



Dear families,

On behalf of KIPP Miami, we welcome you to our public charter schools. Our team and family are energized and eager to teach your child and continue to build together the knowledge and skills to succeed in college and in life. We will provide a world-class education that challenges yet fosters success in a supportive environment.

This Family Handbook outlines the major policies and procedures that guide student life within our schools. I strongly encourage you to familiarize yourself with its contents and the contents of our Code of Conduct. These two documents provide the guidelines for how our students and schools are expected to conduct themselves. As a family member, you are a vital partner in your child's education, and we welcome you to be part of our school team and family. For more information regarding specific resources and activities at your child's school, please contact the school's main office directly.

Thank you for your continued partnership and support.

Charlie Schmidt, Executive Director

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*Note: Students enrolled in KIPP Miami remain active with Miami-Dade County Public Schools and retain entitlement to all applicable policies.*

*Disclaimer: KIPP Miami reserves the right to make changes to this document at any given time. You will be notified of any changes that are made. The most current version of this handbook will always be available at [www.kippmiami.org](http://www.kippmiami.org).*

### **Mission of KIPP Miami**

KIPP Miami Public Schools seek to create and sustain high achieving and inspiring community schools that battle inequity by empowering students to develop the knowledge, skills, character strengths, and habits to thrive in college and beyond, shape their futures, and positively impact the world.

# KIPP:MIAMI

## PUBLIC SCHOOLS

### I. Contact Information and School Overview

#### Elementary School: K - 4<sup>th</sup> Grades

#### **Royalty Academy** (currently serving grades K-4)

<b>School Phone:</b> (786) 822-7702		<b>School Fax:</b> (786) 353-1455
<b>School Address:</b> 3000 NW 110th Street		<b>School Website:</b> www.kippmiami.org
Miami, FL 33167		
<b>School Hours:</b>	Monday, Tuesday, Thursday, Friday	7:45 am - 3:30 pm
	Wednesday or Early Dismissal Days	7:45 am - 1:15 pm
Vee Patterson	School Leader	vpatterson@kippmiami.org
Angelica Ramirez	Assistant Principal - Kindergarten	aramirez@kippmiami.org
Roniek Scott	Assistant Principal - First Grade	rscott@kippmiami.org
Christina Dunner	Assistant Principal - Second Grade	cdunner@kippmiami.org
Daria Burgess	Assistant Principal - 3rd and 4th Math	dburgess@kippmiami.org
Stacie Alvarez	Assistant Principal - 3rd and 4th ELA	salvarez@kippmiami.org
Parashay Johnson	Assistant Principal - Culture	pjohnson@kippmiami.org
Deanna Applewhaite	Assistant Principal - ESE	dapplewhaite@kippmiami.org
Angelique Arroyo	Assistant Principal of Operations	aarroyo2@kippmiami.org

#### Secondary Schools: 5<sup>th</sup> - 8<sup>th</sup> Grades

#### **Courage Academy** (currently serving grades 5-8)

<b>School Phone:</b> 786-822-7702		<b>School Fax:</b> (786) 353-1455
<b>School Address:</b> 3000 NW 110th Street		<b>School Website:</b> www.kippmiami.org
Miami, FL 33167		
<b>School Hours:</b>	Monday, Tuesday, Thursday, Friday	7:45 am - 3:30 pm
	Wednesday or Early Dismissal Days	7:45 am - 1:15 pm
Luis Nobriga	School Leader	lnobriga@kippmiami.org
Dr. Judith Alegre	Assistant Principal of STEM	jalegre@kippmiami.org
Myeshia Murray Bryant	Assistant Principal of Humanities	mmurraybryant@kippmiami.org
Janel Lebron	Assistant Principal of Instruction	jlebron@kippmiami.org
Tranika Fagan	Assistant Principal of Culture	tfagan@kippmiami.org
Colette Dempsey	Assistant Principal of ESE	cdempsey@kippmiami.org
Kenny Garrett	Assistant Principal of Operations	kgarrett@kippmiami.org

## II. Attendance Policies

### **Excused Absences**

KIPP Miami considers the following as cause for excused absence:

- a) Personal illness of the student with a written doctor's note;
- b) Medical appointment with a written doctor's note;
- c) Death in immediate family;
- d) Attendance at Court or at a center under Department of Children and Families supervision
- e) Religious observance (In accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or the State District Superintendent shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence); and
- f) Any cause deemed acceptable to the School Leader with prior approval.

Students are responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

### **Unexcused Absences**

We want to ensure that all students engage in learning and absences for any reasons other than those listed above are unexcused absences and are discouraged. In the event of an unexcused absence, families are responsible for communicating the absence with the school. In the case of an unexcused absence, students and families (depending on age appropriateness) are 100% responsible for initiating communication with the teacher and making up all missed work (preferably before the absence). Parents have 3 days to submit documentation for excused absences. After 3 days the note will not be honored. If students are absent frequently (excused or unexcused), please keep in mind that this affects learning and therefore may lower grades and negatively impact student performance. Families can expect to receive a call or text when students are late or absent.

Any student who has fifteen unexcused absences within a 90-calendar period will be referred to a Truancy Intervention Program.

### **Absences and Promotion/ Retention**

Once a student reaches 10 or more unexcused absences in an annual course or 5 or more unexcused absences in a semester course, their case will be evaluated by the Promotion Committee to determine whether or not the student is eligible for promotion. Attendance will be taken on all days that school is in session during the school year.

### **Tardiness**

To ensure students do not miss out on any learning, it is critical that all students arrive on time to school every day and to the start of period classes at the scheduled start time. If students are going to be tardy to school, families must notify the school's main office. Upon arrival, students must sign in at the office before going to class. A family member must sign the student in after 9am.

### **Signing Out Early**

In order for a student to receive attendance for the day, they are required to be in school for a minimum of two (2) hours.

No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of, anyone other than a school employee, a police officer with judicial authority, a court official, or the authorized family of the student. Students who need to leave school early for unavoidable reasons must be picked up from school – they are not allowed to walk home or ride the public bus on their own. Family members must walk into the building to sign students out in the office.

### **Family Engagement Activities Attendance**

At KIPP Miami, we believe that family engagement is a key component to our students' success in school and life. Thus, Family Engagement Activities are an important component of our program. There will be Annual Family Engagement activities over the course of the year that families can choose to participate in. During this time, students and families will be exposed to many extracurricular and enrichment activities.

We are asking parents to participate in four (4) activities for the year. Below are a few of activities that KIPP Miami will host annually so you can plan accordingly. Also, schools may have school specific activities throughout the school year that your student may be a part of and requires your participation.

#### **- Legacy Events for Parent Engagement:**

- Saturday School Sessions
- Quarterly Report Card Conferences: Q1 & Q2 required, Q3 & Q4 teacher will be informed by teacher, if required to attend
- Back to School Night/Orientation - required
- State testing parent information meeting for all testing grades/subjects - required
- Literacy Week - Last week of January
- STEAM Week - Before winter break
- Parent Workshops

## III. Health Services

Medication cannot be administered or consumed at school unless both a doctor and families have completed the appropriate forms. KIPP Miami strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this.

### **Medication**

**If medication must be administered at school, it needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form.** The school's administration team will store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to the school for your child's use, it must remain with the school until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Families **should bring the medication to the main office.**

Always check the child's medication before giving to the school to make sure that it is NOT expired. Provide a brand new, unopened container.

### **Illness at School**

Students should not come to school when they are sick. This includes, but is not limited to: an oral temperature above 100 degrees (without the use of fever medication), nausea, vomiting, diarrhea, abdominal pain, persistent headache, persistent or disruptive cough, wheezing breath sounds, ear ache, thick yellow discharge from nose, sore throat, any undiagnosed rash or infection of the skin, and red, pink or watery eyes not related to allergies. Always consult your child's pediatrician when in doubt for additional information and treatment. Also, you must keep your child at home until they are free of the mentioned symptoms for at least 24 hours without the use of medication and/or until your child is cleared by the doctor.

Always bring a doctor's note regarding the child's reason for absence and give it to the main office. If your child requires hospitalization, or has an extended or contagious illness, a doctor's note is required before returning to school.

If your child becomes ill during the school day, they will be sent to the main office. **Please be aware that you are required to pick up your child within two hours after you receive a call from the school. Your child will not be allowed to stay in school sick.**

### **Health Forms**

Please be aware health forms including immunization records and physical examination forms are due by the first day of school. Families will be informed if all forms, records, and medications are not complete. Students who do not have up to date records after the start of school will be unable to return to school until documents are received. These will be considered unexcused absences.

Annually updated asthma, seizure, sickle cell anemia and food allergy plans are required. The applicable medications will be kept in school to be used during the school year and will be returned on the last day of school. Outdated or missing components of these records will result in students being unable to attend school beginning two weeks after the expiration date.

### **Food Allergies**

Out of consideration for students with nut allergies, KIPP Miami schools are nut free. Please do not send your child to school with any foods that contain any kind of nuts such as peanuts, cashews, almonds, Brazil nuts, pistachios, chestnuts, walnuts, hazelnuts, and pecans. If your child does bring these kinds of foods, he or she may be asked to sit separately from his or her classmates during meals and snacks.

If your child is lactose intolerant, please provide a doctor's note to the cafeteria so an alternative, such as lactose free milk can be provided.

### **Elementary Extra Clothes**

To ensure that we are prepared for bathroom accidents, unfortunate spills and wardrobe malfunctions, all kindergarten and first grade students are required to have a spare change of clothes at school in case of a bathroom accident or wardrobe malfunction. Place the following in an enclosed Ziploc bag with your child's name on the bag: underwear, pants, shirt, and a pair of socks. The school will not be responsible for clothes that are not inside of a Ziplock bag with a name on it. Please be aware that if your child does not have clothes in school a diaper/ underwear and, if available, spare clothes from the school will be used in the case of a bathroom accident or wardrobe malfunction.

### **Family Notification**

In the unlikely event that your child is injured during school hours, you will be notified immediately by school staff. Depending on the severity of the incident an incident report may be filed.

## IV. Arrival and Dismissal Procedures

### **Arrival/ Departure for Non-Bus Takers**

Arrival and dismissal will be supervised by KIPP Miami staff. Staff will be assigned to specific locations, both inside and outside of the building, and given defined responsibilities to supervise student arrival at each school.

KIPP Miami employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and/or 30 minutes before a school-sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and/or 30 minutes after the school-sponsored activity ends. Late pick-ups after dismissal require going to the Main Office to sign your child out. If a child is not picked up, the school reserves the right to call police or DCF.

Families will be required to provide identification upon pick up that will be cross-referenced against the student's list of identified adults who have been authorized to pick up the child. These may include plaques assigned by the school or government issued identification depending on the processes in place at each school site.

If a family agrees that the child can walk to and from school, the family must complete a permission slip that is kept on file and valid for the entire year. Students who have this permission are not allowed to walk home by themselves if they are sick or need to leave school early.

### **Identification Cards**

All students will be issued identification cards that include telephone numbers for national or statewide crisis and suicide hotlines and text lines as provided in Florida Statutes section 1008.386, F.S. Students are required to have identification cards with them on a daily basis at school to verify their ID, take attendance and swipe for their meal program. All students will be issued a school ID/lanyard completely free of charge. Schools will also replace student IDs/lanyards once per school year free of charge. In the event that a student does not have their ID and they have already received their free replacement they will be charged \$3 per additional ID required and \$3 per additional lanyard required. IDs are considered part of the school dress code and not wearing it will result in a dress code violation.

## V. Bus Policies

To maintain a sustainable and safe transportation program KIPP Miami is offering courtesy bus service to families on a first come first serve basis. We are limiting the service area in which we are providing transportation to be within a 2-4 mile radius of the school servicing the northeastern and southern regions where we have the highest concentration of students. This radius allows KIPP Miami to seek reimbursement from the state to offset our transportation costs and ensure more dollars stay in the classroom to provide your children with a world class education.

We have further limited the number of bus stops that we are providing and have made these bus stops at local community parks where we can ensure a safe environment for both students and families during pick up and drop off. Changes to bus stops can only be made with accompanying documentation of an address change and will be subject to available capacity.

We do not provide door-to-door bus stops, unless there is a specified requirement within a student's IEP. Concerns or issues with access to bus transportation or stops will be reviewed on a case-by-case basis.

### **Timeliness**

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The bus schedule provided will give each stop a 15-minute window of time during which you can expect the bus to arrive. This time frame accounts for that day's particular traffic or weather. Please, be on time to your stop. **Buses will not wait for you if you are not at the stop.** Please do not ask the bus to wait for you out of courtesy and respect to the other families, as this delays bus arrival times at later stops along the route.

If a bus is running late due to weather or any other circumstance, you are always welcome to bring your child to school if you choose not to wait. Late buses will always make every stop. Students who typically ride that bus, will receive an excused tardy. Absences will not be excused.

If there is a delay in the bus routes in the afternoon, we will make every effort to proactively communicate to families through our all-call system. We will not always be able to proactively communicate any bus delays in the morning as often our families are aware of these delays before the school is.

### **Daily or Short-Term Dismissal Changes**

Dismissal changes make it difficult for us to ensure that every student is exactly where they need to be in order to make it home safely. Therefore, we will be limiting the ability to make dismissal changes. You may request a dismissal change to parent pick-up ONLY. Dismissal change requests for a student to ride a different bus will not be honored. Requests must be made to the school by 9:00 am.

To request a DAILY dismissal change, please:

- 1) Call the school main office *prior to 9:00 a.m. to confirm a dismissal change.*
- 2) Your bus change is only confirmed once you have received a reply from the main office.
- 3) Texts, emails and calls to any teachers or other administrators will not result in a dismissal change.
- 4) You are not permitted to pick up your child from the sidewalk or from the bus directly. If you did not make a dismissal change in time, then you must pick up your child from a bus stop on their route. Your child's safety is our number one concern and priority.

### **Student Release**

To ensure the safety of our students, all individuals who are picking up kids will need to have some form of identification. Aides and staff will have a list of approved persons who have permission to pick up students. This list comes directly from the Student Release form families were required to fill out during enrollment and registration. If there is any question about an individual who is there to pick up a student, the primary guardian will be contacted to verbally verify before the child is released.

You have already identified up to 5 individuals other than the child's 1-2 primary guardians who will have permissions. If you wish to add another person to the Student Release list, please contact the school.

Families will be required to provide identification upon pick up that will be cross referenced against the student's list of identified adults who have been authorized to pick up the child. These may include plaques assigned by the school or government issued identification depending on the processes that are in place at each school site.

### **Student Behavior**

Our buses are staffed with a bus driver. Our driver's first responsibility is to ensure that up to 54 student riders arrive at their stops safely.

Since staff members cannot be with our students at all times and we want drivers to drive safely, we are very clear with our bus behavior expectations and policies. Busing is a privilege, and even minor behavioral issues will be dealt with seriously because we must ensure that buses are safe and orderly.



## Examples of Unacceptable Behavior

- Play-fighting
- Fighting
- Threats
- Throwing objects anywhere near driver
- Seat belt off
- Eating on the bus
- Touching another student
- Getting out of seat before the stop
- Using unkind words
- Tossing objects
- Turning around in seat
- Leg or knee in aisle
- Not following directions the first time
- Standing up on the bus
- Leaning over students
- Loud voice
- Kicking seat
- Inappropriate language

Consequences for these behaviors may include but are not limited to warnings, suspensions from the bus, in-school suspensions, reflections, apologies, behavior re-sets, or loss of privileges during the school day. This school may decide another consequence in alignment with the Code of Conduct that is appropriate to the infraction after investigating what occurred.

### Family Expectations

Because it is our responsibility to ensure that students and staff get home every day in a safe manner, we will strictly adhere to all of the above policies and procedures. Failure for families to adhere to these policies will also result in consequences including suspension of bus privileges.

## Examples of family/ guardian behavior that may result in suspension of bus privileges

- Failure to pick up your student by the last bus stop time
- Attempting to pick up a student whose plan is NOT for parent pick up at the school after dismissal. This includes attempting to:
  - pick up a student from outside the school area (sidewalk, front steps of the school, etc.)
  - pick up a student from the bus before it has left the school
- Failure to provide up to date contact and family release information
- Conflict with staff bus driver
- Any inappropriate behavior taken against bus staff

Busing is a privilege and bus services may be suspended or revoked for a student if the child of the family does not uphold the bus code of conduct at any time. Transportation will not be provided for aftercare this year. We will be working with an aftercare provider who can offer services next year until 6:00 p.m. five days a week at a fee.

### VI. Dress Code

#### **KIPP Miami Uniform Policy**

Our KIPP Miami uniform policy is designed to build a sense of pride within our school community and to ensure that our students look professional yet remain comfortable as they learn. Students must always remain in uniform while on campus. All students must arrive each morning on campus in uniform; students will not be given time at school to change into their uniform upon arrival.

A student who is not in uniform, but restoration is possible (e.g. able to remove an unbranded jacket or change from slides to gym shoes) will receive a consequence of a verbal warning. Additional violation of the policy will result in the student’s family being notified and risk additional consequences in accordance with our code of conduct that could include loss of privileges, detention, or suspension.

A student who is not in uniform and is unable to restore their uniform to meet expectations will receive a consequence and the family will be notified with the goal of restoring that student's uniform quickly so they can attend class. Being out of uniform may result in students being assigned in-school suspension or loss of privileges to participate in school activities. Additional consequences may be given in accordance with our code of conduct.

If there is ever an obstacle to your child coming in uniform, please call the school in advance so we can work together toward a solution.

#### **Dress Code Expectations**

<b>Shirts</b>	<ul style="list-style-type: none"> <li>● The top layer shirt must have a KIPP Miami logo on it.</li> <li>● All tops must be branded unless it is a free dress day (to be determined by school leaders).</li> <li>● KIPP Miami polos are the standard uniform shirt and may be navy or the school's primary color.</li> <li>● Students are additionally permitted to wear KIPP branded t-shirts as a part of the school uniform.</li> <li>● Shirts must be long enough to tuck in.</li> <li>● Ill-fitting shirts that expose the midriff may not be worn.</li> <li>● Shirts may not be written on or signed.</li> <li>● Students may wear undershirts or solid colored (white, black, blue, gray) long sleeve shirts beneath their uniforms.</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● Solid colors pants, shorts or skorts (either khaki, blue or black) must be worn.</li> <li>● Capris/skirts/cargoes/leggings of any type are not permitted.</li> <li>● No holes are allowed.</li> <li>● Denim or jeans are not permitted unless awarded as part of a free dress day for students (to be determined by school leaders).</li> <li>● Pants must always be pulled above the waist and must not be so big that they fall. It is suggested that Kindergarten and first grade students wear elastic waist pants.</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>● Students should wear KIPP branded outerwear.</li> <li>● Students are not permitted to wear hoodies.</li> </ul>

	<ul style="list-style-type: none"> <li>Any other jackets must be left in the closet or backpack at the beginning of the day— not carried with them or worn around the waist.</li> <li>Outerwear or shirts that do not meet dress code may be confiscated from students and returned at the end of the day or to a parent/guardian.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>Shoes and sneakers must be closed-toe.</li> <li>Shoes must not have wheels.</li> <li>Shower shoes/flip flops/slides/crocs of any type are not permitted.</li> <li>Shoes may not have a heel higher than 1.5 inches.</li> </ul>
<b>Additional Expectations</b>	<ul style="list-style-type: none"> <li>IDs are worn on a lanyard and visible.</li> <li>Hats of any type are not allowed to be worn at school.</li> <li>Any headdress worn for religious purposes is allowed.</li> <li>Shirts with inappropriate messaging or symbols (determined by school leaders) may not be worn (even on free dress days</li> <li>Facial piercings are not permitted.)</li> <li>Wearing sunglasses is not permitted in the building.</li> </ul>

**Uniform Shirts and Sweaters can be ordered from All Uniform Wear:**

9007 Biscayne Blvd, Miami Shores, FL 33138

Tel: (305) 691-8807

## VII. Field Trips

Field trips are one of the many ways we engage in learning outside the walls of the school and reward students who are doing the right things. A student may be deemed ineligible for a field trip for the reasons below. In the event this occurs, families will be notified in advance.

### Field Trip Criteria

A student may be deemed ineligible for a field trip for the following reasons:

- Behavior as determined at the discretion of the teacher in partnership with school support team.
- Attendance.
- Academics as determined at the discretion of the teacher.
- Outstanding liabilities to the school, including field trip expenses and signed permission slips.

### Walking Trips

All families should complete signed walking permission slips during the enrollment process. These permission slips allow your child to leave the building on-foot to walk to nearby playing fields, libraries, and other educational activities under the supervision of KIPP Miami teachers and/or staff. This permission form remains in effect for the duration of your child's time at KIPP Miami.

### Local Field Trips

No student will be permitted to leave the school for a field trip if they do not have a signed permission slip which is required for all local field trips. Please be sure to sign all permission slips in a timely manner. Students will remain at the school under the supervision of a KIPP Miami staff member if a permission slip was not received or if the student has not satisfied the field trip criteria above.

### Chaperones

Family members are encouraged to join us on field trips as chaperones. Please let your child's homeroom teacher know if you are willing and able to chaperone a school trip. We will honor first come first served cleared volunteers. Please note that siblings are not allowed to attend school field trips and chaperones are not allowed to bring other children with them on these trips.

## VIII. Extra-Curricular Activities

We believe in providing opportunities for our students to engage in extracurricular activities outside of school hours. To provide these opportunities we partner with various outside service providers.

Each outside service provider that we partner with has been vetted by KIPP Miami and have been allowed to provide opportunities to our students and families because we believe they are mission aligned and have been open to communication, feedback, and partnership with KIPP Miami. All partners have either a memorandum of understanding or a contract in place. Any student participating in extracurricular activities through outside service providers are responsible for adhering to the organization's policies and disciplinary expectations.

We also sponsor our own extracurricular activities and sports led by KIPP Miami employees or contracted directly by KIPP Miami. Students participating in these activities will need to complete the KIPP Miami Physical Activities & After School Consent Waiver. No student will be allowed to participate without a completed waiver. Each of these activities have specified criteria to participate or limited capacity which will be determined by the staff activity sponsor. All policies and behavior expectations listed in this handbook and the Code of Conduct apply to extra-curricular activities. Additionally, participation in such activities may be revoked because of disciplinary infractions listed in the Code of Conduct.

## IX. Inclement Weather

### **School Cancellation**

We will follow Miami Dade County Public Schools decisions as it relates to school closures. Announcements regarding closures will be made through our all-call system and on our website. All programs including after-school will be canceled for the duration of the day.

### **Delayed Opening**

We will follow Miami Dade County Public Schools decisions as it relates to delayed school openings. Announcements will be made through our all-call system and on our website. Delayed openings will result in a 2-hour delay to the start of the school day. All programs will continue as normal. After school opportunities will be left to the discretion of the activity leader.

### **Emergency Early Dismissal**

We will follow Miami Dade County Public Schools decisions as it relates to early dismissals. All decisions regarding early dismissal will be made by 11:00 am at the latest. Announcements will be made through our all-call system and on our website. We will follow our regular Wednesday dismissal schedule.

### **Make-Up Days**

The KIPP Miami school calendar allows for up to three canceled school days due to emergency or inclement weather. Any school cancellations more than three days will be made up by hosting school on any previously scheduled teacher professional development day.

## X. Grading

At KIPP Miami we believe that grades serve as a feedback and communication tool so that families and students always know about student mastery of a given standard. We strive to maintain a grading system that is valid and reliable, and engages teachers, students, and families in the learning process. We will know our grading system is working when all stakeholders can act upon the information our grades provide.

**Valid:** Our grades are based on identified knowledge and skills rather than comparison to other students. (If every student has mastered all skills, every student can earn an A.) We do not assign grades based on effort displayed but learning observed. While active participation and completed assignments are expected and will ultimately support a child in his or her learning, it is the evidence of that which will determine grades.

**Reliable:** Our grades are connected to high-quality assessments. Our graded assessments are:

- Matched to specific standards
- At a level that reflects instruction and Benchmarks for Excellent Student Thinking (B.E.S.T. Assessments) rigor
- Judged consistently across classrooms
- Only assessing content that students have had an opportunity to learn

**In elementary school,** KIPP Miami’s standards-based grading is determined by what students have shown that they know and are able to do. Students receive an overall mastery grade each quarter. Throughout the quarter students can revise their assessments to show mastery of standards.

**In middle school,** student’s grades are comprised of

- Work Habits (class work)
- Formative Mastery (i.e. weekly exit ticket or quiz)
- Summative mastery (i.e. quarterly assessments, unit assessments).

**Engaging Students, Families, and Teachers:** Our grades are transparent to families and students. By basing our grades on what standards students have mastered, families can worry less about “what a B means” and more about where their child is mastering standards and where their child has yet to show mastery. We communicate progress through regular progress reports and quarterly student-led conferences. We encourage students to own their learning through regular reflection on their grades and help teachers identify what to reteach and reassess. Teachers can update grades to reflect new student learning as they reassess and resubmit work that increasingly meets the standard.

**Where will the standards in our standards-based grading come from?**

For math, ELA and social studies, our standards will come directly from the Florida B.E.S.T. In science, we will use the Next Generation Science Standards (NGSS).

**How will this relate to promoting students to the next grade?**

We will always make decisions about a student’s retention based on his or her academic preparedness for the next grade, while also considering the social emotional impact that retention can have on certain students. Since our grades reflect what students know and are able to do, teachers will be able to accurately diagnose students’ struggles and

address those who are at-risk for retention. Moreover, when students move from grade to grade their teachers will have an accurate picture of their strengths and identified areas of growth.

**In third grade**, as required by state law, a student may only be promoted to the 4th grade if they meet one of the following:

1. Earn a passing score on Florida State's English Language Arts standardized exam;
2. Earn an acceptable rating on each Grade 3 standard in their student portfolio;
3. Earn above the 50th percentile on the I-Ready Diagnostic administered at the end of the school year;
4. Earn above the 45th percentile on the K-2 FAST Test at the end of summer school.

If a student does not meet one of these criteria, they are required to be retained in 4th grade. The student will take the Iowa Test of Basic Skills in the fall following retention. If the student earns a 24 or higher, they can be promoted to the 4th grade mid-year.

**In Middle School**, students earn credits for passing classes. In order to be eligible for MDCPS high schools' students must earn the following credits in 6th - 8th grade:

- 3 years of English Language Arts
- 3 years of Math
- 3 years of Social Studies
- 3 years of Science
- 3 semesters of Physical Education
- Elective courses each year

Students who do not pass one or more classes each year will be required to take credit recovery during summer school in order to earn the credit. Any students who does not complete credit recovery over the summer will need to retake the course during the next school year.

### **i-Ready**

i-Ready is an online program for reading and/or mathematics that helps your child's teacher(s) determine your child's needs, personalize their learning, and monitor progress throughout the school year. Students take an I-Ready Diagnostic three times each year. The diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs and provides a score that is predictive of how your student will perform on the state's standardized test. Each week, students complete i-Ready personalized lessons in both math and reading. The personalized lessons provide students with lessons based on their individual skill level and needs, so your student can learn at a pace that is just right for them. These lessons are fun and interactive to keep your student engaged as they learn. Overtime, students can see their growth in both math and reading.

### **Progress Reports**

Progress Reports are distributed to students bi-weekly. They resemble a report card and display the current progress towards standards in each subject, as well as absences, tardies, and other student data.

### **Report Cards**

Report Cards are given out four times during the school year, after each quarter.

## Report Card Conferences

Each quarter, the school will host report card conferences. The purpose of these conferences is to update all parties on the student's progress towards his or her goals and determine what needs to be done to continue to grow and achieve. Teachers will reach out to schedule a specific time for a conference with families. Families are required to attend conferences for Quarters 1 and 2, and 3. Quarters 3 and 4 report cards will be available for pick up with the opportunity to meet and discuss with the teacher as needed. Please refer to the calendar to find the dates of this year's conferences.

## Exceptional Student Education/ English for Speakers of Other Languages

KIPP Miami serves all students, and we are inclusive of all students no matter their background, experience or abilities.

# XI. Behavioral Expectations

## Code of Conduct

Our schools seek to identify and correct misconduct; encourage all students to adhere to their responsibilities as citizens of the KIPP Miami community; protect students, employees, and property; and maintain a positive school environment. KIPP Miami students are expected to conduct themselves in accordance with the standards set in the Code of Conduct and the Commitment to Excellence contracts.

Below is an overview of our expectations. KIPP Miami has adopted a progressive Code of Conduct. It is available on the website and upon request. Students will be held to this Code of Conduct.

If students do not adhere to the behavioral and academic expectations, then there will be a consequence. Disruptions, disrespect, and dishonesty of any kind are not taken lightly. To maximize student learning, and maintain a safe school culture, we expect all students to meet the standards. These expectations apply on school grounds, while being transported to and from school at public expense, during school-sponsored events, such as field trips, athletic functions, and similar activities. KIPP Miami also has the authority to discipline students for acts near or related to the school or when a student's conduct may harm the health, safety, or welfare of the student, of other students, of the school or of school personnel. In addition, while students may be disciplined according to the responses outlined in the Code of Student Conduct, please be aware that there could be additional consequences through law enforcement for acts that violate the law.

## Sample Disciplinary Infractions

Below are some examples of disciplinary infractions. A full list, identified by tier or level of severity is provided in the Code of Conduct.

- Assault or battery
- Possession of prohibited substance (alcohol, drugs, smoking, vaping, medications)
- Arson
- Theft
- Weapons possession
- False activation of fire alarm or fire extinguisher
- Leaving school grounds without permission
- Sexual offenses
- Sexting
- Cheating

- Confrontation with staff member or student
- Cutting class
- Disorderly conduct and disruptive behavior
- Bullying

### **Sample Consequences**

Below are some examples of consequences used at KIPP Miami. A full list, identified by tier or level of severity is provided in the Code of Conduct.

- Reflection
- Family and student conference
- Behavior plan
- Referral to outside agency
- Loss of bus privileges
- Loss of extracurricular privileged or field trip privileges
- Removal from class
- In school suspension
- Out of school suspension

### **Suspensions**

In the event that an extreme behavior, or pattern of misbehaviors occurs, a student may be suspended.

#### **In-School Suspension**

When a student is placed in In-School Suspension (ISS) that student will not participate in regular classes and will be in another room for the day. Students who are assigned ISS are expected to complete all of their work and receive a positive behavior report by the teacher who supervises him or her throughout the course of the day. Students must also complete a written reflection. Students assigned multiple In School Suspensions may then be given an Out of School Suspension.

#### **Out of School Suspensions**

A student who has broken the Commitment to Excellence Contract or has committed Tier 1 or 2 infractions as fully outlined in the Code of Conduct could be subjected minimally to a short-term suspension of 10 days or less. Depending upon the severity of the infraction, the student may also be referred to the appropriate law enforcement agencies.

Infractions that are more serious than short term suspensions of 10 days or less or that are Zero Tolerance, would result in referral to the Miami-Dade School District for disciplinary hearing and recommendation for a change in placement. Families should consult the Code of Conduct for more details.

#### **Procedures for Suspension**

The School Leader may impose an in-school suspension or out of school suspension. Before imposing a suspension, the student will be informed of the suspension, the reason for it, and whether it will be served in school or out of school. The School Leader also shall immediately notify the student's family in writing that the student has been suspended from school. Additionally, a copy of the suspension will be mailed to the student's home address. Such notice shall provide a description of the incident, or incidents, which resulted in the suspension. Families and students must have a reentry meeting when a student returns from an out of school suspension.

### **Threats**

KIPP Miami maintains a Threat Assessment Team for each school that reviews and investigates any event in which a student threatens to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the



threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

A threat assessment team will convene and KIPP Miami will consult with law enforcement. If the infraction is corroborated it must be reported to the FL Department of Education via the SESIR system and all pertaining reporting steps.

Each school's Threat Assessment Team

- Pursuant to Senate Bill 7030, includes persons with expertise in school administration, instruction, counseling and law enforcement.
- Each member is required to complete training on the Comprehensive School Threat Assessment Guidelines (CSTAG), the standardized instrument selected by the Florida Department of Education's Office of Safe Schools.
- Students who pose a threat to self or others must be referred to the school's Threat Assessment Team (~~referral action code M1~~).
- Upon convening the Threat Assessment Team, proceed to the School Safety and Compliance Site (Apps/Services/Sites) and complete the on-line fillable ~~FM # 7719 (Rev. 07/21)~~.

**Treat everyone in our building with respect.** We will always aim to treat our families and students with kindness and professionalism and ask that everyone who enters KIPP Miami campus works to do the same. Physical or corporal punishment of any kind will not be tolerated on school grounds. All KIPP Miami employees are mandated reporters to the Division of Children and Families when there is reason to suspect abuse or neglect.

## XII. Bullying

KIPP Miami is committed to protecting its students from harassment and bullying. It is the policy of the KIPP Miami that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type including cyberbullying. Conduct that constitutes bullying and harassment will lead to disciplinary action. All definitions for bullying and harassment are found in Florida Statute 1006.147. KIPP Miami reviews its bullying policy at least every 3 years to ensure our policy is in alignment with the Florida Statute 1006.147 and to ensure the safety of our students, staff and families.

The definitions of "bullying" and "harassment" include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in paragraph (a), paragraph (b), or paragraph (c) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:
  - a. Incitement or coercion;
  - b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

### XIII. Alcohol and Substance Abuse Policy

Students are prohibited from using, possessing, or selling alcohol or any illegal substances. Students are also prohibited from possession of all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, nicotine dispensing devices, electronic cigarettes or smoking devices, any other matter or substances containing tobacco or nicotine, including any product designed or manufactured to imitate any of these products regardless of whether it contains tobacco or nicotine, and the possession of papers used to roll cigarettes.

Please consult the Code of Conduct for more details on our alcohol and substance abuse policy.

### XIV. Searches

Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that, upon reasonable suspicion, student belongings and other storage areas (including, but not limited to book bags, pocketbooks, notebooks, pockets, lockers, personal electronic devices, etc.) may be searched.

### XV. Sexual Harassment/ Title IX Policy

KIPP Miami is committed to providing students, employees, and volunteers with an environment that is safe, welcoming, and inclusive. KIPP Miami takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972 ("Title IX"). Title IX requires that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681(a). KIPP Miami does not discriminate against or tolerate discrimination against students, employees, or applicants on the basis of actual or perceived sex, sexual orientation, gender identity or expression.

The following acts are prohibited and will not be tolerated at KMI:

- Dating violence
- Discrimination on the basis of sex
- Domestic violence
- Sexual assault
- Sexual harassment
- Stalking

KIPP Miami has designated a Title IX Coordinator to manage the response to reports or complaints of sexual harassment, sexual assault, and dating violence and oversee KIPP Miami's compliance with Title IX. This current information can be found on our website: [www.kippmiami.org/compliance](http://www.kippmiami.org/compliance).

Any person may report sex discrimination, whether or not the person reporting is the person alleged to be the victim of sexual harassment, in person, by mail, by telephone, or by electronic mail.

Reports may be made to any staff member with whom the person reporting feels comfortable, including KIPP Miami's Title IX Coordinator, a teacher, counselor, the school Assistant Principal, the School Leader or any Dean. A report may be made at any time (including during non-business hours) and as soon as possible in order for KMI to maximize its ability to respond promptly and effectively.

# KIPP:MIAMI

## PUBLIC SCHOOLS

To file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) alleging sexual harassment, contact OCR at:

Office for Civil Rights  
Attention: Director, U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202  
Fax: (202) 453-6021  
(202) 453-6020 (voice)  
800-877-8339 (TDD)  
Email: [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov)  
Web: [www.ed.gov.ocr/complaintprocess.html](http://www.ed.gov.ocr/complaintprocess.html)

When KIPP Miami has actual knowledge, with or without a formal complaint, of a Title IX violation, KIPP Miami will promptly respond and take steps to end and remedy any unlawful discrimination.

### XVI. Meal Program

KIPP Miami encourages students to make healthy nutritional choices. We provide breakfast, lunch and snack for students daily so that they have energy to keep them focused throughout the day. Students are permitted to bring additional healthy snacks to school and are highly encouraged to bring a water bottle. Because we want to ensure that all brains and bodies are ready to learn, students may not bring candy, cookies, sodas, or other high-sugar food and drinks into the school.

Unless otherwise directed by the teacher, students are not permitted to consume any food or drinks other than water at any time other than breakfast, lunch and snack.

### XVII. Recess

The purpose of recess is to provide your child with a short break, fresh air, and informal participation in positive social and physical activities. Recess will be held in appropriate locations or outside, except in extreme weather conditions. Families are expected to ensure that your student is dressed appropriately for the weather. If there is a medical reason for why your child should not participate, please contact the school's Main Office.

### XVIII. Birthday Policy

At KIPP Miami, one of our goals is to create an inclusive environment that celebrates all of our students in a way that is comfortable for them and manageable for teachers and staff. We will celebrate students' birthdays by having teachers recognize a student's "special day" (birthday) with some special recognition.

At our KIPP Miami Schools, Families may choose to celebrate their child's birthday at school by following these guidelines:

- Birthday celebrations will **ONLY** take place on an agreed upon time between the family and teacher.
- Families must notify and coordinate directly with teachers. **Teachers require 1 week advance notice if you will be celebrating your student's birthday at school.**

### XIX. Visitor Policy

If you are entering a KIPP Miami building outside of our arrival and dismissal times, you will be required to show ID at the security or main office desk. You will be given a visitor badge sticker which you are required to wear while you are in the building.

If any adult is not following the security procedures or is disruptive in any way, our staff and security personnel reserve the right to ask them to leave or remove them from school grounds.

### XX. Volunteer Policy

Throughout the school year we will have multiple events in which parents and community members may be allowed to volunteer their time with our KIPPsters. It is very important that we always follow proper guidelines to make sure that all volunteers are background checked and cleared by KIPP Miami. **All volunteers must be cleared every school year.**

#### Level 1 Clearance

For volunteers participating in the following activities will be required to undergo a Level 1 clearance:

Chaperones for field trip ( <b>not overnight</b> )	Assist classroom teacher (if attending more than one day per school year)
Organized special events	Read/ tell story to students (if attending more than one day per school year)
College student ( <b>not enrolled in education classes</b> )	Guest speaker (if attending more than one day per school year)

Volunteers will need to complete the volunteer clearance form on [www.kippmiami.org](http://www.kippmiami.org) no later than 4 days before volunteering. The school operations manager will notify the volunteer if they have been cleared and can volunteer or if they have not been cleared.

#### Level II Clearance

For volunteers participating in the following activities will be required to undergo a Level 2 clearance:

Chaperones for <b>overnight</b> field trip	Volunteer in athletics/ physical activities
Certified Volunteer ( <b>must have volunteer certificate</b> )	Mentor ( <b>must have mentor certificate</b> )

Volunteers will need to complete the volunteer clearance form on [www.kippmiami.org](http://www.kippmiami.org) and notify the school operations manager at the school. The main office will then provide the background screening paperwork and the volunteer will complete a fingerprint screening at any Miami Dade Police Department Station by bringing 2 forms of ID and paying \$15. Upon completion of fingerprints, the background screening paperwork must be returned to the main office.

Please allow for 1 week after the completion of fingerprinting for the school operations manager to notify if the volunteer if they have been cleared and can volunteer or if they have not been cleared.

### XXI. Electronics Policy

#### Acceptable Internet/Computer Use Agreement

The Internet and other online resources are provided by KIPP Miami to support instructional programs and appropriate student learning. While the Internet can be a powerful educational tool, it is also an unregulated space that contains material unsuited for the school setting. For this reason, we will make every reasonable effort to ensure that this

resource is used responsibly and will further require that every student and family sign the Acceptable Internet Use Agreements before Internet access is granted.

If a student uses the Internet improperly or for purposes inconsistent with the educational program at KIPP Miami, he or she may lose technology privileges for a predetermined length of time.

Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the Internet that could result in the suspension or revocation of a student's on-line privileges:

- Using the Internet for any illegal activity, including violation of copyright or other laws
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing other network users
- Any online activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or district policy
- Using the Internet for financial or commercial gain
- Degrading, vandalizing or disrupting equipment, software or system performance or the data of another, including display settings and screensavers
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Invading the privacy of others or using an account owned by another user
- Posting anonymous messages or messages with a false identity
- Downloading, storing or printing files or message that are profane, obscene, or that use language that offends or tends to degrade others
- Playing unauthorized games on the Internet
- Computer piracy, hacking, or any tampering with hardware or software
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence

It is important to remember that the Internet is a 'public place' that is shared by millions of other users. Students' actions online can be seen by others and KIPP Miami expressly retains the right to monitor its students' Internet usage. Because of the public nature of the Internet, the following rules apply with respect to any student-created materials that are published online:

- No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
- No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

### **Cell Phones and Electronics**

Students will not be permitted to use cell phones during school hours, including during after school activities. Cell phones must be turned off and stowed in a backpack before students enter the school, and phones must remain off and packed away. If this rule is not followed, staff may confiscate the phone, and hold it until a parent/guardian comes to the school to pick it up. Please be advised that KIPP Miami is not responsible for lost or damaged cellular phones.

Family members who need to speak with their child during the day must call the school's main office. Should a student need to contact a family member during the school day, they should resolve this situation by speaking with a faculty member and using an office or teacher cell phone.

Portable gaming devices (PSPs, GBAs, etc.) and personal music players (iPods, mp3 players, etc.) are strictly prohibited during the school day. As with cell phones, KIPP Miami staff may confiscate any visible electronics, and hold them until a parent/guardian comes to the school to pick it up.

Students are strongly cautioned against lending their electronic devices to other students at any time or for any reason. KIPP Miami will take no responsibility for electronic devices lent to other students.

## XXII. Social Media Policy

Social media has become a powerful communication tool. With the power of social media come responsibilities. These guidelines provide best practices under which members of the KIPP community (families, teachers, students, and staff) should operate when using these tools. The basic principle is that community members are expected to adhere to the same levels of civility in their online and face-to-face conversations. The same laws, school policies, guidelines, and personal and professional expectations for interacting with all KIPP community members apply online as in the real world. For example, posting defamatory or confidential information about students or teachers may violate existing school policies and be handled as such.

Family members who engage in disrespectful or disruptive behavior on social media and/or while on campus may have their access to campus revoked or limited, per KIPP Miami policy. Off-campus conduct that interferes with the orderly operation of the school may result in discipline to a child under the student code of conduct.

Harmful social media posts not only negatively impact our community but make it more difficult for our school team to respond to and resolve issues quickly and effectively, especially in instances where student privacy is at stake. We encourage everyone to consider the unintended and long-term effects of social media posts that may refer to or include children, whether family or otherwise. In order to maintain an environment where all students can thrive, our expectation is that all KIPP family members also maintain mutually respectful relationships with all school staff.

We also encourage all families to speak with their children about the potential negative impact of social media and the consequences of engaging in behavior that negatively impacts others, and to actively partner with their child's school in ensuring that your child does not engage in unsafe or harmful behavior outside of school.

We will investigate any threat made toward the school or our school community (by anyone) which may also include involving the police and/or other authorities in the investigation.

## XXIII. FERPA Notification

Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your student's education records. Please consult the Code of Conduct for further information.

## XXIV. Non-Discrimination Statement

We are committed to equal opportunity for all of our students. We prohibit discriminatory practices against any person by reason of race, color, national origin, ancestry, age, sex, pregnancy, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, on account of disability, social or economic status, pregnancy, childbirth, actual or potential parenthood, or family status. We do not discriminate against any person protected for any reason protected by federal or state law.



## XXV. KIPP Miami Academic Calendar

Please note that KIPP Miami attempts to follow the MDCPS calendar as closely as possible, however to implement the KIPP academic program there are a few variations in the calendar. Please refer to the KIPP Miami calendar at [www.kippmiami.org](http://www.kippmiami.org)



<Tear Off Page, sign and return to your school>

The KIPP Miami Family Handbook contains information about attendance, dress code, technology, cell phones, student conduct, and grading policies.

**FAMILY ACKNOWLEDGEMENT:**

I, the parent/guardian of (child's name) \_\_\_\_\_, hereby confirm that I have access to or have received a copy of the KIPP Miami Family Handbook. I further understand the responsibilities expected of KIPP Miami families and students as well as the policies, procedures, rules, regulations, and practices as stated in this document.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the KPP Miami Family Handbook.

Student Printed Name: \_\_\_\_\_

Family Printed Name: \_\_\_\_\_

Family Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disclaimer: KIPP Miami reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.