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Scholar Handbook

2011-2012

DISCLAIMER: The information, policies and procedures described in this scholar handbook are solely for the guidance of scholars and parents and are subject to change at any time at the sole discretion of the KIPP San Antonio Board of Directors and KIPP University Prep High School. The 2010-11 Handbook is currently under Board review.

*Translations provided upon request.

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Welcome to KIPP University Prep High School!

Dear KIPP University Prep Team and Family,

This is the continuation of an incredible journey for all of us. We are extremely excited to climb up to the top of this mountain with you. Our common goal is graduation from KIPP University Prep and a four-year college or university, ultimately placing our graduates at the top of the talent pool as they venture out into the world beyond.

All of us at UPREP are committed to providing your child with an outstanding academic and social environment. Through a clear spirit of teamwork between UPREP and your family, we hope to develop young people who will excel in college academically, ~~behave (better word?)~~ appropriately, live ethical lives, and ~~are instilled with a~~ be positive change agents in the San Antonio community. We emphasize building strong relationships, and we value your input and suggestions as we continue to improve as a school system.

This scholar handbook has been prepared to give you valuable information about daily life at UPREP. We are giving it to you to answer questions about procedures and to enlist your support and cooperation for the coming year. Please use the information as a resource throughout the year, and feel free to contact us if you have any questions or concerns. ~~Your child's (this letter is also addressed to Scholars)~~

We look forward to a productive and enjoyable school year together.

Sincerely,

Joyce Boubel, Director
KIPP University Prep High School

Profile of Excellence

KIPP Honor Code

KIPP University Prep High School believes that scholars can take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other and the school are expected at KIPP. Actions or attempted actions that do not uphold these ideals violate the KIPP Honor Code.

A scholar's word is expected to be complete truth; therefore, lying and forgery are violations of the Honor Code. A scholar's work is expected to be entirely his/her own, unless properly credited; therefore, plagiarism and cheating are academic 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. Any action that would diminish the honor of the school or negatively impacts the harmony of the learning environment is a violation of the honor code.

Scholars who witness an Honor Code violation must report the action to the Principal. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the KIPP community – scholars, parents, staff, and trustees – understands the importance of the KIPP Honor Code and strives to maintain its integrity. (is there a written Honor Code that they will sign? Should it be included?)

Mission Statement

KIPP UPREP exists to equip scholars with the academic knowledge and skills necessary to excel in college and to support scholars in living ethically, commanding their futures, changing their communities and succeeding in our global society. (I really like this, by the way)

Values in Action - VIA

KIPPsters are responsible for the future via:

Community – UPREP is a community of practitioners and learners. We are a team and family. We will serve and honor our school, nation and world in order to make the world a better place.

Integrity – UPREP students will practice temperance, self-control, virtue and forethought with every action no matter who is present.

Determination – UPREP students will take healthy risks, trust in their abilities to take on new challenges, assert their opinion without fear and do whatever it takes to be successful – grit.

Leadership – UPREP students will develop and implement quality leadership skills and serve as models of all KIPP values.

Scholarship – UPREP students will demonstrate scholarship through a rigorous college prep program.

KIPP University Prep Staff

Math

Jason George	Algebra I/Robotics
Monica Olivares	Geometry
Mica Wilhite	Alg II/Pre Calc
Elizabeth Carranza	Math Inclusion

Science

Chela Wallace	Biology/Chem
Elizabeth Marrow	Chem/Physics

History

Josephine Ferguson	World Geography
Adam Garcia	World History/US History
Nicole Prescott	World History AP/US History AP

Spanish

Andrew Walton	Spanish 1
Claudia Aguilar	Spanish 2/Spanish 3

Special Education

Tracy Vargas	Coordinator
Jessica Newhall	Inclusion
Joe Gauna	Inclusion/Speech

Counselor

Nick Garcia	College and Career
Gabriel Torres	Counselor

Electives

Andrea Johnson	Technology
Susan Greco	Art/Theater
Jerry Jones	Music

PE

Francisco Rodriguez	PE/Health
Travis Boubel	Athletic Director

Office Staff

Carmen Drake	Office Manager
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Administration

Joyce Boubel	Director
Evonne Murillo	Assistant Director
Rufus Samkin	Assistant Director
Kevin Moore	Assistant Director

School Hours, School Calendar & Daily Schedule

Monday, Tuesday, Thursday and Friday
Wednesday

8:00 AM – 5:45 PM
8:00 AM – 3:30 PM

*Copies of the daily course schedule are available upon request.

Attendance

Compulsory Attendance (TEC 25.095)

Unless specifically exempted by law, every child in the state who is as much as six years of age and who has not completed the academic year in which the student's eighteenth birthday occurred shall be required to attend the public schools in the district of his/her residence or in some other district to which the student may be transferred as provided or authorized by law. Students are required to attend each school day for the entire period the program of instruction is provided. School employees must investigate and report violations of the attendance law.

Students in violation of the compulsory attendance law (unexcused absences from school on 10 or more days or parts of a day within a six-month period or three or more days or parts of days within a four-week period) shall be reported to the truancy court action as provided by law.

A student must attend at least 90% of the days the class is offered to be awarded credit. If you must be absent or tardy due to any of the following circumstances, it is your responsibility to notify the school office as soon as possible.

Excused Absences

A student may be excused for temporary absence:

1. Resulting from any cause acceptable to the Principal.
2. For the purpose of observing religious holidays, including traveling for that purpose if, before the absence the parent submits a written request for the excused absence.
3. For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment.

Absences are excused when proper documentation is presented. Handwritten notes will be accepted.

When returning to school after any absence, all students must bring an excuse note. An excuse note must be presented on the first day the student returns back to school following an absence. In order for an absence to be excused, student/parent/guardian must provide written documentation/verification of the absence.

Extended Absence

When a student's absence for personal illness exceeds five consecutive days or a total of 10 days in a six-week period, the student will be required to present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school.

Absence Notification

When absences occur, the school will make an effort to contact the student's home to encourage improved attendance. After three unexcused absences further attempts will be made to notify the parent, either by U.S. mail, documented telephone call, or documented personal contact, that truancy will be filed.

Release of Students from School

No student will be released to anyone except his/her parent/guardian. Parent may communicate to School Office Manager or Assistant Principal of any other authorized individual who may pick up a student.

Tardy Policy

Students are required to be on time for all classes. Students who arrive after classes begin will be subject to consequences ranging from detention, loss of credit, to truancy court. The Assistant Principal will notify parents/guardians of action taken. Three tardies equal 1 unexcused absence, 6 tardies equals 2 unexcused absences and a parent conference with the Assistant Principal will be required. Excessive tardies in the same class will result in the student not being awarded credit for that class period for the semester.

Absences

Excused Absences

Scholars may have an excused absence from school for official religious holidays, illness confirmed by a parent or guardian, family tragedy, and school-related activities. If a scholar is absent due to illness for more 3 or more days, the illness must be confirmed by a doctor. If a scholar must miss school due to sudden illness or a family emergency, the school must be contacted by a parent or guardian no later than 7:00am for the absence to be considered excused. If doctor, dentist or other appointments need to be made, the expectation is for every attempt to be made to schedule appointments on early dismissal or school holiday dates. If this is not possible, upon returning to school, the scholar must provide notification from a licensed doctor/dentist validating the absence. Junior and Senior scholars are allowed one college visit per semester. Scholars must provide the Office Manager with an official letter written from the office of admissions indicating the time and day of the visit on the official college or university letterhead. Faxes will not be accepted. Scholars are also responsible for making up any missed assignments in a reasonable amount of time that will be determined by the teachers.

Unexcused Absences

Absences for family vacations, non-school related events, etc. are unexcused absences and are discouraged because they do not benefit scholars. Honest communication about absences is expected. In the case of an unexcused absence, the scholar is 100% responsible for initiating communication with the teacher and making up all missed work (preferably before the absence). If the scholar is absent frequently (excused or unexcused), a letter of concern will be sent home and if the absences continue, a parent conference will be called to discuss a solution to the problem. Please note that excessive absences affect learning and may result in lower grades. If the scholar leaves campus during the school day without permission, the scholar will be considered truant and will receive an unexcused absence.

Absences and Promotion/Retention

Scholars are allowed up to nine excused absences during the school year without a need for the promotion committee to evaluate progress at the end of the year. Attendance will be taken on all days that school is in session during the traditional school year, fall orientation, the end-of-year trip, as well as the summer (if applicable). If a scholar has ten or more excused absences during the year, the case will be reviewed by the promotion committee to determine if ~~they you~~ are prepared for success at the next grade level. If the promotion committee determines that the scholar is not prepared for success at the next grade level, the scholar ~~will could~~ be retained for missing too much instructional time. ~~(I think you want to set a different standard here)~~

The promotion committee will be convened by the school Principal during the final nine weeks of each school year and will report its findings to the CEO/Superintendent and relevant families at the end of the school year. Three tardies will equal one unexcused absence. You are considered tardy at 8:15 am.

Medical Policies

Records and Physical Exams - In order to enroll at a KIPP San Antonio campus every scholar must have up-to-date ~~physical (really?)~~ health records, including immunizations. Scholars will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

Medications - If a scholar requires medication during school hours, the distribution of the medications will be supervised by the School Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Scholar name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.

Each campus will designate employees as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a scholar or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of Scholar/Child, Name of Medication, Date, Time, and Who Dispensed Medication. Scholars are responsible for coming to the main office to receive their medications at the appropriate time. Scholars are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

Illness

A student who becomes ill while in school should inform a staff member. KIPP University Prep High School will call the school nurse and the parent/guardian to discuss whether the student should be sent home. A student under 18 will only be released to their parent/guardian. Parent may communicate to school Office Manager or Assistant Principal of any other authorized individual who may pick up a student.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles, mumps, rubella, and hemophilus influenza: the school can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which that student is an adherent or member. This statement must be renewed yearly.

Emergency Medical Treatment

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. In case of serious accident or serious illness of a student at school, the student's parent shall be called immediately to take charge of the student. If the parent cannot be reached, the specific instructions of the parent for taking a student to specified facilities for emergency care shall be followed unless deemed inappropriate by the ambulance attendant. In this instance, the attendant shall transport the student to the nearest medical facility having services appropriate to the student's needs.

School authorities shall not call any private physician unless the parent of the student concerned has submitted a signed form on which they have requested that a certain physician be called in an emergency when the parents cannot be reached immediately.

Closed Campus Policy

Providing a safe and orderly campus environment is vital. Therefore all scholars are required to stay on campus upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all scholars must check out through the attendance office. A scholar who leaves campus during the day without permission may lose all driving privileges.

Early Pick-Up

If you must leave school early for unavoidable reasons, you must provide a written request with the reason for leaving signed by a parent to the high school office. You must sign-out in the high school office if you are approved for early pick-up. Before you leave early, you are responsible for collecting any coursework/homework from each teacher. If an emergency arises, a parent/guardian may pick up a scholar after explaining the reasons for taking the scholar. All parent/guardians must sign out with the office.

Academic Program

KIPP University Prep High School offers a college preparatory education that encourages student confidence, independence and college readiness. Following state of Texas requirements, UPREP requires four years of coursework in English, mathematics, science and social studies along with a minimum of three years of Spanish and at least one year of fine arts (art, theater, music/band or choir). Other required courses include various electives, technology and a course focusing on career interests and preparation culminating in the creation of a 10-year plan for every student designed to help inform and support the student's growth and progress from transition to high school through graduation and acceptance into college. Students following this coursework plan graduate with a *Texas Recommended High School Diploma*, however, UPREP encourages all students to pursue the *Distinguished Achievement High School Diploma* which requires four additional advanced measures including original scientific or historical research; Advanced Placement (AP) or dual credit courses; and/or recognition as a Commended Scholar on the Preliminary Scholastic Assessment Test (PSAT). With assistance from the *KIPP Through College* program, every UPREP Scholar strives to earn acceptance into the college or university setting that best meets his or her career interests, goals and academic needs. In order to track each student's progress toward college readiness UPREP administers the following assessments and consults with students as to the goals and strategies needed to reach and maintain college readiness benchmarks:

- ACT Explore – 9th grade Fall and Spring
- ACT Plan – 10th grade Fall and Spring
- PSAT – 9th, 10th and 11th grade – October
-

The *KIPP Through College* program also provides preparation assistance for UPREP Juniors and Seniors taking the SAT and ACT tests required for college entrance.

State Assessment Requirements

Students in the Classes of 2013 and 2014 must meet standards on all four TAKS Exit Level Exams in the areas of English Language Arts, Math, Science and Social Studies in order to graduate. Students in the Class of 2015 and later must achieve a minimum score on the 12 End of Course Exams for English I, II and III; Algebra I, Geometry and Algebra II; World Geography, World History and US History; and Biology, Chemistry and Physics. In addition, the cumulative score of all 12 exams must meet state standards in order to be eligible for graduation.

Graduate Profile

	Class of 2013		Class of 2014 +	
Content Areas	Recommended Program	Distinguished Program	Recommended Program	Distinguished Program
Total # of Credits	26 credits	26 credits + 4 advan. measures	26 credits	26 credits + 4 advan. measures
English	4 credits to include English I - IV	4 credits to include English I – IV (<i>Eng III and IV AP suggested</i>)	4 credits to include English I - IV	4 credits to include English I – IV (<i>Eng III and IV AP suggested</i>)
Mathematics <i>Algebra 1 credit may be earned in 8th grade</i>	4 credits to include Algebra I, Geometry, Algebra II and Pre-Calculus	4 credits to include Algebra I, Geometry, Algebra II and Pre-Calculus	4 credits to include Algebra I, Geometry, Algebra II and Pre-Calculus	4 credits to include Algebra I, Geometry, Algebra II and Pre-Calculus
Science	4 credits to include Biology, Chemistry, Physics and 1 Science elective or AP course	4 credits to include Biology, Chemistry, Physics and 1 Science elective (<i>Science AP suggested</i>)	4 credits to include Biology, Chemistry, Physics and 1 Science elective or AP course	4 credits to include Biology, Chemistry, Physics and 1 Science elective (<i>Science AP suggested</i>)
Social Studies	4 credits to include World Geography, World History, US History and US Government and Economics	4 credits to include World Geography, World History, US History and US Government and Economics (<i>W. Hist and U.S. Hist AP suggested</i>)	4 credits to include World Geography, World History, US History and US Government and Economics	4 credits to include World Geography, World History, US History and US Government and Economics (<i>W. Hist and U.S. Hist AP suggested</i>)
Foreign Language	2 credits in the same language	3 credits in the same language (<i>4th credit in AP suggested</i>)	2 credits in the same language	3 credits in the same language (<i>4th credit in AP suggested</i>)
Physical Education	1.5 credits to include Foundations of Personal Fitness	1.5 credits to include Foundations of Personal Fitness	1 credit to include Foundations of Personal Fitness	1 credit to include Foundations of Personal Fitness
Health Education	.5 credit	.5 credit	None	None
Technology	1 credit	1 credit	1 credit (UPREP requirement)	1 credit (UPREP requirement)
Fine Arts	1 credit	1 credit	1 credit	1 credit
Speech	.5 credit to include Communication Applications or Public Speaking	.5 credit to include Communication Applications or Public Speaking	.5 credit to include Communication Applications or Public Speaking	.5 credit to include Communication Applications or Public Speaking
Electives	5-1/2 credits	5-1/2 credits	4-1/2 credits	4-1/2 credits

Grading, Tutoring and Awarding of Credits

Throughout each grading cycle in every core class UPREP scholars are assessed to determine their mastery of the materials taught. Students who do not master objectives as demonstrated on formal class assessments receive tutoring to help resolve the situation and achieve mastery. In addition, students at risk of not meeting standards on the TAKS Exit Level Exams or End of Course Exams receive tutoring and may be required to take specialized classes for the purpose of increasing their mastery level in the subjects at risk.

Progress reports are issued every three weeks during a grading cycle so that Scholars and parents can keep track of progress and resolve any problems as quickly as possible. Teachers monitor grades on a weekly basis in order to institute early intervention measures when a Scholar's grade drops below an acceptable range. Specific grade categories and weights for class work and lifework as well as projects and other formal assessments are determined by the subject area teachers (ELA, math, science, social studies, language, etc.); however, no single grade in any category may count more than 25% of the total nine-week grade for a course.

Final course grades also incorporate Mid-Year and Final exam scores. For freshmen the Mid-Year exam accounts for 10% of the fall semester average while the Final Exam accounts for 15% of the final grade for the course. In all other grade levels, the Mid-Year exam accounts for 15% of the fall semester grade and the Final Exam for 15% of the final course grade. In those courses where state End of Course Exams (EOCs) are required, the EOCs substitute for the Final Exam and account for 15% of the final course grade. Courses not subject to the state EOC requirement administer a Final Exam that counts for 15% of the grade.

Letter grades, percentages and grade points awarded are as follows:

Grade Percentage	Grade Point Awarded	Grade Percentage	Grade Point Awarded
93 – 100	4.0	80 – 82	2.7
90 – 92	3.7	78 – 79	2.3
88 – 89	3.3	73 – 77	2.0
83 – 87	3.0	70 – 72	1.7

*If you take AP or Dual credit (courses taken for both high school and college credit) you add one full point to your converted GPA score for that course. For example, an 83 in a non-AP course is equal to a 3.0 but if you took the **AP version of the course the GPA equivalent is $3.0 + 1 = 4.0$** . This is meant to reflect the fact that AP and Dual Credit courses are more difficult and require more time commitment and effort than non-AP courses.*

UPREP Scholars and parents must be aware that a Grade Point Average of at least 3.0 is required for college entrance and consideration for college scholarships and other awards normally start with a GPA of 3.7 or higher.

KIPP UPREP awards course credit either: a) by semester or b) the average of the first and second semesters for the entire year whichever method results in the higher score and awarding of credit for the Scholar. Transfer of credits from other schools is subject to review. Any transfer credits must meet UPREP standards as well as state guidelines and requirements. Scholars who miss more than 10% of any class due to unexcused absences are subject to failing the class or having it designated No Credit, both of which result in having to retake the course in order to earn a passing grade.

Academic Recognition

Students who achieve A and AB Honor Roll receive recognition and special awards each 9 weeks in conjunction with the report card night ceremony. In addition, sophomores and juniors who maintain a GPA of 3.7 or higher are eligible for consideration as members of the National Honor Society.

Lifework, Make-up Work and Late Assignments

UPREP Scholars receive an average of 2 hours of lifework each night (an average of 30 minutes per class for the four daily classes). When special projects are due, the average lifework per night may increase. Scholars must be proactive in scheduling their study time both throughout the school day and during the after school hours, especially if they are involved in extracurricular activities or work outside of school. Timely completion of lifework and submission of projects and papers by the stated deadline is crucial to every Scholar's success. Work submitted after the stated deadline is subject to severe grade reduction except in the case of illness or family emergency. Inadequate time-management and/or self-management are not acceptable excuses for missing or late work.

When Scholars are absent, it is up to them to request any missed assignments from the teachers following each teacher's absence work procedures. Work due to a single-day absence must be submitted no later than two days following the student's return to school. Deadlines for submission of work for multiple-day absences are negotiated with each teacher and depend on the amount and complexity of the work missed.

Promotion/Retention Policies

Scholars must meet academic and discipline requirements to be promoted to the next grade level or to graduate. Only Scholars who have completed all graduation requirements are eligible to receive a diploma and participate in the graduation ceremony.

To be promoted to the next grade level Scholars must:

- Earn 6 credits for courses taken in that year
- Attain passing scores on the TAKS Exams as required (Class of 2013 and 2014)
- Meet all attendance and tardy minimums

Scholars who fail classes taken for credit must retake that class and earn a passing score. No credit recovery programs are offered or accepted by UPREP. Courses retaken at schools other than UPREP are subject to review by school administrators to insure that the course(s) meet UPREP's standards as well as state guidelines and requirements.

Advisory Program

UPREP's advisory program is designed to offer students access to a caring adult and a small supportive peer group on campus. Advisory groups meet daily (except Wednesday) for the purpose of checking in with the advisor and fellow students; reviewing grades and progress; reinforcing organizational and study skills, and discussing community and campus issues. The advisory program also supports and enhances work, information and strategies presented and discussed in the Career Preparations course taken by every student. In addition advisory provides opportunities for teachers and students to review and analyze data from formal assessments and set goals and objectives for the year as well as for post graduation.

Scholar Code of Conduct (SCC)

The Board of Directors (“Board”) of KIPP San Antonio is responsible for establishing policies under which all campuses KIPP San Antonio operates. This Scholar Code of Conduct (SCC) has been designed to provide a positive learning environment and a safe environment for scholar learning. It has been designed to be used as an instructional and corrective tool. The goal of this policy is to provide scholars with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations of all KIPP San Antonio campuses are high and the SCC is designed to give scholars the best chance to be prepared for college or a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of scholar misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address scholar misconduct that is not specifically included in this discipline policy. This code applies to actions of scholars during school hours, before and after school, while on school property, while traveling on school vehicles funded by KIPP San Antonio, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT Devices. This code also applies to actions of scholars before or after school hours and off school property if those actions disrupt the learning environment in the school. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each scholar, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: Age, health, maturity, and academic placement of a scholar, the scholar’s discipline record, including previous similar incidents, the scholar’s attitude and willingness to change, the cooperation of parents/guardians, seriousness of offense and willingness to enroll scholar in a scholar assistance program

Teachers may choose to use alternate means for guiding scholars. These include verbal reprimand, changing seating arrangements, private conferences, parent conferences or other actions that match the situation.

Detentions

A scholar earns a detention anytime there is an accumulation of Behavior or Academic Alerts. Detention may take the form of a silent study period, behavior improvement work, other work assignments, or a combination of these.

Detentions are held each Monday, Tuesday, Thursday, Friday and Saturday.

Parent Conference

Parent is informed by phone or in person with conference documented, incident explained, future consequences reviewed and plans made to guide better decisions for the future.

Overnight and Out of School Suspension (OSS)

A suspension is when a scholar is removed from school due to the serious nature of the inappropriate behavior for up to 3 school days. Scholars who have been suspended may not appear on campus nor attend any school functions (before school, after school or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. Suspended scholars must be assigned homework and given the opportunity to make-up missed assignments, quizzes or tests.

Level 1 infractions:

- a) Class/School Disruption Classroom Rules
 - a. Disciplinary removal of a scholar from class
- b) Dress Code Violations
- c) Not Following Procedures
- d) Sleeping in Class
- e) Disruption of Classroom Instruction/Learning
- f) Eating or drinking outside the lunchroom
- g) Chewing gum
- h) Profanity In/Out of the Classroom
- i) Not prepared or participating in class
- j) Not completing or making up assignments
- k) Missing Assignment
- l) Public/Private Displays of Affection
- m) Rowdy or loud behavior anywhere on school grounds
 - a. Standing and yelling or throwing anything on campus
- n) Tardy to class (3 or more tardies)
 - a. Repeatedly tardy to class (not in assigned seat when the bell rings)
 - b. More than 15 minutes tardy to class

Consequences for violations of “Level 1” policies may include in detention, lunch detail, Saturday detention, parent contact/meetings, parent shadow, and a behavior alert. Behavior Alert is given to scholars who violate “Level 1” policies. The teacher or UPREP staff member issuing the Alert will call the parents of the scholar violates the policies. One copy of the Alert is placed in the scholar and one copy stays in the office.

Level 2 infractions:

- a) Bullying or verbal harassment (including ethnic or other slurs)
- b) Theft of any kind
- c) Insubordination in any form
- d) Talking during an emergency evacuation practice/event
 - a. Fire Drill
 - b. Tornado Drill
 - c. Lockdown
- e) Hazing or harassing
- f) Extreme or repeated disrespect
- g) Parking Rules
- h) Having or using a personal electronic device (PED)
 - a. cell phone, pager, iPod, headphones or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission or at any school event
 - i. School will charge 10 dollars or keep the device in the office for 7 days.

Consequences for violations of “Level 2” policies may include in detention, lunch detail, Saturday detention, overnight suspension, parent contact/meetings, parent shadow, out of school suspension (OSS), more serious administrative consequences, or expulsion depending on the incident(s).

Level 3 infractions:

- a) Academic dishonesty, cheating or plagiarism
- b) Skipping School
- c) Writing graffiti anywhere on school property, dirtying or damaging any school property
- d) Gang affiliation, activity, or promotion
- e) Sexual Assault/Harassment
- f) Skipping Class/Failure to Report to Assigned Area
 - a. In the hallways at any time while classes are in session without permission(except during passing periods or specific times designated by the Principal)
- g) Leaving School Grounds Without Permission

Consequences for violations of “Level 3” policies may include out of school suspension (OSS), administrative hearing, police involvement, or expulsion depending on the incident(s).

Level 4 infractions:

- a) Possession of weapons
- b) Fighting of any kind
 - a. Or any other infraction that violates Texas Education Code 37.001 “Student Code of Conduct”
- c) Drug/alcohol use, possession, sale, distribution
- d) Drug/alcohol paraphernalia

Consequences for violations of “Level 3” policies will be determined on an individual basis and may include punishments up to and including removal “expulsion” from school.

Other Considerations:

Students may be removed from class and placed in overnight suspension, out of school suspension or possibly expelled if the student commits the following on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school related activity on or off of school property:

- a) Engages in conduct punishable as a felony.
- b) Engages in conduct that contains the element of the offense of assault under Section 22.01 (a) (1), Penal Code, or terrorist threat under Section 22.07, Penal Code.
- c) Engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.
- d) If a student engages in conduct that contains the element of offense of retaliation against any school employee or student, that student will be removed from the school.

In addition to the abovementioned “Other Considerations,” a student may be removed from school based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

The continued presence of the student in the regular classroom threatens the safety of the students or staff or will be detrimental to the education process

Procedure:

- a) The Principal or his/her designee investigates the infraction(s).
- b) The Principal or his/her designee confers with the student and parent about the misconduct. The student is given an opportunity (due process) to explain his/her version of the incident.
- c) Written notice of the offense(s) and action taken are given to the parent and appropriate staff member.

A campus official must fill out an appropriate misconduct report anytime a scholar is suspended. Scholars must have due process which allows them to hear the charges and respond to them. Parents will be notified as soon as possible but no later than 12 hrs after the suspension is administered, through a phone call, a message on an answering machine, a letter mailed home or an email.

A parent or scholar may appeal a suspension by requesting a review in writing to the KIPP San Antonio CEO within two days of the notice of the suspension. The CEO will make the final determination of any suspension appeal. An appeal does not halt a scholar's suspension. If the suspension is overturned, the suspension will be removed from the scholar's record and any remaining days will not have to be served.

Law Enforcement

When a student's actions consist of a violation of law, he or she may be issued a citation and a court date will be assigned. Examples of violations include but are not limited to fighting, smoking, possession of drug paraphernalia, public intoxication, etc. The school will involve law enforcement related to any issue that is deemed by administration to require their intervention and/or assistance. We will assist them as outlined by law in any and all investigations and inquiries. **IF IT IS ILLEGAL OUTSIDE OF THE SCHOOL, IT IS ILLEGAL INSIDE OF THE SCHOOL**

Arrest: Police may be called to arrest scholars if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to; involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to; a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b.guns, toy guns, slingshots, or broken bottles.

A campus official must call the parents immediately after the police are called. Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of any prohibited item shall report this immediately to the Principal (or designee). The Principal or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police Department. The Principal (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police department. In addition the scholar who is charged with possession and/or use of a weapon shall be subject to immediate suspension from school and may face expulsion.

Expulsion

When a campus determines that a scholar has committed an offense(s) which is (are) grounds for expulsion, the Principal or designee will forward the KIPP San Antonio CEO and hearing office the appropriate misconduct report. The scholar will be suspended for up to 3 school days pending an expulsion hearing conducted by a hearing officer designated by the CEO. After the expulsion hearing, the hearing officer will then make a written report that same day to the CEO summarizing the grounds for expulsion and the evidence presented at the hearing and making a recommendation as to whether to expel the scholar and if so, for what period of time. Scholars can be expelled for periods of time from 10 days to permanently depending on the severity of the offense.

The parent and scholar will have the right to appeal the recommendation of the hearing officer within 5 days of notification of the recommendation. The appeal should be in writing and sent along with any

additional evidence to the CEO who will deliver the final decision within 10 days of the recommendation of the hearing officer. The CEO's final decision shall be delivered by the most expedient means of communication identified by the Parent/Guardian or scholar at the hearing (telephone, e-mail, etc.) and shall also be delivered by certified mail. Expulsion causes the scholar to be terminated from enrollment at all campuses of KIPP San Antonio for the entire term of the expulsion.

Expulsion steps in order:

1. Principal or designee recommends scholar for expulsion with a misconduct report to the superintendent and hearing officer and notifies parent of the expulsion hearing via certified mail.
2. Superintendent or designee schedules expulsion hearing.
3. Designated hearing officer will conduct expulsion hearing.
4. Representatives of the Principal may present evidence or witnesses.
 - a. Parent is strongly urged to attend
 - b. Parent and scholar afforded due process.
 - c. Parent may bring legal counsel.
5. Hearing officer makes recommendation to CEO that same day and notifies parent.
6. Parent or scholar may appeal recommendation in writing to CEO within 5 days of notification of the hearing officer recommendation.
7. CEO makes final decision.

Dress Code

Uniform Details:

- Pants – Navy/Black must be worn with a belt (solid brown or black) at the waist and belts must be through the loops. Pants can have an elastic waist. Absolutely NO cargo pants, jeans, sweat suit pants, pajamas, logos, insignias, pictures or messages are to be worn. NO studded belts or large belt buckles. No Dickies.
- Capri Pants – Navy/Black must be worn with a belt (solid brown or black) at the waist and belts must be through the loops. Capri pants must be knee level or longer and can have an elastic waist. Absolutely NO hip huggers, cargo pants, baggies, logos, insignias, pictures or messages. NO studded belts or large belt buckles. No Dickies.
- Shorts – Navy/Black must be worn with a belt (solid brown or black) at the waist and belts must be through the loops. Absolutely no baggies, logos, insignias, pictures or messages. NO studded belts or large belt buckles.
- SHIRTS – Only School or College shirts may be worn on the appropriate day according to the uniform schedule.
- SHOES OR SNEAKERS – All White or All Black Shoes/Sneakers must fit securely on the foot. Shoes with open toes, or backless shoes (including flip flops, sandals, boots, or heeled shoes) will not be allowed. Shoes may be laced or buckled. NO Heelies or rollers.
- Administration reserves the right to determine the appropriateness of all student dress and this may be done on an individual basis.

APPROPRIATE SIZED CLOTHING IS REQUIRED

Uniform Schedule

- **Mondays, Tuesdays, Thursdays:** Students are required to wear their grade level shirts and have the option of wearing navy or black pants or slacks, navy or black capris (short pants), or navy or black cargo shorts.
- **Wednesdays:** Students have the option to wear their whole school ¾ length team jerseys or a college shirt of their choice with blue jeans.
- **Fridays:** Students are required to wear their school oxford shirts with navy or black pants or slacks.
- How will the new uniform policy help our students succeed academically and socially?
 - Research shows that school uniforms support a safe and disciplined learning environment which is the first requirement of any good school. Students who feel safe and secure, who learn our school's culture and the essentials of good citizenship are better students. The following are observed benefits of school uniforms in many communities that have adopted uniform policies:
 - helping students concentrate on their work by removing distractions;
 - instilling a sense of community;
 - helping school officials recognize intruders who come to the school;
 - instilling students with discipline;
 - helping parents and students resist peer pressure;
 - decreasing violence and theft among students over designer clothing or expensive sneakers;
 - reduce the incidence and promotion of gang culture
 - By wearing their school uniforms, students will become part of a team. It is this team effort that our faculty and staff hopes will help students experience a greater sense of school identity and belonging and promote academic excellence.
- Head Coverings
 - No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements.
- Jewelry and makeup
 - Boys may not wear any earrings and girls may wear non-distracting earrings only in the ears not exceeding the size of a quarter. Girls are allowed no more than 3 piercings per ear. Gages, barbells and other non-traditional earrings are not allowed.
 - Facial piercings for boys and girls of any kind are not permitted.
 - Visible body piercings or tongue piercings or band-aids covering piercings are not permitted.
 - Large necklaces must be tucked inside the shirt.
 - No heavy makeup is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms.
- Multiple or distracting wrist wear are prohibited.
 - Students are allowed to wear one per arm.
- Hair
 - Hair can be colored or highlighted only in a natural human hair color.
 - No designs of any kind are permitted to be in the hair or on the face
- Tattoos
 - No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.

Trailblazer Cash

UPREP students will be placed on an imaginary token economy in which they are rewarded for exhibiting the values of their school. Students will earn “Trailblazer Cash” through receiving “shout-outs” or public compliments from their teachers and their peers. Trailblazer Cash can also be earned by remaining free from disciplinary action, team awards given by teachers and attendance. The Cash will be used to earn college merchandise and rewards during lunch, and on monthly trips with room for small groups of students.

Searches of students and/or their property

School officials may search the student, desk, locker, cell phone, backpacks, purse, vehicle or anything that contains the student’s personal effects by establishing reasonable suspicion or securing the student’s voluntary consent. The school also reserves the right to search the digital content within the cell phone, if confiscated as a result of a violation of a school rule OR by establishing reasonable suspicion of a school employee. Vehicles on school property may be searched if reasonable suspicion exists that the search will result in evidence that school rules have been violated. If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact law enforcement officials. Students who leave campus without authorization or return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an authorized area during school hours are subject to administrative search.

KIPP University Prep High School reserves the right to use drug dogs, metal detectors and searches of students at random to ensure campus safety and to maintain effectiveness of the school. Other searches may be conducted if school officials have reasonable cause. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student’s outer clothing, pockets, or property by establishing reasonable cause or securing the student’s voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. U.S. Const., Amend. 4.: *New Jersey v. T.L.O.*, 105 S. Ct. 73 (1985); *Jones v. Latexo ISD*, 499 F. Supp. 223 (1980).

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its pupils for the pupils’ convenience and temporary use. Pupils are to use lockers exclusively to store school -related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search.

The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

Code of Conduct for Computer Usage

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Scholars have the privilege to use computer workstations, the school network, e-mail, and the Internet for school assignments only. Scholar Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each scholar must use computers and the network responsibly.

Computer Hardware

Responsible scholars use computers, other hardware, and printers professionally and appropriately. Scholars will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers and furniture; and keeping the computer, monitor, keyboard, mouse and furniture clean.

Appropriate Internet Usage

Responsible scholars use the Internet appropriately. The scholar is responsible for all web pages accessed. Scholars are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of the KIPP San Antonio (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, scholars may not access, use or possess unauthorized or illegally obtained hardware, software or data. Scholars must comply with the following safety rules for Internet use. Scholars should not give out any personal information such as address, telephone number, parent's work address or telephone number or any other person's address or telephone number without parental permission. Scholars should tell their teacher, Principal or parent/guardian immediately if they experience an uncomfortable situation. Scholars should never agree to meet or to send any picture to someone they have communicated with on-line. Scholars must check their e-mail accounts on a regular basis. Teachers often communicate to their scholars and request assignments via e-mail.

School Network

Responsible scholars respect the privacy and rights of others. Scholars must keep their computer account and password private; if scholars have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Scholars may not access scholar records of other scholars. Scholars may not alter any network address or identifiers. Scholars may not copy software from computers, or destroy or damage another person's files or messages. Scholars must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it. Scholars must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Scholars may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other scholars, teachers, administrators, or the school.

Integrity of School Network

Responsible scholars maintain the integrity of the school network. Scholars have the responsibility to report all violations of privacy. Scholars are accountable for all e-mail sent or received under their user accounts. Scholars may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats or engaging in any for-profit commercial activities including advertising or sales.

Computer Lab

It is the scholar's responsibility to follow all computer lab rules and obey supervisors of the labs. Scholars should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers.

Emails/Messages

The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that scholars are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Scholars observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the Principal.

2011-2012 UPREP Electronics Policies

KIPP University Prep High School is committed to creating a learning environment that is Safe, Respectful and Responsible, and the use of personal electronic devices, including mp3 players and headphones, cell phones, and video game players, has been having a detrimental impact on student behavior and achievement. To that end, we are implementing a Personal Electronic Device (PED) policy designed to minimize school day and classroom disruptions while increasing effective instructional time and on-task behaviors. Additionally, we anticipate a drop in thefts of these devices and to a decrease in student conflict and harassment instigated or perpetuated by texting during school hours.

Hallways:

Personal Electronic Devices (PEDs) **MUST BE TURNED OFF**, and may not be used or visible in any non-classroom setting, including hallways, stairways or stairwells, offices, courtyards, the auditorium, the gym, or the parking lot between the hours of 7:30AM and 5:45PM.

Classrooms:

PEDs may be used for legitimate instructional purposes, as determined and posted by individual teachers. Hallway passes **may not** be used as an opportunity to use PEDs. It is the teacher's right and responsibility to determine when and how PEDs are appropriate, and any refusal to comply with a teacher's policies and requests will result in the consequences outlined below.

Consequences:

If a student uses or displays a cell phone, electronic music player, headphones, or personal video game console during class time or during hall passing time the following consequence(s) will result:

Confiscation of the device by a staff member.

- **FIRST OFFENSE:** The device **will be** returned to the student after the end of sixth period in the Main Office.
- **SECOND OFFENSE:** The device **will not** be returned to the student. It will be given to a parent/guardian or authorized adult who comes to pick it up from student management or campus security. Current students **will not** be authorized to pick up or receive the device.

If a student refuses to surrender the electronic device will result in suspension for defiance of authority.

These guidelines and procedures will be in effect from the time students arrive at school until the final bell at the end of the day. Since it is sometimes necessary for parents to communicate with their child during school hours, they are free to call the office and have a message sent to them. Students are allowed (with staff permission) to use the school phones if it is necessary to contact a parent during the instructional day. Use of an electronic device during after-school activities will be at the discretion of the supervising coach/staff member.

To clarify, if students choose to bring an electronic device to school, they are not in violation of this policy as long as it stays off, in their bag or in their locker, until the final bell. However, the school discourages this practice. UPREP will not be responsible for any lost or stolen items and will not investigate any claims of theft or damage.

School Bus Offenses

Class I Offenses	Class II Offenses
<ol style="list-style-type: none"> 1. Spitting 2. Excessive Noise or Loud Music 3. Horseplay/Mischief 4. Eating/Drinking/Chewing Gum/Littering the bus 5. Leaving seat/standing without permission of the driver 6. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials 7. Riding an unassigned bus or using an unassigned bus stop 8. Refusing to properly identify yourself to the bus driver 9. Disobedience to the bus driver or bus monitor 10. Inappropriate or disruptive behavior at a bus stop 11. Other behaviors which disrupt the normal and usual operation of the school bus 12. Entering a place of business unescorted by a parent or guardian, or disrupting the normal activities of a business where a stop is located. 	<ol style="list-style-type: none"> 1. Hanging out of windows with any part of the body 2. Throwing/shooting of any object in or out of the bus 3. Bullying, threatening, or harassment of any person on the bus 4. Profanity or threats toward the bus driver or bus monitor 5. Possession or use of tobacco or any controlled substance 6. Vandalism to the bus or any bus related equipment (restitution will be required as well) 7. Pushing, shoving, or rushing the bus at a bus stop or walking in front of a bus 8. Lighting matches, lighters, or any other flammable object or substance 9. Unauthorized entering or leaving the bus through an emergency exit or window 10. Possession or threats of possession of a weapon, explosive, or flammables 11. Possession or use of a laser pen or pointer 12. Other offenses and behaviors which seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians 13. Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. <i>This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine.</i>

CONSEQUENCES for SCHOOL BUS OFFENSES

Offense Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Class I	Warning	1-2 day suspension from bus	1 week suspension from bus	2 week suspension from bus	4 week suspension from bus, required parent meeting and possible removal from bus for the remainder of the semester
Class II	1-2 day suspension from bus	2-3 day suspension from bus	1 week suspension from bus and required parent meeting	Loss of bus privilege and required parent meeting	Loss of bus privilege and required parent meeting

***Bus offenses accumulate over the course of the school year and reset only at the end of the year.*

Physical Restraint

Required staff members of KIPP University Prep High School may restrain a student to:

1. Protect a person from physical injury
2. Obtain possession of a weapon or other dangerous object
3. Restrain an irrational student.

KIPP University Prep High School Participates in the Texas Behavior Support Initiative (TBSI) implemented by the Texas Education Agency (TEA). TBSI is designed to build campus level knowledge and skills on the use of positive behavior supports for students with disabilities, as well as all students attending public schools.

Each campus has a core team of at least three members trained based on state guidelines related to de-escalation and restraint. KIPP University Prep High School utilizes Crisis Prevention and Intervention (CPI) techniques. Any faculty or staff member that is involved in a restraint will receive training as outlined by law. The campus will make reasonable attempts to notify parents both verbally and in writing should their child be restrained.

Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct toward another student or school employee. This prohibition applies whether the conduct is by word, gesture, or any other means. All students are expected to treat other students and school employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the student discipline section of this handbook for information regarding disciplinary sanctions. The school will notify the parents of all students involved in harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of harassment or abuse by an employee. The school encourages parental and student support in its efforts to address and prevent harassment and abuse at schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the principal or their designee.

A complaint alleging harassment by another student, or harassment or abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee. The first conference with the student ordinarily will be scheduled and held as soon as possible within five days of the request. The principal or designee will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the superintendent. If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Complaints by Students/Parents

Complaints by students or parents about instructional materials, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. Students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss that matter with the teacher before requesting a conference with the principal.

A student or parent who has a complaint shall request a conference with the principal within ten days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within five days of the request. The principal shall have seven days following the conference within which to respond.

If the outcome of the conference with the principal is not to the student or parent's satisfaction, or the time for a response has expired, the student or parent may request a conference with the CEO or designee. The request must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The CEO or designee shall hold the conference within seven days after receiving the request.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The CEO or designee shall have seven days following the conference within which to respond.

If the outcome of the conference with the CEO or designee is not to the student or parent's satisfaction or if the time for a response has expired, the student or parent may request the matter be on the agenda of a future Board meeting. The request shall be in writing and must be filed within seven days of the response or, if no response is received, within seven days of the response deadline. The CEO shall inform the student or parent of the date, time, and place of the meeting.

Counseling and Guidance

KIPP University Prep High School Assistant Principals and Counselor will serve as student advocates, assisting students with a wide range of personal concerns, including such areas as personal/social, family, emotional, academic, or chemical dependency needs. The Counselor may also make available information about community resources to address personal concerns.

The Counselor's primary responsibility is to provide support services directly to students by assisting all students to plan and work toward their selected graduation program and post-secondary goals, providing individual and group counseling related to students needs, and to provide support to students indirectly by consulting with staff and parents. To the greatest extent possible under legal and ethical guidelines, the privacy rights for students and their families are protected by the school Counselor. However, there are times when it is necessary to confer with others regarding a particular student's problem in order to best serve that student. Counselors are required by state law to report any form of child abuse or endangerment—whether to self or others. If you would like your child to opt out of all counseling services, please send a letter or request to the campus Principal.

The school counselor will also advise students and their parents or guardian regarding the importance of higher education, coursework designed to prepare students for higher education, financial aid availability and requirements. Additionally, the school counselor is required to provide information to a student and parents regarding the importance of higher education; the advantages of completing the recommended or higher high school program; the disadvantages of taking courses to prepare for a high school equivalency; coursework designed to prepare students for higher education; financial aid availability and

requirements; instruction on how to apply for federal financial aid; the eligibility and academic performance requirements for the TEXAS Grant; and information concerning the financial aid center operated by the Texas Higher Education Coordinating Board under TEC Section 61.0776.

Crisis Intervention

We can all expect to experience loss of significant others, objects, social status, and physical health. Change brought about by crisis and loss is important to normal social and emotional growth. A crisis occurs, as normal part of life, when problems of change are temporarily beyond our ability or capacity to cope, when our support system is inadequate, or when we are thrown off balance emotionally. We can help others cope and adjust to change by offering psychological first aid. The goal of crisis management at KIPP University Prep High School is to provide emotional support to an individual during a vulnerable crisis period that will enable a person to make a healthy adjustment and to function on their own again as soon as possible. KIPP University Prep High works hard to ensure we are prepared to face any/all crisis that arises. In the instance of an emergency, parents, students and staff are encouraged to contact the campus administration.

Scholar Supervision

Scholars are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member. It is the responsibility of scholars and parents to ensure that timely transportation is available and timely for all school-related activities. KIPP University Prep is not responsible for scholars who are on the school grounds after regular school hours without expressed permission from parents and teachers. To maximize personal safety outside the building, it is recommended that scholars stay in groups if possible and do not wear iPods/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police. (this is a good addition)

Emergency Drills/Operations

Fire Drills

Posted in every room is a map detailing the evacuation protocol required. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms or lockers. They must go directly to the designated outside location until given further instruction. Any scholar violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There is to be no talking whatsoever during a fire drill.

Lockdown Drills

Students are required to follow all instructions provided by their teacher(s) during lockdown drills. Students will not be able to leave assigned lockdown areas during the period of time of a lockdown drill. Electronic devices are not to be used during lockdown drills or any emergency except as authorized by school personnel.

Campus Evacuation

If a campus evacuation is necessary, students will be transported to KIPP: Aspire Academy located at 735 Fredericksburg Road, San Antonio, TX, 78201. Parents will be notified via emergency phone notifications if an evacuation is necessary and further instructions will be provided at that time.

Emergency School Closing Information

In the event of weather or other conditions that make it necessary to close the school; students and parents will be notified through school messenger phone calls, announcements made on local television stations, local radio stations, and the KIPP UPREP HS website. In the event of severe weather conditions, if the major school district near the campus is closed, we will more than likely close too (KIPP University Prep High School follows the closures of San Antonio Independent School District). The CEO of KIPP San Antonio will make the final determination.

Textbooks and Instructional Materials

It is the responsibility of scholars to keep textbooks and instructional materials in the condition in which they are received. Textbooks are school property, and should be handled with extreme care. Fines will be assessed for damaged textbooks.

Sports Eligibility

Scholars are eligible to be official members of a school sports team if they are passing all courses with a 70% upon printing of progress reports and report cards. If a scholar does not achieve a passing score on any one class he/she is ineligible until the next progress report or report card is printed and passing scores in all classes are achieved. All student athletes must adhere to all components of the UPREP Commitment to Athletics.

Policies Regarding Scholar Records

Definition of Scholar Records

1. "Scholar Records" shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which KIPP University Prep maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute shall not be considered a part of the scholar records.

Scholar Permanent Record

The Scholar Permanent Record shall consist of:

1. Basic identifying information, including scholar's name and gender
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

Temporary Records

The Scholar Temporary Records shall consist of all information not required to be in the scholar's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies or organizations
11. Other verified information of clear relevance to the education of the scholar
12. Record of release of temporary record information to individuals not on the school staff

Inspection of Scholar Records

1. Parents shall have the right to inspect, challenge and copy scholar records of that parent's child until one of the following events occurs:
 - a) The scholar attains 21 years of age; or
 - b) The scholar attains 18 years of age and declares himself or herself legally independent of his or her parents.
2. Scholars shall have the right to inspect and copy their permanent record. Scholars shall not have access to their temporary records until they:
 - a) Attain 18 years of age
 - b) Graduate, or,

c) ~~Assume financial independence. (is this emancipation? Is legal independence more correct?)~~ Assume legal independence

3. Scholar records shall be made available to parents and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the registrar.

4. Whenever access to scholar records is granted to parents or scholars, a qualified staff member shall be present to interpret information contained in these records.

5. Copies of scholar records shall be provided to eligible parents or scholars.

6. Whenever a parent or scholar desires a copy of information contained in the scholar's records, he or she shall:

a) Submit a written request to the scholar's counselor.

Right to Control Access of Scholar Records

School officials shall release scholar records to the official registrar of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

Access to Records without Parent Consent

1. School staff members who have a current and legitimate educational interest in the scholar records shall have access as needed for professional purposes to both the scholar's permanent and temporary records.

2. School officials shall release scholar records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

3. Scholar records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No scholar or parent shall be personally identified from the information released.

4. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.

5. If a scholar is 18 years of age and the scholar is financially-legally independent (~~same question~~) of parents, the scholar may request the parents be denied access to his or her records.

6. A scholar who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's registrar.

Challenge Procedures

1. A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the scholar records of his or her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.

2. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

Maintenance of School Records

1. Scholar permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the scholar has transferred, graduated or permanently withdrawn from school.
2. Scholar temporary records shall be maintained until August 1st of the year the scholar transfers, graduates or permanently withdraws from school. The records of special education scholars shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the scholar's transfer, graduation or permanent withdrawal from the school.
3. The Principal shall be responsible for having all scholar records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all scholars' files.

Special Education Overview

KIPP University Prep High School provides a full special education program as outlined by both federal and state law. KIPP University Prep High School does not discriminate based on individual disabilities. We provide services to all students regardless of specific disability who meet our admission criteria. We provide a continuum of placements based on individualized decision-making through the ARD process. Upon admissions, parents and/or students are required to notify Administration and/or student advisors that they qualify for special education services. They are encouraged to provide the campus special education coordinator with a copy of their current full and individual evaluation and individualized education plan. A transfer ARD will be held to determine the appropriate interim placement and services. Within 30 days of the transfer ARD, a temporary or annual ARD will be held in compliance with federal and state guidelines. Additional ARD's may be necessary from time to time to address programming and planning for students served in special education. A full outline of all policies and procedures related to special education at KIPP University Prep High School is available per request.

KIPP University Prep High School maintains full time staff of individuals available to assist with issues pertaining to special education. Parents and students who have questions related to special education should notify their campus special education coordinator or the district director of special education. In addition, a full outline of all policies and procedures related to section 504 at KIPP University Prep High School is available per request.

Special Education- Referrals/Student Support Team/Response to Intervention

A student experiencing difficulties in the general education program may be considered for eligibility for special education services. All such students will be referred through the district pre-referral committee, the student support team. Adaptations in the general education program are attempted, if appropriate. If these adaptations are unsuccessful and the student is suspected of having a disability, a referral may be made for a full and individual evaluation (FIE). If said adaptations are not appropriate due to the nature and severity of the student's presentation and the student is suspected of having a disability, a referral may be made for a full and individual evaluation (FIE). 34 C.F.R. Part 300; 19 T.A.C. Chapter 89, Texas Education Code (T.E.C.) 29. KIPP University Prep High School utilizes the student support team process as both its referral process for special services and response to intervention initiative. If a child is experiencing education related difficulties, the parent or adult student must contact the campus administrator, the campus special education coordinator, the student's teacher, or the director of special education in writing to express their concern. At any time, a parent or adult student is entitled to request an evaluation for special education services. The student will then be referred to the student support team, the district's overall general education pre-referral committee. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom will be considered for tutorial, compensatory, and other support services that are available to all students.

The Student Support team in conjunction with its relevant members will then determine the appropriate strategy to assure that the student has been offered the opportunity to benefit from various strategies as

outline by law such as tutorial, compensatory, and other support services that are available to all students. If the student support team determines that an evaluation is needed, the parent will be notified, provided a copy of the Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities and a Guide to the Admission, Review, and Dismissal Process and asked to provide written consent and support information for the evaluation. The district must complete the evaluation within 60 calendar days of the date the district receives the written consent. In addition, the district will report the results of the evaluation within 30 days of the written report. The district will provide the parent with a copy of the report. If the parent or adult student has specifically requested an evaluation and the district determines that the evaluation is not needed, the district will provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice will include a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

Special Education and Parental Rights Regarding Adult Students

A student with a disability who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Chapter 31, Family Code, shall have the same right to make education decisions as a student without a disability, except that the school district shall provide any notice required by IDEA, Part B to both the student and the parents. A notice of an admission, review and dismissal (ARD) committee meeting does not constitute invitation to, or create a right for, the parent to attend the meeting. All other rights accorded to parents under IDEA, Part B transfer to the student. All rights accorded to parents under IDEA, Part B transfer to students who are incarcerated in an adult or juvenile, state or local correctional institution.

Full Inclusionary Support

KIPP University Prep High School provides support for all students with learning differences from an inclusionary model that focuses on providing all students with access to grade level curriculum in alignment with the individuals with Disabilities Education Act (2004).

Student Organizations and Clubs

KIPP University Prep High School encourages student participation in extracurricular activities and recognizes the right of students to form associations, organizations or clubs for the purpose of pursuing common interests.

Any student-initiated organization – artistic, athletic, career, educational, recreational, or social – will be recognized as a KIPP University Prep High School Student Organization when the student organizers complete the following steps:

- 1) Present a petition to the principal requesting recognition of the organization.
 - a) The petition will include the names of the organizing member.
 - b) A copy of the organization's bylaws will be included with the petition.
 - c) The petition will include a statement describing the purpose and activities of the organization.
- 2) The organization must have an adult sponsor who is a full-time employee of KIPP University Prep High School. A letter of agreement to serve, from the proposed sponsor, must accompany the organization's petition.
- 3) To maintain its status as a recognized Student Organization, the organization must provide the Principal's office information concerning the times and place of its meetings. Regular meetings may be reported once each semester; special meetings must be reported 24 hours in advance.
- 4) The organization may lose its status as a recognized Student Organization if any of its activities are found to be in violation of the Student Code of Conduct.

Recognized Student Organizations will be entitled to use school facilities for meetings and other activities, as long as those activities do not interfere with the school's academic program. Such organization's meetings and activities may be placed on the school's official calendar and may be publicized in school publications.

As a public high school, KIPP University Prep is officially neutral in matters of religion. The school will protect the rights of free expression of any religious group, but may not – as a school – promote the interests or teaching of any religious faith.

Transportation and Vehicles

With approval from the Texas Education Agency, KIPP University Prep High School will provide transportation to students by providing bus passes/bus cards from the local metropolitan transit authority where available and/or school bus transportation. Students must report loss of a card to school administrators as soon as loss has occurred.

For those students who drive to school, vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so. A student has full responsibility for the security of his or her vehicle and will be held responsible for any prohibited objects or substances, such as alcohol, drugs, drug paraphernalia, weapons, or weapon paraphernalia that are found in his or her car and will be subject to disciplinary action, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

Visitors

Parents and immediate family are welcome to visit KIPP University Prep High School. All visitors must first report to the reception area. Visitors will be required to sign in the visitor's log. While visits to schools are encouraged, the principal shall ensure that such visits do not disrupt or interfere with the educational process in the classroom.

Enrollment

Waitlist

Beginning in January of a given year, the new scholar lottery is opened. If families inquire about space in the school year before January, we inform them about the January date for the beginning of our lottery process. No names are carried over from the previous year's list. Scholars who are currently enrolled in a KIPP San Antonio school do not need to reapply – it is assumed that they will remain in the school unless the school receives notice otherwise from the parent or guardian.

New scholars are admitted to fill any open spaces based on a lottery system. "Lottery," as used in our enrollment process, means a random selection process by which applicants for enrollment to the school are admitted. First, parents and/or scholars who wish to be considered for enrollment in UPREP place their names on a waitlist in January. At that time, a scholar application is distributed.

Withdrawals

If a scholar must withdraw from school, she/he should report to the Assistant Principal and follow the school's withdrawal procedure in order to receive grades at the time of withdrawal and records for transferring to another school. The student and parent should see the Assistant Principal to discuss alternative programs that may be available to help meet the student's needs.

End of Year Trip Expectations

To help insure a successful trip, the following guidelines will be adhered to and enforced. These guidelines are not intended to prevent students' enjoyment while on the trip but are designed to help insure the safety and well-being of all individuals who participate in this trip activity. Students who are unable to abide by and accept these expectations are encouraged NOT to participate in this activity. Students who have received a formal suspension or been declared truant by the dean's office may NOT participate. Students who, in the judgment of Administration have an extensive discipline record also may not be permitted to participate. Students who elect to participate agree to abide by these expectations and also realize that their personal behavior is subject to all rules and regulations of the KIPP University Prep and KIPP San Antonio.

1. There will be absolutely no participation, possession, and/or association with drugs, drug paraphernalia, alcohol, and/or other substances which are illegal.
2. Students will follow the itinerary at all times unless changes are announced by a chaperone. All time restrictions will be followed as indicated by the itinerary or communicated by a chaperone.
3. Students are responsible for their personal belongings and are expected to dress appropriately at all times abiding by the KIPP: University Prep High School dress code.
4. Student conduct, while on the buses, is expected to be safe and orderly. Students are expected to remain in their seats while the buses are in motion and refrain from unnecessary noise and/or loud talking. Students may bring food items; however, students are responsible for all trash and necessary cleanup.
5. All beverages must be in a sealed plastic container. Opened bottles, cans, or glass will not be permitted. During overnight trips, times designated for lights out will be adhered to and students will be expected to use lights-out time for sleeping.
6. To be eligible for any trip, students must make backpacks and or carry-on baggage available for inspection prior to departure. Parents are welcome to be in attendance during this procedure.
7. Students behavior will be polite and courteous at all times.
8. Telephone calls, visitations, and other activities will not be permitted once lights are out.
9. Students are not permitted to carry any wireless communication devices, digital cameras, or personal mp3 player.
10. Each student must meet school and trip eligibility standards. Acceptance of this field trip authorization, by the school, does not indicate that all eligibility criteria have been met. A student who does not qualify and yet feels there are extenuating circumstances for his/her particular case may appeal to designated representative of administration. In weighing the merit of the appeal, designated representative of administration will consider the student's attendance, citizenship, academic grades, school participation throughout the school year, and the duration of time since the incident resulting in the loss of eligibility. Any appeal must be made within five school days of the first formal announcement and/or availability of field trip permits for the special event or field trip.

We have read and discussed the contents of this document and understand that all expectations are in the best interest of the student(s) involved. We further understand that if our student does not abide by all expectations of the chaperones, he/she will not be permitted to participate in this event, will be subject to disciplinary action at the school, and will be ineligible for future activities at KIPP University Prep High School.

Student Signature

Date

My child has permission to participate in this field trip, as detailed in this authorization.

Parent Signature

Date

