



**Student and Family Handbook**  
2017-2018

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## Mission and Principles

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The mission of KIPP Delta Public Schools is to create and support schools that empower students from high poverty communities to develop the knowledge, skills, and character traits necessary to pursue a college education and a life of value, joy, and integrity.

All students will learn and achieve at high levels if given the opportunity. Our goal is to help students develop the knowledge, skills, and character strengths they need to succeed throughout their education and in the competitive world beyond. Great education transforms lives.

Our schools are part of the free public school system and enrollment is open to all students. Our schools are given more academic and budgetary flexibility than traditional public schools, and in exchange commit to deliver high-quality academic results for students.

There are 200 KIPP schools in 20 states and the District of Columbia educating nearly 80,000 students on their path to and through college, careers, and life. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

At KIPP, teachers, students, and families are all united around the same goal: college and a choice-filled life. We believe that an excellent college-preparatory education will set students up for success in whatever life path they choose. Through collective hard work and commitment, KIPP students complete college at a rate that is above the national average for all students and four times higher than that of students from similar economic backgrounds. Our success is driven by:

**High Expectations:** We set clearly defined and measurable high expectations for academic achievement and conduct in order to create and reinforce a culture of achievement and support. We know that every student is different and we personalize learning based on a student's needs, skills, and interests.

**Strength of Character:** Success in life depends on both academics and character. We help students foster character strengths that are essential for their own success and well-being. And we empower them to express their voice with power and to improve the world around them.

**Highly Effective Teachers and Leaders:** Great schools require great teachers and school leaders. We empower our educators to lead school teams, and we invest in training to help them grow as professionals.

**Safe, Structured, and Nurturing Environments:** Students need physical and emotional safety in order to take risks and learn from their successes and their mistakes. Our schools provide a safe, structured, and nurturing environment with minimal distractions and more time for both academics and extracurriculars, so our students love school and maximize their learning.

**KIPP Through College:** Our counselors and advisors support students as they prepare for and select the right college and career for their needs and interests. After high school, we help KIPP

alumni navigate the social, academic, and financial challenges they might encounter while in college.

## Commitment to Excellence

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### Teachers' Commitment

*I will have high expectations for myself, my school, my students, and my community by demonstrating my love, care, and commitment in the following ways:*

- I will arrive every morning in time to be ready and prepared for our student's arrival at 7:45 A.M. (Monday through Friday).
- I will remain at KIPP Delta through dismissal Monday-Friday and through 6:00 p.m. on Wednesday Professional Development.
- I will come to KIPP Delta on appropriate Saturdays for Academic Saturdays each month.
- I will teach at KIPP Delta during Summer School.
- I will always teach in the best way we know how ensuring mastery of material.
- I will think Beyond Z by doing *whatever it takes* for our students to learn.
- I will remain humble and ask for help from teammates, parents, and students.
- I will teach with Love and Logic working WITH our students to protect their self-concept and support them along the way.
- I will care for our classrooms and campus to ensure our students have a clean, warm, and welcoming space to learn.
- I will always make myself available to students, families, and any concerns they might have.
- I will always protect the safety, interests, and rights of all individuals in the classroom.

*Failure to adhere to these commitments can lead to our removal from KIPP.*

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SIGNATURE

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DATE

### Parents' / Guardians' Commitment

*We fully commit to KIPP Delta in the following ways:*

- We will make sure our child arrives at KIPP Delta every day by 8:00 A.M. (Monday through Friday) or boards a bus at the scheduled time.
- We will make arrangements so our child can remain at KIPP Delta until 4:00 P.M. (Monday through Friday).
- We will make arrangements for our child to come to KIPP Delta on appropriate Saturdays for Academic Saturdays.
- We will ensure that our child attends the entirety of KIPP Delta Summer School.
- We will always help our child in the best way we know how, and we will do *whatever it takes* for him/her to learn. This also means that we will check our child's homework every night, sign their agenda, progress reports, and other required documents, let him/her call the teacher if there is a problem with the homework, and try to read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will make sure our child follows all of the procedures and policies in the KIPP Delta Handbook.
- We understand that our child must follow KIPP Delta rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

*Failure to adhere to these commitments can cause my child to lose various KIPP privileges.*

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SIGNATURE

DATE

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**Student's Commitment**

*I fully commit to KIPP Delta in the following ways:*

- I will arrive at KIPP Delta every day by 8:00 A.M. (Monday through Friday) or board a KIPP bus at the correct time.
- I will remain at KIPP Delta until 4:00 P.M. (Monday through Friday).
- I will come to KIPP Delta on appropriate Saturdays for Academic Saturdays.
- I will attend the entirety of KIPP Delta during summer school.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I complete all my homework every night; I will call my teachers if I have a problem with the homework or a problem coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP Delta teammates and give everyone my respect.
- I will respect myself, my teachers, my fellow classmates, and my school demonstrating true KIPP Hornet or KIPP Thunder pride.
- I will follow and adhere to all of the procedures and policies in the KIPP Delta Handbook.
- I am responsible for my own behavior, and I will follow the teachers' directions.

*Failure to adhere to these commitments can cause me to lose various KIPP privileges.*

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SIGNATURE

DATE

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## Character Strengths

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At KIPP Delta, character education and growth is at the center of our mission. All of us have different character strengths, but successful, happy, and fulfilled adults all over the world have strengths in common. Throughout their time at KIPP, students will work to develop these strengths, so they can lead lives of value, joy, and integrity. Students will receive Character Growth Cards twice a year and parents, students, and staff members will engage in conversations about students' strengths and how these can be leveraged for the students' success. Each of the Character Strengths are listed below with indicators that are ways that people demonstrate each strength.

**Optimism:** *expecting the best in the future and working to achieve it*

- Gets over frustrations and setbacks quickly
- Believes that effort will improve his or her future

**Zest:** *approaching life with excitement and energy; feeling alive and activated*

- Actively participates
- Shows enthusiasm
- Invigorates others

**Grit:** *finishing what one starts; completing something despite obstacles; a combination of persistence and resilience.*

- Finishes whatever he or she begins
- Tries very hard even after experiencing failure
- Works independently with focus

**Curiosity:** *taking an interest in experience for its own sake; finding things fascinating*

- Is eager to explore new things
- Asks and answers questions to deepen understanding
- Actively listens to others

**Social Intelligence:** *being aware of motives and feelings of other people and oneself*

- Able to find solutions during conflicts with others
- Demonstrates respect for feelings of others
- Knows when and how to include others

**Gratitude:** *being aware of and thankful for the good things that happen*

- Recognizes and shows appreciation for others
- Recognizes and shows appreciation for his/her opportunities



**Self-Control—School Work:** *regulating what one feels and does; being self-disciplined in school work*

- Comes to class prepared
- Pays attention and resists distractions
- Remembers and follows directions
- Gets to work right away rather than procrastinating

**Self-Control--Interpersonal:** *regulating what one feels and does; being self-disciplined in their relationships with others*

- Remains calm even when criticized or otherwise provoked
- Allows others to speak without interruption
- Is polite to adults and peers
- Keeps temper in check

## Student Registration and Enrollment

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### ADMISSIONS

Admission to KIPP Delta Public Schools will be a cooperative decision between students, parents, and teachers. Students and parents must choose to enroll in the school instead of remaining at the zoned public school. The school encourages and motivates the students and their families to view an intense academic commitment as their key to the future. Students, parents, and teachers will be expected to sign KIPP Delta Public Schools' Commitment to Excellence Form. This document addresses the areas of attendance, homework, behavior, and academics. In accordance with all federal and state laws, no student will be denied admission to the school based on race, ethnicity, national origin, gender, or disability.

New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapping condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

Applications for admission are accepted year-round. However, the school will admit no pupils for the upcoming school year, with the exception of siblings, until the new school year application period has ended and the lottery has been conducted. The deadline for new students to apply for admission in the upcoming school year lottery is in early April. Applications received after the lottery date are added to our waitlist in the order in which they are received. Families will be notified as seats become available and will need to complete new student registration at that time.

The lottery is a fair, random process. Lottery priority is offered to the siblings of current KIPP Delta students and to the children of our full-time employees. Interested families may meet with KIPP Delta Public Schools staff and review the expectations of the school at any point in the year. If the number of students applying is fewer than the number of available spots that year, the school will accept all applicants and may accept applications and enroll additional students until the available spots are filled. If the number of applicants to the school exceeds the school's capacity to serve them, the school will use a random lottery in April to determine who is accepted and the order of the waiting list.

## REGISTRATION

To enroll in a school in KIPP Delta, a child must be a resident of Arkansas.

Students may enter Kindergarten if the student will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he or she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to KIPP Delta.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by KIPP Delta and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise, the child shall be placed in kindergarten.

Any child may enter first grade in KIPP Delta if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (60 years during the school year in which he/she is enrolled in grade on (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who enroll in KIPP Delta from an accredited school after the school year has begun will be assigned to the grade they were attending, or to which they would have been assigned, in their previous school. Private school students shall be evaluated by KIPP Delta to determine their appropriate grade placement. Home-schooled students will be evaluated by KIPP Delta to determine an appropriate grade placement.

KIPP Delta shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a KIPP Delta school:

1. KIPP Delta shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person, that, in the alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education. The parent, guardian, or other responsible person will provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.

2. The parent, guardian, or other responsible person will indicate on school registration forms whether the child has been expelled from school in any other school district or is currently involved in an expulsion proceeding. The KIPP Delta Board reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
3. The child will be age-appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization will be by a certificate of a licensed physician or a public health department acknowledging the immunization.
4. Each new student will provide the most recent report card from his or her previous school to assure that the student is placed in the correct grade level.

KIPP Delta will not use, display, release, or print a student's social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or to a student's parent or guardian without the express written consent of the student's parent if the student is a minor or of the student if the student is eighteen (18) years of age or older; or make a student's social security number available by reading the magnetic strip or other encoded information on the student's identification card.

The above paragraph shall not apply to educational records that are transferred to or between the Arkansas Department of Education, education programs or colleges to which students are applying, other public schools or school districts, or other governmental agencies as allowed or required by federal law, state law, or State Board of Education rule.

### **TRANSFER STUDENTS**

Any student transferring from a school accredited by the Department of Education to a school within KIPP Delta shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferrable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from home school or a school that is not accredited by the Department of Education to a KIPP Delta school shall be evaluated by KIPP Delta staff to determine the student's appropriate grade placement.

KIPP Delta Public Schools reserves the right, after a hearing before the Board of Directors, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

## Attendance and Absences

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### ATTENDANCE POLICY

Every parent, guardian, or other person residing within the State of Arkansas having custody or5 a charge of any child age (5) through seventeen (17) on or before August 1st of that year shall enroll and send the child to a public, private, or parochial school or provide a home school for the child.

The minimum age for enrollment for a public school in Arkansas is age 5 on or before August 1st. The age for attending public schools in Arkansas is between 5 and 21.

Students are expected to be at school and be at school on time. Students who arrive past 8:00 a.m. are considered tardy. Parents of students who miss a day must call the student's teacher before 8:00 a.m. on that day. The planned instructional time in each school day shall be no less than six hours per day. The length of the school day for all schools is 8:00 a.m. to 4:00 p.m.

If a student becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick-up the child. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

### ABSENCES

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction that results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with KIPP Delta's truancy policy.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

### EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the School Director or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the School Director.
2. Death or serious illness in their immediate family;

3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Executive Director or designee.
10. Absences granted, at the Executive Director's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a diseases outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

### **UNEXCUSED ABSENCES**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the School Director after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) unexcused absences in a semester, KIPP Delta shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or KIPP Delta's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or KIPP Delta administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

KIPP Delta shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

### **MAKE-UP WORK**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero unless an alternate arrangement has been agreed upon by the teacher, School Director, and student.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

**TARDINESS**

Promptness is an important character trait that KIPP Delta staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates, compromise potential student achievement and disrupt an orderly learning environment. Therefore, consequences for tardiness will include, but are not limited to, detention and loss of privileges and activities.

**CLOSED CAMPUSES**

All schools within KIPP Delta Public Schools shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

**ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of planned instructional time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time per week. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.



## Health and Immunization Health Services

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All students must meet state health requirements in order to attend classes. The following information describes the health services available to all students.

KIPP Delta Public Schools employs a school nurse. The school nurse will be in the school regularly and will be on call at all times during school hours in case of an emergency. Students wishing to see the school nurse must first demonstrate reasonable need and receive permission from their teacher. When immediate attention is needed, students should call for the nearest faculty or staff member to get assistance.

- The school nurse is employed to give immediate attention to school-related injuries and sudden illnesses that occur or are noticed during school hours. In case of questions related to illnesses or injuries, parents and guardians are encouraged to contact their personal physician.
- The school nurse will be informed by the teacher when a student demonstrates reasonable need for medical attention. Regular times for visiting the school nurse as well as emergency procedures will be established by each school.
- Parents and guardians will be notified in a timely manner if their child becomes ill or injured during the school day. Parents or guardians must pick up students who are too ill or injured to stay on campus. All emergency contact information must be current in order to ensure timely and accurate communication.

### MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve KIPP Delta and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized by a written doctor's note to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the School Director or Front Office Manager's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Nonprescription medications may be given to students upon the decision of the School Director or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

## **IMMUNIZATIONS**

All students must obtain the minimum immunizations required by the state of Arkansas in order to attend classes. Immunization rules are set by the Arkansas State Board of Health and may be changed at any time.

No child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, and varicella (chickenpox), as evidenced by an immunization record from a licensed physician or a public health department acknowledging the immunization.

The requirements for entry into school are:

**Kindergarten:** At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric) vaccine; at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; and two doses of Varicella (chickenpox) vaccine without accepting history of disease in lieu of receiving Varicella vaccine.

Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

**1st through 12th grade:** At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT-pediatric), or Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine, and an appropriate series of Hepatitis B vaccine.

Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

**7th grade:** In addition to the vaccines requirements listed under 1st through 12th grade, one dose of Tdap vaccine if applicable and one or two doses of Varicella (chickenpox) vaccine. A parent/guardian or physician history of disease may be accepted in lieu of receiving Varicella vaccine.

Dates of vaccine administration must be provided and entered into the student's KIPP Delta Public Schools record. Check marks or terms such as "up-to-date", "complete", "adequate", etc. are not to be accepted.

## **STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the School Director or designee will attempt to notify the student's parent or legal guardian. The student will

remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

### **PHYSICAL EXAMINATIONS OR SCREENINGS**

KIPP Delta Public Schools may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy related to the administration of physical exams or screenings of its students, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by declining to give permission or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

### **SCHOOL INSURANCE AND LIABILITY**

KIPP Delta Public Schools does not assume liability for accidental injuries sustained by school children on its campuses. Ark. Code Ann. § 21-9-301 states:

"It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state shall be immune from liability for damages. No tort action shall lie against any such political subdivision because of the acts of their agents and employees."

## Child Nutrition

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### SCHOOL MEAL PROGRAM

KIPP Delta Public Schools participates in the Federal USDA School Lunch Program. The school offers three healthy and well-balanced meals a day: breakfast, lunch, and snack.

Breakfast is available from bus dropoff through 8 a.m. as they come off the bus or get dropped off. If your child would like a breakfast tray from the cafeteria, please ensure that they arrive by 8:00 a.m.

Lunch is served every day according to the daily class schedule. Students may bring their own lunch from home (please see the section on Packed Lunches below), but parents are not allowed to bring students lunch during the day nor check out students for lunch.

The school will also provide a healthy snack in the afternoon. Students may not bring their own snacks from home.

### MEAL ELIGIBILITY AND PAYMENT

KIPP Delta Public Schools students in Forrest City, Blytheville, and Helena-West Helena will be provided meals at no charge during the 2016-17 year, via the school districts participation in a program administered by the United States Department of Agriculture Special Assistance Certification and Reimbursement Community Eligibility Provision. The program includes all students attending KIPP schools in the three communities, regardless of eligibility category.

The program does not extend to adults eating meals at the schools – all visitors, teachers, support staff members and administrators must assume the full cost of the meal, which is \$2 for breakfast and \$3.40 for lunch.

### OUTSIDE FOOD

According to KIPP Delta Public Schools funding guidelines no outside food will be allowed on any campus during the school day from 7:40AM – 4:40PM. This includes, but is not limited to: birthday cakes, pizza parties, candy bags, etc.

KIPP Delta is allowed nine (9) special food days. These nine (9) days for each school will posted on the school's website before the school year begins. Please see memo below:

Commissioner's Memo FIN-15-108, states: "Schools continue to have up to "9 Special Event Days" as outline in the Arkansas Nutrition Standards. **The days must be scheduled by school and identified on that school's official calendar.** A "special event" may include a field day, holiday, school recognition activity, end of school event, festival, fundraiser or other event."

### PACKED LUNCHES

Students may bring lunch from home. We recommend that "healthy" lunches are consistent with the USDA food guidelines. An example of such a lunch is as follows: turkey sandwich, baked chips, pickles, pear halves, and water. The packed lunch should not include soda or soft drinks. The school is not able to warm or refrigerate lunches. Students may not have a lunch brought to them nor may they be checked out from school to go out to lunch.

Neither candy nor gum is allowed on campus. Should students bring prohibited food or drink items to school, they will be taken away and disposed. Students seen eating gum or candy will also be issued consequences including, but not limited to, school-wide detention, loss of privilege in activities, or cleaning campus grounds.

## Transportation

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### **BUSSES**

Bus transportation to and from school is provided for students Monday through Friday during the school year and during Summer School. Bus routes will depend on the location of all students and will not be able to stop at each student's house. Please see the section on Bus Behavior for student expectations on the bus.

### **CAR RIDERS AND WALKERS**

Students may be dropped off or picked up from school by designated adults. Students may walk to and from school if parents or guardians give permission. Please send a note along with the student if they are able or supposed to walk or if they are getting picked up by a different adult on any given day.

Furthermore, please note that students may not be picked up early from school after 3:45 p.m. given student safety concerns at the end of the day.

### **STUDENT VEHICLES**

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive to school. Vehicles driven to school shall be parked in the area designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by KIPP Delta policy found in their vehicle.

### **VISITORS**

In order to protect the learning environment for all students, all visitors to a school campus must report directly to the school front office or reception area. A KIPP staff member will accompany visitors to their destination. School personnel are required to ask for identification of anyone on campus and may ask individuals to leave school premises if the individuals have no legitimate business at school. A person who has no legitimate business at school and who refuses to leave school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas law.

Parents and all visitors to school campuses are expected to model appropriate behavior. Inappropriate behavior including, but not limited to, verbal abuse, threats, physical abuse or possession of a weapon on KIPP Delta property will not be tolerated. Visitors who choose to engage in this type of behavior shall be subject to appropriate administrative and/or legal action.

Students under suspension or expulsion are prohibited from coming onto the campus of any KIPP Delta school or attending any school-related activity.

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## ACADEMIC PROGRAM

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### CURRICULUM

Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas' content standards. Curricula should be in alignment with KIPP Delta's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school.

KIPP Delta will implement the following curricula, however may from time to time change these selections to better meet the needs of students. KIPP Delta will seek to find curricula that align with Common Core and/or state standards. In cases where packaged curricula do not align well with standards or do not meet student needs, teachers may pull from a variety of sources to meet the standards and student needs.

- Core Curricula:
  - Eureka Math at grades K-8
  - KIPP Wheatley at grades K-8
  - FOSS Science at grades K-2
  - Science Fusion at grades 3-4
- Supplemental Curricula:
  - Guided Reading and Achieve 3000 when appropriate at grades 3-8.
  - Accelerated Reader at grades 5-8
  - IXL at grades 5-8
  - Khan Academy at grades 5-8
  - Lexia at grades PreK-4
  - ST Math at grades PreK-4

### COURSE SELECTION AND CHANGES

In consultation with a student's advisor and parents/guardians, students will complete a scheduling form where they will request their classes. This form will be completed in the Spring for the upcoming year. Should students or parents want to change courses, they will have five days after the start of each semester to add/drop a course. Any changes made after that first week can only be made with explicit approval of the School Director.

### HOMEWORK

Homework is considered to be a part of the educational program of KIPP Delta College Preparatory School. Assignments shall promote the development of students' independent study skills and work to be done outside the classroom that will reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community.

### DAILY

Homework is assigned each and every night. Students will always have at least independent reading and a math packet to complete each night. Students are expected to finish all of their homework every night. The school does not distinguish between no homework, incomplete homework, or homework completed

without any effort. Students who do not complete all of their homework may be required to stay at school after 4:00 p.m. Willful and persistent refusal to complete homework will be treated as a disciplinary matter.

Parents should check homework each night for completion and to see if they followed directions. If your child does not understand the work, encourage him or her to solve it themselves, call a teammate, or call a teacher. It is important to monitor the homework, but do not complete it for your child. Parental signature is required on the student's agenda each day. Teachers are accessible by cell-phone 24 hours a day in case of emergencies. However, students should limit calls to before 8:00 p.m.

### **HOLIDAY PACKETS**

Students will receive holiday homework each time there is an extended break from school. Holiday homework will always be to read a book on their independent reading level and take and pass an Accelerated Reader test on the book upon their return from break. During Christmas break, students are expected to read and pass two books. Students who do not pass the Accelerated Reader test upon their return from break will lose privileges and have to make it up.

Students should read each day during the break. We want our students' minds to stay in shape. It is healthier to run one mile every day than to sit on a couch for nine days and try to run ten miles on the tenth day. Our minds work the same way.

### **GRADING SCALE**

Grades are not given at KIPP Delta Public Schools, but they are earned. Grades are based solely on academic achievement, not behavior or effort. Students must consistently demonstrate the ability to complete a skill or show content mastery in order to receive credit for meeting an objective. The majority of the objectives are derived from Common Core Standards, state standards and/or state curriculums. Additional objectives are pulled from top college preparatory curriculums around the country. The grading scale is as follows:

- Students must average 90% or above on a particular skill or content area to receive mastery on an objective. This is equivalent to an **"A"**.
- Students must average 80% or above on a particular skill or content area to receive proficient on an objective. This is equivalent to a **"B"**.
- Students must average 70% or above on a particular skill or content area to receive basic on an objective. This is equivalent to a **"C"**.
- Students who average below 70% on a particular skill or content area receive below basic on an objective. This is equivalent to an **"F"**.

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points  
B = 3 points  
C = 2 points  
F = 0 points



## ADVANCED PLACEMENT

Students in grades 7-12 who take advanced placement courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

For a student to be eligible to receive weighted credit for an AP course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP courses to receive weighted credit as described in this policy they must take the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses for weighted credit at his/her previous school(s) according to the preceding scale.

## STANDARDIZED TESTING

Students take a series of standardized tests each year to ensure that their academics are increasing at an appropriate rate.

**MAP Testing:** Students will take the Measures of Academic Progress (MAP) testing each fall, winter, and spring. Students will be tested in Reading, Mathematics, Language, and Science. This test is a norm-referenced test which enables us to compare our students to students across the country, and in particular to other KIPP schools. The test also shows students' growth throughout the year and from year to year.

**State Testing:** Students must take the state-mandated tests each spring. The ACT Aspire Assessment is a criterion-referenced test that tests in Literacy, Mathematics, and Science. Additionally, high school students take an End-of-Course exam in Biology, Algebra I, Algebra II, Geometry, and Literacy in grades nine, ten, and eleven. Students may receive a score of *Below Basic*, *Basic*, *Proficient*, or *Advanced*. Proficient or above is considered passing.

## ACADEMIC IMPROVEMENT PLANS

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

## SUMMER SCHOOL

Summer school may be required for students who have not acquired enough academic credits, demonstrated proficiency in the required academic subjects, or just need extra support with their academics. During the summer, school runs from 8:00 a.m. to 2:00 p.m. each day, Monday through Friday. Summer School or an approved college-preparatory summer program is a required part of the KIPP curriculum.

## SATURDAY SCHOOL

KIPP Delta Public Schools holds Saturday School once per month. Saturday School is a vital part of KIPP and is used for community service, remediation, or field lessons to colleges and places of academic, cultural, political, and social significance. Students are required to attend Saturday School as required by their teachers.

## SMART CORE AND CORE CURRICULUM

All students are required to participate in the Smart Core curriculum unless their parents or guardians (or the students if they are 18 years of age or older) sign a *Smart Core Waiver Form*. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home when a 9-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships, and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their adviser to determine the feasibility of changing.

## GRADUATION

ADE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts Section 14.02 States, "Local school districts may require additional units for graduation beyond the (16) Smart Core and the six (6) career focus units. These may be in academic and/or technical areas." KIPP students are required to complete the following requirements to graduate from high school, which sometimes exceed those of the Smart Core. KIPP Delta students are required to complete all Smart Core requirements, earn a minimum of 22 credit hours, and complete the required units below.

### Required Units:

4 Units English, additionally English must be taken each year

4 Units Mathematics must be earned in grades 9-12.

- 1 unit of Algebra I (if Algebra I was taken in middle school it is not required at the high school though 4 units of high school math are still required for graduation.)
- 1 unit of Geometry
- 1 unit of Algebra II
- 1 unit of math beyond Algebra II to be chosen from an AP math or Pre-Calculus

4 Units Science, additionally science must be taken each year

- 1 unit Biology, with lab experience
- 1 unit Chemistry, with lab experience
- 1 unit Physics, with lab experience
- 1 other unit of science to be chosen from an AP science course or Physiology and Anatomy

4 Units Social Studies, additionally social studies must be taken each year

- 1 unit of World History
- 1 unit of U.S. History
- 1 unit of Civics (1/2 unit of Civics and 1/2 unit of Economics for Co2014 and beyond)
- 1 other unit of social studies to be chosen from an AP social studies course or Government

2 Units of the same foreign language

1/2 Unit Physical Education

1/2 Unit Fine Arts

1/2 Unit Health

1/2 Unit Oral Communications

Total: 22

#### **Other Requirements:**

- Acceptance to at least one (1) 4-year colleges or universities
- Participation in at least one (1) residential pre-college summer program
- Completion of at least 60 hours of community service

#### **CONCURRENT CREDIT POLICY**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's School Director, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having an official transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). The official transcripts are to be received by the school within 7 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or class rank.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

## PROMOTION

Students at KIPP Delta Public Schools may be retained based on any one of the following three criteria:

- **Classroom Academics:** Students must meet the classroom expectations and demonstrate proficiency or mastery of the curriculum as indicated by report cards (number of credits earned).
- **Standardized Testing:** Students who perform significantly below grade level on norm-referenced tests or do not pass the ACT Aspire Exam may be retained.
- **Attendance:** Students are not allowed to miss more than ten days per semester. For high school students, any student deficient more than 1.5 credit units will be retained. Students who fail courses will be considered credit deficient until those credits are recovered.

## PARENT COMMUNICATION

KIPP Delta believes that parental involvement is a critical component of a child's success at school. KIPP Delta encourages parents and guardians to communicate with teachers and administration often in order to stay informed about their child's progress, school events, and school news. Parents are also encouraged to communicate with the school if they have any questions or concerns. Families and students are provided the cell phone numbers and e-mail address of all teachers and staff.

Teachers will communicate with the parents of each student during the school year to discuss the student's academic progress. Teachers will have more frequent communication with the parents of students not performing at the level expected for their grade. In addition, parents are encouraged to access student records through our Home Access Center on eSchool.

Throughout the course of the year, teachers will send home a few different types of written communication and electronic to ensure that parents are aware of what is happening at school. Here is a brief overview of each type of communication:

- **Progress Reports:** Progress Reports are sent home every two weeks and are expected back the next day with a signature. Please feel free to write any comments or contact teachers if you have questions about the Progress Reports.
- **Report Cards:** Report Cards come out four times a year. After the first, second, and third marking periods, the school holds a Report Card Night. Parents or guardians must pick up Report Cards at this time. At the end of the year, Report Cards are mailed home.
- **Discipline Forms:** In the event of repeating or severe behavioral infractions, students will receive a Discipline Form. These forms are sent home with a teacher and administrator signature and must be returned the next day with a parent signature.
- **Field Lesson Letters:** Any time a student is invited on a trip, they will receive a permission slip and will need to bring it back with a signature.
- **Written Letters:** The school will occasionally send home letters to communicate information and upcoming events at school. Most often students are expected to return a corner ticket or other signature to confirm that their parent or guardian received the letter.
- **Email:** We have pushed to gain access to every parent email address. Bi-weekly announcements, reading reports, and periodic general messages are sent via email to families to keep in constant communication. Families without an email address may come to the office

and assistance will be given on gaining access. Families without Internet access are also welcome to come to school to use one of our school computers.

Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Parents should not expect teachers to be available during the school day without a scheduled meeting time.

The school will set aside three evenings during the year for mandatory parent-teacher conferences, centered around academic progress. These conference nights are just one way a teacher will use to communicate with parents and guardians about the academic progress of their child. If a parent is unable to attend on the conference night, the parent should call the teacher prior to the scheduled parent-teacher conference night to schedule a conference time that works for the parent and teacher.

## Beyond Academics

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### **SCHOOL SUPPLIES**

Every student should have at least 2 sharpened pencils with erasers, a pen, and paper in their notebooks every day. Supplies will not be given to students who do not bring their own supplies.

Students are allowed to bring appropriate sized and styled backpacks to school. Backpacks are expected to be clean and organized at all times. The school administration reserves the right to search students' backpacks to preserve the safety, organization, and integrity of the school. This will help to ensure that the school is a safe environment for all children and students are only bringing what they need to school.

### **FINES AND DAMAGES**

Students will be allowed to check out various assets from KIPP Delta Public Schools such as textbooks, novels, calculators, computers, and other resources. Students will be responsible for the care of the assets checked out to them and the return of these assets. Students will also be responsible for the cost of all repairs, fees for damages, and replacement fees in the event that any of the items are damaged or lost. Any materials which require batteries will be given to students with working batteries and students will be required to turn materials back in with working batteries. Students should not lend or allow anyone to borrow assets that have been checked out to them.

## Activities and Athletics

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### OVERVIEW

KIPP Delta Public Schools has a structured Physical Education Program which meets the requirements of the state standards. We want our students to be successful both in mind and in body.

### PHYSICAL EDUCATION EXCUSES

Students with parental or doctor's notes concerning physical education must give their signed notes to their teacher before class has started. A note from a parent is only good for three days. After three days, a medical excuse written and signed by a doctor is required.

### ELIGIBILITY FOR AFTER-SCHOOL ACTIVITIES

The following eligibility criteria apply to all athletics, extra-curricular activities, and performance groups (choir, instrumental music, dance, drama class etc.). For choir, instrumental music, dance, or drama class, these eligibility rules apply for performances during the school day only and not for final, after-school performances for which students receive a grade. KIPP Delta adheres to the eligibility guidelines set forth by the Arkansas Activities Association as minimum requirements for participation in athletics and extra-curricular activities. The Arkansas Activities Association eligibility requirements are published annually in the Arkansas Activities Association Handbook.

In addition, KIPP Delta uses the following criteria to determine eligibility:

#### Quarter:

To maintain eligibility, at the 9 week marking period, students must have

- Passed at least four academic courses as defined by the AAA handbook the previous quarter,
- Failed no more than one academic course the previous quarter, and
- Earned a minimum weighted GPA of 2.00 the previous quarter to participate and a minimum 2.75 GPA to participate without restrictions. Students with GPAs between 2.0 and 2.75 will be required to participate in at least 4 hours of tutoring per week to maintain eligibility.

#### Semester:

To maintain eligibility, at the end of a semester, students must have

- Passed at least four academic courses as defined by the AAA handbook the previous semester and
- Failed no more than one academic course the previous semester, and
- Earned a minimum weighted GPA of 2.0 the previous semester to participate and a minimum 2.75 GPA to participate without restrictions. Students with GPAs between 2.0 and 2.75 will be required to participate in at least 4 hours of tutoring per week to maintain eligibility.
- When there is a conflict between quarter and semester eligibility, the semester criteria is to be used to determine eligibility.

Supplemental Instruction Programs, as defined by the Arkansas Activities Association, may be submitted to the AAA office for approval by the School Director in consultation with the Athletic Director.

#### Eligibility on the Day of a Game or Contest:

In order for a student to be eligible on the day of a game or contest, he or she must have attended school that day, arrived at school and in all of his or her classes on time, and not received any discipline referrals. In addition, if a student misses class for the game or contest, he or she is responsible for getting all of his

or her assignments and making them up on time. If, on the day after a game or contest, a student does not complete make up work or does not complete the work assigned in the classes he or she did attend, the student will be ineligible for the following game or contest.

#### Eligibility When Absent:

A student who has been absent from school is not eligible to attend a school sponsored event or practice or perform that night. In exceptional circumstances and if the absence is excused, a student may request special permission from the Administration to participate.

#### Participating Without Eligibility/Permission:

A student who participates in an activity without permission, whether the student's ineligibility is the result of absence or long-term ineligibility, will face a severe consequence to be determined by the Athletic Director and the School Director or Assistant Principal.

#### Individual Behavior Infractions:

The Athletic Director, School Director, or Assistant Principal may remove a student from an activity for egregious individual acts or repeated poor behavior.

#### Individual Academic Infractions:

If a student does not turn in a major assignment, they may lose eligibility for a certain period of time, to be determined by the Athletic Director, School Director or Assistant Principal.

#### Required Forms:

Students must get a physical and turn in a signed form from their doctor giving them permission to participate in any after school athletics. In addition, they must turn in a signed medical release form and meet all school eligibility requirements for academics and conduct.  
release form and meet all school eligibility requirements for academics and conduct.

### **FIELD LESSONS AND ENRICHMENT ACTIVITIES**

Learning at KIPP Delta Public Schools extends beyond the walls of the classroom. Students earn the right to participate in local and out-of-state field lessons every month by working hard and exemplifying the values of the school. Students visit college campuses, historic sites, museums, state and national parks, and other settings that may enrich the students' education. All of the field lessons are designed to enhance the curriculum and to prepare students for success in future endeavors including college, internships, and future careers.

Parents of students who have earned trips will be notified by letter or permission slip. Permission slips must be signed and returned in order for the student to participate.

Students have the opportunity to earn an End-Of-Year trip. Parents of students who have earned this trip will be notified by letter or permission slip. Permission slips must be signed and returned. Due to the cost of the end of year trip, each student will be required to pay a fee. Parents are encouraged to give children's chores to earn the money. Parents may also want to set aside some money each week throughout the year, especially if they have multiple children at the school.

### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious,



political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- The meeting must occur during non-instructional time;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the School Director. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden within KIPP Delta. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

## SCHOOL CULTURE AND DISCIPLINE

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### DISCIPLINE POLICIES

KIPP Delta Public School students will be held accountable to the standards and policies on the preceding pages of this handbook.

The **minimum** consequence for any infraction or violation is a conference with the student.

The **maximum** consequence for any infraction or violation is expulsion\* from the school.

Other consequences include but are not limited to the following:

- Parents will be notified.
- Students will lose privileges including extracurricular and athletic activities.
- Students will not be allowed to attend end of the month trips or end of the year of the trips.
- A parent conference may be held.
- Students may be placed in in-school suspension.
- Students may be suspended for a number of days.
- Students may provide community service.

\* Students who are expelled from KIPP Delta may not return to any Arkansas school for the term of the expulsion.

### STUDENT DISCIPLINE GENERALLY

KIPP Delta Public Schools has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, KIPP Delta establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

## NON-NEGOTIABLE EXPECTATIONS

1. Adherence to the KIPP Delta Commitment to Excellence Form.
2. Adherence to the KIPP Credo:  
*If there is a problem, we look for a solution.*  
*If there is a better way, we try to find it.*  
*If a teammate needs help, we give.*  
*If we need help, we ask.*
3. The following expectations are implied by lines 5, 6, 7, and 9 of the KIPP Delta Commitment to Excellence Form:
  - WORK HARD. BE NICE.
  - Be on-task at all times during class. While anyone is speaking, this means that students will always have their eyes, ears, and brains on that person. Students should be sitting properly during class time (e.g., no heads on their desk; feet on the floor).
  - Be organized and prepared for all classes. Every student should have at least two sharpened pencils with erasers and paper in their notebooks every day.
  - Work should be completed and presented neatly. The KIPP heading should be used on all papers. All papers should be kept neatly in binders and folders.
  - KIPPsters must complete homework daily to the best of their abilities. Homework should be written neatly in the agenda provided by the school.
  - Students will be receiving an independent reading book during the first weeks of school. They are expected to have a book on their reading levels in a plastic bag (for protection) at all times.
  - Do the right thing without being told. *"Assign Yourself."*
  - Respond appropriately to all questions. Tone, reactions, and non-verbal actions matter.
  - Walk quietly and orderly inside any building.
  - Act appropriately on the bus. The KIPP Delta busses are not an entitlement; they are a privilege, which can be earned and can be taken away.
  - We must maintain integrity by doing the right thing without being told. KIPPsters are KIPPsters in and out of school. Our actions once we leave the building matter just as much as they do inside of the school building.
4. Parents and Guardians will be prompt when bringing their children to KIPP Delta or KIPP Delta functions, and picking up their children from KIPP Delta or KIPP Delta functions.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Student signature

## **PHONES**

Students' cell phones may not be used, seen, or heard as communication devices while at school, on school buses, or on school trips. Cell phones that are used, seen, or heard at school, on school trips, or on the school buses will be confiscated. For the first offense, parents may come to the school, sign an acknowledgment agreement, and pick up the phone from the School Director. However, subsequent offenses will result in the phone being confiscated for 30 days (second offense) and then 90 day (further offenses).

Students may not use any school phones without permission from a KIPP Delta staff member.

## **COMPUTERS AND OTHER TECHNOLOGY**

Students may bring their personal computers, iPads, or ereaders to school, with written permission from school administration, but may only use them when the teacher has specifically stated that they can be used in class.

Other than the items listed above, students may not bring technological devices to school. This includes, but is not limited to cameras, video cameras, and video games. Should students choose to bring these devices to school, the same policy applied to confiscated cell phones will be applied consistently. Students will not have access to the school's Internet or network resources, including printers, on their personal computers.

KIPP Delta Public Schools is not responsible for lost, missing, or stolen items of technology.

In order to use technology at school, students must sign a Student Technology Use Agreement. If students do not adhere to the guidelines laid out in the agreement, students can lose technology privileges.

## **PERSONAL BELONGINGS**

Students are expected to bring only academic material to school each day. Prohibited personal items may be confiscated and held until the end of the year. Violations of this rule may result in additional disciplinary action. Students are not allowed to have the following items at school:

- Gum or candy
- Any drink other than water in a clear, plastic bottle
- Weapons or toy weapons
- Cell phones
- Any illegal substances including tobacco and alcohol

## **SEARCH, SEIZURE, AND INTERROGATION**

KIPP Delta respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Executive Director, School Directors, and their designees have the right to inspect and search school property and equipment, as defined below, and students shall have no expectation of privacy as to such items and places. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or law or are dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may

be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Executive Director, School Directors, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs, when and where appropriate.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the School Director or the School Director's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis listed on student enrollment forms, unless the purpose of the law enforcement intervention is the investigation of suspected child maltreatment and the parent, guardian, custodian, person having control, or person acting in loco parentis is named as an alleged offender.

## **BUS BEHAVIOR**

The busses at KIPP Delta Public Schools are considered a privilege and not a right. Just as in school, students are expected to follow a certain protocol while riding on the bus. Students must meet the following expectations to ride on the bus:

### Bus Rules:

1. **Stay silent.** We value safety. The driver will be able to focus on a safe ride if students are quiet. Many students have long rides and a quiet bus is a great place to read and do some extra studying.
2. **Stay in assigned seats and sit correctly.** Staying in your assigned seat guarantees accurate student attendance and prevents confusion while loading the bus.
3. **Leave it better than you found it.** Picking up after yourself and not damaging the bus seat shows care for our buses.

### Bus Consequences:

First Offense: Student Warning

Second Offense: 1 day off the bus

Third Offense: 5 days off the bus

Fourth Offense: Suspension for the remainder of the semester

Egregious behavior such as fighting or bullying may result in a semester suspension from the bus. A bus suspension covers bus routes, athletic trips, and field lessons for the duration of the suspension. Our transportation department works hard to ensure all students travel safely to and from school and we are asking for your partnership by reviewing these bus expectations with your student.

### **DISCIPLINARY ACTION**

Students are expected to act in a manner commensurate with KIPP Delta's educational function and purpose, and in accordance with the KIPP Delta Disciplinary Policy. Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Students that fail to comply with the KIPP Delta Disciplinary Policy may be subject to the following disciplinary measures:

1. Removal from class
2. Detention after school hours
3. Counseling with the student
4. Conference with parents
5. Rearrangement of class schedules
6. Restriction of extracurricular activities
7. Assignment of additional school work
8. Suspension from school
9. Expulsion from school
10. Other measures reasonably determined by the Executive Director or School Director

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. Where a student violates the KIPP Delta Disciplinary Policy, or series of violations, that trigger suspension or expulsion proceeding, each school must adhere to the student suspension and expulsion policies described below. Any disciplinary action pursued by the KIPP Delta shall be in accordance with the student's due process rights.

It is required by law that the School Director or the person in charge reports to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

## PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by KIPP Delta. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
19. Sexual harassment;
20. Bullying.
21. 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; and
22. Criminal activity while off campus where the student's presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff.

## CONDUCT OFF CAMPUS

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school busses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for

problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

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.

### **DISRUPTION OF SCHOOL**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the School Director or School Director's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.



## **STUDENT ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the School Director or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

## **TOBACCO AND TOBACCO PRODUCTS**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

## **DRUGS AND ALCOHOL**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in KIPP Delta Public Schools shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

## **STUDENT DRESS AND GROOMING**

KIPP Delta Public Schools recognizes that dress can be a matter of personal taste and preference. At the same time, the region has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

## **GANGS AND GANG ACTIVITY**

KIPP Delta is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

## **STUDENT SEXUAL HARASSMENT**

KIPP Delta Public Schools is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person’s alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

## **LASER POINTERS**

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in KIPP Delta.

## **BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by KIPP Delta Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

### **Definition:**

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building School Director. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the School Director. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the School Director. The School Director shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

### **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. Cyber-bullying 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. "Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail 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; or
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
- Has the effect of substantially disrupting the orderly operation of the school. Consequences and appropriate remedial actions for students who commit an act of cyber-bullying 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.

## **SUSPENSION FROM SCHOOL**

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. KIPP Delta authorizes School Directors or their designees to suspend students for disciplinary reasons for a period of time proportional to the infraction consistent with this KIPP Delta Disciplinary Policy and each school's disciplinary policy. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

- Is in violation of school policies, rules, or regulations;
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- Is insubordinate, incorrigible, violent, or involves moral turpitude.

The School Director or designee shall proceed as follows in deciding whether or not to suspend a student:

1. Prior to any suspension, the School Director or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts to the School Director or his/her designee. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the student. Notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. When possible, such notice shall be given in writing and delivered to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.
4. Any parent, legal guardian, or person acting as a parent shall have the right to appeal to the Executive Director, which appeal shall be promptly submitted in writing to the Executive Director.

Out-of-school suspensions shall be treated as absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

A student may accrue up to five (5) suspension days in any given semester. After the fifth suspension day, the student will receive at a minimum a warning for expulsion and potentially a recommendation for expulsion depending on the severity of the accumulated disciplinary infractions. In the event that a student receives a recommendation for expulsion, KIPP Delta will follow its expulsion proceeding procedures.

Suspensions initiated by the School Director or his/her designee may be appealed to the Executive Director, but not to the KIPP Delta Board of Directors.

Suspensions initiated by the Executive Director may be appealed to the KIPP Delta Board of Directors.

### **EXPULSION FROM SCHOOL**

Expulsion shall be recommended by a School Director for the following infractions:

1. Possession by students of any firearm or other weapon prohibited upon the school campus by law or by policies adopted by the School Board, including, but not limited to, any weapon that can reasonably be considered capable of causing bodily harm to another individual. A student found to be in possession of a firearm or other weapon shall be immediately reported to the appropriate legal authorities and the Executive Director. Subject to the procedures described below, the Executive Director shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law.
2. Serial violations of prohibited behavior described in Section III. The Executive Director may recommend expulsion of any students for serial violations of the KIPP Delta Disciplinary Policy for a period of up to one (1) year. Five (5) or more violations will be considered “serial” violations.
3. Activity off campus, criminal or otherwise, that is of such a nature that student’s presence on campus could be reasonably expected to cause a substantial disruption to school or endanger the welfare of other students or staff. 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.

\*The Executive Director shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Executive Director and School Board shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Prior to expelling a student, each school must follow the following procedure:

1. The student should immediately be advised of the particular conduct in question.



2. The district should immediately notify in writing the student's parents, legal guardian or person acting as a parent and state the charges against the student and the district's intended action. The Executive Director or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to KIPP Delta Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where KIPP Delta Board of Education will consider and dispose of the recommendation.
3. KIPP Delta shall hold a full evidentiary hearing before the School Board to consider whether or not the student should be expelled. The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of KIPP Delta and student may agree in writing to a date not conforming to this limitation. The President of KIPP Delta, hearing officer, or other designated School Board member shall preside at the hearing. The hearing shall be conducted in open session of KIPP Delta unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the School Board shall be in open session.
4. At the hearing, the student may represent himself/herself or he/she may select a representative.
5. The student/representative may hear all testimony, and the student and/or representative may cross-examine all witnesses.
6. During the hearing, the Executive Director will present evidence, including calling witnesses who gave rise to the recommendation of expulsion. The student/representative is entitled to offer evidence in his/her favor. The student, or his/her representative, may present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Any member of KIPP Delta, the Executive Director, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Expulsions will be reflected in the student's permanent record and transcript.

## **DELEGATION OF AUTHORITY**

KIPP Delta personnel stand in a supervisory position in relation to the students, and are responsible for maintaining a school environment that is conducive to the school's education function and purpose. Students must follow responsible instructions from KIPP Delta personnel. In accordance with this KIPP Delta Disciplinary Policy, KIPP Delta personnel may support the educational function of their school with the following authority:

1. Teachers and other KIPP Delta personnel shall take those actions reasonably necessary to prevent disruption of the educational function or purpose of KIPP Delta while students are under their charge.
2. Teachers may grant students detention.
3. Teachers shall not suspend or expel a student.
4. KIPP Delta personnel may remove a student from the specific educational function in which such teacher has a supervisory role for a period of one day provide they give the student notice of the reason for such removal, and the student is given an opportunity to explain himself or herself. Removal for longer than one day from a specific education function requires the involvement of a School Director and/or an assistant principal, and must follow the guidelines for suspension as described below.
5. The School Director may take those actions reasonably necessary to prevent disruption with the educational function or purpose of KIPP Delta with respect to their school. To address the unique circumstances, grade levels, and requirements of his/her own school, a School Director may establish additional written rules and policies to govern student conduct provided that such rules and policies must be reviewed by the Executive Director (or their designee) and KIPP Delta legal counsel to ensure such rules and policies are consistent with the KIPP Delta Disciplinary Policy, the law of the State of Arkansas, and the United States Constitution. School Directors may also develop written regulations to institute the KIPP Delta Disciplinary Policy, including establishing clear lines of responsibility to address misconduct.
6. The Executive Director or School Director may impose detention on students.
7. The Executive Director or School Director may suspend students in accordance with the student suspension policy described herein.
8. The Executive Director or School Director may initiate and carry out the expulsion procedures with respect to a student in accordance with the student expulsion policy described herein.

## **PARENTAL GRIEVANCE POLICY**

### *Matters Related to Expulsion or Suspension*

KIPP Delta recognizes and respects each parent's desire to be engaged when their child is subject to disciplinary action. With respect to suspension and expulsion, parents will be immediately notified in accordance with the student suspension and expulsion policies described herein. To further discuss matters related to the expulsion and suspension, a parent may directly contact the School Director. Parents shall not engage the Executive Director until the parent has first discussed the matter with the School Director. After doing so, if the parent still desires to communicate with the Executive Director, the parent must first deliver written communication to the Executive Director which describes the matter to be discussed. The Executive Director will then set up a phone call or meeting as appropriate.

### *Matters Unrelated to Suspension or Expulsion*

KIPP Delta recognizes and respects each parent's desire to be engaged in their child's education. However, their initial point of contact for matters related to a particular educational function should be the KIPP Delta personnel charged with supervising such educational function. For example, if there is a problem in a student's math class, the parent shall first contact the math teacher.

If a satisfactory result is not achieved between the appropriate KIPP Delta personnel and the parent, the parent may request that the School Director be engaged in the matter. Such request must be transmitted by the respective KIPP Delta personnel, not by the parent. For matters unrelated to the suspension or expulsion of student, a parent should only contact the School Director if the respective KIPP Delta personnel do not cooperate with such request.

Only if a parent has not received satisfactory attention to the matter, after following the above-mentioned procedure, may the parent engage the Executive Director. In doing so, the parent must first deliver written communication to the Executive Director which describes the matter to be discussed. The Executive Director will then set up a phone call or meeting as appropriate.

The goal of this process is to ensure that concerns of parents are addressed at the appropriate level, and in an organized manner.

## **PARENTAL INVOLVEMENT POLICY**

We are committed to working together to provide the best education for your children. Please review our current Parental Involvement Plan. We encourage and need your input in making our school the best it can be. Thank you for staying involved in your child's education.

### **Statement of Purpose:**

The faculty of our school is committed to providing a quality education for all students and to recognizing the essential role of parents and the value of their input.

**Goal 1:** Provide parents with the opportunity to have input in the Parental Involvement Plan at the district level and at their child's school.

### Strategies

Provide parents with information about parental involvement via the student handbook, visitation day, or open house and parent letters.

Provide parents with opportunities to give input and suggestions for revision of the district or school plan.

Provide parents with a copy of the district's parental involvement plan.

**Goal 2:** Provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment.

#### Strategies

Compile documents providing information on how parents and guardians can assist their children in studying and learning at home.

Post relevant articles about parenting and schools in the web.

**Goal 3:** Provide an opportunity for parents and their children's school to read and approve a School–Parent Compact that is to be implemented annually and includes: the school's responsibility to provide high–quality curriculum and instruction in a supportive and effective learning environment; the way in which each parent will be responsible for supporting their child's learning; and strategies that will address the importance of ongoing communication between teachers and parents.

#### Strategies

Provide opportunities to review the Compact with parents during visitation day, school advisory council meetings, workshops, etc.

**Goal 4:** Provide notice and information under the "Parents Right to Know" requirements to all parents in Title I schools, in an understandable and uniform format and, to the extent practicable, in a language parents can understand.

#### Strategies

Notify parents through letters home, the school's website, parent–school organization meetings and other means of the status of the faculty and staff regarding the highly qualified and meeting required standards.

Notify parents, via a letter, if their teacher or paraprofessionals in their child's classroom are not highly qualified.

**Goal 5:** Provide opportunities for parental involvement capacity building at the district and school levels.

#### Strategies

Provide opportunities for parents interested in volunteering.

Provide activities at a variety of times.

Utilize a variety of communication techniques to enhance parent participation.

Provide opportunities to evaluate and identify barriers to successful parental involvement.