KIPP King Collegiate High school and have completed all A-G Requirements, unless otherwise prescribed by a student's Individualized Education Plan (IEP).

Beginning 2021-2022 school year, students are required to take 60 units of credit per year, unless otherwise prescribed by a 504 Plan, Individualized Education Plan, or approved through dual enrollment agreements. In addition to the standard schedule, students may take courses at local colleges or partake in independent study

courses approved through specific departments' policies. Courses taken at schools other than KIPP King Collegiate High School (high school or college) or courses taken prior to full-time enrollment are acknowledged on the official transcript with appropriate documentation.

College and University Courses

KIPP King Collegiate High School students may take community college courses at local universities and colleges for the purpose of enrichment. With appropriate documentation, these courses can also count toward graduation credit and factor into a student's Grade Point Average (GPA). No student may take a graduation requirement at a community college to advance their grade level or be excused from a required A-G class.

King Collegiate Graduation Requirements

All of King Collegiate's graduation requirements correspond with meeting the A-G requirements for admission to the University of California and California State University systems. All students at King Collegiate have the capacity to meet these requirements. Students must receive a grade of C- (70%) or higher in order to receive credits for a class. Any grade of 69% or lower is considered a failing grade (F) at KIPP King Collegiate High School. Students receive 5 credits for each semester of each course they successfully complete with a grade of C- or higher. Students who transfer to KIPP King will have their transcript reviewed upon registration at King, and will have applicable credits transferred to their KIPP King transcript. Transfer students who may have earned a D at their previous school and passed the course with the D grade will NOT have that credit applied at KIPP King.

Every student must meet the following criteria to graduate from KIPP King Collegiate High School:

- Successfully complete all California A-G requirements (see below)
- Earn 220 full credits
- Complete the number of KIPP King credits per subject area outlined in the chart below

KIPP Public Schools Northern California Graduation Requirements

Minimum Credits: 220							
A-G Subject Area	(A) History	(B) English	(C) Mathematics	(D) Science	(E) Language Other Than English	(F) Visual and Performing Art	(G) College Prep Elective
Required Credits	30 Credits	40 Credits	30 Credits	30 Credits	20 Credits (or 10 Credits at Level 2)	10 Credits	10 Credits
Required Courses	<i>World History or AP World History</i> <i>US History or AP US History</i> <i>Government/ Economics</i>	<i>English 9</i> <i>English 10</i> <i>English 11 or AP English Lang</i> <i>English 12 or AP English Lit</i>	<i>Geometry</i> <i>Algebra 2</i> An additional math course	<i>Biology</i> <i>Chemistry</i> An additional science course	Must complete <i>Spanish 2</i> or higher	Must complete full year of the same VPA course	May use courses in area A-F beyond those used to fulfill those requirements

Sequence of Courses Aligned to A-G Requirements

	History 30 Credits	English 40 Credits	Mathematics 30 Credits	Science 30 Credits	Foreign Language 20 Credits (or 10 Credits at Level 2)	Visual & Performing Arts 10 Credits	College Prep Electives 10 Credits	Other (Not A-G)
	REQUIREMENTS (6 Courses)							
9th Grade	World History	English 9	Algebra I Geometry	Biology	Spanish 1 Spanish 2 Spanish 3			Freshmen Seminar
	REQUIREMENTS (5 Courses)							
	AP World History	English 10	Geometry Algebra 2	Chemistry	Spanish 2 Spanish 3 AP Spanish Language		Leadership	
10th Grade	ELECTIVES (1 Course)							
						Art 2 Orchestra Instrumental Theatre II	Intro to Robotics and Computer Science Leadership	
	REQUIREMENTS (4 Courses)							
	US History	AP English Language	Algebra 2 AP Calculus				Junior Seminar (5)	
11th Grade	ELECTIVES (2 Course)							
	Social Justice in the News (5)	Creative Writing (5)		Anatomy & Physiology Physics AP Computer Science Principles AP Biology AP Chemistry	Spanish 3 AP Spanish Language	Art 2 Orchestra Instrumental Theatre II World Cultures Art (5)	Ethnic Studies Leadership Yearbook AP Psychology Sports Management Intro to Robotics and Computer Science	Conditioning
	REQUIREMENTS (3 Courses)							
	American Government/Economics	English 12 AP English Language AP English Literature						Senior Seminar (5)
12th Grade	ELECTIVES (3 Courses)							
	Social Justice in the News (5)	Creative Writing (5)	AP Calculus	Anatomy & Physiology Physics AP Computer Science AP Biology AP Chemistry	Spanish 3 AP Spanish Language	Art 2 Orchestra Instrumental Theatre II World Cultures Art (5)	Ethnic Studies Leadership Yearbook AP Psychology Sports Management Intro to Robotics and Computer Science	Conditioning Teaching Assistant 6th Period Release

Grade Point Average

Grade Point Averages are based on all of the students' courses taken at KIPP King Collegiate High School (including any summer school courses taken at KIPP King) in which letter grades are earned. Grade Point Averages are computed at the end of each semester based on the grading rubric provided below:

Letter Grade	Numerical Equivalent	GPA Equivalent	Description
A+	97 - 100	4.0	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
A	93 - 96	4.0	
A-	90 - 92	3.7	
B+	87 - 89	3.3	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
B	83 - 86	3.0	
B-	80 - 82	2.7	
C+	77 - 79	2.3	Students receiving a C have several skill deficits that result in incomplete knowledge. The quality of their work meets minimum requirements for mastery.
C	73 - 76	2.0	
C-	70 - 72	1.7	
F	55 - 69	0.0	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort in order to demonstrate mastery.

Advanced Placement courses are weighted one grade point extra.

Grades of "Incomplete" are sometimes assigned to students who do not meet obligations for a class. These obligations must be resolved during the first four weeks of the quarter following a grade of incomplete, or within a time specified by the teacher. Failure to resolve the incomplete will result in a grade of F unless other arrangements have been made with the teacher.

Grades, Report Cards and Transcripts

Students will receive report cards at the end of each quarter, and transcripts at the end of each semester. Transcripts only contain the final grades for each semester of each course. Semester grades are determined by calculating the grades of the semester's two quarters (1st and 2nd quarters for fall semester; 3rd and 4th quarters for spring semester) and each semester's final exams. Each quarter counts for 45% of the semester grade, and the final exams will count for 10% of each semester grade:

Fall Semester Grade =			Spring Semester Grade =		
1st quarter +	2nd quarter +	Fall final exam	3rd quarter +	4th quarter +	Spring final exam
(45%)	(45%)	(10%)	(45%)	(45%)	(10%)

Report cards and transcripts will be shared electronically as a secure document with families via ParentSquare. Families can request hard copies of report cards and transcripts by emailing info@kippling.org.

Exams

At King Collegiate, students will have multiple and varied opportunities to demonstrate what they know and what they can do in all of their classes. Since our mission is to prepare students for college and beyond, rigorous and comprehensive course examinations are an important part of student assessment. Major exams will be used to evaluate students' mastery of course material each semester. All students will sit for two-hour final end of semester assessments in December and June .

Academic Recognition

King Collegiate believes in rewarding those who completely meet and exceed our expectations by earning a competitive core grade point average (GPA). Core courses include English, Math, History, and Science. Acknowledgement for academic achievement, as well as for upholding the school's values are made on an informal daily and weekly basis but also during semester award ceremonies. Honor Roll recipients receive certificates for Honor Roll (3.0-3.49) , High Honor Roll (3.5-3.79) and Principal's List (3.8 and higher).

Mastery Based Grading

Above all else, the grade a student receives on assignments and assessments should be a reflection of his or her ability to demonstrate mastery of skills that are aligned to standards.

- Formative definition - Assessment of one standard or portion of a standard for the purpose of practice and feedback before the summative (30% of students grade)
- Summative definition - Assessment of multiple standards after students have had multiple opportunities for formative practice (70% of students' grade)

Gradebook Basics

- No grade below a "55" or above a "100" should be given for any graded assignment.
 - 55 = Student failed and received 55.
 - 55.1 = Student had a percentage below a 55.
 - 55.2 = Student received a 55 because an assignment is missing.
 - 55.3 = Student received a 55 because of Academic Dishonesty.

Academic Dishonesty

Academic dishonesty includes any action that produces work that **does not reflect a student's own understanding or mastery of the material**. Some examples of academic dishonesty are listed below.

- Discussing assessment content
- Sharing a photo assessment content
- Copying (or **rewording** work) from another student
- Letting another student copy from you
- Plagiarism from an online source without proper citation
- Having your phone out at any time during the assessment

Academic dishonesty will result in parent communication and restorative work, in addition to other disciplinary consequences as determined by school administration.

Diverse Learners Addendum:

When working with students who receive special education services and have an Individualized Education Program (IEP), it is imperative that the IEP is followed. Students with IEPs may not fail a course if there is no proof of accommodations being provided. Students who have a 504 plan or students who are multilingual learners may also have accommodations. If you have any questions or concerns about how to align the grading policy with a student's IEP, 504 plan, or other set of accommodations, please reach out to the Assistant Principal of Student Supports or your coach.

Absence Policy for Missing Work

When students are absent, they should access Google Classroom and follow the teacher's guidelines for making up missing work. Students will be given at least one day per day they were absent to make up missing priority assignments. Teachers may choose to exempt students from non-priority assignments.

Failed Courses & Credit Recovery

If students fail a course that is required for graduation, they will need to recover credits for that course. Depending on the course, the time of year, and the student's grade level, the course credits may be recovered by retaking the course in the following school year, or they may be recovered by enrolling in an online course during the school year or summer through a platform called *Subject*. Members of the administration will coordinate credit recovery pathways most appropriate for students. Students who fail courses will receive an "F" on their transcript, and when they earn credit for courses through credit recovery, it will appear as a new course on their transcript with the passing grade.

Student Success Meetings (SSMs) and Tiered Interventions

Midway through the first quarter, the families of students who are failing multiple classes will come to King for a Student Success Meeting with the student, their pride leader, and teachers. In this meeting, the team will strategize on how best to support and motivate the student to succeed in their classes. Some of these strategies may include mandatory office hours, agenda checks, and making up missing work. Midway through Quarters 2, 3, and 4, Tiered Intervention phone calls/Zoom meetings are held in place of SSMs. If your student requires a Tier 1 Intervention, families will receive a notice through Parent Square. If your student requires a Tier 2 or Tier 3 intervention, families will receive a notice and the school will reach out via phone call to create an action plan.

Sports Eligibility and Academic Probation

Please see the [Athletic Handbook \(linked here\)](#) for more information about Eligibility and King's Athletic programs.

Textbook Use

King Collegiate may provide students with multiple textbooks throughout the year to use for their studies. These textbooks are costly and the school trusts students with their care.

- Students are responsible for the care and maintenance of their textbooks throughout the year. King Collegiate will hold financially responsible any student who misplaces or damages an assigned textbook. Throughout the year, students will be subject to textbook inspections, which will assess the condition of their text to appraise students of how much (if anything) students would owe for their book if it were the close of the year.
- King Collegiate will give students charge over a particular, assigned textbook. That same text, signed out under a student's name with its corresponding identification number, must be returned at the end of the

year. If a student returns a different text at the close of the year, that student will be held financially responsible for replacing the assigned text.

Parent Communication and Information Platforms

Ongoing communication and parent participation is an essential component of student success and, therefore, the success of the school as a community.

Powerschool: Powerschool is a website that stores all student grades, attendance, and course schedule information. Students and families receive their passwords and usernames along with training to access PowerSchool at the start of every school year and upon request during the school year. For support with access to PowerSchool, please contact the Data & Student Information Manager or email info@kippping.org.

Parent Square: ParentSquare is a communication platform that easily allows for 2-way messaging between our school and families. We send home frequent messages through Parent Square. We also send home important academic (e.g. transcripts) and attendance records through ParentSquare as secured documents. If you need support with ParentSquare, please email info@kippping.org.

“Lion’s Roar” Newsletter: Families will receive a monthly newsletter that will provide information on our school’s upcoming events, key initiatives, and important action steps for families/students. Families will receive this newsletter via ParentSquare.

DeansList: DeansList is a program that will provide weekly updates to families about their child’s progress. Families will receive these weekly updates as a formatted report in an e-mail. DeansList also tracks behavioral incidents.

Parent Surveys: In November and March, the school will conduct a parent survey, called "Healthy Schools," to determine parent needs, concerns, and assessment of the school. The results of this survey will be used to evaluate the progress of the school, and to suggest programmatic changes. We may also administer additional parent surveys throughout the year to gather feedback from families.

King Families Association (KFA): The KFA will meet monthly to provide feedback and participate in the vision and design of the school. The core focus of this group will be on ensuring that groundwork is set to ensure our families establish an active and supportive role at the school through a robust King Family Association. Once established, the KFA will focus on getting families to volunteer at the school, plan and manage events for students, raise funds for the school, complete campus beautification projects, and serve as a booster club for school sports.

School Site Council (SSC): In accordance with state and federal law, KIPP King holds four quarterly school site council meetings to ensure that families, students and staff have the opportunity to make comments and provide input on important school decisions. School Site Council meetings are open to all school community members.

The English Learners Advisory Committee (ELAC): ELAC makes recommendations regarding programs for students with second language needs. The purpose of the ELAC is to provide parents of English Learners opportunities to: Learn more about the programs offered to their children.

Appendix

1. [KIPP Public Schools Northern California Handbook](#)
2. [Daily Schedule](#)
3. [Academic Calendar](#)
4. [King Community Commitment](#)
5. [Team & Family Support Directory](#)
6. [Bus Policy and Student and Family Agreement](#)
7. [Chromebook Policy and Student and Family Agreement](#)
8. [Parking Permit Request Form](#)
9. [Student Support Form](#)
10. [Transcript Request Form](#)
11. [Work Permit Request Form](#)