



KIPP San José
COLLEGIATE

**TEAM & FAMILY
DISTANCE LEARNING
HANDBOOK
2020-2021**

Dear Parents and Students,

Welcome to KIPP San José Collegiate! As we begin this unprecedented school year in a Distance Learning setting, our KSJC's commitment to our students' success remains our paramount focus. We are committed to providing an academically excellent and joyous education for our students to enable them to live choice-filled lives.

Families - This handbook is an effort to answer many of the questions that families have about the Distance Learning policies and procedures at KIPP San Jose Collegiate. Please take time to read through the handbook, and ask any questions that you may have. Communication is essential for a successful school year. We ask your support and collaboration in our efforts to provide your child with an academically excellent and joyful 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 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 José 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 have choice-filled lives. KIPP San José Collegiate opened its doors in July 2008. Now in its thirteenth year, KIPP San José Collegiate serves 540 9th – 12th grade students.

Reopening Priorities: KIPP San José Collegiate will be...



Healthy and Safe

We are following all public health guidance and taking steps to ensure our campuses are as safe as possible.



Anti-Racist

We will disrupt the presence and impact of racial inequities within the organization, our practices, and in educational access and outcomes.



Joyful and Connected

We are committed to making sure our schools remain joyful places that celebrate our students' identities and backgrounds and foster meaningful connections between students and staff.



Academically Excellent

We will continue to accelerate learning, holding a high bar for all students with in person and virtual support, because we believe in the potential of all of our students.



Responsive

We are creating a comprehensive plan for the upcoming school year, but will stay flexible and responsive to both students' needs and public health guidance in our individual communities.

KIPP:Public Schools

KIPP San José Collegiate Values

Responsibility. Equity is the lens we actively choose to operate from— Our country and its education system, was founded on principles of white supremacy and patriarchy. We see our role as educators to be disruptors of this system while empowering our students to do the work to dismantle these oppressive systems as well. We believe that every student should have access and opportunity to choice-filled lives. We work relentlessly to do this by developing our self-awareness first.

At KSJC we take personal responsibility for the outcomes of all of our students. As educators we recognize that it is our responsibility to support students in building academic and character skills, to support their learning opportunities when expectations aren't met, and love all of our students unconditionally.

Joy. We believe that joy occurs when students' backgrounds and aspects of their identity are celebrated and shared on campus.

We work together as a team and family with love and joy towards each other, creating a culture of loving engagement – At KSJC, we lead by example through our demonstration of hard-work, honesty, respect, kindness, and enthusiasm. We hold ourselves and our teammates accountable through difficult and honest conversations. We actively seek ways to increase the joy in our classrooms and beyond in order to have students say “I appreciate being here!”

Leadership. We are committed to supporting students in developing the knowledge, attitude, and mindsets to become confident leaders within the school community, the East San Jose community, and in greater society by dismantling the status quo and creating equitable systems and spaces.

We are a school community with families as partners and leaders— Our families are our students' first and last teachers. We believe that in order to achieve our goals, we need to create strong relationships and partnerships with our families.

We believe that building a safe and calm environment for all students is the foundation of relationship building. We focus on building positive, genuine relationships with students and families. We believe this is not limited to the classroom; it must happen in the quad, throughout the day and through extra-curriculars. Intentionally building relationships will be vital to creating the strongest community possible.

Excellence. We serve ALL children – At KSJC, we believe that all students deserve access to the highest quality education possible regardless of race, gender, class, sexual orientation, ability etc.

We share a sense of urgency – Our students come to us with a variety of skills and proficiencies, therefore we maximize the time we spend together every day. We know that this work is urgent because our families have entrusted us to prepare their children for their future.

We strive to create strong classroom culture by balancing school wide expectations while fostering an environment for curiosity and love for learning.

We strive for academic excellence by using our shared experiences and ensuring the delivery of rigorous, culturally responsive curriculum. We incorporate impactful technology platforms to supplement instruction to best support student learning.

We set ambitious goals to ensure that all students have unique options and opportunities upon graduating from KSJC - college, career and beyond. We recognize that students need to have strong critical thinking, reasoning, oral communication and writing skills to succeed in their post-secondary path as a part of their commitment to choice-filled lives.

Resilience. We believe that students will strive to meet the expectations we set for them, so we actively see our students in the most positive light. Even when our students are communicating otherwise, verbally or through their body language, we remain steadfast in our belief that all students do want to learn.

We believe resiliency requires flexibility and ongoing learning about methods/practices for processing difficult situations. We prioritize healing from traumatic (generational) experiences through radical self love and leaning on our community to continue to be our full selves, each day.

Mission Statement

Mission: Together with families and communities, KIPP San José Collegiate provides a joyful and academically excellent education that prepares students with critical thinking and college readiness skills to pursue their chosen path upon graduation. We are committed to building a diverse team that cultivates individual growth and ensures all students strengthen their responsibility, resilience, and leadership so they advocate for themselves and their community — becoming agents of change.

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.

HOLIDAYS AND VACATIONS

Labor Day	September 7, 2020
October Break	October 9, 2020
Indigenous Peoples’ Day	October 12, 2020
Veteran’s Day	November 9, 2020
Thanksgiving Break	November 23-27, 2020
December Break	December 21, 2020 – January 1, 2021
MLK Holiday	January 18, 2021
Lunar New Year	February 12, 2021
Winter Break	February 15-19, 2021
Cesar Chavez Day	April 2, 2021
Spring Break	April 5 – 9, 2021
Memorial Day	May 31, 2021

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

The KIPP San José Collegiate Operations staff can be contacted at 408-937-3752 from 8:30am – 4:00 pm daily to assist with logistical needs.

Distance Learning Definitions:

“Distance learning” means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency. Distance learning may include, but is not limited to, all of the following:

- (1) Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology
- (2) Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology
- (3) The use of print materials incorporating assignments that are the subject of written or oral feedback.

Synchronous Instruction: Refers to virtual learning that takes place live and in real-time. During synchronous instruction, teachers can launch new content, host live discussions, and conduct small group work. This could include a lesson led by the teacher or learner in small group work, peer to peer collaboration, learner presentations, etc. Synchronous learning is also a time to connect with students, develop social and emotional learning, and create a sense of belonging for students.

Asynchronous Instruction - Refers to the type of learning that students do on their own time and at their own pace often with clear directions and a completion date provided by the teacher. Asynchronous instruction often includes pre-recorded videos, standards aligned tasks, links to online learning resources and personalized learning programs.

“In-person Instruction” means instruction under the immediate physical supervision of a certificated employee of the local educational agency while engaged in educational activities required of the pupil.

100% Distance Learning Overview

During distance learning, students will participate in synchronous “live” lessons. Students are required to attend synchronous lessons to be counted as present for the class period. Those who are absent will be expected to complete all associated assignments. Students will also be required to attend a daily synchronous “live” advisory in which advisors will be taking attendance for state reporting.

Distance Learning Schedule Basics

While KSJC is delivering instruction through a 100% Distance Learning environment, the schedule includes the following:

- Three daily live lessons (Mon-Thu) + Advisory
- Three asynchronous lessons/assignments assigned daily (Mon-Thu) by 12pm.
- Students complete assignments from their daily classes during the afternoon hours (12:50 - 5:00)
- Students complete asynchronous assignments on Fridays.

Distance Learning Daily School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:25	Period 1	Period 4	Period 1	Period 4	Work Block
9:35 - 10:30	Period 2	Period 5	Period 2	Period 5	SPED Intervention /Work Block
10:40 - 11:35	Period 3	Period 6	Period 3	Period 6	Work Block
11:45 - 12:05	ADVISORY	ADVISORY	ADVISORY	ADVISORY	ADVISORY
12:05 - 12:40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:50 - 2:05	Math Intervention/ Work Block	Work Block	Teacher PD Work Block	Science Intervention/ Work Block	Social Studies Intervention/ Work Block
2:15 - 3:30	English Intervention/ Work Block	Elective Intervention/ Work Block	Teacher PD Work Block	Spanish Intervention/ Work Block	Work Block
3:40 - 4:10	Clubs	Clubs	Clubs	Clubs	Clubs

Distance Learning Attendance

Attendance

Students are **required to attend all live lessons and Advisory**, Monday through Thursday and Advisory on Friday. Teachers will take attendance each period. The Operations Team will be contacting families each period if students who are not present.

Absences

Absences

Students are responsible for collecting and making up any work that was missed during their absence. Repeatedly submitting work late due to absence may have an impact on students' grades as determined by each school site.

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or this Attendance Policy (Parent/ Guardian must notify the School and provide requested documentation). A student's absence shall be excused for the following reasons:

- 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 8:00 am.

Academic Expectations and Best Practices for Virtual Learning

Technology Expectations

- Teachers may be recording and posting live lessons for student access only, to be used if students are absent or want additional review of content.
- Students should not record or take pictures of live or recorded lessons.
- Students should not post, reproduce, or share asynchronous or synchronous instruction.
- Student profile pictures must be school appropriate. Any profile pictures deemed inappropriate by school administration will be removed.

Other Virtual Learning Expectations

- Students should log into Zoom sessions through their KIPP student account 3-5 minutes before the start of each live lesson.
- Students should use their last name, first name on Zoom so the teacher can identify them as a student and support them appropriately.
- Students are expected to turn on their cameras as much as possible throughout synchronous instruction.
- Students should mute themselves when they are not talking to prevent background noise from distracting other students. They should be ready to unmute themselves to participate in synchronous instruction.
- During a synchronous or asynchronous lesson, students should be prepared to engage as fully as possible in all activities as outlined by the teacher.

- Family members of students should not participate in classroom activities or interact with students or teachers during a synchronous class. If concerns exist, they should be raised outside of instructional time for students.
- Close other programs (like email, social media, games, online shopping, Youtube, and messenger) and put away other devices (phones, computer, game systems, tv, toys) that could be distracting when you are participating in a synchronous lesson.

Virtual Learning Best Practices for Students

- Ensure you are prepared for virtual learning by doing the homework for your class to the best of your ability, having all materials you'll need out and ready to use, and by finding a location where you can best focus, participate, and engage in the lesson.
- Test your camera ahead of time to ensure that your background is not distracting, shares only what you don't mind others seeing, and is school appropriate.
- Test your microphone to ensure that it is working properly.
- Create a workspace that will allow you to do your best work. Develop an organizational system and/or place to store your materials so that you have access to all your learning materials.

Academic Program**Curriculum Overview**

KIPP San José Collegiate's mission and values drive all aspects of its academic program including content standards, curriculum, instruction, and assessment. Our school's culture supports high academic performance, helping students to develop the academic and character qualities that contribute to success 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.

Teachers set goals for student achievement and then build long term plans, unit plans, and daily lesson plans to facilitate student achievement. Each subject area in each 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 utilizing a wide variety of available resources, and teachers often create their own resources to best meet the needs of our students.

Assessments and Tracking**Informal Assessments and Checking for Understanding**

Assessment is a tool to understand the degree of student understanding. At KSJC, teachers constantly assess the learning taking place in the classroom through checks for understanding.

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 Assessments

The ACT is a college entrance exam that all KSJC students take at the end of their 11th grade year (dependent on state and local COVID guidelines). A select number of four year colleges and universities will require students to submit their ACT scores when applying to those schools. To prepare our students for the ACT, all 10th and 11th grade students will take a Winter and Spring ACT.

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.

Intervention

At KIPP San José Collegiate, we understand each student has independent needs, and we are here to help meet those needs. KSJC teachers are available outside of regular class time to help those who require additional support through Intervention (tutorials) as well as via cell phone or email before 6pm on weekdays. Students who are assigned to attend Intervention (tutorials) are required to attend at the time they have been assigned.

Activities

Athletics

Athletics in the 2020-2021 is dependent on state and local COVID guidelines. 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. To be academically eligible, students must have a minimum GPA of 2.0. Teams will practice every day during their season. The following is a list of team sports that may be offered to students during the 2020-2021 school year:

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

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 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 - 4 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.

Grading

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

- 45% Summative assessments
- 40% Formative assessments
- 15% Academic Habits summative assessments/20% 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

Academic Habits:

- Help students develop the life skills and habits such as time management and persistence

Academic Habits may include:

- Homework submission
- Completion of Do Nows
- Nearpod participation (ex. Collaborate Boards)
- Academic discourse participation

Homework

KIPP San José Collegiate students will have homework assigned Monday through Thursday during Distance Learning. Students are expected to complete all assignments given as homework.. Students should expect approximately 2 to 3 hours of homework each day. 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 before 6pm on weekdays.

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 is to 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 families and students track academic progress regularly throughout the school year. Families 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	2 years	3 years

	(4 Recommended)		(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 and Career Guidance

In line with our mission of supporting our students to have choice-filled lives, our students are encouraged to pursue their passion and interest. Students learn about college and career pathways and receive formal college admissions and career guidance in their Junior and Senior Seminar classes. Based on a student’s eligibility and desired college characteristics, they may apply to a combination of University of California campuses, California State University campuses, local community colleges as well as private colleges and universities. Students prepare for and take the standardized exams necessary for college admission: i.e., the ACT and the SAT. In addition, students and families are encouraged to complete the FAFSA form in order to receive financial aid. Students will have many opportunities to visit college campuses, and learn about and visit career tech programs depending on their path of choice.

Advisory Program

Each student at KSJC is assigned to an Advisory class. During Distance Learning, Advisory meets daily from 11:45 - 12:05. 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 mindfulness in order to support their social and emotional development.

Student Conduct and Consequences

Conduct Policy

Our school’s conduct policies are designed to support students to make appropriate choices, to learn from mistakes, and to establish an environment that is conducive for student learning. Our policies support in creating a safe and inclusive environment for students and staff. KSJC students are expected to conduct themselves in accordance with the policies set in this handbook. Behavior detrimental to the learning environment is addressed. A student who violates conduct policies is held accountable to repair the harm caused by their choices.

Restorative Practices

At KSJC, we recognize that all people make mistakes and that mistakes are opportunities to grow and learn. We hold students accountable to high expectations and provide a high level of support for them 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 relationships with students that affirm their identities and create a sense of belonging 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 or to themselves. 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?

Academic Dishonesty

Summative Assignments/Assessments, Formative Assignments/Assessments, Academic Habits

Student(s) involved in plagiarism or academic dishonesty on a summative assessment will initially receive a recorded grade of "Missing" on the assignment. Teaching staff will add an Academic Dishonesty comment in the Grade Book. The student will be required to complete a reassessment opportunity and may earn up to full credit for the assessment, and be required to complete a Restorative Project (reflective time is completed through a Restorative Report, virtual meeting including student, teacher and Dean of Culture, and parent conversation takes place.) If the student does not complete the reassessment opportunity, the student's grade will be a 50%.

Teachers have discretion to determine if the initial assessment is adjusted for the retake assessment. Prior to taking the second assessment/resubmitting assignment, the student will also be required to complete an assessment/assignment reflection.

This policy is applicable for any further violation. The student who has provided the work that was copied will receive a Restorative Project; their grade on the assignment will not be adjusted.

Students who witness an academic integrity violation are strongly encouraged to report the action to a KSJC staff member who will notify the Dean of Culture.

Uniform

During Distance Learning, students are expected to be dressed appropriately. Some examples of inappropriate clothing include attire that makes reference to drug, alcohol or sexual content or demeans individuals or groups based on race, gender, religion, disability or sexual orientation.

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

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.

Free & Reduced Lunch Form

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

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 Family 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 José Collegiate routinely participates in fire, earthquake and lockdown drills as part of its ongoing commitment to safety and security on campus. We have developed and tested emergency plans 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 families may receive test and real emergency communication through our Emergency Notification Provider. These messages are sent to inform families and maintain an open line of communication throughout an emergency. Generally, these messages will include specific directions on what families' actions should be.

In an emergency, it's imperative that families follow these directions in order to keep everyone on campus and in the neighborhood safe.

Family Involvement

General Family Involvement

College & Career Success Nights

At KIPP San José Collegiate, we believe that consistent communication between the home and school is essential to our students' success. In an effort to achieve this, families are asked to attend various meetings and workshops throughout the year, including College and Career Success Night..

KIPP Family Association (KFA)

KSJC Family Association (KFA)

All parents/caretakers are encouraged to attend KSJC Family Association, KFA meetings. 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.

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 students' success in class. It is necessary that students have all materials for every class, every day.

Students are expected to take care of their belongings. Families will have to pay for textbooks 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.

Family Surveys

In November the school will conduct a family school culture survey to determine family 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 family surveys throughout the year to gather feedback from families.

Volunteering

We ask families 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 Mrs. Thomas if they would like to volunteer. Please note that volunteers are subject to a background check.

Appendices

- Appendix 1 School Calendar
- Appendix 2 Distance Learning Schedule

Appendix 1 School Calendar

2020-2021 KIPP San Jose Collegiate School Calendar																	
Revised July '20 based on Distance Learning Schedule and Impacts from COVID-19																	
July 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	July Detailed 7/14-18: Leader Summer Development 7/27: KSJC New Staff Orientation 7/27-30: Regional New Staff Orientation & PD	Aug 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	August Detailed 8/3-8/21: Staff Summer Development 8/17-8/19: 9th Grade Orientation 8/20 - 10th Orientation 8/21 - 11th & 12th Orientation 8/24: First Day of School 6 days
	5	6	7	8	9	10	11			2	3	4	5	6	7	8	
	12	13	14	15	16	17	18			9	10	11	12	13	14	15	
	19	20	21	22	23	24	25			16	17	18	19	20	21	22	
	26	27	28	29	30	31				23	24	25	26	27	28	29	
										30	31						
Sept 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	September Detailed 9/7: Labor Day Holiday 9/9: Virtual Back to School Night 21 days	Oct 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	October Detailed 10/02: Hispanic Heritage Festival 10/06: ACT Testing for Seniors 10/08: End of Q1 10/09: Fall Break 10/12: Indigenous Peoples' Day Holiday 10/14: College Success Night 10/23: HS RLD (Instructional day) (AP For All 10/22-10/23) 20 days
	6	7	8	9	10	11	12			4	5	6	7	8	9	10	
	13	14	15	16	17	18	19			11	12	13	14	15	16	17	
	20	21	22	23	24	25	26			18	19	20	21	22	23	24	
	27	28	29	30 ^A						25	26	27	28	29	30	31	
Nov 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	November Detailed 11/06: Shadow Day Prize 11/09: Veteran's Day Holiday 11/13: Shadow Day Heartwood 11/16: Shadow Day Heritage 11/23-27: Thanksgiving Break 15 days	Dec 2020	Sun	Mon	Tue	Wed	Thu	Fri	Sat	December Detailed 12/16-12/18: S1 Final Exams 12/21-1/1: Winter Break 14 days
	1	2	3	4	5	6	7			6	7	8	9 ^A	10	11	12	
	8	9	10	11	12	13	14			13	14	15	16	17	18	19	
	15	16	17	18	19	20	21			20	21	22	23	24	25	26	
	22	23	24	25	26	27	28			27	28	29	30	31			
	29	30															
Jan 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	January Detailed 1/4: Staff Professional Development 1/13: College Success Night 1/18: Martin Luther King Jr. Day Holiday (*) Science Fair 18 days	Feb 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	February Detailed 2/03: Honor Roll Night 2/06: ACT Test Date 2/12: Lunar New Year Holiday 2/15-19: February Break 2/26: Lunar New Year Festival 14 days
	3	4	5	6	7	8	9			7	8	9	10	11	12	13	
	10	11	12	13	14	15	16			14	15	16	17	18	19	20	
	17	18	19	20	21	22	23			21	22	23	24 ^A	25	26	27	
	24	25	26	27	28	29	30			28							
	31																
Mar 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	March Detailed 03/01-03/05: Benchmark Week 3/19: End of Q3 3/23 (*): ACT Test Day (11th graders) 3/24: College Success Night 3/26: HS RLD (Instructional Day) 3/25-3/26 - AP for All Training (Math, ELA) 23 days	Apr 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	April Detailed 4/02: Cesar Chavez Day Holiday (observed) 4/05-4/09: Spring Break 4/17: ACT Test Date 16 days
	7	8	9	10	11	12	13			4	5	6	7	8	9	10	
	14	15	16	17	18	19	20			11	12	13	14	15	16	17	
	21	22	23	24	25	26	27			18	19	20	21	22	23	24	
	28	29	30	31						25	26	27	28	29	30		
May 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	May Detailed 5/3-7: Teacher Appreciation Week 5/13-14 AP Exams 5/17-21: SBAC Testing 5/26: ACT EOY 5/31: Memorial Day Holiday 20 days	June 2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	June Detailed 6/09-6/11: S2 Final Exams 6/11: Last Day of School 6/09: Graduation 9 days
	2	3	4	5	6	7	8			6	7	8	9	10	11	12	
	9	10	11	12	13	14	15			13	14	15	16	17	18	19	
	16	17	18	19	20	21	22			20	21	22	23	24	25	26	
	23	24	25	26 ^A	27	28	29			27	28	29	30				
	30	31															

Holiday / Break: No School Staff Development: No School
 First / Last Day of School Testing
 Modified Week: T/TH - 1,2,3,A, W/F - 4,5,6,A (No school Mond

~ KFA Monthly 1st Wed PM (Virtual)
 ^ School Site Council (Sept, Dec, Feb, May, Virtua
 * ELAC (Virtual)

Special Events End of Semester

Appendix 2 Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:25	Period 1	Period 4	Period 1	Period 4	Work Block
9:35 - 10:30	Period 2	Period 5	Period 2	Period 5	SPED Intervention /Work Block
10:40 - 11:35	Period 3	Period 6	Period 3	Period 6	Work Block
11:45 - 12:05	ADVISORY	ADVISORY	ADVISORY	ADVISORY	ADVISORY
12:05 - 12:40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:50 - 2:05	Math Intervention/ Work Block	Work Block	Teacher PD Work Block	Science Intervention/ Work Block	Social Studies Intervention/ Work Block
2:15 - 3:30	English Intervention/ Work Block	Elective Intervention/ Work Block	Teacher PD Work Block	Spanish Intervention/ Work Block	Work Block
3:40 - 4:10	Clubs	Clubs	Clubs	Clubs	Clubs