



KIPP San Jose

COLLEGIATE

**TEAM & FAMILY
HANDBOOK
2019-2020**

Dear Parents and Students,

Welcome to KIPP San Jose Collegiate! As a school community, KIPP San Jose Collegiate is dedicated to providing our students a promising future and leaving no student behind.

Students - Congratulations on your choice to join KIPP San Jose Collegiate. With this choice, you have demonstrated your willingness to work hard and be kind in order to get to and through college.

Parents - This handbook is an effort to answer many of the questions that families have about the policies and procedures at KIPP San Jose Collegiate. Please take some time to read through the entire booklet, and ask any questions that you may have. Communication is essential for a successful school year. We need your support and cooperation in our efforts to provide your child with a challenging and enriching education.

I am looking forward to working with you and your family. Please know that my door is always open and feel free to contact me at any time with any questions. You can set up an appointment by calling me at 408.202.2966.

Sincerely,

Mr. Ryan
Principal
KIPP San Jose Collegiate

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TEAM & FAMILY HANDBOOK

About KIPP San Jose Collegiate

KIPP San Jose Collegiate is a public, college-preparatory high school committed to providing our students with the skills, content, and character habits necessary to be successful in college and in life. KIPP San Jose Collegiate opened its doors in July 2008. Now in its twelfth year, KIPP San Jose Collegiate serves 550 9th – 12th grade students.

Values/Virtues

Leadership. KSJC students will develop the knowledge and mindsets to become poised, confident, and articulate leaders within the school community, in East San Jose, and in greater society. KSJC encourages students to step into leadership roles inside the classroom, on the athletic field, in school clubs and in off-site internship and community service offerings. KIPP San Jose Collegiate offers a variety of leadership opportunities to give students the experience necessary to become confident leaders. For example, students are encouraged to create and run their own student clubs on campus. In doing so, students will learn how to organize and facilitate meetings and follow through on action items that the club has committed to pursuing.

Excellence. Students at KIPP San Jose Collegiate will strive for excellence in academics, character, and extracurricular activities. The KSJC staff holds all students to high standards of excellence in both academic performance and behavior. To encourage excellence, exemplary actions are highlighted and celebrated through quarterly grade level awards and semester honor-roll assemblies. From writing a well-written comparative essay in History to demonstrating sportsmanship on the soccer field, students will strive for excellence in all of their endeavors. Developing a commitment to excellence by paying attention to detail and putting forth their best effort will help prepare our students to succeed in college and beyond.

Responsibility. KSJC values teaching students to be responsible for their own learning in order to prepare them for success in college and beyond. Additionally, at KSJC, teaches students to take responsibility for their actions. Through reflecting on their actions, students will further develop self-control to consistently make appropriate choices moving forward. In addition to accepting personal responsibility, KSJC supports students to develop a community-oriented mindset. KSJC students will become informed and engaged citizens of their community through both studies in their coursework and their involvement in service learning experiences. Through these experiences, it is our goal that after graduating, KSJC students will independently seek opportunities to create positive change and develop a life-long commitment to their community while attending college and their life beyond.

Resilience. Through their experiences at KIPP San Jose Collegiate, students will further develop their resilience. Resilience is the process of adapting well in the face of adversity and significant challenges. It means “bouncing back” from difficult experiences. The staff and faculty at KIPP San Jose Collegiate believe that developing resilience in every KSJC student is a key lever that enables students to bounce back from difficult times in high school, college and beyond. To ensure that students leave KSJC with resilience, the staff will encourage all students to take risks and teach that through failure, we can achieve success. When students struggle, teachers will guide them to work through frustration, by reflecting, making next steps and moving forward. Asking students to take risks in the classroom and in extracurricular activities, and teaching them how to respond to moments of failure is crucial to help students develop resilience.

Mission Statement

KIPP San Jose Collegiate will provide a rigorous, academic program to prepare students to enter and succeed in the nation’s finest four-year colleges and universities and the competitive world beyond. By building poised, confident, and articulate leaders, our graduates will use their education and life experiences to make positive change in their own lives, within the East San Jose community, and among our global society.

Commitment to Excellence

All teachers, students and parents are required to sign the “Commitment to Excellence” contracts (see Appendix 3) as part of their agreement to join KIPP Bay Area Schools and the KIPP SAN JOSE COLLEGIATE Team and Family.

General Information

Contact Information

Main Office: 408-937-3752

KIPP San Jose Collegiate’s campus is located at 1790 Educational Park Drive, San Jose, CA, 95133.

School Calendar

The year-long school calendar is included in Appendix 1. Prior to the end of each month, you will receive the next month’s calendar with more specific and updated information related to field trips, events, meetings, etc. at the school in a monthly newsletter.

HOLIDAYS AND VACATIONS

Labor Day	September 2, 2019
October Break	October 11, 14, 2019
Veteran’s Day	November 11, 2019
Thanksgiving Break	November 25-29, 2019
December Break	December 23, 2019 – January 6, 2020
MLK Holiday	January 20, 2020
Lunar New Year	January 27, 2020
Winter Break	February 17-21, 2020
Spring Break	April 6 – 10, 2020
Memorial Day	May 25, 2020

In addition to the major holidays and vacations listed above, students will have NO SCHOOL on designated days. Please review your school calendar carefully to note any days off for students.

Hours

KIPP San Jose Collegiate is open daily for students and parents from 7:30am – 5:00 pm. Teachers and staff will have access to the main office and individual classrooms before and after school hours for individual work time. Staff is available to meet with parents before and after school hours with an appointment.

Daily School Schedule

The daily school schedule is included in Appendix 2.

Attendance and Arrival/Dismissal

Attendance

Attendance at school every day is mandatory. Parents/guardians are expected to ensure that their child is in school on-time, every day. Do not schedule appointments or vacations during school time. Schedule appointments during early dismissal days so that your student does not have to miss any class time.

Arrival and Drop-offs; Dismissal and Pick-ups

Our school hours are from 7:30 am to 5:00 pm Mondays, Tuesdays, and Fridays; 7:30 am to 3:00 pm on Wednesdays, and 7:30 am to 4:00 pm on Thursdays. KSJC school gates will not open prior to 7:30 am. Students arriving before 7:30 am or leaving after 5:00 pm Mondays, Tuesdays, and Fridays; after 3:00 pm on Wednesdays and after 4:00 pm on Thursdays will not be supervised.

Students must make arrangements with their parents beforehand to be dropped off and picked up from school at the appropriate times. Students who stay for afterschool tutorials or activities must inform parents.

Students who stay after school must remain on school grounds at all times and follow all school rules. It is the student's responsibility to inform his/her parents of where s/he will be during this time. For after school hours, excluding detention, and Intervention, KSJC staff will not track student attendance.

Early Sign-outs

Please do not take your child out of school earlier than the dismissal time. Only early dismissals for doctor's appointments (that cannot be scheduled for Wednesdays after 3:00PM), funerals, and illnesses will count as excused absences. All other early pick-ups are considered unexcused.

We will evaluate the early dismissal log on a quarterly basis. If a child has excessive early dismissals, we will start the SARB (Student Attendance Review Board) process, which involves a meeting with the administration, and a district representative, an attendance improvement plan, and strict consequences for not following through with the plan that is created. Since missing class affects academic achievement, repeated absences and excessive early pick-ups may be reflected in the student's grades.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- The student, **including students aged 18 or older**, must call his/her legal guardian using the office phone
- The student will remain in class or the main office until an adult arrives at school to pick him/her up
- An authorized adult **must** come in to sign the student out – we will only release students to an adult over the age of 18 who is listed on the emergency contact form OR
- For students aged 18 or older, an authorized adult **must** call the office to provide permission for students to drive themselves to their appointments
- The student must make up all missed work

Absences and Tardiness

Tardies

It is important that students be in class and ready to learn at the beginning of the school day. Promptness is a crucial life lesson for students and is essential for successful school operation. A good rule of thumb we teach our students is that if they are 5 minutes early, they are on time and if they are on time, they are already late. Students who are tardy will receive a lunch detention. **In order to qualify as an excused tardy, the student's parent/guardian and the student must contact the front office between 7:00 and 7:30 am and provide a valid reason. Students may accrue no more than 10 excused tardies over the entire school year. Any tardies beyond 10 will be counted as unexcused and will result in lunch detention. Please do not call before 7:00 am to excuse a tardy.**

The following are excused tardies:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service

All other excuses will be considered an unexcused tardy unless excused at the School Leader's sole discretion.

Absences

The following are the **only** accepted excused absences:

- Medical, dental, optometric or chiropractic appointments (provide proof of medical documentation)
- Illness – Absence must be verified by a physician or parent note
- A Court Appearance
- Funeral service
- Religious Holidays (up to 4 per school year)

Parent notes or phone calls may be used to excuse student illness absences for no more than 3 absences for the entire school year. All illness absences beyond three must be verified by a physician (doctor's note) or proof of other legal documentation. All other illness absences shall be considered unexcused.

Notes for excused absences must be delivered to the main office (24-72 or 1-3 days / school decision within this time frame). Any notes received after X hours/days will not be accepted or applied to the students' attendance records.

To report absences, please call the main office at 408-937-3752 by 7:30 am.

KIPP is committed to your student being at school, everyday. If your student is not in class, and we have not had notification from the parent/guardian, the office will be making a live call home daily to learn more. Text messages may also be sent to contact parents about their unexcused absence.

A student with excessive excused absences will be considered truant and will be referred to the Student Attendance Review Board.

Academic Program

Curriculum

Overview

KIPP San Jose Collegiate's mission and values drive all aspects of its academic program including content standards, curriculum, instruction, and assessment. Every aspect of the school's culture support high academic performance, instilling in students the academic and character qualities needed to succeed in high school, college, and in life.

KIPP San Jose Collegiate's core curriculum is based upon content standards aligned with the state content standards adopted by the California Board of Education, the College and Career Readiness Standards (ACT standards) and the College Board's Advanced Placement Frameworks. All students, regardless of the level of preparation they enter the school, are expected to master the content standards.

Teachers set big goals for student achievement and then build long term plans, unit plans, and daily lesson plans to lead their students to significant gains. Each subject area in every grade level may have an adopted textbook, but the amount of use of that textbook is up to the teacher's discretion. In essence, teachers teach the standards the best way, often utilizing a wide variety of available resources, and teachers often create their own resources to best meet the needs of our students.

Throughout the year, progress towards student goals is measured and strategies are adjusted accordingly so that the goal can be met.

Assessments and Tracking

Informal Assessments and Checking for Understanding

Assessment is a tool to understand, as a teacher, what the students know and don't know. At KIPP San Jose Collegiate, teachers constantly informally assess the learning taking place in the classroom through informal checks for understanding. Teachers use questions, and practice to check for understanding *constantly*.

Daily Assessments and Tracking

Teachers use exit tickets, check-ins, conferences, class work assignments, journal entries, homework, etc. to formally assess at the end of class. Teachers then use this data to pull small groups, remediate individually or re-teach misunderstandings to the whole class the following day.

Unit Assessments and Tracking

Teachers also assess at the end of each unit. Unit assessments may include tests, projects, performance tasks, written papers, etc. Teachers make assessment transparent to students and share results so that both teacher and student are aware of how they are progressing in the course. Teachers analyze the results of each unit assessment to determine which students need remediation with certain standards and which standards may need to be re-taught to the entire group.

Benchmark Assessments and Tracking

KSJC administers cumulative Benchmark assessments that are aligned to the Common Core standards and course content at the beginning of March.

ACT Interim Assessments

The ACT is a college entrance exam that all KSJC students will take at the end of their 11th grade year. Students are required to submit their ACT scores when applying to four year colleges and universities. To prepare our students for the ACT, all 9th, 10th and 11th grade students will take an ACT Pre and Post test (September & May) to measure student growth over the course of the year. During the year, all 9th, 10th and 11th graders will also take ACT Interim assessments (October, January and March) to help students and teachers to track student progress on specific skills that are aligned with the ACT. Following each Interim assessment, teachers analyze assessment results to create intervention groups and determine re-teaching steps.

Advanced Placement Exams

All students enrolled in Advanced Placement courses are required to take the Advanced Placement exam(s) for the course(s) in which they are enrolled during the month of May.

Smarter Balanced Common Core Assessments

All 11th grade students are required to take the Smarter Balanced assessment in May as part of the state testing system.

Classroom Expectations

1. Students are to come to class prepared with completed homework and required supplies each and every day.
2. Students are to demonstrate respect towards all individuals in the classroom by listening and tracking the speaker and refraining from talking when others are speaking.
3. Students are to stay on task throughout each class period and actively participate in all classroom activities.
4. Students are to ask questions when needing clarification.

Supplies & Daily Checklist

Teachers will provide a supply list at the beginning of the year. It is essential that students bring these supplies to school.

Please note: Students are prohibited from bringing Sharpie markers on campus due to previous defacing of school property. Students who are in possession of Sharpie markers on campus will have the Sharpie markers confiscated and not returned along with the possibility of additional consequences. If a student is required to use a Sharpie marker in Art class, it must be distributed by the teacher and must be returned to the teacher at the end of the class period. Supplies that are a) distracting or b) part of a pattern of gang paraphernalia will be confiscated and consequences may be assigned.

Students should come to school every day with the following items:

- Backpack with pens, pencils, paper, eraser
- Agenda
- Completed homework
- Class binders, textbooks, and any other required materials
- Proper uniform

Agendas

At the beginning of the year, each student is given an assignment notebook (referred to as the agenda) that s/he is expected to maintain daily. The agenda is used in each class every day, and students are expected to record their assignments in this agenda.

Applied Learning Experience

All students are required to complete 15 hours of applied learning per year for a total of 60 hours upon graduation. Students who do not complete their 60 hours of applied learning at the end of their senior year are allowed to participate in the graduation ceremony but will have a hold placed on their diploma senior year until the requirement is fulfilled.

Activities

Athletics

Athletics serve as a way to develop student character, teach teamwork and dedication. It also serves as a source of motivation for students who struggle academically that want to participate in athletics. Any student who is academically eligible can join an athletic team at KSJC. To be academically eligible, students must have a minimum GPA of 2.0 and be passing all but one of their classes. Teams will practice every day during their season. The following is a list of team sports that will be offered to students during the 2019-2020 school year:

Fall	Winter	Spring
Girls Volleyball	Boys Soccer	Softball
Boys Cross Country	Girls Soccer	Cheerleading
Girls Cross Country	Boys Basketball	Golf
Cheerleading	Girls Basketball	Track & Field
	Cheerleading	

Student Clubs

Participation in student government, clubs, special interest groups, and service organizations is open to and encouraged for all students. All student activities are student-led; students are to complete required forms and get it approved by the Principal. Once the group has been approved, the group will be registered as an official organization.

Summer School

Summer School is only available to students who have failed an English or History course during the regular school year who need to recover credits to stay on track to graduate with their class. All Summer School courses are 5-credit courses (equal to one semester). Each course is taken on-line over a 2-week period. Students who are enrolled in Summer School are required to attend class five days a week between 9am and 2:30pm for the 2 week period. Two sessions are available during the summer and run from mid-June to late July for students who need to make up two courses in English and History.

Textbooks

Student textbooks are considered school property. Students will be issued textbooks/class books throughout the year. They are required to keep their textbooks covered at all times. **Students are responsible for the issued textbooks; if lost, stolen, or damaged, the student and parent is responsible for payment to replace the book.** Any outstanding balances at the end of the year will affect release of transcripts and report cards.

Intervention

At KIPP San Jose Collegiate, we understand each student has independent needs, and we are here to help meet those needs. San Jose Collegiate teachers are available during outside of regular class time to help those who require additional support as well as evening and weekends via cell phone at times designated on each teacher’s syllabus. Students who are assigned to attend Intervention (tutorials) are required to attend at the time they have been

assigned. Students who do not attend mandatory Intervention will be assigned Lunch Detention on the following school day.

Grading

Grades will be determined by student mastery of content and skills using the following weights:

- 9th Grade : 70% summative assessments/30% formative assessments
- 10th Grade: 75% summative assessments/25% formative assessments
- 11th Grade: 80% summative assessments/20% formative assessments
- 12th Grade: 85% summative assessments/15% formative assessments

Summative assessments:

- Are final products and/or performances to evaluate student achievement of standards within a grading period
- Are a snapshot in time of the extent to which a student has mastered the learning goals of a course, unit, week, objective, etc.
- Are recorded in a weighted fashion in the grade book

Summative assessments may include:

- Quizzes
- Tests
- Essays
- Research Project
- Lab Report
- Performance

Formative Assessments:

- Help students acquire skills to master content and achieve
- Provide evidence of student progress
- Prepare students for summative assessments
- Are assessments FOR learning
 - Students are informed of their progress toward mastery of the learning goals
 - Teachers use the data (both qualitative and quantitative) collected from formative assessments to inform their instructional decision-making for upcoming lessons and/or units

Formative assessments may include:

- Homework
- Do now
- Small group pull-aside
- Group exercise
- Lab
- Partner research
- Journals
- White boards
- Fist of Five
- Exit Tickets

Homework

KIPP San Jose Collegiate students will have homework every night. Preparation and practice are an important part of the KIPP San Jose Collegiate curriculum. . As set forth in the Commitment to College form, students are expected to complete all assignments given as homework. Homework may be a small portion of the overall grade in each class. Students should expect approximately 2 to 3 hours of homework every night. It is the student's responsibility to ask for help when needed. If a student has a question on the homework, they are expected to call/email/text the teacher

or teammates and ask questions. If a student is absent, it is the responsibility of the student to contact the teacher and/or another student directly in order to understand the homework. If homework is late or incomplete, teachers will assign a consequence based on their discretion. All missed work must be completed.

Make-up Work

For each day that a student is absent (excused), s/he has an additional day to complete assignments that were missed due to the absence. Students are required to make-up any work that they miss due to an absence.

Report Cards

Students’ progress in their courses is reported in letter grades of A, B, C, or F, including gradations of “plus” or “minus.” Grades are assigned, recorded, and sent home at the end of each quarter. These grade reports mailed at the end of the 1st quarter and 3rd quarter are not final grades. Only the semester and final grade are the grades of record. This means that grades sent home in January and June are final, permanent grades. It is important that parents and students track academic progress regularly throughout the school year. Parents and students can track grades by communicating with the students’ teachers or by checking grade online using PowerSchool. Instruction and login information for PowerSchool will be distributed in the fall of each school year.

Academic Recognition

KIPP San Jose Collegiate recognizes those students who earn a competitive grade point average (GPA). Formal acknowledgements are made at the end of the first semester with the following honor roll announcements and awards:

Summa Cum Laude (With Highest Honors – Gold)	GPA of 3.80 or higher
Magna Cum Laude (With High Honors – Silver)	GPA of 3.4 to 3.79
Cum Laude (With Honors – Bronze)	GPA of 3.0 to 3.39

Graduation/Promotion

All of San Jose Collegiate’s graduation requirements are aligned to KIPP Bay Area Public Schools graduation requirements and correspond with the State of California’s requirements. The University of California’s “A-G” eligibility requirements are listed to show that KSJC is setting a high bar for its graduates. All students at KIPP San Jose Collegiate have the capacity to meet these requirements.

	KIPP Bay Area Requirement	State Requirement	A-G Requirement
English	4 years	3 years	4 years
Math	3 years (4 Recommended)	2 years	3 years (4 recommended)
Science	3 years (4 Recommended)	2 years	2 years (3 recommended)
Social Studies	3 years (4 Recommended)	3 years	2 years
Visual Art	1 year	1 year	1 year
Foreign Language	2 years or 1 year LOTE 2 or above (3 Recommended)		2 years or 1 year LOTE 2 or above (3 recommended)
College Prep Elective	1 year	NA	1 year

*Students who transfer to KSJC after their freshman year only need to complete 3 years of history.

***Students must be enrolled in at least 1 English course every year

Students must complete all graduation course requirements by the day that grades close for 12th graders in order for students to participate in the graduation ceremony.

College Guidance

In line with our mission of helping our students prepare for success beyond high school, all of our students are strongly encouraged to apply for admission to four-year colleges and universities. Based on a student's college eligibility and desired college characteristics, they will apply to a combination of University of California campuses, California State University campuses, local community colleges as well as private colleges and universities. Students are required to prepare for and take the standardized exams necessary for college admission: i.e., the ACT and the SAT. In addition, students and families will be highly encouraged to complete the FAFSA form in order to receive financial aid. Students will receive formal college admissions guidance during their Junior Seminar and Senior Seminar classes. Students will have many opportunities to visit college campuses in the Bay Area as well as farther away, and they should take advantage of these opportunities in order to determine the best college fit.

Student Conduct and Consequences

Conduct Policy

Our school's management system is designed to support students in making appropriate choices, to identify and correct misconduct, to encourage all students to adhere to their responsibilities as citizens of the KIPP San Jose Collegiate community, to protect students, employees and property, and to maintain essential order and discipline. San Jose Collegiate students are expected to conduct themselves in accordance to the standards set in our Commitment to College form. Behavior detrimental to the learning environment will be addressed. A student who chooses to show disrespect to him or herself or others, including interference with another's access to a quality education in a safe environment, will be held accountable to repair the harm from their choices.

Restorative Practices

At KSJC, we recognize that all people make mistakes and that these are opportunities to grow and learn. We hold students accountable to high expectations and provide a high level of support for our students to grow and be proactive in changing their behavior when necessary.

Students and staff work together to develop a strong sense of community. Teachers are expected to create supportive and structured classrooms by providing clear expectations and building personal relationships with students that value, acknowledge, and respect what everyone has to offer to build a stronger community.

Logical Consequences and Restorative Practices

Consequences are designed to be concrete and attach to the specific behavior. For example, if a student is talking at an inappropriate time during a lesson, a teacher may first address the student and hold a private conversation. If a seriously harmful decision (hurting another student, bullying, etc.) has been made, school leadership may choose to use a restorative conference, bringing together all parties involved that have been impacted by the situation during a time outside of class. This may include other classmates, family members, coaches and parents, depending on the circumstances and impact. We know that there are many ways to respond to misbehavior and that matching is important depending on the student and the situation.

Restorative Conversations

Staff members at KSJC use restorative conversations to support students when harm has been done to a teammate or group of students (i.e. disrupting class) or to themselves (i.e. not putting forth effort in class). A restorative conversation guides the students to repair the harm and better the situation. These are the guiding questions for a restorative conversation:

1. What happened?
2. What were you thinking about at the time?
3. What have you thought about since?
4. Who has been affected by your actions?
5. What do you think you need to do to make things right?

Lunch Detention

Students receive Lunch Detention (LD) for receiving an unexcused tardy or for missing Intervention. Lunch detention runs daily. Students who are late or do not attend assigned LD will receive After School Detention (ASD).

After School Detention

Students receive After School Detention (ASD) for minor behavior infractions (including but not limited to talking back, cursing, food in class, skipping LD, etc). ASD is held on Monday, Tuesday, Thursday and Friday afternoons. Students who skip ASD are assigned additional ASDs. .

In School Reflection

Students who commit moderate behavior infractions (including but not limited to academic dishonesty, use of offensive/derogatory language, gang-related paraphernalia or activities, repeated defiance, skipping class) will be assigned In School Reflection (ISR). Students on ISR serve 1 hour of ASD/Community Service (CS),, have their phone held in the office for the day, and also complete a reflection assignment. Students must have a “clean day” with no further behavior infractions in order to be off ISR. Students who skip ISR will receive additional consequences.

In School Suspension/Out of School Suspension

If applicable for safety issues or for repeated offenses, students may be assigned In-School Suspension (ISS), in which case students serve in the office under administration supervision. Students receive Out of School Suspension (OSS) for severe infractions (which may include but not limited to repeatedly skipping class, fighting, possession of prohibited substances, repeated gang-related offenses, severe bullying). Any student who is on ISS or OSS will have a reintegration plan; these may include formal conferences, community service, presenting before the Honor Council, counseling, etc.

Honor Code

At KIPP San Jose Collegiate, we believe that students can and should take responsibility for establishing and maintaining standards for his/her own behavior. Our San Jose Collegiate Honor Code serves as a written model for what is expected from students in terms of behavior, as well as a pledge to live by the school’s values while maintaining college preparation as the number one priority. At its core, the honor code is based on mutual respect and trust. This code asks that every member of the KIPP San Jose Collegiate community hold each other, with the same rigor in academics, to a standard of personal integrity, honesty, and mutual respect.

The Honor Code declares, “As a member of the KIPP San Jose Collegiate community, I pledge my full and steadfast support to the Honor Code and I promise neither to lie, to cheat, nor to steal.”

Actions or attempted actions that run counter to these precepts are violations to the honor code as follows:

- A student’s word is expected to be the complete truth; therefore, lying and forgery are violations of the honor code.
- A student’s work is expected to be his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the honor code.

- The property of others is to be respected; therefore, stealing – no matter how minor—is a violation of the honor code.

It is each student’s responsibility to check with a staff member regarding the honor code in situations that seem unclear. Students who witness an honor code violation are strongly encouraged to report the action to a KSJC staff member who will notify the Principal. Witnessing an honor code violation and reporting it constitutes honorable

behavior and is expected of KIPP San Jose Collegiate students. Students may opt to report a violation through an anonymous referral to a teacher or staff member.

Honor code violations (lying, cheating/plagiarism, stealing) will be directed to the Principal, Vice Principals and/or Grade Level Chairs. Appropriate consequences will be matched to the student behavior.

Uniform

The goal of KIPP San Jose Collegiate is to prepare our students for college and the professional world beyond their four years with us. This preparation is not only academic, but extends to all aspects of their daily lives. In that effort, we have designed our uniform policy to reflect the current norms of professionalism, which can contribute to success in our society. Our uniform policy is designed to ensure that students are clean, neat, well-kept and age-appropriately dressed. Students are expected to be in proper uniform at all times.

- **KIPP San Jose Collegiate polo shirt or t-shirt**
 - College, KIPP Middle School, club, or summer program shirts are allowed on Friday
 - On game days, athletes may wear jerseys (with t-shirt underneath tank top jersey)
 - Shirts do not need to be tucked in
- **Sweatshirts/Jackets**
 - Sweatshirts: KIPP SJC or college; or black, white, gray or combo of these colors with any school appropriate logo; or KSJC club or any KIPP Middle School sweatshirts
 - “School appropriate” logos = no references to sex, drugs, or alcohol; no offensive/hate language or symbols; no profanity
 - KIPP Jackets/Athletic jackets with visible KSJC logo may be worn during year by assigned athlete
 - Winter coats/jackets: Black, white, or gray (can include logos); KSJC club or college jackets of any color
 - Coats/jackets material differ from sweatshirts.
 - Non-dress code coats are stored in locker or backpack beginning at 7:55am for the duration of the school day
- **Pants**
 - Khaki-colored or black pants (e.g. dickies, black khakis, black or tan jeans; no designs; no torn/ripped jeans that expose skin – leggings worn underneath torn jeans do not excuse student)
 - No athletic warm-ups, yoga pants, leggings, or sweatpants
 - Skirts/shorts longer than the tips of fingers with hands extended at sides
- **On Fridays, students may wear the following.**
 - Shirts: KSJC, college, club, summer program, KIPP Middle School or approved school events
 - Sweatshirts: KIPP SJC or college; or black, white, gray or combo of these colors with any school appropriate logo; or KSJC club or any KIPP Middle School sweatshirts
 - Pants: jeans, khakis, black pants (no torn/ripped jeans that expose skin - **leggings worn underneath torn jeans do not excuse student**)
- **On specific days, student may earn the privilege of having free dress day.**
 - Free Dress: shirt and bottoms of students’ choice
- **On specific days, students may be asked to dress professionally.**

- o Girls: Blouse with skirt or dress slacks or a dress
 - No spaghetti straps or strapless blouses or dresses
 - No cocktail, party, or maxi dresses
 - Minimum length = longer than fingers extended at sides
 - No denim or fake leather
 - No flip-flops
- o Boys: Button-down with dress slacks
 - No denim
 - No sagging pants
 - No flip-flops
- **Additional Dress Code Policies**
 - o No flip-flops or open toed shoes
 - o Clothing – regardless of the day – must never reveal skin or undergarments (e.g. midriff from short tops, knee or thigh from ripped pants, bra through mesh dress, etc)
 - o Hats and hoods must be off in class
 - o **Professional sports team hats are allowed any day but must be removed in class**

Uniform shirts will be available from the school. **The first two uniform shirts are available at no cost. Additional shirts cost \$7 for a t-shirt, \$12 for a polo, and \$20/\$25 for a sweatshirt.**

Head Covering

No hats, beanies, or head coverings (including hoods on sweatshirts) are permitted, including scarves or bandanas in the classrooms. If the head covering is worn in the classroom on more than one occasion, it may be taken away from students. In the event this becomes a constant problem, students will lose the privilege of wearing a hat, beanie, or head covering at KSJC. Those who need religious exceptions, should notify the school at the beginning of the year.

Tattoos and Piercings

- Piercings must be removed and tattoos must be covered if deemed distracting by school administration.

Please note: The Principal has the discretion to determine the appropriateness of any item of apparel on a case by case basis.

Personal Belongings

Students are not allowed to have the following items at school:

Gang-related materials
Any illegal substance

Weapons or any toy weapons
Sharpie markers

KIPP San Jose Collegiate will not be held liable for any damage or loss of the above-mentioned items, including cell phones, laptop computers, tablets, and MP3 players. We reserve the right to restrict any additional items as they present issues or the potential for creating issues or conflicts at the school. **Students who choose to bring such items to school will receive appropriately matched consequences.**

Lockers

Students will be assigned lockers and provided a lock that they may use to store their school belongings. They may only use their lockers during designated times during the day (before school, beginning of lunch, and after school). In the event that a student forgets his/her homework, books, or supplies in his/her locker, s/he will not be allowed to retrieve their materials during class.

Students may lose their lockers due to misuse. Students are not allowed to share lockers or to remove things from another teammate's locker. The school will issue school locks to each student at the beginning of the school year; at no time is the student allowed to change the lock. School is not responsible for any missing items from student lockers. The school has the right to search a student's locker if it is suspected that inappropriate items are stored in the locker.

Electronics

Cell Phones, Smart Watches, Tablets, & iPods/MP3 Players

The KSJC staff understands that cell phones are part of our daily lives and allow our students to communicate with their families. The cell phone policy exists so that phones do not become a distraction to learning during school hours. Learning is always the focus at school. **Students may bring cellphones to school, but phones may not be seen, heard and/or used during the entire school day unless use is approved by a staff member.** Smart watches are only allowed to be used for the purpose of identifying the time unless student is given permission from a staff member to use for other purposes.

Important: Students who are seen with and/or use their cellphone or iPods/MP3 players during the school day without approval from a staff member will have their phone confiscated. If a student's electronic device (i.e. cell phone, tablet) is confiscated, the student's parent must meet with a school administrator for the device to be returned and sign an agreement that if the student's device is confiscated a second time, the device will need to be handed in to the office at the start of the day and may be picked up at the end of the day for a calendar week.

Smart watches used for purposes other than identifying the time without staff approval during the school day will be confiscated. If a student's Smart watch is confiscated, the student's parent must meet with a school administrator for the watch to be returned and sign an agreement that if the student's watch is confiscated a second time, the device will need to be handed in to the office at the start of the day and may be picked up at the end of the day for a calendar week.

Student Laptop Computers

Students may bring laptop computers to school but they may only be used with permission from the KSJC staff.

Students who are seen using their Laptop Computer during the school day outside of approved class time will be required to put it away or move to a supervised classroom to complete their assignment.

Student Health and Safety

Immunization

All children under eighteen years of age entering a California public or private elementary or secondary school for the first time, or transferring between schools, must present a written immunization record, including at least the month and year of receipt of each dose of required vaccines. All students need to submit an immunization record upon enrollment. In accordance with SB 277, these requirements can be waived only if a properly signed medical exemption is filed with the school. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of KIPP Schools.

To meet California's school entry requirements, **all newly admitted students** who are not exempt from the immunization requirements must show proof of the following immunizations:

Immunization	Dosage
Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses ¹
Polio	Four (4) doses ²
Measles, Mumps, and Rubella (MMR)	Two (2) doses ³
Hepatitis B	Three (3) doses
Varicella (chickenpox)	Two (2) doses
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) ⁴	One (1) dose

¹Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

²Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

³Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

⁴At least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

Food

All families must fill out a federal free/reduced lunch form during the summer. Families who qualify will receive free/reduced pricing for lunch.

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 are not allowed to leave campus to get lunch or have outside restaurants (Burger King, Pizza, etc.) or food delivery services deliver meals directly to the school. **Food that is delivered directly from an outside restaurant or a food delivery service will be confiscated by school administration.** This is a safety measure put in place to safeguard all KSJC students and staff. Only family members and friends may deliver food to students during lunch. Lunch that is delivered to KSJC by family members or friends before lunchtime must be dropped off in P7 for students to pick up once lunch has started. Lunches will not be delivered directly to classrooms in order to prevent interruptions to classroom instruction.

Bathroom Policy

Students are encouraged to use the bathroom before school, during transition times between classes, and during lunch and breaks. Students must have a pass from the teacher to use the bathroom.

Advisory Programs

Each student at KIPP San Jose is assigned to an Advisory class which meets every Monday, Tuesday and Friday for 10 minutes and on Wednesday for 30 minutes. The purpose of Advisory is to provide a personalized, supportive environment for students. Each Advisor serves as the central contact person between the school and advisees' family. During Advisory time, advisors provide their advisees additional academic support by reviewing student grades and assignments. Students also engage in interpersonal activities, such as team building and conflict-resolution in order to support their social and emotional development.

Counseling

KIPP San Jose Collegiate has a full time Mental Health Counselor (MHC) on staff. The Mental Health Counselor works closely with students who are referred by staff or who request an appointment for themselves. The MHC also facilitates both a Men's and Women's group in which students discuss relevant issues in their lives in a healthy and productive manner. In addition to individual and group counseling, the MHC facilitates a peer counseling program. Through this program, the MHC trains students to help counsel their peers. The MHC also teaches Parent Education classes. The

topics covered in these classes may include: How to Support Your Teenager, How to Communicate with Your Teenager, What to Do When You Notice Unusual Behaviors. Please contact Ms. Anaya for more information.

Emergency Preparedness & Emergency Contacts

KIPP San Jose Collegiate routinely participates in fire, earthquake and lockdown drills as part of its ongoing commitment to safety and security on campus. Each school has developed and tested emergency plan specific to the building layout and surrounding community facilities. The school will communicate the plan to students and families.

The school will request emergency contact information regularly to ensure that communication during an emergency is clear. It is imperative that the school have up-to-date emergency contact information on file for all students, and that parents and guardians provide multiple contacts for their child.

With that, throughout the year parents may receive test and real emergency communication through our Emergency Notification Provider. These messages are sent to inform parents and maintain an open line of communication throughout an emergency. Generally, these messages will include specific directions on what parents' actions should be. In an emergency, it's imperative that parents and guardians follow these directions in order to keep everyone on campus and in the neighborhood safe.

Parent Involvement

General Parent Involvement

Parent/Teacher Conferences/Academic Restorative Conference

At KIPP San Jose Collegiate we believe that constant, consistent communication between the home and school is essential to our students' academic and social success. In an effort to achieve this, parents/guardians are asked to attend various meetings, workshops, and conferences throughout the year. Students who are struggling academically will be asked to attend an Academic Restorative Conference with a parent/guardian in order to discuss strategies and supports to improve academic achievement.

Parent Signatures

If a student in struggling academically, one strategy to assist the student will be to require parents/guardians to sign their child's agenda and homework. By signing student agendas and homework, parents/guardians are communicating that they acknowledge the assignments and ensure that their child has given their best effort in completing them.

Families are welcome and encouraged to contact the teachers regarding their child's academic progress.

Parents' Association

KSJC Family Association (KFA)

All parents/guardians are encouraged to become members of our KSJC Family Association, KFA. KFA will hold monthly meetings to discuss school events and community issues, to plan fundraising events and field lessons, to strategize around volunteering at the school, and to address any other important issues or concerns that may arise. Active membership is encouraged of every parent and can be fulfilled by meeting attendance, participation in events, coordinating or chairing events, and/or volunteering at the school.

PowerSchool

PowerSchool is KSJC's grading and attendance system. Students and families can access grading and attendance information online at <https://kippbayareaschools.powerschool.com/public/>. At the beginning of each school year, KSJC sends a letter home with further instructions for Power School's web-access, web identifications, and passwords.

Supplies

Individual teachers will provide a supply list during the first week of school. This list will include all of the necessary materials needed for the student's success in the classroom. It is NECESSARY that the student has all materials for every class, every day.

Students will be given an agenda in the fall. Students are required to use this agenda and should be checked by families daily at home.

Students are expected to take care of their belongings. Families will have to pay for textbooks, library books, or other materials lost or destroyed by individual students. We expect students to act responsibly and take careful care of all of their belongings and materials, especially those owned by the school.

Parent Surveys

In January, 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 parents.

Volunteering

We ask parents/guardians to volunteer to help in whatever way they are able. There are many ways to volunteer at school such as filing, office work, supporting teachers, etc. Parents/guardians should contact Ms. Reza if they would like to volunteer. Please note that volunteers are subject to a background check.

Appendices

- Appendix 1 School Calendar
- Appendix 2 School Schedules
- Appendix 3 Student, Parent/Guardian, and Teacher Commitments to College
- Appendix 4 Team and Family Handbook Acknowledgement

Appendix 1

2019-2020 KIPP San Jose Collegiate School Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
July 2019		1	2	3	4	5	6	July Detailed						1	2	3	August Detailed							
	7	8	9	10	11	12	13		7/15-7/18: Leader Summer Development	4	5	6	7	8	9	10		8/12-8/15: Freshmen Orientation						
	14	15	16	17	18	19	20		7/19-7/24: New Staff Summer Development	11	12	13	14	15	16	17		8/19: First Day of School (full days)						
	21	22	23	24	25	26	27		7/25-8/16: Staff Summer Development	18	19	20	21	22	23	24		8/26: ACT Pretest						
28	29	30	31				7/29-7/31: KIPP School Summit	25	26	27	28	29	30	31										
Sept 2019	1	2	3	4	5	6	7	September Detailed								October Detailed								
	8	9	10	11	12	13	14		9/2: Labor Day Holiday	6	7	8	9	10	11		12	10/04: Hispanic Heritage Festival						
	15	16	17	18	19	20	21		9/4: Back To School Night	13	14	15	16	17	18		19	10/10: End of Q1						
	22	23	24	25	26	27	28			20	21	22	23	24	25		26	10/11: Fall Break						
29	30							27	28	29	30	31			10/14: Indigenous Peoples' Day Holiday									
Nov 2019						1	2	November Detailed								December Detailed								
	3	4	5	6	7	8	9		11/4, 11/5, 11/8: Shadow Days	1	2	3	4	5	6		7	12/09: ACT IA 2/IA PD						
	10	11	12	13	14	15	16		11/11: Veteran's Day Holiday	8	9	10	11	12	13		14	12/18-12/20: S1 Final Exams						
	17	18	19	20	21	22	23		11.12: RLD	15	16	17	18	19	20		21	12/23-1/3: Winter Break						
24	25	26	27	28	29	30	11/25-29: Thanksgiving Break	22	23	24	25	26	27	28										
29	30	31						29	30	31														
Jan 2020				1	2	3	4	January Detailed								February Detailed								
	5	6	7	8	9	10	11		1/6: Staff Professional Development	2	3	4	5	6	7		8	2/10: RLD						
	12	13	14	15	16	17	18		1/20: Martin Luther King Jr. Day Holiday	9	10	11	12	13	14		15	2/17-21: February Break						
	19	20	21	22	23	24	25		1/24: Lunar New Year Holiday Festival	16	17	18	19	20	21		22							
26	27	28	29	30	31		1/27: Lunar New Year Holiday (observed)	23	24	25	26	27	28	29										
29	30	31					1/29: Honor Roll Night																	
Mar 2020	1	2	3	4	5	6	7	March Detailed								April Detailed								
	8	9	10	11	12	13	14		03/02-03/06: Benchmark Week	5	6	7	8	9	10		11	04/01: College Success Night						
	15	16	17	18	19	20	21		3/16: ACT IA3/IA PD	12	13	14	15	16	17		18	4/04: ACT Test Date						
	22	23	24	25	26	27	28		3/20: End of Q3	19	20	21	22	23	24		25	4/6-10: Spring Break						
29	30	31					3/24: ACT Test Day (11th graders)	26	27	28	29	30												
							3/27: RLD																	
							3/30: Cesar Chavez Day Holiday (observed)																	
May 2020						1	2	May Detailed								June Detailed								
	3	4	5	6	7	8	9		5/20: ACT Posttest	7	8	9	10	11	12		13	6/08-6/10: S2 Final Exams						
	10	11	12	13	14	15	16		5/18-5/22: SBAC Testing	14	15	16	17	18	19		20	6/10: Last Day of School						
	17	18	19	20	21	22	23		5/25: Memorial Day Holiday	21	22	23	24	25	26		27							
24	25	26	27	28	29	30		28	29	30														
31																								

Holiday / Break: No School	Staff Development: No School
Saturday School	Parent Conferences
First / Last Day of School	Summer Session

Regular School Day	Testing
Wednesday Block Schedule	Thursday Block Schedule
Special Events	End of Semester

Appendix 2

M, T, F SCHEDULE		
School Opens	7:30 AM	
Advisory	8:00 AM	8:10 AM
Period 1	8:15 AM	9:12 AM
Period 2	9:17 AM	10:14 AM
Period 3	10:19 AM	11:16 AM
LUNCH	11:16 AM	11:46 AM
Period 4	11:51 AM	12:48 PM
Period 5	12:53 PM	1:50 PM
Period 6	1:55 PM	2:52 PM
Period 7	2:57 PM	3:54 PM

Wed SCHEDULE		
School Opens	7:30 AM	
Period 1	8:00 AM	9:35 AM
Period 2	9:40 AM	11:15 AM
LUNCH	11:15 AM	11:50 AM
Period 3	11:55 AM	1:30 PM
Advisory	1:35 PM	2:05 PM

Thur SCHEDULE		
School Opens	7:30 AM	
Period 4	8:00 AM	9:35 AM
Period 5	9:40 AM	11:20 AM
LUNCH	11:20 AM	11:55 PM
Period 6	12:00 PM	1:35 PM
Period 7	1:40 PM	3:15 PM

Benchmark Testing Day 1 SCHEDULE		
School Opens	7:30 AM	
Period 1	8:00 AM	11:00 AM
Lunch	11:00 AM	11:40 AM
Transition	11:40 AM	11:45 AM
Advisory	11:45 AM	11:55 AM
Transition	11:55 AM	12:00 PM
Period 2	12:00 PM	3:00 PM

Benchmark Testing Day 2 SCHEDULE		
School Opens	7:30 AM	
Period 3	8:00 AM	11:00 AM
Lunch	11:00 AM	11:40 AM
Transition	11:40 AM	11:45 AM
Advisory	11:45 AM	11:55 AM
Transition	11:55 AM	12:00 PM
Period 4	12:00 PM	3:00 PM

Benchmark Testing Day 3 SCHEDULE		
School Opens	7:30 AM	
Period 5	8:00 AM	11:00 AM
Lunch	11:00 AM	11:40 AM
Transition	11:40 AM	11:45 AM
Advisory	11:45 AM	11:55 AM
Transition	11:55 AM	12:00 PM
Period 6	12:00 PM	3:00 PM

Benchmark Testing Day 4 Schedule		
School Opens	7:30 AM	
Period 7	8:00 AM	11:00 AM

Finals Day Schedule Day 1		
School Opens	7:30 AM	
Period 1	8:00 AM	9:30 AM
Break	9:30 AM	9:45 AM
Period 2	9:45 AM	11:15 AM
LUNCH	11:15 AM	11:45 AM
Period 3	11:50 AM	1:20 AM

Finals Day Schedule Day 2		
School Opens	7:30 AM	
Period 4	8:00 AM	9:30 AM
Break	9:30 AM	9:45 AM
Period 5	9:45 AM	11:15 AM

Finals Day Schedule Day 3		
School Opens	7:30 AM	
Period 6	8:00 AM	9:30 AM
Break	9:30 AM	9:45 AM
Period 7	9:45 AM	11:15 AM

ACT Testing Schedule		
School Opens	7:30 AM	
Testing	8:00 AM	
Dismissal		12:00 PM

Appendix 3

KIPP San Jose Collegiate Commitment to College

KIPP San Jose Collegiate will provide a rigorous, academic program to prepare students to enter and succeed in the nation's finest four-year colleges and universities and the competitive world beyond. By building poised, confident, and articulate leaders, our graduates will use their education and life experiences to make positive change in their own lives, within the East San Jose community, and among our global society.

In joining the KIPP SAN JOSE COLLEGIATE Team and Family, we ask all students to commit to the actions below.

Student Commitments:**Character**

As a KIPP San Jose Collegiate student, I will strive to

- Respect everyone at KIPP San Jose Collegiate regardless of race, gender, ability, age, religion, lifestyle, sexual orientation, or national or ethnic origin.
- Represent my best self in all personal and professional interactions.
- Be honest with others and myself, and accept responsibility for my behavior and actions.
- Learn from my mistakes and take advantage of the opportunities presented to me.

Responsibility

As a KIPP San Jose Collegiate student,

- I will arrive at KIPP San Jose Collegiate everyday by 7:55 A.M. (Monday - Friday).
- I will remain at KIPP San Jose Collegiate until 5:00PM on Mondays, Tuesdays and Fridays, 3:00PM on Wednesdays and 4:00PM on Thursdays.
- I will attend KIPP San Jose Collegiate's KIPP Orientation and/or Freshmen Orientation Program at Santa Clara University.
- I will follow the school's policies, including discipline and dress code, as detailed in the KSJC student handbook.

Collaboration & Communication

As a KIPP San Jose Collegiate student,

- I will maintain my KIPP Bay Area Schools e-mail account to communicate effectively with my advisor, counselor, and teachers including when I need academic assistance or if I am going to miss a class, tutorial or meeting.
- I will actively communicate with my parents and teachers regarding my progress, difficulties, and successes.

Academics

- I will engage in challenging courses that will prepare me for college entrance and that will fulfill KSJC graduation requirements.
- I will actively participate in tutorials if I am not meeting expectations in any course or if recommended by my parents or teachers.

As a KIPP San Jose Collegiate student, I commit to the above actions and behaviors.

X _____

X _____

Signed

Print Name

Parents’/Guardians’ Commitment

In joining the KIPP SAN JOSE COLLEGIATE Team and Family, we ask all parents/guardians to commit to the actions below.

Character

- We will respect everyone at KIPP San Jose Collegiate regardless of nationality, race or ethnicity, gender, religion, sexual orientation, or actual or perceived disability.
- We will always act in a professional manner when speaking with someone at KIPP San Jose Collegiate.

Responsibility

- We will make sure our child arrives at KIPP San Jose Collegiate everyday by 7:55 A.M. (Monday – Friday).
- We will make arrangements so our child can remain at KIPP San Jose Collegiate until 5:00PM on Mondays, Tuesdays and Fridays, 3:00PM on Wednesdays and 4:00PM on Thursdays.
- If our child needs to stay for required tutorials until 6:00 P.M., we will make arrangements for him/her to stay.
- We will make sure to pick up our child on time.
- We will ensure that our child attends KIPP Orientation and/or Freshmen Orientation Program at KIPP San Jose Collegiate.
- We will do all we can to support our child and the commitment he/she has made to attend KIPP San Jose Collegiate.

Collaboration & Communication

- We will partner with the teachers and staff of KIPP San Jose Collegiate to help our children excel in school, both academically and behaviorally.
- We will actively communicate with our child and his/her teachers regarding our child’s progress, difficulties, and successes.
- We will allow our children to go on KIPP field lessons, participate in internships, and visit colleges.
- We will support the school’s policies, including discipline and dress code, as detailed in the KSJC student handbook.
- We and our children are responsible for our child’s behavior and actions.

As a KIPP San Jose Collegiate parent, I commit to the above behaviors and actions.

X _____

X

Signed

Print Name

Staff Member Commitment

In joining the KIPP SAN JOSE COLLEGIATE Team and Family, we ask all staff members to commit to the behavior and actions below.

Character

- We will respect everyone at KIPP San Jose Collegiate regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, or national or ethnic origin. We will always act in a professional manner when speaking with someone at KIPP San Jose Collegiate.
- We will always protect the safety and rights of all individuals in the classroom.

Professionalism

- We will arrive at KIPP San Jose Collegiate every day by 7:45 A.M. (Monday – Friday)
- We will remain at KIPP San Jose Collegiate until 4:30 P.M. every day.
- We will hold *all* of our students, parents, fellow staff members, and ourselves to KIPP San Jose Collegiate's high expectations.

Instruction

- We will strive to be the best teachers we can be, modeling excellence in preparing our students for success in college and in life.
- We will plan and execute rigorous lessons to prepare our students for success in college and in life.
- We are committed to results.
- We are committed to our own professional growth and constant learning.

Collaboration & Communication

- We will collaborate and plan with colleagues on a regular basis.
- We will make ourselves available to students and parents during the school day.
- We will make ourselves available to students, parents, and fellow staff members via phone in the evenings, until 8:30P.M., on weekends, and during vacations to address any questions or concerns they may have.
- We will regularly provide parents with updates on their children's progress.

As a KIPP San Jose Collegiate staff member, I commit to the above behaviors and actions.

X _____

Signed

X _____

Print Name

Appendix 4

Team and Family Handbook Acknowledgement Form

Please initial the following statements, complete and sign the information below *in pen*, and return this entire page to your student’s homeroom teacher.

_____ I have read the 2018-2019 Team & Family Handbook. I understand that KIPP is a charter school, and therefore, a school of choice. Choosing to send my students to KIPP means that I am also choosing to adhere to the policies outlined in the handbook, with the understanding that they are rooted in the identity and philosophy of our school.

_____ I understand that consistent daily attendance at this school is mandatory. Because I understand the importance of consistent daily attendance, I will also use the calendar as a reference when planning appointments and/or vacations. If my child has to miss school for any reason, I will call or write the office within 48 hours to excuse the absence.

_____ I will support the teachers and staff of KIPP and will do whatever it takes for my child to succeed both academically and behaviorally. This means that I will make myself available by phone, in person, and will sit with my child during class, if necessary.

_____ I realize that the administration reserves the right to interpret, revise, amend, or withdraw policies and procedures at its discretion.

Student Name (print):

Student Signature:

Date:

Parent/Guardian

Name

(print):

Parent/Guardian Signature:

Date:

