

**Student & Family Handbook**  
*COVID-19 Addendum*  
**2020**

# KIPP: DELTA PUBLIC SCHOOLS

Dear Families,

The well-being of our KIPP Team & Family continues to be the highest priority, despite the fact our physical school buildings are closed. While we are unable to see your students' smiles and hear their voices every day, we want to ensure we continue to provide a supportive and high quality education, as well as student support services, for your students while they are learning from home. This updated Family Handbook is designed to provide clarity on the most critical components of academics, student expectations, and school operations as it relates to the ongoing COVID-19 pandemic closure.

We will continue to follow the guidelines set forth by the governor of Arkansas and the Arkansas Department of Education. We know there are still many questions you may have. We do not have all the answers now. We do not know how long our school buildings will need to be closed, and we anticipate a potential impact to end-of-year field lessons, summer school, and other scheduled events. However, as we gain clarity and receive guidance from the state, we will work to ensure information is shared with you in as timely a manner as possible.

Together, we will get through this time. We look forward to being back together in our school buildings next year. Please make sure to call us with any questions and visit our website for the latest updates at <https://www.kippdelta.org/coronavirus-updates>.

Best,

Carissa Holsted, Executive Director  
870-714-9635 | [carissa.holsted@kippdelta.org](mailto:carissa.holsted@kippdelta.org)

# Student & Family Handbook

## *COVID-19 addendum*

### 2020

#### **Health and Safety**

In compliance with state guidelines, all KIPP Delta Public Schools campuses are closed to the public until the COVID-19 closure is suspended. We will continue to follow the guidance of the Arkansas Department of Education in order to protect the health of our students, staff, and community.

Please continue to Practice social distancing and other safe-at-home guidelines issued by the Arkansas Department of Health. For more information, visit [www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus](http://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus).

For more information, contact:

- Valerie James, Chief Operating Officer  
870-714-0102 | [valerie.james@kipdelta.org](mailto:valerie.james@kipdelta.org)
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#### **Virtual School**

While our campuses are closed during the ongoing pandemic, KIPP Delta will convert to a virtual school environment, utilizing Google Classroom and Alternative Method of Instruction (or AMI) days. Our aim is to ensure our students have the opportunity to learn, grow, and thrive. We will continue to operate in alignment with our core values. Even though we are now a virtual school, we will continue to use LiveSchool, have a school store, hold Hours of Power, and provide lunches.

Students will earn credit for attendance by completing each day's assignments. Homeroom teachers will track each student's attendance and report it to the school's front office. While we would prefer that students submit their work on the day it is due, students may complete past due work to earn credit for attendance while we are a virtual school. Students who complete work on time will receive LiveSchool points for on-time assignment completion.

For more information, contact:

- Amy Charpentier, Chief Academic Officer  
870-714-0042 | [amy.charpentier@kipdelta.org](mailto:amy.charpentier@kipdelta.org)
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#### **Technology**

On Wednesday, April 1, KIPP Delta began distribution of technology to current students who requested a device to complete AMI work during our campus closure. Students in grades K-8 are receiving Chromebooks, and students in grades 9-12 are receiving Kindles. Special education students will not receive technology devices for their work but instead will receive a binder with assigned work to complete for credit.

Delivery of devices will be available to families with extenuating circumstances. If you require a device or internet access for your child to complete coursework, please contact your child's homeroom teacher. Additional assignment of devices for requests received after April 1 will be processed and distributed weekly thereafter. Parents will be notified the date to pick up their child's device at their assigned KIPP Delta school. **Parents must be present to sign a technology agreement form (see attached pages) during pickup.**

Any families who experience problems with devices assigned to students should contact the student's homeroom teacher and return the device to the student's home school on Monday or Wednesday from 9 a.m.-2 p.m. School operations staff will work with our technology provider to get the equipment repaired, and parents will be notified when repaired items are ready to be picked up. At this time, we do not have any surplus devices to re-assign. Teachers will provide students with paper packets to work on until the devices are repaired.

For more information, **Helena** families can contact:

- Linda Murdock, Managing Director of Operations  
870-714-5074 | [linda.murdock@kipdelta.org](mailto:linda.murdock@kipdelta.org)

For more information, **Blytheville** families can contact:

- Dontavius Ingram, Director of Operations  
870-714-9492 | [dontavius.ingram@kipdelta.org](mailto:dontavius.ingram@kipdelta.org)
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### **Attendance, Grades, and Report Cards**

As we transition to distance learning, your child will still be expected to complete assignments given by their teachers during each week of virtual school. Assignments must be completed in order to be counted as in attendance

Elementary schools (ELA and BCPS) will grade assignments as Pass or Fail. Students will receive a Pass or Fail at the end of the nine weeks for a course grade.

Middle and high schools (DCPS, DCH, KBC) will grade assignments A-F, and nine weeks grades will be recorded as an A-F. Nine weeks grades will be weighted. In the case of extenuating circumstances, we will work with each student and his/her family to ensure the student is given every chance to pass the class.

For more information, **Helena** families can contact:

- Elise Williams, SIS Manager  
870-714-0607 | [elise.williams@kipdelta.org](mailto:elise.williams@kipdelta.org)

For more information, **Blytheville** families can contact:

- Carla Bivens, SIS Manager  
870-714-5646 | [carla.bivens@kipdelta.org](mailto:carla.bivens@kipdelta.org)
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### **Senior Graduation Requirements**

Seniors who were in good standing as of the third nine weeks reporting period will be considered as meeting the graduation requirements, provided the obligations below are completed:

Students must complete work in one of two tracks to be eligible for graduation.

Track 1: College-Bound Students

- Complete two one-on-one advising sessions with your college advisor by May 1 (One meeting must include a parent before a final decision is made.)
- Complete a one-on-one advising session with your alumni advisor by May 20
- Submit financial aid verification paperwork within two weeks after receiving it, if applicable
- Make a final school decision by May 1
- Pay your housing deposit by May 1

Track 2: Military/Career-Bound Students

- Complete a one-on-one advising session with your alumni advisor by May 20.
- Complete a resume that receives a score of B or better.
- Do two mock-interviews with two different college advisors.
- Receive, in writing, a job offer or admission to the military

All seniors

**English/Social Studies**

- Students must have completed the assigned work for the third 9 weeks with a C grade or better.

**Math**

- Students must have completed the assigned work for the third 9 weeks with a C grade or better.

**Students with IEPs**

- During the remaining weeks, students must successfully demonstrate progress toward the goals in their IEP by participating in tutoring and assigned work for each day.

**Concurrent Credit Students (PCCUA/ANC)**

- Students must pass their semester's classes with a C grade or better.

Additionally, students who meet the above requirements by the dates assigned above and returned all of their KIPP Delta materials (Kindles, athletic uniforms, textbooks, and calculators) will have all but \$25 of their college housing deposit paid for by KIPP Delta Through College.

For more information, **Helena** families can contact:

- Elise Williams, SIS Manager  
870-714-0607 | [elise.williams@kipdelta.org](mailto:elise.williams@kipdelta.org)

For more information, **Blytheville** families can contact:

- Carla Bivens, SIS Manager  
870-714-5646 | [carla.bivens@kipdelta.org](mailto:carla.bivens@kipdelta.org)

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### **Assessments**

All mandated state assessments have been canceled for the remainder of the school year. This included the ACT Aspire test.

Juniors who already took the ACT exam can log into their ACT accounts to receive their score.

For more information, contact:

- Sara Guillian, Academic Specialist  
870-714-0676 | [sara.guillian@kipdelta.org](mailto:sara.guillian@kipdelta.org)

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### **Special Education & Counseling**

During the ongoing campus closures, IEP meetings will be conducted over the telephone with parents. We anticipate being able to provide related services, including occupational therapy, physical therapy, speech language pathology, and other services. Students with IEPs will continue to have their special education needs met either through their regular classroom teacher or with the support of a special education teacher. Special education teachers should have already been in contact with families to discuss the continuation of each student's services and education.

We will still provide counseling services, as needed. If you have a need for school counseling, you can reach out to your school's student support coordinator or school leader.

For more information, contact:

- Linda Brown, Special Education Director  
870-714-9398 | [linda.brown@kipdelta.org](mailto:linda.brown@kipdelta.org)

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### **KIPP Through College (KTC)**

KIPP Through College advisors will be in contact with students to ensure they can enroll in college.

In order to meet the KTC requirements, **current seniors planning on attending college** must do the following:

1. Have at least two (2) one-on-ones per month with their college advisor via telephone or FaceTime
  - a. One meeting must include a parent before final school decision is made
2. Submit financial aid verification paperwork within two weeks of receiving it, if applicable
3. Make final school decision by May 1
4. Having housing deposit paid by May 1

KIPP Through College is committed to ensuring that each student can afford the cost of their housing deposit during this difficult financial time. Graduating seniors who meet the last nine weeks academic and KTC requirements, as well as return textbooks, athletic equipment, and other school materials, will have all but \$25 of their college housing deposit paid by KIPP Delta.

**Current seniors entering the work force or the military** must do the following:

1. Have a resume
2. Complete one or two mock interviews with their Advisor via Zoom or FaceTime

**For KIPP Delta alumni already in college**, we will provide the following services:

- Continued coaching, guidance, and advocacy pertaining to college success.
- Troubleshooting technology issues relating to online classwork.
- Support navigating class registration and financial aid for Summer and Fall 2020.
- In situations of food and/or housing insecurity, identifying resources and procedures to provide access to basic needs.

For more information, contact:

- Tomisha Gant, College Match Manager,  
870-714-9799 | [tomisha.gant@kipdelta.org](mailto:tomisha.gant@kipdelta.org)
  - David Rhoades, College Persistence Manager  
870-714-0701 | [david.rhoades@kipdelta.org](mailto:david.rhoades@kipdelta.org)
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### **Communication**

We will strive to keep families up-to-date with current information during this time. Updates will be posted on our website at <https://www.kippdelta.org/coronavirus-updates>, as well as on our Facebook pages:

- <https://www.facebook.com/kipdelta/>
- <https://www.facebook.com/kipblytheville/>

We also encourage you to reach out to your child's teachers or school leadership during this time. An online staff directory can be found at <https://www.kippdelta.org/our-team-staff-directory>.

Please also make sure to keep your contact information current with your school, including your phone numbers, email addresses, and home addresses.

For more information, contact:

- Andy Weld, Director of Development & Communication  
870-662-5526 | [andy.weld@kipdelta.org](mailto:andy.weld@kipdelta.org)
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### **School Calendar**

KIPP Delta Public Schools will maintain the same school holidays during the AMI period.

Spring Holiday: Friday, April 10

Memorial Day: Monday, May 25

Last Day of School for students: May 29

Saturday School, scheduled for Saturday, April 4, has been canceled.

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## Summer School

No decisions have been made as of this date regarding summer school. We will continue to evaluate the options that are available in the weeks to come.

For more information, contact:

- Lois Swickheimer, Regional Literacy Director  
870-714-9519 | [lois.swickheimer@kipdelta.org](mailto:lois.swickheimer@kipdelta.org)

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## Celebrations

At this time, no decisions have been made regarding graduation ceremonies, signing days, prom, or other upcoming events. However, we know these are important celebrations, and we will work to reschedule, postpone, or find new ways to celebrate, with respect to the needs of our families and the overall health of the community.

No decisions has been made as of this date regarding end-of-school-year trips. We will continue to evaluate the options that are available in the weeks to come.

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## Meal Service

KIPP Delta Public Schools will provide a grab-and-go style meal service FREE for any student 18 and under during the ongoing campus closures. You do not have to be a student at our schools to receive a meal. Meals will be provided to students at distribution sites across our communities, including Helena-West Helena, Elaine, Marvell, Marianna, Forrest City, Osceola, and Blytheville.

Meal service delivery will take place on Mondays and Wednesdays. Monday bags will include lunch and snack for Monday, breakfast, lunch, and snack for Tuesday, and breakfast for Wednesday. Wednesday bags will include lunch and snack for Wednesday, breakfast, lunch, and snack for Thursday, and breakfast, lunch, and snack for Friday.

Eligible children can pick up meals on meal service days. Parents and guardians can also pick up meals for eligible children on meal service day, provided they complete a meal pickup form (see attached page). All meals are to be taken off-campus at eaten. Cafeterias will not be open to sit and eat. Meals will be delivered to families with extenuating circumstances on a case-by-case basis. Please call your local KIPP Delta Public School to request a meal for your eligible children.

Meal distribution sites and times are as follows:

- **Helena-West Helena**
  - KIPP Delta Elementary Literacy Academy, 1020 Plaza, West Helena, AR 72390 - 10 a.m.-1:30 p.m.
  - KIPP Delta Collegiate High School, 215 Cherry Street, Helena, AR, 72342 - 10 a.m.-noon
- **Marianna**
  - Food Giant Parking Lot, 460 South Alabama Street, Marianna, AR 72360 - 11 a.m.-noon



- **Marvell**
  - Dollar General Parking Lot, 373 Highway 49, Marvell, AR 72366 - 11 a.m.-noon
- **Elaine**
  - Elaine Park, Lee Ave. & Oak St. (near jungle gym) - 11 a.m.-noon
- **Forrest City**
  - KIPP Delta Modular Building, 637 South Washington, Forrest City, AR 72335 - 11 a.m.-noon
- **Blytheville**
  - KIPP Blytheville Collegiate High School, 1200 Byrum Road, Blytheville, AR 72315 - 10 a.m.-1:30 p.m.
- **Osceola**
  - Gunn Supermarket Parking Lot (Closed), 475 N. Walnut Street, Osceola, AR 72370 - 11 a.m.-noon

For more information, contact:

- Valerie D. James, Chief Operating Officer  
870-714-0102 | [valerie.james@kipdelta.org](mailto:valerie.james@kipdelta.org)

## **Student Discipline**

Guidelines laid out in the KIPP Delta Student & Family Guidebook at the beginning of the year remain in effect. As always, students are responsible for their conduct that occurs on or off school grounds.

In particular, the following existing school policies should be noted:

### **Cyberbullying**

To the extent practical, steps shall be taken to educate KIPP Delta students' awareness and response to cyberbullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Cyberbullying by a student at KIPP Delta Public Schools directed toward another KIPP Delta student or staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe environment. KIPP Delta Public Schools prohibits acts of cyber-bullying by KIPP Delta students or staff through the use of any KIPP Delta-owned, operated, and supervised technologies.

"Cyberbullying" is the use of electronic information and communication devices, to include but not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

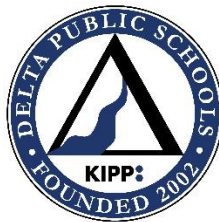
- Deliberately threatens, harasses, intimidates an individual or group of individuals
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property
- Has the effect of substantially disrupting the orderly operation of the school.

Consequences and appropriate remedial actions for students who commit an act of cyberbullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, cyberbullying using KIPP Delta technologies violates the Acceptable Use Policy and subjects the student to disciplinary action.

### **Plagiarism and Dishonesty**

- Dishonesty of any kind is a serious offense at KIPP Delta. Parents will be required to meet with the school, and the school will determine a consequence to fit the offense. Dishonesty includes the following:
- Lying about anything, big or small.
- Forging a signature on any document, including agenda, permission slips, and discipline forms.
- Cheating, including copying another student's work or giving another student his/her work.
- Plagiarism, which involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and then passing them off as their own original work.

Each school may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature.



## **KIPP DELTA TECHNOLOGY AGREEMENT FORM FOR COVID-19 DISTRIBUTION**

Due to the closure of schools because of COVID-19, Alternative Method of Instruction has been initiated through April 17 as mandated by the Arkansas Governor, which includes supported instruction by use of technology in the student's home.

By accepting technology assigned to your student and signing this Technology Agreement Form, you agree to assume financial responsibility for the safe return of the equipment. The approximate replacement cost of the technology is \$500 per Chromebook and \$100 per Kindle. You will not be held responsible if technology issued stops working properly because of an internal parts issue. Parents are required to notify the school immediately and make arrangements for the return of the technology for another device, if available.

You agree to be responsible for the cost of repair or replacement if the technology assigned to your child is lost, stolen, or damaged.

You agree to return assigned technology to the school with power cords and/or any other accessory provided at time of delivery.

You agree that all assigned technology will be used only by the student(s) listed on this signed agreement for educational purposes only and NOT for any of the following purposes below:

- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users;
- Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy;
- Posting, sending, or displaying any personal identification information of anyone under 18;
- Using the internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others' passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or messages that are profane, obscene, or that use language that offends others;
- Playing unauthorized games;
- Computer piracy, hacking, or any tampering with hardware or software;
- Using the internet for any illegal activity, including violation of copyright or other laws;
- Activities that allow a computer or network to become infected with a virus or other destructive influence.

You agree that the issued technology is the sole property of the KIPP Delta Public Schools (KDPS) and will be returned immediately when notified.

You agree that KDPS can request the return of all equipment and accessories at any time.

By signing this form, you agree to the terms of this agreement and the delivery of the assigned technology device.

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**TECHNOLOGY REQUEST**

**LIST STUDENT NAMES(S)**

1.
2.
3.
4.

**ADDRESS** (where technology will be located):

\_\_\_\_\_  
\_\_\_\_\_

**TECHNOLOGY ASSIGNED:**

Description	Serial Number	SEN

**ACKNOWLEDGMENT**

I agree to the terms in this document and take full responsibility for the safe return of the all technology (including financial) issued.

Parent Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date Technology Disbursed: \_\_\_\_\_

Created March 29, 2020

**Parent/Guardian Pick Up Meals for Students Form**

Site (School) Location: \_\_\_\_\_

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

No.	Parent Name	Child's Name	Age of Child	School Name
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