



KIPP:TRUTH

ELEMENTARY SCHOOL

**2017-18 KIPP Truth Elementary
Student and Family Handbook Additions**

WELCOME

Hello and welcome to the 2017-2018 school year! Words cannot express how thrilled I am to work alongside you to ensure our KIPPsters are prepared to graduate college and live a life of choice.

As a KIPP Truth Elementary Team & Family member, you are an integral part of our continued success and achievement as a school community. On behalf of our entire faculty and staff, thank you for choosing KIPP Truth Elementary and thank you for the work that we will do together.

We ask that you carefully read and review our student and family handbook, which has been developed to help answer questions surrounding you and your KIPPsters experience at KTE. The policies, practices, and procedures outlined are guiding tools to help create a safe, supportive, and loving educational environment for all KIPP Truth Elementary families.

As a member of the KIPP Truth Elementary Team & Family, we appreciate your commitment to our KIPPsters and the mission of KTE. Thank you and I cannot wait to see throughout what will be a rewarding school year.

Katie Hill, Principal
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Section 1: About KIPP Truth Elementary School

KIPP Truth Elementary

KIPP Truth Elementary is a tuition-free, public charter school located in South Oak Cliff. Founded in 2015, KIPP Truth Elementary currently serves approximately 480 students in grades Kindergarten through 3rd grade. KIPP Truth Elementary School is part of KIPP DFW and the national KIPP network of schools.

KIPP Truth Elementary School's Vision

At KIPP Truth Elementary, we are grounded in a steadfast belief in each student and our community. We honor our students and our commitments to support them in the choice to become college graduates, leaders, and advocates for equity. We are wholehearted, joyful, and bold in empowering students through opportunity and access.

Students will leverage their strengths and talents to find their voice, to speak their Truth, and demand a seat at the table. Every child will grow every day through deep engagement with content, service learning, and exploration of arts and culture. Through stimulating, individualized, and creative instruction, our students will fall in love with learning.

At KIPP Truth Elementary, students will embark on the journey of gaining the knowledge, skills, power, and perspective to expand the landscape of possibility in southern Dallas.

KIPP Truth Elementary School's Mission

The mission of KIPP Truth Elementary School is to support scholars in developing the mindsets, knowledge, skills, and habits that will lead to a life of choice and empowerment. We strive to equip scholars with the confidence, character, vision, and passion to achieve their goals and strengthen our community.

KIPP Truth Elementary School's Icon



Our icon embodies who we are and aspire to be as a school community. We strive to be an enduring institution in the community; firmly grounded in our roots and constantly growing alongside our kids and families. We also recognize and celebrate strength and individuality in our kids and each other. It is a clear symbol that our youngest KIPPsters can draw and connect with.

KIPP Truth Elementary School's Values

We believe that all children will thrive if immersed in an environment grounded in a set of core beliefs. Our values spell out the acronym SHINE, as we strive to support our students in letting their best selves SHINE through every day at KTE. Our values are as follows:



**SERVE &
LEAD**

Serve and Lead: When we serve and lead, we work with others to make our team and community better. We use our minds and our words to make smart choices and help our community grow.



HONOR

Honor: When we honor, we appreciate and respect our history, our families, our community, our school, and ourselves. We are responsible. We do the right thing, even when it is not easy.



INQUIRE

Inquire: When we inquire, we use our knowledge and experience to ask big questions that will help us dream and create. We are willing to take risks to learn something new. We wonder and see possibility all around us.



NURTURE

Nurture: When we nurture, we put love and hard work into something to help it grow. We nurture our hearts, our minds, our community, and our relationships with each other to make us all better each day.



**ENVISION &
REACH FOR
GREATNESS**

Envision and Reach for Greatness: When we envision and reach for greatness, we can see our goals that we will achieve and our actions align to our goals. We work hard to make our dreams come true and build a better tomorrow.



SHINE

SHINE: When we SHINE, we work to become our best selves with joy and love. We let the world see our talents, strengths, perspectives, and our truth.

Section 2: KIPP Truth Elementary School’s Academic Program

KIPP Truth Elementary School Grading Policy

At KIPP Truth Elementary School grades are assigned to KIPPsters to accurately reflect their academic effort, growth, and achievement (mastery of grade level learning standards, TEKS) throughout the school year. Grades in core academic subjects are derived from assignments completed in class and for homework , along with formative and summative assessments, including projects.

Type of Assignment or Assessment	Grades K-2 % of Each Quarter Grade	Grades 3-4 % of Each Quarter Grade
Homework <ul style="list-style-type: none"> Checked for completion weekly 1 homework grade per week checked for accuracy and completion 	10%	15%
Classwork/In-Class Assignments <ul style="list-style-type: none"> 1-2 grades per week, per class checked for accuracy and growth or mastery 	50%	40%
Quizzes/Skills Assessments <ul style="list-style-type: none"> At least 1 grade every two weeks for a quiz 	20%	25%
Interim Assessments/Projects <ul style="list-style-type: none"> A minimum of 2 test grades will be collected per quarter, including an Interim Assessment test grade, for each core content area 	20%	20%

KIPP DFW Elementary School Grading Scale

KIPP DFW elementary schools use a standards-based grading scale in which end of quarter and end of year grades are assigned to KIPPsters based on their mastery of grade level learning standards.

Grade Scale	Letter Grade	Definition
90 – 100	A	Demonstrates <i>exceptional</i> mastery of the material
80 – 89	B	Demonstrates mastery of the material
70 – 79	C	Demonstrates <i>minimum</i> mastery of the material
60 – 69	F	Demonstrates lack of mastery of material

Late and Missing Work Policy

KIPP Truth Elementary School will follow all KIPP DFW regional guidelines surrounding late work. In addition, please note the following:

- If a student is absent when an in-class assignment is collected and graded, the missing classwork will be sent home with “Absent Work” on the top. This work should be completed in addition to homework for that evening.
- Homework packets must be turned in Friday of each week. Late homework packets will not be accepted after Wednesday of the following week. Late homework packets will be deducted 5 points per day that they are late.
- KIPPsters with incomplete homework will attend a homework club, rather than participating in their extracurricular club of choice
- Break packets will be collected and graded as two homework grades.
- Families must sign off nightly on student folders and reading logs. This will be included in the child’s homework grade.

KIPP Truth Elementary Daily and Weekly Schedule

All KIPPsters at KIPP Truth Elementary will follow a departmentalized schedule, meaning their core subjects will be taught by different teachers. On Monday through Thursdays, KIPPsters will engage in the following classes:

- Reading (75 min)
- Writing (75 min)
- Math (75 min)
- Science or Social Studies (45 min)
- Physical Education or Technology (45 min)

On Fridays, our academic programming will also include:

- Student extracurricular clubs
- Character class
- Intervention and goal tracking
- Community meetings

In addition, all KIPPsters will engage with the following on all days:

- Breakfast (served between 7:15-7:30)
- Lunch
- Recess (outdoor, when weather permitting)
- Social emotional learning
- Community and culture building

Section 3: KIPP Truth Elementary School Culture Overview

KIPP Truth Elementary Choice Management System

At KIPP Truth Elementary, we are invested in supporting our KIPPsters in making good choices. As such, we are intentional about our use of choice language. For example, “KIPPster, you have made the choice to not raise your hand when answer a question. Because of that choice, your teammates were not able to do their own thinking.” Please expect teachers to consistently use language around choice in discussing your child’s behavior.

Each grade level will have a choice management system aligned to the developmental needs of their students. Families can expect daily feedback regarding their child’s choices. Please refer to the documents you receive during back to school night regarding the specifics of the choice management system at KTE.

As families are key partners in our work, please note that we will be reaching out to you consistently regarding challenging choices. Often times, teachers will work to contact a parent during the school day in order to communicate around a challenge and work together to problem-solve. We understand work place restrictions on cell-phone usage and want to work with you to find ideal times. If you know there are key times during the day, such as break or lunch times, that are better for you, please do not hesitate to reach out and let us know.

KIPP Truth Elementary Restorative Practices Overview

KIPP Truth Elementary will engage in restorative practices, working to ensure a strong a culture and climate for all students. When KIPPsters make mistakes, we will support them in restoring the harm they have created, rather than a focus purely on punitive consequences. Restorative practices will not replace the KIPP DFW regional guidelines surrounding disciplinary action, but rather will accompany disciplinary action to support the child in learning and internalizing broader lessons about their impact on a community. Some examples of what a KIPPster or family member might experience in engaging with restorative practices:

- A KIPPster who uses unkind words towards a teammate may asked to write an apology letter to the other child
- A KIPPster who makes others feel unsafe by being physically aggressive may be asked to complete a restorative project on how we can use our hands for helping, not hurting
- A KIPPster who damages school property may be asked to complete community service to pay for the item that was damaged
- A KIPPster who has a tantrum that disrupts the learning of others may be asked to sit in a circle with his/her peers, listen to how that affected their class, and apologize to the class

Families are an integral part of any restorative community and are expected to actively participate in restoration. Open lines of communication, partnering around the development of the child, and consistency will be critical both at home and at school. Specifically, we want to call out the following family actions:

- All tier 3 referrals will require a parent or guardian to meet with the child, school leadership, and the child’s teacher. We will work to find a time and date that is feasible for all parties

- Notifying the school of change of phone number and returning teacher or school leadership phone calls within 24 hours
- Engaging, as appropriate, with behavior interventionists, social workers, and teachers to meet the needs of the child.

Mr. White and Ms. Ranson will serve as the restorative practice coordinators for KIPP Truth Elementary. Any questions regarding student conduct decisions should be directed first to the child's teacher and then to the restorative practice coordinators.

Dress Code

KIPPsters are expected to adhere to the school dress code on regular school days. Families of KIPPsters that are not in uniform will be called to bring a proper uniform. KIPPsters not in uniform will not be permitted in class until they are in proper uniform.

School Uniform Polo Shirt:

- School uniforms shirts can be purchased directly from KIPP Truth Elementary. After the start of the school year, uniforms can be purchased through our front office.
 - Uniforms will not be sold from 7-8:15am or from 2:30-4 (Monday-Thursday) and 11:30-2:30 (Fridays)

Navy Blue Bottoms:

- KIPPsters may wear navy blue pants, skorts, skirts, jumpers, or shorts from any vendor.
 - Please be sure KIPPsters have shorts underneath jumpers or skirts

Footwear:

- KIPPsters should wear athletic shoes that are appropriate for both PE and recess daily
 - Please avoid shoes with laces for KIPPsters that cannot tie their own shoes
 - Sandals or any open-toed shoes are not acceptable
 - Wedges or high heels are not acceptable
 - Boots may be worn on rainy days or when the temperature is below 45 degrees. KIPPsters must have a change of shoes in their backpack, as boots will not be worn in class.

Accessories, make-up and hair:

- Families are asked to be mindful of distractions when planning accessories. If a KIPPster is playing with their accessories, we will ask them to put in their backpack to go home.
- Make-up is not permitted on normal school days

Cleanliness:

- We ask that KIPPsters come with a clean uniform each day.
 - If you need support with ensuring your KIPPster has a clean uniform, please be sure to contact our school social workers, Paulina Garcia (2-3) or Amber Green (K-1)
- We ask that Kinder families send a change of clothes in case of accidents
 - If a KIPPster does not have a change of clothes and has an accident, we will lend the child a change of clothes.

- We will attempt to get their clothes washed in the same day, so that can be sent home with them the same day.
- If your child is sent home in KTE clothes, please send them back the next day

Shirts tucked:

- KIPPsters are expected to have their shirts tucked in at all times

Coats, sweaters, and hoodies

- KIPPsters have the options outlined below to wear in-class. If outerwear does not meet these requirements, we will ask them to remove it:
 - Plain or uniform navy blue crew neck sweaters or cardigans
 - Grey, orange or yellow hoodies purchased through the school
 - KIPPsters may not wear hoods up in the school building

Leggings, tights, undershirts

- On cold days, KIPPsters may wear undershirts (white, blue, or grey only), leggings or tights

Friday dress

- KIPPsters may wear KIPP t-shirts on Fridays, rather than orange polo
- KIPPsters may wear jeans on Friday if:
 - They do not have any tier 2 or tier 3 behavior referrals
 - They pay \$1 upon arrival to the building
 - If KIPPsters come to school in jeans without \$1, they will not be permitted to go to class and a parent will be called

Special Dress

- On occasion for school celebrations or rewards, KIPPsters will have a free dress day.
 - Please sign up for the KIPP Truth Elementary facebook page and remind app for reminders and specifics of special dress days

Uniform Vouchers

- Uniform vouchers will be available, based on financial need application. Please contact our social workers for support.
- Families that receive uniform vouchers will be expected to support our school in one of the following ways. Families will be asked to volunteer one hour for every uniform voucher
 - Collecting jeans day money
 - Volunteering in library
 - Volunteering in front office

Section 4: KIPP Truth Elementary School General Policies and Information

Arrival, Tardy, and Dismissal Policies

Arrival:

Doors will open at 7:15. KIPPsters are expected to be in the building by 7:30 each day. Class begins at 7:35.

- Car riders
 - Enter the car loop via Ewing and exit via Maryland avenue gate.
 - Please keep KIPPsters in your car until it is opened by a staff member.
 - The Ewing gate will be open 7am and will close at 7:28am.
- Bus riders will enter through the front office door
- Walkers will enter through the car rider door.
 - No walkers or walk-ups will be permitted through the front office door.
 - Walkers may only walk up Korgan or Ewing, as walkers will not be accepted through the Maryland gate.
 - Please do not park on Maryland in the morning.
 - Please do not park on Korgan in the morning
- Day care buses
 - Day care buses should enter via Ewing and go through the carline
 - Families are responsible for communicating school schedules and systems to daycare providers

Tardy Arrival:

All KIPPsters who enter the building after 7:30am must be brought in by an adult and signed in to the front office.

- At 7:28am, the Ewing gate will be closed and no additional families can go through Ewing.
- Late breakfast will not be by the main office and will not be eaten in the classroom, to avoid distractions to the learning environment. KIPPsters will need to go to the cafeteria, which means KIPPsters will be missing valuable class time. No breakfast will be served after 7:55am.

Tardiness negatively affects student learning. KIPPsters who have three tardies or more in a month will not be eligible for perfect attendance awards and may be excluded from reward activities.

Dismissal:

Dismissal preferences will be collected at the beginning of the year. Dismissal changes must be received by 2:00pm on Monday-Thursday and 12:00pm on Friday. No requests after these times will be honored. Families must call the front desk for make communication changes- no text messages, emails, or other forms of communication will be honored.

Early pick-up must be completed by 2:30pm (Monday-Thursday) and 12:30pm on Fridays. No students will be released early from class between 2:30 and the end of the day on Monday-Thursday or 12:30pm on Fridays.

- Car riders
 - Carline for elementary students will begin at 3:30. Elementary school students who are riding with middle school siblings will be released with middle school at 3:45.
 - The Ewing gate will open at 2pm. Families are asked to line up in 2 lines and wait in their cars.
 - All car riders must have orange sign from KTE to pick up. Families that do not have the orange sign will be sent to the front office and must present id. You will be able to pick up your child after 4:05pm.
- Bus riders
 - Buses depart the school at 3:40.
 - Families must present orange sign to the bus driver to pick up students.
 - Any updates on bus location is available through dispatch, not the school.
 - Families are required to join bus remind app lists, as information becomes available to the school, we will send out mass communication
 - If you are running late to your child's bus stop, please contact dispatch for next steps, which could include picking up your child from school
- Walkers
 - Walkers will only be released after the carline is completely finished, outside the carline door.
 - Families who are waiting for walkers will only be allowed to wait near the small playground.
 - Please do not park on Korgan St or Maryland Ave.
 - Walk-ups will not be allowed through Maryland gate.
 - Families must have orange sign. If you do not have it, you will be asked to come to the front office and you can show your id to pick up your child after 4:05pm.
 - Elementary school KIPPsters may be picked up by their middle school siblings through the walker line, they must check in with an elementary school staff member. This will be allowed only after the carline is completely finished.
- Day Care Buses
 - Day care buses should go through the carline
 - Families are responsible for communicating school schedules and systems to daycare providers
 - Day care provided must have the orange sign. If they do not have it, they will be sent to the front office until 4:05pm and will need to present id.

Hours of Operation for KIPP Truth Elementary

Jump Start: August 14, 2016 – August 18, 2017

- August 14th and 15th- 3rd grade only
 - School hours are 7:15am-1:30pm

- Families will be permitted to walk their child to class, but must leave by 7:40am for learning to begin
- August 16th-18th – All grades
 - School hours are 7:15am-1:30pm
 - Families will be permitted to walk their child to class, but must leave by 7:40am for learning to begin

School Year Monday through Thursday: August 21, 2016 – June 6, 2018

- All grade levels are in class and learning from 7:15am-3:30pm

School Year Fridays: August 25, 2017 – June 6, 2018

- All grade levels are in class and learning from 7:15am-1:30pm

KIPP Truth Elementary Schools’ Main Office

- Monday through Friday 7:00 AM – 5:30 PM
**The Main Office will be closed and locked outside of regular office hours. Please make arrangements to visit the office during its regularly scheduled hours.*

Communication to Families

KIPP Truth Elementary is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families we serve. As such, we have developed clear systems to ensure that families have the most information to support their KIPPsters’ academic and character development.

We request that all families join our private Facebook page and sign up for remind app, where we will send the most updated information. Please note: if you do not receive a response to your request through these tools, please call the front desk.

The front office will not forward calls to teacher’s classroom during the school day. We will take a message and follow up with you within 24 hours.

Please check your child’s folder daily for updates, newsletters, and other information.

Field Lessons

Field lessons serve as a valuable extension to classroom learning, and may be taken periodically throughout the year. Parents will be notified well in advance of any scheduled trips. In order to participate in Field Trips, an official “Field Lesson Form” must be completed, signed, dated and returned to the student’s classroom teacher.

Many Field Lessons may include an entrance fee. All Field Lesson fees must be paid a minimum of 15 school days in advance of the trip. All monies are to be paid to the designated campus secretary or teacher. If a parent or surrogate parent participates in a field trip as a chaperone, sponsor or attendee, a criminal background check will be conducted prior to the trip. If a form is not submitted or approved, the adult will not be able to serve as a chaperone.

Parents as Partners

KIPP Truth Elementary has a Parents as Partners organization, who supports our school through fundraising and teacher support. We appreciate families that are able to participate in this valuable way to make KTE a better place for ALL KIPPsters.

Our Parents as Partners meetings will occur once a month on Tuesday evenings. Our first meeting will occur on August 29th.

Specific Visitor Policies

Please see KIPP DFW handbook for general visitor policies. In addition, KTE will uphold the following policies:

- All visitors/volunteers must sign in on Raptor Kiosk and get a sticker. Please bring ID with you to sign in.
- Visitors who do not have an appointment will not be permitted back to the classrooms.
 - Visitors will be asked to contact the teacher to set up an appointment, which the front office team can help facilitate.
- After Jumpstart, family members may not walk students to class in the morning without a pre-scheduled appointment.
- Lunch can be dropped off at the front office before 10:30. Families may not stay for lunch without prior-approval from the teacher.
- Daytime events with large numbers of expected visitors will have sign in sheets in each classroom to prevent long lines in the front office.
 - Students must be signed out at the front office

Volunteers

Family volunteers are a critical component in keeping KTE a great place for all of our KIPPsters! We appreciate any time that you can donate to support our school.

KTE has a new library! We anticipate that we will at least 10 volunteers to be on campus 2 hours per week to keep the library running. If you are interested in volunteering for the library, please contact Ms. Carly Reiss at CREISS@kippdfw.org

We will also have weekly volunteer opportunities, opportunities for special events, and teachers always have a need! Please reach out to your child's teacher for volunteer opportunities. A couple of notes on volunteering at KTE:

- Volunteers must have an approved background check
- Volunteer hours must be scheduled in advance with teachers or school staff
- Volunteers are asked to stay in their assigned place

Special Event and Birthday Policy

Special event and birthday celebrations must be approved by your child's teacher. Please respect the following guidelines:

- No nuts
- Must be store-bought

- Parents/guardians may only bring foods of minimal nutritional (see page 32 of the regional guideline) on the occasion of a child's birthday
- Please supply all papers and plates
- Celebrations will only be held after lunch and may not take place in the café
- Please supply all utensils, papers and plate
- Please do bring a full cake, as knives are not permitted at KTE

Appendix A: KIPP Truth Elementary Commitment to Excellence

Attending KIPP is a choice and a commitment. We ask all staff members, families, and students to sign our Commitment to Excellence. We believe that promises are sacred, and we keep them. Our Commitment to Excellence is below:

Family Commitments:

We will commit to KIPP Truth Elementary in the following ways:

- We will support our KIPPster's academic growth
 - We will always help our child in the best way we know how
 - We will make sure our KIPPster is in school every day
 - We will read with our child every night, support them in completing homework nightly, and will read and carefully check all papers he/she brings home, including homework. We will call the teacher(s) if we have any questions or concerns. If an absence is necessary, we will complete all make-up work with our KIPPster.
 - We will make sure our KIPPster is in proper uniform
 - We will participate in family nights, recognizing that our partnership in our child's learning experiences is critical to our child's success
- We will support our KIPPster's character development
 - We recognize that KIPP Truth commits to protecting the safety, interests, and rights of all individuals in the school. We will be responsible for the choices of our child and will address any concerns.
 - We will reinforce KIPP Truth's values (Serve and Lead, Honor, Inquire, Nurture, Envision and Reach for Greatness) so that our child achieves his/her highest potential.
 - We will support KIPP Truth Elementary school's restorative practices agreement
- We will communicate with teachers and school staff
 - We will make ourselves available to our children and the school.
 - We will attend conferences and support the school as a valued partner.
 - Respond to all school communication within 24 hours

Student's Commitments:

I will commit to KIPP Truth Elementary in the following ways:

- I will come to school prepared to work hard, make good choices, and live the values of KIPP Truth Elementary.
- I will do whatever it takes to be successful and help my team and family be successful.
- I will do my homework every evening. If I need help, I will ask. I will participate in class and ask questions if I do not understand something.
- I will wear my KIPP Truth uniform with pride.
- I will come to school on time every day.
- I will take responsibility for my own choices. I will treat others as I want to be treated.

I understand if I do not fulfill these commitments, I will receive consequences, including loss of privileges and possibly removal from the school.

School Leader and Teachers' Commitments:

We will commit to KIPP Truth Elementary in the following ways:

- We will do whatever it takes to teach the knowledge, skills, and character habits needed for our students to achieve their goals, excel in the competitive world, and positively impact the community.
 - We will provide high-quality curriculum and instruction in a supportive, loving, and effective learning environment that prepares KIPPster to master the TEKS and receive an education that provides them for college graduation and post-secondary success.
 - We will model and teach the school values in all that we do. (Serve and Lead, Honor, Inquire, Nurture, Envision and Reach for Greatness)
- We will work collaboratively with families
 - We will have conferences at least 4 times per year
 - We will communicate daily around behavioral choices
 - We will share student achievement data at least one time per month
 - We will hold monthly family engagement activities to celebrate the character and academic achievements of our students, as well as provide support in meeting academic goals at home
 - Provide weekly volunteer opportunities at the school
 - Respond to all parent communication within 24 hours
- We will always work to improve our practice to best meet the needs of our students and colleagues.
 - We will use student achievement data to drive our decisions
 - We will arrive by 7:00 and do our best work until 5:00 each day
 - We commit to teaching KIPP Truth's extended school day and school year, knowing that this extra time will ensure our KIPPsters excel.
 - We will participate fully in professional development and leadership activities designed to continuously improve our school.

Appendix B: Staff Roster, Role, and Contact Information

Team	Last Name	First Name	Title	Email
Kinder	Bergstedt	Jenna	Kindergarten ReadingTeacher	jbergstedt@kippdfw.org
Kinder	Chaney	Keaira	Kindergarten Math Teacher	kchaney@kippdfw.org
Kinder	Hofmann	Adrienne	Kindergarten Reading Teacher	ahoffman@kippdfw.org
Kinder	Williams	Brittany	Kindergarten Math Teacher	bwilliams3@kippdfw.org
Kinder	Wallace	Di'sha	Kindergarten Writing Teacher	dwallace@kippdfw.org
First	Walker	Victoria	First Grade Reading Teacher	vwalker@kippdfw.org
First	Anderson	LaKedra	First Grade Writing Teacher	landerson@kippdfw.org
First	Simmons	Breaun	First Grade Math Teacher	bsimmons@kippdfw.org
First	McGaughey	Gerald	First Grade Math Teacher	gmcgaughey@kippdfw.org
First	Mason	Shanita	First Grade Reading Teacher	smason@kippdfw.org
Second	Washington	Jazmine	Second Grade Math Teacher	jwashington@kippdfw.org
Second	Enueze	La'Tonzia	Second Grade Writing Teacher	lenueze@kippdfw.org
Second	Mata	Angelique	Second Grade Math Teacher	amata@kippdfw.org
Second	Cowden	Jennifer	Second Grade Writing Teacher	jcowden@kippdfw.org
Second	Stewart	Penan	Second Grade Reading Teacher	pstewart@kippdfw.org
Third	Ridgeway	Feleesha	Third Grade Math Teacher	fridgeway@kippdfw.org
Third	Thomas	Kenya	Third Grade Reading Teacher	kthomas@kippdfw.org
Third	McCray	Shayla	Third Grade Reading Teacher	smccray@kippdfw.org
Third	Arinze	Jennitha	Third Grade Reading Teacher	jarinze@kippdfw.org
Third	McDougle	Patrice	Third Grade Reading Teacher	pmcdougle@kippdfw.org
Intervention Team	Allen	Maisha	Intervention Instructional Aide	Mallen@kippdfw.org
Intervention Team	Ramirez	Pedro	Intervention Instructional Aide	pramirez@kippdfw.org
Intervention Team	Wilson	Michelle	Intervention Instructional Aide	Mwilson@kippdfw.org
Intervention Team	Stephanie	Morales	Relay GSE Teaching Fellow	smorales@kippdfw.org
Kinder	Reiss	Carly	Kindergarten Writing Teacher and Instructional Coach	creiss@kippdfw.org
First	Kent	Brandi	First Grade Writing Teacher and Intervention Coach	bjohnson@kippdfw.org
First	Deaso	Emily	First Grade Writing Teacher and Intervention Coach	eoliver@kippdfw.org
Third	Lorenz	Elyse	Third Grade Math Teacher and Instructional Coach	elorenz@kippdfw.org
Second	Whitfield	Sian	Second Grade Reading Teacher and Intervention Coach	swhitfield@kippdfw.org
Restorative Practices	Ranson	Victoria	Restorative Practice Coordinator	vranson@kippdfw.org
Restorative Practices	White	Brandon	Restorative Practice Coordinator	bwhite@kippdfw.org
Restorative Practices	Green	Amber	Social Worker	agreen@kippdfw.org
Restorative Practices	de Melendez	Paulina	Social Worker	pgarcia@kippdfw.org
Specials Team	Aguilar	Tommy	PE Teacher	taguilar@kippdfw.org
Specials Team	Walker	Keli	Istation Instructional Aide	kwalker@kippdfw.org

Leadership team	Hill	Katie	Principal	khill@kippdfw.org
Leadership team	Jessica	Turner	Assistant Principal of Operations	iturner@kippdfw.org
Leadership team	Johnson	Dante	Assistant Principal	djohnson2@kippdfw.org
Leadership team	Kassner	Arielle	Assistant Principal	akassner@kippdfw.org
Special Education	Murphy	Angelica	Special Education Teacher	amurphy@kippdfw.org
Special Education	Hoff	Sarah	Special Education Teacher	shoff@kippdfw.org
Special Education	Phillips-Sadler	Cozetta	Special Education Teacher and Behavior Consultant	cphillips-sadler@kippdfw.org
Special Education	Allen	Stacey	Special Education Teacher	sallen@kippdfw.org
Special Education	Taylor	Morgan	Special Education Fellow	mtaylor@kippdfw.org
Special Education	Mikkelson	Anthony	Special Education Teacher	amikkelson@kippdfw.org
Special Education	Hightower	Rhonda	Special Education Para	rhightower@kippdfw.org
Special Education	Miller	Angela	Special Education Para	amiller@kippdfw.org
Special Education	Pena	Carolina	Special Education Para	dguevara@kippdfw.org
Special Education	Edwards	Renee	Special Education Para	ledwards@kippdfw.org
Special Education	Briggs	Jo	Special Education Para	jbriggs@kippdfw.org

Appendix C: KIPP FW Regional and School Family and Student Handbook Acknowledgement Form



Formal Acknowledgement of 2017-2018 Handbook and Notifications Receipt and Review

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2017-2018 KIPP DFW Student and Family Handbook as well as KIPP Truth Elementary School's School Specific Student and Family Handbook.

We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, KIPP DFW policies, regulations, and guidelines.

We are aware that KIPP DFW reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook..

Directions for return of this form throughout the 2017-2018 school year: Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page by August 21st, 2017.

New and transfer students registering after the start of the 2017 -2018 school year must return this acknowledgement page within one week after receipt.

Student Name: _____

Student Grade: _____

Student School: _____

Parent Name: _____

Parent Signature: _____

APPENDIX D: KIPP DFW Fees and Uniform Policy

Fees:

KIPP DFW is a system of open enrollment public schools and does not charge tuition. Like other public schools, we do ask our parents to help with a small part of the above and beyond costs that make KIPP DFW a special place for you and your children. While most of the costs of the school are covered with public government funds, private foundation philanthropy, and school-based fundraising, there are some costs that are covered by the families as options.

- For example, if your child earns the end-of-year field lesson and you choose to send your child on the trip, we ask you to contribute a small portion of the trip's cost. KIPP DFW covers the rest of the cost for the trip, which typically is several hundred dollars per child depending on the place and length of the trip.
- Similarly, if you choose to have your child participate in an after-school sport or club, we ask you to contribute a small portion of the cost for the program.
- The list and amount of fees will vary depending on the school level (primary school or middle school), co-curricular activities in which your child is engaged, and above and beyond items and activities that your school provides.

Our goal is to ensure your KIPPster climbs the mountain to and through college, and we appreciate your support in reaching this goal. While a more specific list will be given to you by your school, some school fees may include the following:

- Student Fees: Optional consumable workbooks, technology software, fine arts, agendas, binders, and data files
- Athletic Fees: Optional activity fee helps supplement cost for equipment, uniforms, transportation, tournament and league fees
- EOY Trips: Optional activity fee to help cover some of the transportation, hotel, food, and event admission costs
- Field Lessons: Optional activity fee to help cover the cost of transportation
- Replacement technology damage fees, damaged textbooks, and late pick up fees

Per TEA Code [TEC Sec. 11.158 (f)], if a family is experiencing a hardship and cannot pay, the family can work out other arrangements by contacting the School Leader which can include waiving a fee for required uniforms, supplies, or materials as outlined in TEC Sec. 11.158 (c)].

Uniforms:

It is KIPP DFW's policy that all students wear the appropriate uniform per their school's requirement (see your school for the specifics).

- For your convenience, your school may provide you with the required uniform items which you may purchase, or your school will provide you with the uniform vendor name and price list which will allow you to purchase the items directly from the vendor.
- If you choose not to purchase uniform items using one of the methods above, you may request from the district a list of vendors of which KIPP DFW Public Schools have an agreement, so that you may purchase from an external vendor if the items are available.
- To request a list of vendors, please contact your school's main office.