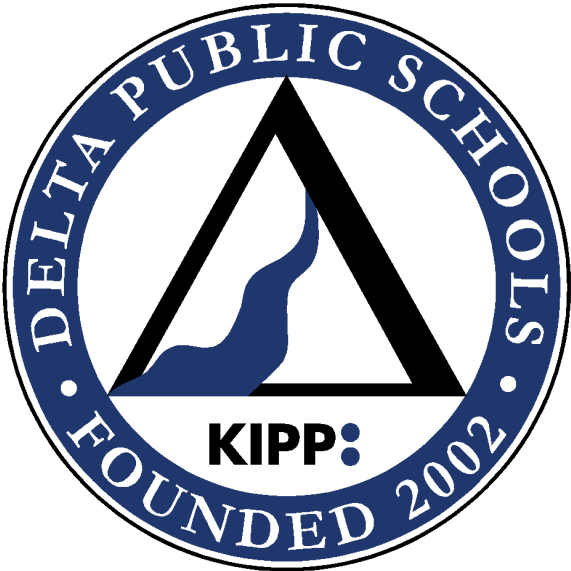


# KIPP: DELTA PUBLIC SCHOOLS

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## Team & Family Handbook

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## Team & Family Handbook

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### KIPP Delta Overview

#### What is KIPP Delta?

KIPP Delta Public Schools (KDPS) is a network of public, open-enrollment charter schools offering a free, college-preparatory education to children in Arkansas. We serve over 1,300 students across five schools in Blytheville and Helena, Arkansas. KDPS is providing a choice to families in Arkansas seeking an excellent public education for their children. We believe that all of our students can become college and career ready through hard work, academic excellence, and character education.

#### Our Vision

Every child grows up free to create the future they want for themselves and their communities.

#### Our Mission

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose – college, career, and beyond – so they can lead fulfilling lives and build a more just world.

#### Our Beliefs

- Every child deserves a transformative education that leads to their ability to think critically, reason intentionally, and actively engage in the world as an informed global citizen.
- Children will rise or fall to the level of the expectations of the adults in their lives.
- An appropriate education must be equitable, culturally responsive, and holistic.
- Success in life depends on both academics and character.
- Great schools form genuine partnerships with their families and communities based on mutual respect and shared moral and academic goals.
- Authentic engagement requires a commitment to active listening and collaborative processes.
- Continuous improvement necessitates that we intentionally embrace change, innovate often, and remain focused on goal attainment.

#### The History of KIPP Delta

KIPP Delta Public Schools opened its doors in 2002, beginning with a group of 65 fifth graders in the Helena Depot. Our goal was to revitalize the Arkansas Delta by helping students develop the knowledge, skills, and character strengths they need to succeed throughout their education and in the competitive world beyond. From that first class, we grew. We opened KIPP Delta Collegiate High School in 2006, KIPP Delta Elementary Literacy Academy in 2009, KIPP Blytheville College Preparatory School in 2010, and KIPP Blytheville Collegiate High School in 2014. And we expanded. We opened new campuses in both Helena and Blytheville, including the revitalization of shuttered school buildings in both communities. Today, KDPS serves more than 1,300 students in grades pre-K through 12. We also have more than 400 alumni. Our promise today is to prepare students with the skills and confidence to pursue the paths they choose – college, career, and beyond – so they can lead fulfilling lives and build a more just world.

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### Note on COVID response

The guidelines included in this Team & Family Handbook apply to normal school operations. Please note that because of KDPS's ongoing response to the COVID-19 pandemic, some content may not be applicable. Please refer to the Re-Entry Operations Playbook for guidance directly related to procedures related to our pandemic response.

## Professionalism at KDPS

### Punctuality and Work Hours

Being punctual is a crucial part of being professional and respectful of your teammates and students. All classroom teachers are expected to be ready to receive students at 7:30 a.m. before students arrive. This includes being ready for all classes by making copies, having the board set up with an objective, homework, and the academic vocabulary for the day posted. All lesson materials should be gathered, organized and ready for distribution.

Unless otherwise instructed by their supervisor, non-instructional staff are expected to report to work at the following times:

- School-based operations staff are expected to report to school by 7:30 a.m.
- Lead custodians are expected to report to school by 7:00 a.m.
- Central Office staff are expected to report to their location by 8:00 a.m.

### Absenteeism

We are a Team & Family and we depend on each other to ensure our students receive a high-quality college and career education. The work done by each team member is incredibly valuable and important. The [KIPP Delta Public Schools Policy Manual](#) clearly outlines staff absentee policies. If a staff member knows they are going to miss any portion of a work day, they must inform their direct manager as early as possible. Team & Family members are responsible for arranging coverage for their work responsibilities.

### Board-Approved Calendar

The [Board-Approved Calendar](#) includes all holidays and scheduled closures approved by the board for the school year.

### Classroom Coverage for Instructional Staff

As soon as the Team & Family member knows of a conflicting responsibility or leave of absence, they must communicate it to their manager and request permission to seek coverage. Once approved by their manager, they may ask a teammate for coverage. Once someone has agreed to cover, the person requesting coverage should send a calendar appointment to the person who agreed to cover their responsibilities as a reminder.

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### *Coverage Logistics*

All teachers are required to create an “absence folder/binder” that is in a prominent location in the room along with their lesson plan binder. Student learning is important, whether their regular teacher is at school or not. The “absence binder/folder” should ensure everyone makes the best use of students’ time. This binder should include things such as:

- 5-10 minute Do Now with answers
- The lesson plans for the day
- Worksheets with clear expectations
- Computer program login information
- Copies of all materials
- A folder for all collected work
- Written instructions for how the class should proceed from arrival to dismissal
- An attendance sheet

A manager will assign coverage (if needed, only in emergencies) and will communicate via email.

Upon return to the school:

- The absent regular classroom teacher must ensure all work was completed and recorded.
- The absent teacher must follow up on any discipline, if necessary.
- The absent teacher must restock the absence folder.

If asked to cover for another Team & Family member, please contact your manager to confirm the coverage. If a team member is asked to cover more than two classes per week, they should speak with their direct manager about this demand on time to formulate a better solution. When covering classes, the expectations for students and their learning remain the same. Staff should direct questions or concerns regarding coverage to their direct manager.

### *Leave of Absences*

For KIPP Delta Public Schools to function effectively and efficiently and have the necessary personnel present to ensure a joyful and academically excellent learning environment, KDPS must keep employee absences to a minimum. The following policies set forth the types of leave available to employees of KIPP Delta Public Schools.

All employees must formally submit leave requests through [Namely](#). For other questions regarding leave, please contact the Human Resources Team at [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org).

Sick days are printed on the employee check stub in the same place as the number of sick days earned and used.

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### Types of Leave

<b>FMLA</b>	<ul style="list-style-type: none"> <li>• An employee who has been employed by KIPP Delta for at least twelve (12) months.</li> <li>• Accumulated according to tenure.</li> </ul>
<b>Jury Duty</b>	<ul style="list-style-type: none"> <li>• Must submit official summons.</li> </ul>
<b>Military Leave</b>	<ul style="list-style-type: none"> <li>• Up to 30 days (notify your direct manager as soon as possible).</li> </ul>
<b>Parental Leave</b>	<ul style="list-style-type: none"> <li>• Accumulated according to tenure. Contact HR for more details</li> </ul>
<b>Personal Days</b>	<ul style="list-style-type: none"> <li>• 3 days per fiscal year (no more than a maximum of 4 days may carry over from previous fiscal years).</li> <li>• Should be requested in as much advance as possible by contacting the appropriate manager in writing.</li> <li>• Employees of 5+ years tenure receive 4 days per year.</li> </ul>
<b>PTO Days</b>	<ul style="list-style-type: none"> <li>• 16 PTO hours per fiscal year (no more than a maximum of 32 hours may carry over from previous fiscal years).</li> <li>• Should be approved in as much advance as possible by contacting your manager in writing.</li> </ul>
<b>Professional Days</b>	<ul style="list-style-type: none"> <li>• Must submit a detailed request to direct manager; should be approved at least 2 weeks in advance.</li> </ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>• 1 sick day/ 8 sick hours per calendar month worked is earned.</li> <li>• Should be approved at least 12 hours in advance whenever possible.</li> <li>• If an employee must take a sick day, s/he must contact their manager as soon as possible.</li> </ul>

*\*For further explanations of particular leaves, please see the full version of KDPS's Policy Manual, located on our website under ["State Required Information."](#)*

<b>Holiday Benefits for Full-time, Hourly Staff</b>	<ul style="list-style-type: none"> <li>• Full time, hourly employees, who average at least 30 hours per week for the previous two payroll periods, will receive fifteen (15) hours of pay, at minimum wage, over Thanksgiving Break; thirty (30) hours of pay, at minimum wage, over Christmas Break; and fifteen (15) hours of pay, at minimum wage, over Spring Break.</li> <li>• These benefits do not apply to substitute teachers.</li> <li>• These benefits apply to all bus drivers with regularly scheduled routes.</li> </ul>
<b>Sick Leave Benefits for Full-time Staff</b>	<ul style="list-style-type: none"> <li>• All full-time salaried employees will accrue one sick leave day per calendar month worked.</li> <li>• All full-time hourly employees will accrue 8 hours of sick leave per calendar month worked.</li> <li>• Substitute teachers and temporary staff are not eligible for this benefit.</li> </ul>

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<p><b>Personal Days for Full-time, Full-Year and School-Year Staff</b></p>	<ul style="list-style-type: none"> <li>● Full-time, salaried employees with less than five years of tenure at KIPP Delta will receive three (3) personal days per school year.</li> <li>● Full-time, salaried employees with five or more years of tenure at KIPP Delta will receive four (4) personal days per school year.</li> <li>● Full-time, hourly employees, who have worked at least 90 days at KIPP Delta, will receive sixteen (16) hours of personal time per school year.</li> <li>● Substitute teachers and temporary staff are not eligible for this benefit.</li> <li>● Personal days may not be taken the day before or the day after a holiday as defined in the Board-Approved Calendar without written approval from your manager.</li> <li>● Personal days accumulate from one fiscal year to the next. However, a maximum of no more than 4 personal days may be accrued and carried over from previous fiscal years.</li> </ul>
<p><b>Vacation Days for Full-Year, Salaried Staff</b></p>	<ul style="list-style-type: none"> <li>● Full-year salaried employees are credited with an additional ten (10) day vacation if they are hired on or before November 1. Full-year salaried employees are credited with an additional five (5) day vacation if they are hired after November 1.</li> <li>● Vacation days can be used between July 1 and June 30. Any vacation time must be approved by the executive director or an employee's direct manager, either of whom shall consider the staffing needs of the organization in making his/her determination. Vacation days accumulate from one fiscal year to the next with a maximum of 6 vacation days accrued and carried over from previous years.</li> </ul>
<p><b>Absence Due to Bereavement</b></p>	<ul style="list-style-type: none"> <li>● If an employee experiences the loss of an immediate family member, then they may take up to five days of paid leave. These days do not count against the employee's personal, vacation, or sick days. Beyond these five bereavement days, any unused personal or sick days may be used. For any death outside of the immediate family, an employee may use any sick or personal leave that they have accumulated. In unusual situations, the employee may request up to five additional emergency days through direct application to the executive director.</li> <li>● Please see below for the revised definition of "immediate family member".</li> </ul>



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### Leave of Absence Definitions

Employee Type	Definition
<b>Immediate Family</b>	<ul style="list-style-type: none"> <li>Immediate family means an employee’s spouse, domestic legal partner, child, stepchild, adopted child, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, guardian, and/or other members of the family living in the same household of the employee. The proposed definition of “immediate family” would apply, except for definitions related to the Family Medical Leave Act (FMLA).</li> </ul>
<b>School-Year</b>	<ul style="list-style-type: none"> <li>KIPP Delta employees whose primary responsibility is to provide direct instruction or support to students.</li> <li>School-year employees include but are not limited to teachers, instructional aides, guidance counselors, hourly instructional staff, bus drivers, child nutrition staff, athletic directors, and school nurses.</li> <li>School-year employees are required to be present on all days stipulated by the Board-Approved Calendar.</li> </ul>
<b>Full-Year</b>	<ul style="list-style-type: none"> <li>KIPP Delta employees whose primary responsibility is to ensure the continued operations of KIPP Delta before, during, and after the school year.</li> <li>Work year for full-year employees begins on July 1 and ends on June 30 of each year.</li> <li>Full-year employees include but are not limited to: Central Office staff, department directors, school directors, assistant principals, school operations team members, and custodians.</li> </ul>
<b>Full-Time</b>	<ul style="list-style-type: none"> <li>Salaried employees and hourly employees scheduled to work at least thirty (30) hours per week.</li> <li>Full-time employees can either be a school-year or full-year.</li> </ul>
<b>Part-Time</b>	<ul style="list-style-type: none"> <li>Employees scheduled to work less than thirty (30) hours per week.</li> </ul>
<b>Hourly</b>	<ul style="list-style-type: none"> <li>An employee whose pay fluctuates with the number of hours worked.</li> <li>Employees paid hourly are eligible for overtime pay if they work more than 40 hours in 7 days from Sunday to Saturday.</li> <li>Employees paid hourly must track the actual time worked to ensure that they are paid appropriately.</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>Employees whose pay does not fluctuate based on the number of hours worked in 7 days from Sunday to Saturday.</li> <li>Every paycheck will be uniform, assuming that the employee works all scheduled workdays and does not exceed their leave balances.</li> </ul>

*KIPP Delta Public Schools reserves the right to amend this handbook as needed.*

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### KDPS's Dress Code

We believe appearances impact the impressions people may form, and therefore, professional clothing is paramount for that first impression to be one of trust, respect, and professionalism. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. All staff dress must mirror their activities' expectations, including meetings, conferences, and field trips.

Physical education teachers, coaches, and athletic volunteers should wear the appropriate athletic attire necessary to meet their job responsibilities requirements. All staff must wear their issued ID badges as part of the dress code. All volunteers and substitutes should also dress professionally and appropriately.

All staff must wear their issued ID badges as part of the dress code. All volunteers and substitutes should also dress professionally and appropriately.

In general, there are three different types of dress that KDPS employees wear to work: (1) professional dress, (2) business casual, and (3) college days.

Professional clothing is the standard dress for staff during the school day (Monday - Thursday), when attending conferences, representing KDPS at offsite meetings or awards ceremonies, and report card nights.

Professional clothing is the standard dress for staff during the school day (Monday - Thursday) when attending conferences, representing KDPS at offsite meetings or awards ceremonies, and report card nights.

A few examples of acceptable professional dress are below:

- Bottoms: dress pants, skirts, dresses
- Tops: button-up shirts with collars, blouses, vests, formal jackets, dresses
- Accessories: tie, bow-tie
- Shoes: Leather shoes

Business casual is standard dress for professional development days. Business casual is either dressing in the student uniform (nice khakis and a polo shirt) or a presentable outfit that conveys pride in appearance and professionalism.

A few examples of acceptable business casual dress are below:

- Bottoms: Khakis, dress, or Dockers-type pants, skirts, dresses (please do not wear jeans or shorts)
- Tops: Shirts or golf-type shirts with collars, blouses, sweaters, vests, occasionally an informal jacket, dresses (please do not wear see-through tops)
- Shoes: Leather shoes (please do not wear running shoes or flip flops)

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On college days, students and teachers may wear appropriate fitting jeans and a KIPP or college shirt. Your manager will let you know when college days are appropriate.

The following items are not appropriate in a school setting or workplace:

- Clothing or outside objects that are obscene, distracting, or may cause disruptions to the educational environment.
- Dresses and skirts which are shorter than three inches above the knee.
- Dresses and skirts with a slit higher than three inches above the knee.
- Low cut blouses, see-through clothing, off the shoulder, halter style, midriff, and tank tops
- Flip-flops
- Hats
- Jeans with holes, designs, or large logos

If employees have additional questions about the KDPS employee dress expectations outlined above, they should reach out to their direct manager. Any employee deemed inappropriately dressed according to this dress code will be sent home to change into appropriate attire.

### Cell Phone Expectations

Please refer to the [Employee Technology Agreement](#) for more details regarding work cell phone guidelines and rules.

### *Recording a Voicemail*

When setting up the Voicemail for your KIPP phone, please include the following:

- A friendly greeting
- The staff member's full name
- The staff members position and school name
- Specific instructions to leave a message with the person's name, the reason for calling, and return number and/or email.

### *Leaving a Voicemail*

Voicemail offers the KIPP Delta Team & Family a daily opportunity to demonstrate professionalism. It is essential always to provide adequate information in voicemails to help move the conversation forward. When leaving voicemails, KDPS employees should keep the tone pleasant and professional. Voicemails should be concise in general.

All voicemails should include the following information:

- Name of the person you are calling
- Name of the staff member
- Message
- Staff member's number

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## Team & Family Handbook

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### Text Messaging

At KIPP Delta, text messaging is a simple, non-intrusive way of communicating with Team & Family members. When text messages are received, please send a reply to acknowledge the receipt of the text. You Substantive communications should be reserved for phone calls, meetings, and concise emails. Staff are not permitted to communicate academic or behavior reports via text messages.

All communication with students, families, and colleagues should remain professional and use correct grammar and spelling at all times. Please note KDPS and law enforcement can retrieve text messages sent on KDPS phones, and licensure or employment can and has been revoked in the state of Arkansas based on text messages. All text messages on KDPS phones are subject to Arkansas Freedom of Information laws. As a general rule, if you would not be comfortable with your message printed on tomorrow's newspaper's front page, you should not send the message.

### Student/Teacher Cell Phone Usage

During the school day, there are times when it is necessary to reach parents. Staff members may call a parent on behalf of a student or monitor a student calling their parent. Staff members must contact parents when keeping a student after school.

Students are not allowed to use cell phones unmonitored for any reason. If a student says there is an emergency and must speak to their guardian, please inform the grade-level chair, assistant principal, or school principal to contact the parent. Please do not send students to the office to use the phone for any reason.

### Phone Etiquette

At KIPP Delta, phones are one of the primary methods used for communication. However, unless it is an emergency, calling someone who is teaching is highly discouraged. In the case of a non-emergency, where information needs to be communicated (such as a student is to be a car rider instead of a bus rider), staff members should send a text message or communicate via a school-approved messaging system. Class time is sacred, and texting during class should only be urgent, important communication.

Staff phones should be available during class time so these communications can be received. All other types of communication should wait until after class. Everyone is responsible for holding teammates accountable for appropriate communication during class time. Please keep work-related phone calls to staff members and families between the hours of 7:30 a.m. and 7:30 p.m., unless it is an emergency.

All staff members should assume good intentions when a staff member, student, or family member calls.

If a Team & Family member's cell phone breaks, they should continue to check voicemail and report it to the office manager as soon as possible to get a replacement.

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### Email Expectations

Email is an important tool and one of the primary ways staff members communicate with each other at KDPS. All emails should be a professional and a positive reflection of KDPS. Below is the approved KDPS signature template. Please do not deviate from this template or add unique taglines. As outlined below, all emails should include a signature, first and last name, title, the school name, work cell phone number, office number, the KDPS website address, and the KDPS social media links. Once formatted, it should look like this:

**Joe Smith**  
Director of Development & Communications  
KIPP Delta Public Schools  
P.O. Box 743 | Helena, AR 72342  
(870) 662-5526 (c)  
(870) 753-9035 (o)  
[www.kippdelta.org](http://www.kippdelta.org)

[Follow KIPP Delta on social media!](#)



Need help formatting the email signature? Follow these steps:

- Open Outlook, then select “New E-Mail”
- Once the email opens, select the “Signatures” button
- Then select the “New” button to create a new signature
- Title the signature “KIPP Delta Signature”
- Then enter the email signature including name, school name, work cell number, office number, and the KIPP Delta web address, and the KIPP Delta tagline in the edit box
- Make sure to use Calibri, size 9 font
- Once done entering the signature in the edit box select save
- Last, select the signature to be the default for new email

Here are a few expectations for email:

- When writing emails, staff members should remember that the tone and emotions in emails can often be misread. Therefore, if upset, it is best to pause and reread your email before hitting the send button.
- Staff members should respond to all emails within 24 hours during the business week.
- Staff members should use the KIPP Delta email signature template.
- If a staff member is out of the office, he or she should set up an automatic reply to inform others about when they can expect a response.

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- Email messages can be retrieved and licensure or employment can and has been revoked in the state of Arkansas based on those messages.
- Emails sent on school email accounts are subject to Arkansas Freedom of Information laws.

Need help setting up an automatic reply? Follow these steps:

- Click the “File” tab
- Click “Automatic” Replies
- Select “Send automatic replies”
- If employees want, select the “only send during this time range” checkbox to schedule dates that out of office replies will be active. If a start and end time are not specified, auto-replies are sent until the “Do not send automatic replies” box is checked.
- On the “Inside My Organization tab,” type the response that should be sent to teammates or colleagues while they are out of the office.
- On the “Outside My Organization tab,” select the auto-reply to “people outside my organization” checkbox, and then type the response that teammates and colleagues should receive when sending the email. Select whether to have replies sent to “My contacts only” or to “Anyone outside my organization” who sends messages.

Here are a few tips that can be used to develop “email control” so that it does not become a distraction:

- Set up folders and organize messages in them. Set up rules so that messages go automatically into folders.
- When waiting on an email response from a teammate, please allow 24 hours for a response and then send a follow-up email.
- Turn off all reminders from Outlook, so they do not continuously distract you. Turn off reminders on phones.
- Schedule times on your Outlook calendar to check email during the day. One time in the morning, one time in the middle of the day, and one time at the end of the day is considered best practice. This will make non-email time more focused.
- Keep emails short. If it is more than three or four paragraphs, chances are the reader will not read everything in it. Each of these paragraphs should be no more than two or three sentences long.
- Rather than sending attachments, send a hyperlink to where the document can be found on DeltaShare. When sending a large attachment with an email, it is helpful to explicitly highlight what should be read.
- Use the subject to reflect the content of the message. EOM at the end of a subject line means “End of Message.” This is most useful for quick one-liner emails, so readers know they do not have to open the message.
- Remember that email is not a task list. Don’t let it tell you what to do. 😊
- Remember that face-to-face and phone calls are richer media for communication. If a face-to-face conversation can be scheduled, please take that approach.

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- Also, voicemail before email is a good practice, particularly on matters that are sensitive or urgent. Relationships are created with face-to-face communications.
- When in a face-to-face meeting with someone, do not let email be a distraction.
- Be green. Only print emails when necessary.

### Expectations for Virtual Gatherings

Staff should maintain appropriate professionalism during all virtual meetings and gatherings. The following norms will allow us to keep a virtual space that is conducive to collaborative learning and growing:

- Be on time and ready to go
- Webcam cameras on
- Actively participate and stay present during all activities
- Be mindful of your background
- Reduce background interruptions as much as possible
- Mute you mics when you are not speaking
- Follow staff dress code
- Refrain from eating

### Calendar Management

At KDPS, professionals manage calendars appropriately to match priorities; this can help professionals become more efficient. There will always be work to do, but the more efficient we can be, the richer our lives beyond work can become.

Here are a few tips for managing your calendars:

- Manage your calendar on a weekly basis, not a daily basis. Scheduling daily leads to trying to schedule too tightly, and this can lead to not following through with scheduled tasks. Scheduling by week allows professionals to connect daily tasks with priorities.
- Schedule family time and personal time first. If family comes first, it should be on the calendar first. This can include scheduling a start time and end time on the Outlook calendar each day—the entire day is not a workday.
- Schedule personal time. There is always work that could be done, but ensure you have a work-life balance. Greater work-life balance helps create happiness and also helps your motivation at work.
- Schedule time for email—three times a day is the recommendation. ONLY do email during those times.
- Schedule time for One-on-Ones and time to plan for O3s.

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An important part of calendar and time management is resisting the temptation to multi-task. Here are a few tips of how not to multitask:

- Do one thing at a time. In doing one thing at a time, team members build momentum and can get into the groove.
- Create blocks of time to concentrate. If this is new, start with smaller blocks of time and build up endurance.
- Turn off anything that is a distraction (phone, email notifications).
- Close all documents and programs, except those on which are the primary focus.
- Get comfortable. Get a drink of water, go to the restroom, etc.
- Keep a small piece of paper nearby to write down small notes or tangents that come to mind. Don't let these thoughts be a distraction.
- Practice accountability by stopping when the calendar says to.

Don't know how to navigate Outlook? No worries! Try a [tutorial](#).

### Personal Space Expectations

At KIPP Delta, it is important to take pride in the space that surrounds you and leave it better than you found it. This means keeping both your area and those around you clean and organized at all times. Physical spaces are also spaces to showcase team and family accomplishments such as college diplomas, best test grades, reminders, and more.

#### *Bulletin boards should:*

- Highlight either student work or data, content that is relevant to the subject area, or pictures from school events. All data that is on tracking systems are up to date.
- Be neat and professional in appearance.

#### *All student work, posters, and other signs that are hung on the wall should:*

- Have a neat and professional appearance (this includes each student's heading).
- Be protected, if possible (laminated, in sheet protectors, etc).

#### *Classroom expectations:*

- Floors are free of trash and papers.
- Desks are positioned in an orderly way in the classroom.
- Bookshelves and work areas are neat and organized
- Papers on shelves should be neatly stacked.
- Binders, books, etc. should be propped up properly.
- Items that are not being used should be stored away.
- The classroom should be a box-free zone. Items should be neatly displayed on shelves rather than in boxes or stacks. If items are not being used, they should be stored elsewhere.
- No student items of clothing, bags, or other belongings are left in the room.



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- If students need to leave gym bags in a classroom during the day (not overnight), they must be neatly stored.
- If students forget items in the classroom, please take the items to the front office.
- All lights and equipment are turned off.
- The thermostat is programmed correctly.
- Dysfunctional fixtures (burnt-out fluorescent bulbs, bathroom door knobs, door trim, etc.) are promptly reported for maintenance via the ticketing [system](#).
- Any technology that is not functioning has been reported via an online ticket to WIRED
- College pennant or college banner.

The following list is also highly encouraged:

- A college diploma is hanging in the room.
- Appropriate photographs are hung or neatly displayed on the desk.
- Models of excellence are displayed (ex. class library with students of color as main characters and examples of scientists, doctors, politicians, etc.).
- The surrounding community and student population are reflected in displayed photos (ex. bulletin boards/visuals reflect racial, ethnic, and cultural backgrounds of students and community).
- Books related to the content area taught in the room are displayed or recommended.
- Always lock your doors when you leave the room, and never give your keys to anyone.

Please Use	Please DO NOT Use
<ul style="list-style-type: none"> <li>● Cork strips</li> <li>● Hook board (request)</li> <li>● Plain board (request)</li> <li>● Painter’s tape</li> </ul>	<ul style="list-style-type: none"> <li>● Thumbtacks</li> <li>● Tape</li> <li>● Staples</li> <li>● Command hooks</li> <li>● Nails</li> </ul>

### Public Space Expectations

In addition to personal space, it is a shared responsibility to keep public spaces neat and organized. This sometimes proves more difficult without one clear owner of the space. But if all Team & Family members chip-in, it is more likely that the space will be pleasant and able to serve its purpose.

*Expectations for the copy room include:*

- Mailboxes are checked daily and materials do not pile up in them.
- Surfaces are cleaned - stacks of paper or other materials are removed by individuals.
- Copies that are made are picked up promptly.
- Copies are unlimited for staff when using a copy code, but please be respectful of the fact that this is a budgeted expense, and only educational materials should be run.

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- In all possible cases, resources (particularly books) should be ordered and not copied.
- Classroom sets of books should be ordered, and only excerpts should be copied. Copies must be made in advance of classes.
- A personalized copy code is provided to each employee by the office manager. When copying materials, use the user box to respect other people's use of the machine.
- If the copier runs out of paper and/or malfunctions, try to fix the problem yourself or find someone who can ASAP. Feel free to ask the office manager for help if assistance is needed.
- Large print jobs should be done before or after school and the early morning copier use should be reserved for teachers. Don't leave a large print job unattended.
- When going to another school to use the copy machine please ask permission from the office manager, be sure to bring paper, and abide by all of that school's expectations.
- When using the last ream of paper, please restock the copy room. If the school runs out of paper, please inform the office manager and go get some in the meantime.

### *In bathrooms, expectations include:*

- The floor is trash free.
- Sinks and toilets are free of trash.

### *General cleanliness:*

- Mirrors and sink areas should be clean
- Toilets should be flushed
- The bathroom is not used as a storage space. There is nothing in the bathroom other than the fixtures and a trash can.
- Teachers will have a sign-in sheet for their bathroom to keep track of usage.

## Support & Development

### Defining Professional Development (PD)

Professional development--whether on Thursday afternoons, full days without students, or offsite--is a sacred time that is shared to improve KIPP Delta Public Schools. We invest time and energy in our people and our development so we grow as professionals and thoughtful practitioners. Professional development time always has a clear objective. Professionals should always mine professional development sessions for nuggets to maximize learning during this time. On Thursday's, students go home at 4 p.m., and instructional staff are required to attend professional development until 6:00 p.m. Professional development is also offered according to the board-approved calendar on certain dates that are set aside for this purpose, as well as during scheduled workshops and trips during the year. Our staff is also developed across the structures below and by using assets-based coaching wherever possible.

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### Team Time

The time that is shared as school teams can take many forms including collaborative planning, staff meetings, and professional development. Each of these times has a different purpose and, therefore, different expectations and norms. Because time together is rare and limited, professionals should maximize the level of attention and focus brought to PD. Here are a few guidelines:

- Laptops are off and away unless they are necessary for the meeting time.
- Provided food should be eaten during assigned breaks. Beverages may be allowed depending on the meeting location. Chewing gum is not allowed.
- Please limit cell phone use unless an immediate response is necessary.
- Start on time. End on time.
- Operate in meetings in ways that you would operate if you were the one facilitating.
- Complete surveys and provide feedback to presenters when appropriate.

### Staff Meetings

Staff Meetings are usually limited to no more than 45 minutes to discuss logistics. There are usually clear-cut agendas that require some decision points and have clear owners for each item. Some of these meetings are required by the state and all must be documented appropriately. These meetings are more transactional than transformational. Each staff member will be notified of meeting dates and times.

### Grade Level/Department Meetings

The main focus of these times is looking at student work and data to create next steps for instruction whether it is by subject or grade-level. Professionals will always be notified of grade-level and department level meeting times.

### O3s: One-on-Ones

One-on-ones, usually called “O3s,” are one of the most important structures in this organization. This is each person’s time with their manager.

*One-on-ones are:*

- Regularly scheduled.
- Always prioritized.
- Focused on the employee and his or her direct development, goals, and priorities.
- Planned and prepared for by both the employee and the manager (schedule prep time on the Outlook calendar).
- Recorded in notes and followed upon.

*What to bring to O3s:*

- O3 forms should be emailed to the manager before the meeting and/or updated on DeltaShare.

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- Appropriate data.
- Examples of student work (if applicable).
- A pen or pencil to take notes.
- Brainstormed next steps.
- A clear idea of what an employee would like to get out of the meeting (if possible, these are emailed to managers beforehand so that everyone can be prepared to discuss).

### Coaching Cycle

Observations of teaching are at least once a week for at least 20 minutes and may include:

- Literal notes
- Student work samples
- Lesson plan
- Assessment/daily metric data
- Video/pictures
- Follow up conversations will be focused on improving teacher performance over time to drive student achievement. Coaching sessions should be regular and ongoing but may increase or wane as teacher needs dictate.

### Assets-Based Coaching

Assets-based coaching is essential to each employee's professional growth and development. Their growth and ability to tackle complex problems are accelerated when one is focused on leveraging his/her strengths. Furthermore, team members are more likely to be effective, to enjoy their work, and stay on staff when they are in an asset-based environment.

### Feedback

Just as feedback is one of the highest levels of student success, it is also critical to the success of professionals. Feedback should always connect to standards or criteria for success that have been clearly communicated. Feedback for teachers is often given via [Torsh](#). Notes from classroom observations are entered by your manager, along with small bite-sized action steps for you to focus on to continue improving your craft.

### *Giving Feedback*

Pure feedback is non-evaluative information delivered directly to another person about how his or her performance or some aspect of it compares to the model of good work. Feedback is value-neutral; it has no praise or blame attached.

Feedback that increases learning significantly is:

- Direct
- Specific
- Timely
- In the appropriate amount

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- Able to be understood (developmentally appropriate)
- Credible
- Frequent and ongoing
- Nonjudgmental
- Not advice or guidance
- Used to self-adjust, modify or augment work

### *Receiving Constructive Feedback*

Sometimes receiving critical feedback can be difficult. It is easy to internalize critical feedback. Just remember, no one's work is perfect.

When dealing with critical feedback, take the following steps:

- Take feedback seriously.
- Apologize if needed
- Create a strategy for doing better
- Move forward

In addition, keep in mind that feedback is not a judgment. Feedback is about the future—its purpose is to drive effective performance and necessary behavioral change.

## **How to Get Things Done!**

### Use of DeltaShare

[DeltaShare](#) is an internal site with which all Team & Family members should be familiar. It contains important information, forms, and other documents that have been shared and stored by colleagues. Forgot how to submit a purchase order? Check DeltaShare. Need a form template for a field lesson? Check [DeltaShare](#). Want to keep O3 forms updated meeting after meeting? Post it on DeltaShare.

The information on this site includes:

- Forms library
- School-specific information labeled by school
- Central Office specific information
- Projects (Academic, Operations, SharePoint)
- Staff Directory
- If employees need help logging into DeltaShare please contact WIRED! By emailing [wired.support@wired-ar.com](mailto:wired.support@wired-ar.com).

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### Use of Namely

Namely is our Human Resources Information System. This system houses important information, forms, your leave balance, and much more. Namely can be found here:

<https://kipdelta.namely.com/users/login>.

What can be done in Namely:

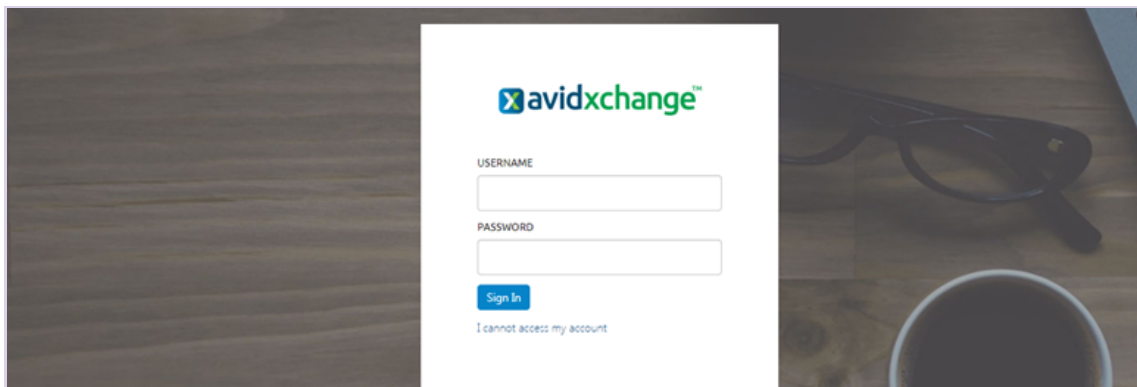
- Request time off
- Stay up to date with upcoming events
- Wishing a coworker a happy birthday or work anniversary
- Request an address change
- If you need help logging into Namely please contact HR by emailing [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org).

### Purchase Orders

To purchase something for your classroom or office, staff must submit a purchase order (PO) request through [AvidXchange](https://login.avidxchange.net/Account/Logon) (<https://login.avidxchange.net/Account/Logon>). All PO requests must include a price quote and be fully approved before placing the order. The link to AvidXchange is on Delta Share, on the right side of the homepage.

### How to Get On Avid

Email [finance@kipdelta.org](mailto:finance@kipdelta.org) to get a login for Avid. Once you get the login information, it will remain the same. Employees do not need to sign up for a new one each year. Please allow at least one business day to set up the password, as this is a manual process.



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### *How to create a PO*

1. From the “Orders” Tab in Avid, click “+Create Requisition.”
2. Fill Out “Header” Tab
  - a. Requisition Name: Purpose
  - b. Supplier: Vendor Name
    - i. If the vendor is not in the system, get a W-9 from the vendor and send it to [finance@kipdelta.org](mailto:finance@kipdelta.org) for input into the system.
  - c. Customer Account Number: Type “None”
  - d. Supplier Contact: auto-generate
  - e. Ship To: School (If admin, select central office)
  - f. Bill To: Same as Ship To
  - g. Order Workflow: auto-generate
  - h. Order Needed By: Date it must be fully approved or when check or prepaid card is needed
3. Click “+Add”
4. Quantity: Number of items
5. Description: Type of item
6. Unit Price: Price of each item
7. Repeat the above steps for each type of item or summarized on one line.
8. Check that the total on the right side of the screen matches the total of items being ordered.
9. Save the Purchase order
10. Click the blue requisition number associated with your order
11. Click the “Attachments” Tab
12. Click “ Upload Files”
13. Find and select the saved file you wish to attach
14. Click Ok
15. Repeat the above steps for each file you wish to attach
16. Click “Submit”

### *What happens after the PO is submitted?*

The PO is then sent to designated approvers for review and approval. All purchases must be approved by your manager. Per the current purchasing policy, your manager can approve purchases under \$500. Anything above this amount will require approval from the Finance team. Any orders exceeding \$1,000 will be sent to a member of the senior leadership team for final approval.

### *How long does it take for POs to be approved?*

This depends on what is being requested. Generally, employees should allow at least two weeks for the full process. Check on the status of the PO by completing the steps below:

1. From the purchase order tab, click the magnifying icon.
2. If you know the order NAME, it can be typed in here.

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3. If you do not, click advanced search to see other options
4. Once you type in the information, click the search button on the bottom left.
5. A list of purchase orders based on your search criteria will generate.
6. If you have located the desired purchase order, click the blue requisition number to open the order.
7. The tab labeled “Workflow.” outlines who has approved and who still needs to approve.

### *Who orders my stuff?*

All approved orders are placed by the school operations manager or coordinator.

### Field Lessons

KIPP Delta provides monthly field lessons for students, culminating in a longer year-end trip. Field lessons provide excellent exposure for students. These trips are meant to be an educational and fun trip that can be earned by each student. Field lessons are rewarded to students who have exemplified excellent behavior, attendance, and academic excellence. Some examples include the Arkansas Capitol, the Civil Rights Museum, and college campuses. At the end of the year, each student has the opportunity to attend the end-of-the-year field lessons. These are longer trips that typically require an overnight stay.

To request a field lesson and/or transportation and boxed lunches for your field lesson, please fill out [this form](#).

Please check out these field lesson resources, which include planning templates, information on how to fill out a PO for your field lesson, and over 100 ideas for field lessons in close proximity, and much, much more:

<https://kippdeltaar.sharepoint.com/core12/College%20%20Extended%20Learning%20Field%20Lessons/Forms/AllItems.aspx>

### Reimbursement for Out-of-Pocket Expenses

The PO process should be used for any costs, including out-of-pocket expenses. The process is required for any costs above \$500. Please seek advance approval before making any purchases. KIPP Delta Public Schools will only reimburse staff for out-of-pocket expenses that have been approved by the staff member’s school leader and/or department director. Reimbursement requests must be submitted within two weeks of when the out-of-pocket purchase was made.

After a purchase is made, make an immediate copy of the receipt. Keep the original receipt in a safe place. To receive reimbursement, staff must fill out an Employee Reimbursement Request located on Delta Share Form Library under [Finance](#).





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First time log-in:  
Email: KIPP Delta email  
Password: kippdelta

After logging in, the screen below should appear.

The screenshot shows a login interface for KIPP Delta Public Schools. At the top left, it says "KIPP Delta Public Schools" and "KIPP DELTA PUBLIC SCHOOLS". Below this, it says "Welcome Maci Edwards!". There are several input fields: "First Name" with "Maci", "Last Name" with "Edwards", "Email Address" with "maci.edwards@kippdelta.org", "Phone Number", "Mobile Phone" with "8707149047", and "Pager". At the bottom, there is a question "Are you Maci Edwards?" with "YES" and "NO" buttons.

### Printing

Each faculty member can print from the printer. To take advantage of this privilege, please get a print code from the operations associate.

To print specialized documents (posters, laminated forms, etc.), please reach out to the operations coordinator.

### Nurse Services

Reasons to contact the nurse include situations including but not limited to a student vomiting, a student falling, or a student bumping their head. Nurses will monitor students and staff for COVID-19 related symptoms. For all emergencies such as seizures, asthma attacks, and extreme loss of blood, please contact 911 before calling the nurse.

Helena: Nurse Helen Hull at 870-714-1775

Helena: Nurse Katrina Valley-Harrell at 870-714-9422

Blytheville: Nurse Carolyn Herbert at 870-278-4042

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### Media and Crisis Communication

All contact with the media (radio, TV, and television) should be cleared by the executive director. If a media outlet arrives on your campus, first, welcome them to the campus and ask what they are interested in researching. Before giving additional information, reach out to the executive director and the director of communications and development and let them know of the media presence and the reason for the visit. Additional guidance will be given based on the context of their visit. No interviews with students, parents, or staff should be allowed until that time.

In the event of an emergency, the Emergency Management Plan lays out the appropriate plan of action to be followed. As the media and communications point person, the director of development & communications should be notified when an emergent situation arises. Upon notification, the director of communications and development will assist with the creation of a communications plan, including internal and external communication to families, media, and other external audiences as needed. All communication will be approved by the executive director prior to distribution. In the event the director of development & communications is not available, please contact the executive director for assistance and/or media authorization.

### Branding

Part of our success as an organization is building and maintaining a strong, consistent, and recognizable brand. KIPP Delta Public Schools is a brand. We must build and leverage brand strength and credibility by being intentional and consistent in all of our communication and marketing efforts.

*To be a brand champion, you should know the:*

1. Approved Fonts: Whitney, Thesis Sans, Calibri, and Cambria. Use these fonts for everything KDPS.
2. Do not try to recreate the KIPP or KIPP Delta logo or seal. All of the logo files are located on DeltaShare in the Form Library.
3. KDPS has a specific set of approved colors. All things KIPP Delta should be in these colors. The approved color palette is located in the Form Library on DeltaShare.
4. Do you have a project that needs design, marketing, or communications help? The External Affairs Team can help! The earlier you can let the team know of a design need, the better. Reach out to the External Affairs Team to review marketing materials for branding BEFORE you send something out. This includes flyers, posters, graduation programs, etc.
5. Share those Kodak moments! Take photos and videos of classroom projects, field trips, and other exciting things happening around campus and share them with the External Affairs Team. Photos can be sent to [celebrate@kipdelta.org](mailto:celebrate@kipdelta.org).
6. For more detailed branding information, please check out the branding guidelines document.

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### How do I apply to KIPP Delta Public Schools?

Another great aspect of joining the KIPP Delta Team and Family is having access to exceptional education and opportunities. Please go to <https://kipdelta.schoolmint.net/signup> to find enrollment information.

## Staying Safe

### Emergency Plans

For detailed emergency plans please reach out to your manager.

- In an emergency, remain calm, get to a safe place (safety/security emergency), call 911, and then call the school nurse (medical emergency) or school leader (safety/security emergency).
- Emergency evacuation maps are posted by the door in each room and should be followed in the event of an evacuation.
- Always react to an alarm--do not assume it is a false alarm. No matter where you are, who you are with, or what time of day the alarm goes off, you must always respond appropriately.
- Alarms may sound at any time during instructional time and non-instructional periods.

*Fire:* Evacuate. Drills will be conducted monthly as required by law.

*Tornado:* Move promptly to a permanent structure, in a room with no window, and assume the tornado position. KDPS conducts tornado drills at least four times per school year as required by law.

*Intruder:* Please shelter in place, lock doors, shut off lights, and make the room appear vacant. KDPS will conduct intruder drills two time per school year.

### School Closings/Delays

If a campus is closed or delayed due to inclement weather, staff members will receive a call from our automated system and an email informing employees of this change. Our Facebook page will also be updated with information (<https://www.facebook.com/kipdelta>) as soon as a decision is made. In many cases, local news media will also be made aware of this information.

### Visitor Procedures

These procedures provide guidelines for KIPP Delta Public Schools staff members for their interactions with visitors. All KDPS staff, volunteers, and vendors are responsible for maintaining a safe and secure environment for our students and staff. We have visitors on each campus daily and with each visit, we must ensure the safety of our Team and Family.

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A visitor is any person that is on a KIPP Delta Public Schools campus and is not employed by KIPP Delta Public Schools or a student of that school. Examples of such are parents, guardians, relatives, volunteers, counselors, vendors, salespersons.

A permanent visitor is a volunteer that has completed the KDPS Volunteer Form (found in the Forms Library) or a recurring vendor (an example is a WIRED staff member).

A flagged visitor is any person whose status is determined as a threat to a school either by our visitor tracking system or by school leaders. This includes but is not limited to a registered sex offender, non-custodial parents, or those with a court order.

*When a visitor arrives on campus:*

1. Staff directs the visitor to the Front Office to be registered in KeepNTrack and given a highly visible name badge for the day.
2. Front Office staff instruct the visitor to place the badge in a visible location and advise that staff members have the right to ask for the badge at any time while on campus.
3. Visitors will be escorted by a staff member to their destination on campus. They are not to be on campus alone.
4. Each visitor must check out with the front office upon departure by turning in their visitor badge. The front office manager will then check the visitor out of KeepNTrack.

*When a visitor is flagged:*

Office managers, school directors, and directors of operations are notified via text and email automatically. Office managers ask the visitor to sit down and wait until an administrator is available to speak with them. Example: "Thank you for providing your information. Our school director will be by in a few moments to speak with you about your visit on campus today. Please have a seat until he/she arrives." The administrator will speak with the visitors and explain the reason they are not to be on campus. Example: "Thank you for your interest in visiting the campus. Your ID has been flagged by our security system. According to our security policy, I must ask that you leave the premises." This person may not proceed onto a KIPP Delta campus. If the visitor protests or threatens anyone, call 911.

Exceptions shall be made for parents/guardians with a registered sex offender status. The board of directors intends that KIPP Delta staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law.

Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians. For example, if a sex offender parent will arrive for conferences at the same time as other parents, staff should escort additional parents to their student's classroom, not just the sex offender parent.

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All principals, designees, and school employees who will or may have contact with the sex offender shall be required to keep confidential both the sex offender status and sex offender accommodations made for a parent.

*When a visitor arrives after business hours:*

- Office managers will leave a sign-in sheet up at the front desk for all visitors to sign in.
- Teachers or staff members who are receiving visitors are to meet the visitor at the front door and request the visitor to sign in on the log.
- The front access door must be locked behind the visitor by a staff member.
- When the visitor is ready to depart campus, they are escorted to the front entry door by the staff member and the door is locked behind them.
- On the next business day, Office Managers are to scan and save the sign-in sheet for the day in the After School Events-Visitor Sign-in Sheet folder on DeltaShare.

As campus security is of utmost importance, all KIPP Delta staff members are accountable to uphold this policy. If any step in this policy is violated, consequences up to and including termination may follow.

### Student Release from School Procedure

#### *Goal*

To safely and effectively dismiss students to persons/organizations approved by their parent/legal guardian at all times throughout the day.

#### *Early Dismissal*

The person picking up the student enters the school's main office to sign out the student via the Student Sign In/Out Sheet located at the front desk.

Front office personnel confirm that the person picking up the student is a parent/guardian, an authorized pick-up person in ESchool, or that the student has a detailed note signed by a parent/guardian. If the student has a note, the OM calls the parent/guardian to verify the authenticity of the note.

If authorized: The student is signed out by the pick-up person and leaves campus.

If not authorized: The parent/guardian is contacted and must fax or email a detailed and signed note authorizing the release of their child to the person. The student is not released until this document is received. If the person will be regularly picking up the child, the parent/guardian should fill out an updated, completed, and signed copy of the Student Release from School Authorization Form to add the person.

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Once the note/form is received the OM updates PowerSchool if applicable and files the note/form in the student's folder.

Front Office personnel mark the student absent in ESchool for the remaining class periods that attendance is taken on that day.

### Regular Dismissal

Changes to student release (including bus changes) can only be made by a parent or guardian, in writing, preferably 1 hour before dismissal. If a parent requests that a student change buses, the staff member that receives the request verifies that the person the student is riding the bus to see is a parent/guardian, an authorized pick-up person in Eschool, or that the student has a detailed note signed

by a parent/guardian. If the student has a note, the person releasing the student calls the parent/guardian to verify the authenticity of the note. During Covid-19, students cannot change buses.

If authorized: Staff member notes who the student is riding the bus to the destination/reason field on the bus pass and provide students with a completed pass.

If not authorized: The parent/guardian is contacted and must fax or email a detailed and signed note authorizing the release of their child to the person. The student is not released until this document is received. If the student will be regularly riding the bus to this person, the parent/guardian should fill out an updated, completed, and signed copy of the Student Release from School Authorization Form to add the person. Once the note/form is received the OM updates PowerSchool if applicable and files the note/form in the student's folder.

Only students who a parent/guardian has authorized to walk home are allowed to leave the school on foot. The person releasing the student confirms that the student is authorized to walk home in

Eschool, or that the student has a detailed note signed by a parent/guardian. If the student has a note, the person releasing the student calls the parent/guardian to verify the authenticity of the note.

If authorized: Student leaves campus, walking on the sidewalk/crossing at a crosswalk.

If not authorized: The parent/guardian is contacted and must fax or email a detailed and signed note authorizing their child to walk home. The student is not released until this document is received. If the student will be regularly walking, the parent/guardian should fill out an updated, completed, and signed copy of the Student Pick-Up Authorization Form to give the student permission to walk home.

Car riders are dismissed only to vehicles with drivers that are authorized to pick them up. Only parents/guardians and persons reported on the Student Pick-Up Authorization Form should be allowed

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to pick up the student. Parent/guardian must send a detailed and signed note authorizing a one-time release of their child to any other person. If the student has a note, the person releasing the student calls the parent/guardian to verify the authenticity of the note.

If authorized: The student is dismissed.

If not authorized and no note:

The parent/guardian is contacted and must fax or email a detailed and signed note authorizing the release of their child to the person. The student is not released until this document is received. If the person will be regularly picking up the child, the parent/guardian should fill out an updated, completed, and signed copy of the Student Release from School Authorization Form to add the person. Once the note/form is received the OM updates PowerSchool if applicable and files the note/form in the student's folder.

### Late Dismissal

The staff member working with the student remains with them until their transportation arrives; students are never unsupervised.

The person picking up the student comes in to sign them out or students are dismissed to cars as per the above based on the school's decision. Schools choose one of these options (not both). All parts of the above procedure still apply. In the case of extenuating circumstances, staff should use both the letter and the spirit of this procedure, as well as their good judgment to determine the next steps.

All relevant student information is stored in ESchool, in the Authorized Pick Up tab of the Custom Screens section. Operations Managers must manually input authorized release information into ESchool for students enrolled after mid-September.

### Employee Identification and Badge Procedure

As a vital part of our safety and security system, a KIPP Delta Public Schools (KDPS) identification (ID) badge with the employee's name, photo, and department in which the employee works, will be issued to employees and designated team members on their first day of employment. The ID badge also serves as an electronic key to enter buildings and other secured areas, as needed, and as identification after hours or in an emergency. Badges will be issued by Human Resources.

### Procedures

1. All employees, contractual staff, and volunteers are required to wear a KDPS ID badge in plain view while on the campuses.
2. Employees should wear their ID badge when hosting or appearing at college functions or events. Employees may wear their ID badge while conducting official business in the community, at their discretion.



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3. The ID badge may be used only by the individual to whom it was issued. Employees may not “loan” their ID badge to anyone for any reason.
4. Employees shall surrender the ID badge to their hiring manager and/or Human Resources upon the termination of employment, beginning an extended leave of absence, or when requested.
5. Hiring managers must report the employee termination immediately to Human Resources by emailing [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org). Return badge to Human Resources.
6. A lost, stolen or misplaced ID badge is to be immediately reported to the employee’s hiring manager. A replacement ID badge will be issued as necessary and a record of the lost ID badge noted.
7. Any lost badge will be replaced, at the employee expense provided the circumstances. The cost of a replacement badge is \$15.
8. If an employee transfers from one department to another, or an employee’s name changes, a replacement ID badge will be issued. There is no cost for a transferrable badge.
9. A KDPS ID badge form is required for a new or replacement ID badge.
10. Contractors and their employees whose work will take them inside college occupied locations must display identification including their name and the company they work for.
11. ID badges provide a visible means of identification for college employees and help us know who belongs in a non-public work area and who does not. Employees observing people in areas without ID will, at their discretion:
  - a. Approach the person to determine their status, or
  - b. Immediately report the person to a supervisor, or
  - c. If you feel it is an emergency, request emergency services personnel (call 911).
12. The ID badge may be worn attached to a clip, in a clear plastic cardholder, on a lanyard, or in any other clearly visible manner.
13. The ID badge must be free of decoration. The ID badge holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID badge or its use as a key card.

### Personnel Policies

For full Personnel Policies, please see the [KIPP Delta Public Schools Policy Manual](#) on our regional website, under “State Required Information.” Please ensure you review, in full, the specific policies listed below:

- Equal Opportunity Employer and Non-Discrimination Policy
- Child Abuse Reporting
- Bullying and Self-Harm
- Sexual Harassment
- Professional Boundaries: Staff-Student Interaction Policy

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- Staff Use of Social Networking with Student Policy
- Nepotism Policy

These policies aim to ensure our students and staff can work and learn in a safe and healthy environment. Violation of any one of these policies could lead to termination and or the loss of your license. Therefore, it is your responsibility to ensure you understand each of these policies. If you have any questions about these policies, please reach out to the Human Resources for further clarification.

### Evaluations

All employees will be evaluated semi-annually or according to chair level discretion. Please ask a manager for further information about specific evaluation information.

### Arkansas Qualified Teacher and Instructional Assistant Requirements

KIPP Delta policy requires that all teachers and instructional assistants are deemed qualified. There are distinct criteria and concrete steps to ensure staff are appropriately qualified that are communicated to staff at the time of hire.

The Arkansas Department of Education has instituted **Arkansas Qualified Teacher (AQT)** requirements.

1. AQT is **NOT** a pathway to becoming a licensed teacher.
2. AQT **IS** solely a way for teachers to demonstrate content knowledge in the subject they teach.
3. AQT **ONLY APPLIES** when:
  - a. A teacher is teaching in a **Core Academic Subject Area** for which licensure is otherwise required but where the licensure requirements have been legally waived by one of the following provisions:
    - i. Act 1240 of 2015 Approval to Waive Licensure
    - ii. Charter School Approval to Waive Licensure
    - iii. School of Innovation Approved Waiver of Licensure
    - iv. Emergency Teaching Permit, ETP A teacher is teaching Core Academic Subject Areas in Special Education, or in an Alternative Learning Environment (ALE)

**Core Academic Subject Areas are:** Elementary, English/language arts, science, art, mathematics, foreign language, social studies and music

### An Arkansas Qualified Teacher must have:

1. A minimum of a bachelor's degree; and
2. Demonstrated content knowledge in the Core Academic subject area being taught ([See AQT Rules](#)), and (when applicable)

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- a. A Special Education license for a Special Education class, or
- b. A teaching license when teaching in an Alternative Learning Environment (ALE); except where licensure is officially waived.

**Using the AQT Designation Form, demonstration of content knowledge may be achieved by any of the following:**

- Passed a content area assessment approved by the State Board of Education for the subject/content/grade level the educator will teach
- Passed a content exam which was accepted as demonstration of content knowledge for a teaching license in another state that is acceptable through reciprocity for an Arkansas teaching license
- Has a bachelor's degree or advanced degree in the content area
- Has a minimum of 18 college credit hours in the content area
- Has National Board Certification in the content area
- Has documented successful, relevant work experience in the content area, established by at least one year of employment in a specific field or occupation that required the educator to demonstrate knowledge and skills in the content area. This is to be supported by two professional letters of recommendation from the educator's employers or supervisors.

For Special Education or ALE teachers who do not meet any of the above conditions, demonstration of content knowledge may be met by either:

- a. Achieving a passing score on the [Praxis® Fundamental Subjects: Content Knowledge Exam \(5511\)](#), with a minimum score of 148, or
- b. Having the appropriate number of points via **Section II** of the AQT Designation Form.

### Instructional Assistants

Instructional assistants must have an associate's degree, 60 hours of college coursework, or have passed the ETS ParaPro Assessment. Instructional assistants include those who:

- Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
- Assist with classroom management, such as by organizing instructional materials
- Provide instructional assistance in a computer lab
- Provide instructional support in a library or media center

Because paraprofessionals provide instructional support, they should not be providing planned direct instruction or introducing new skills, concepts, or academic content to students. Individuals who work in food services, cafeteria, playground supervision, personal care services, non-instructional computer assistance, and similar positions are not considered instructional assistants or paraprofessionals under Title I, Part A.

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### Requirements

All Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. Additionally, paraprofessionals working in a program supported with Title I, Part A funds must have:

- 1) Completed two years of study at an institution of higher education In Arkansas, 60 semester credit hours at a regionally accredited institution of higher education are required. -or-
- 2) Obtained an associate's (or higher) degree -or-
- 3) Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness). In Arkansas, the formal test accepted is the Educational Testing Services (ETS) Parapro Assessment" and applicants must obtain a passing score of 457. A child Development Associate (CDA) certification and hours of training are not acceptable substitutions for this requirement. *A Child Development Associate (CDA) certification is only acceptable when the paraprofessional is employed in a preschool setting.*

### Paraprofessional Testing Information

For more ETS Parapro testing information, please visit: <http://www.ets.org/parapro/register/centers>

For a partial list of test centers in Arkansas, please visit: <http://www.ets.org/parapro/register/centers>

### The Code of Ethics for Arkansas Educators

The purpose of the [Rules Governing the Code of Ethics for Arkansas Educators \(Code of Ethics\)](#) is to define standards of ethical conduct for all educators, whether licensed or employed under a legal waiver from licensure, and to outline procedures for receiving complaints, authorizing and conducting investigations, and recommending enforcement of the Code of Ethics.

The professional, ethical educator contributes to the development and maintenance of a supportive student-focused learning community that values and promotes human dignity, fairness, care, and the greater good and individual rights. These values are the ethical premises for the standards of professional behavior and ethical decision-making established in this Code of Ethics. By establishing standards of ethical conduct, the Code of Ethics promotes the health, safety, and general welfare of students and educators and ensures the citizens of Arkansas a degree of accountability within the education profession. At a minimum, Arkansas educators and preservice teachers must adhere to the Code of Ethics represented below.

An allegation of unethical conduct, authorized for investigation and subsequently considered by the Ethics Subcommittee or the Ethics Hearing Subcommittee, and the State Board shall be based upon an alleged violation of the following:

- Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.

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- **Standard 2:** An educator maintains competence regarding his or her professional practice, inclusive of professional and ethical behavior, skills, knowledge, dispositions, and responsibilities relating to his or her organizational position
- **Standard 3:** An educator honestly fulfills reporting obligations associated with professional practices.
- **Standard 4:** An educator entrusted with public funds and property, including school-sponsored activity funds, honors that trust with honest, responsible stewardship.
- **Standard 5:** An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation, or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.
- **Standard 6:** An educator keeps in confidence secure standardized test materials and results and maintains integrity regarding test administration procedures.
- **Standard 7:** An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district unless disclosure serves a professional purpose as allowed or required by law or regulations.
- **Standard 8:** An educator, while on school premises or at school-sponsored activities involving students, refrains from:
  - Using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances, and/or possessing items prohibited by law,
  - Possessing or using tobacco or tobacco-related products, e-cigarettes, e-liquid, or vapor products, or
  - Abusing/misusing prescription medications or other authorized substances as evidenced by impairment.

### Professional Boundaries: Staff-Student Interaction Policy

In this policy, the term "student" refers to any current KIPP Delta student, or recent alumni, college-age or younger. The term "staff" refers to any person employed by KIPP Delta, Inc.

This policy is intended to guide all KIPP Delta staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff. Healthy, supportive relationships are a pillar of the KIPP Delta community. Trespassing the boundaries of a student/KIPP Delta employee relationship and violation of this policy can lead to disciplinary consequences up to and including termination of employment. In addition, criminal penalties and sanctions against an educator's certificate may result because of certain conduct with students.

All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior (see examples section below). Although this policy gives specific, clear direction, each staff member must avoid situations, whether or not explicitly listed,

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that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, “Would I be engaged in this conduct if my family or colleagues were standing next to me?”

Some activities may seem innocent from a staff member’s perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, all employees must learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities.

### Duty to Report

When an employee becomes aware of another staff member or adult on campus having engaged in unacceptable behaviors as specified in this policy or behaviors regarding professional boundaries otherwise causing suspicion, he or she must immediately report the matter to both the Human Resources director and their manager. All reports shall be as confidential as possible under the circumstances. The Human Resources director will investigate and thoroughly report the matter. Beyond boundary violations, known or suspected abuse must be reported to police or protective services. Reporting an incident to both the Human Resources director and manager does not relieve the employee of his/her duty to report suspected child abuse to local authorities. Any boundary or abuse allegations found credible through an investigation by KIPP Delta management or a third party will be reported directly to the KIPP Delta board chair.

### Failure to Follow this Policy

Failure to follow this policy, either intentionally or unintentionally, is subject to disciplinary action, up to and including termination, depending on the severity of the violation. Additionally, the violation may be reported to the appropriate law enforcement agency, as required by law. Any questions regarding this policy should be directed to Human Resources.

### Examples

The following examples of unacceptable behaviors are not intended to be all-inclusive:

- Giving gifts to an individual student that are of a private and intimate nature.
- Kissing or flirting of any kind. Any type of unnecessary physical contact in a private situation.
- Making or participating in sexually inappropriate comments; sexual jokes, stories, or innuendo
- Discussing personal relationships or intimate issues with a student in an attempt to gain their support and understanding of you.

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- Spending time outside of regular school hours with students or alumni unless it has been approved by your school director or manager; (KIPP Delta staff who are parents of KIPP Delta students may have students over, provided they are there to play with the child.)
- Visiting a student in their home unless a parent, guardian, or another adult is present. (KTC counselors should not visit alumni in their dorm room or apartment.)
- Allowing a student or a group of students to spend time at your home. (KIPP Delta staff who are parents of KIPP Delta students may have students over, provided they are there to play with the child.)
- Spending the night with a student. If an overnight stay at a hotel is required, the staff member must have parental consent, school director approval, more than one KIPP Delta adult on the outing, and a legitimate school reason (field trip, out of area tournament).
- Excessive texting or emailing; exchanging texts or emails at hours when a student reasonably should be sleeping.
- Sharing alcohol, drugs, or cigarettes with a student, purchasing for a student, consuming around any student, or discussing with students in a manner other than to educate.

### Examples of acceptable and recommended behaviors:

- Getting school and parental written consent for an after-school activity.
- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- Emails, text, phone, and instant messages to students that are professional and pertain to school activities or classes.
- Meeting alone with a student in a room with windows, cracked door, or otherwise observable/interruptible. (Counselors may also need private space so long as they are logging their meetings and/or informing a manager.)
- Giving gifts to groups of students if other staff know about it
- Stopping and correcting students if they cross your personal boundaries.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your manager if a conflict arises with a student.
- Informing your school director about situations that have the potential to become more severe.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Giving students praise and recognition without touching them.
- Side hugs, child-initiated hugs, or hugs where a staff member has asked, “Would you like a hug?”
- Pats on the back, high fives, and handshakes with students

### Student Supervision

Students should be supervised by a KIPP Delta staff member at all times, and parents should know where their children are at all times. Planning with the end in mind, if an accident should happen to a student or students, this question will be asked: Where was the KIPP Delta staff member?

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*KIPP Delta Public Schools reserves the right to amend this handbook as needed.*

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The staff member should use his/her best judgment in terms of supervision so that there is a responsible answer to this question.

### Classroom Conduct

KIPP Delta policy is that no staff member or volunteer will be alone with any student, regardless of age, or gender, behind a closed door or in any other isolated situation except in extremely limited extenuating circumstances involving an emergency.

When a situation arises that calls for a staff member to be alone with a student, it is the staff member's responsibility to leave the door open, move to an open location, or to seat him/herself and the student where they are completely visible to passersby. Staff should not tape up, block, or cover up windows in such a way as to prevent outsiders from being able to see into a classroom. Teachers and students must be visible through the doorway, or door window, of any classroom. If covering is required for testing or other extraordinary circumstances, it should be removed as soon as possible. When a counselor or other administrator needs a private space for a confidential meeting, they are expected to log their meeting or notify another staff member.

It is also KIPP Delta Policy that classroom doors remain unlocked until the close of the day, except when rooms are unoccupied, or except in emergencies as directed by the school leader or his/her designee.

### Policy for Staff Use of Social Networking with Students

KIPP Delta staff should not communicate with current PreK - 12 students using personal social media accounts. KIPP Delta staff should be using the phone and group emails/classroom websites to communicate with students. In the case of an emergency, make sure to notify your school operations director/manager to inform them of such use. "Communication" includes adding students as "friends" on social media networks such as Facebook or Instagram and "following" a student on Twitter.

Counselors/KIPP Through College (KTC) staff may use social media to connect with KIPP Delta students for professional purposes only. In doing so, they must either:

- Create and maintain two distinct profiles: one personal and one professional and invite students (current or alumni), their parents, and/or families to "friend" the professional profile only.
- Make sure their current manager is aware of the use of a personal account.

### Bullying

The information in this section pertains to student and staff conduct. All staff are expected to adhere to the guidance outlined below.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to



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promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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 principal. 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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

“Bullying” is defined as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

- Cyberbullying;
- Sarcastic comments, "compliments" about another student's personal appearance or actual or perceived attributes; pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student's actual or perceived attributes;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings;

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- Threats of harm to student(s), possessions, or others;
- Sexual harassment, as governed by policy 4.27, is also a form of bullying; and/or
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “slut,” “you are so gay,” “fag,” “queer”).

"Cyberbullying" is defined as any form of communication by an electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence toward a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of school employees includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including, without limitation, the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic internet site; or
- Without the authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment, or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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### Drug and Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on KIPP Delta premises, or engaged in KIPP Delta business. Prescription drugs or over-the-counter medications, taken as prescribed, are an

exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination. The drug-free policy can be located [here](#).

### Nepotism Policy – Director Supervisor/Employee

KIPP Delta's Nepotism Policy was created to help ensure that individuals cannot influence the hiring, promotion, or discipline of a close relative. The policy reduces the perception of favoritism by requiring all managers to disclose relevant conflicts, such as close personal or business relationships with a prospective employee and restricts the employee's involvement with employment decisions relating to his/her relative.

KIPP Delta permits the employment of qualified immediate and extended family members of employees, as long as such employment does not, in the opinion of KIPP Delta, create conflicts of interest.

This policy must be considered when hiring, promoting, evaluating, or transferring any employee. Should relationships addressed in this policy be identified with either candidates for employment or current employees, the matter should immediately be reported to the Human Resource director.

KIPP Delta reserves the right to exercise appropriate managerial judgment to take such action as may be necessary to achieve the intent of this policy. KIPP Delta reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

It is the responsibility of every employee to identify to the Human Resources director any potential or existing personal relationship which falls under the definitions provided by this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

### Use of Fleet Car

KIPP Delta Public Schools (KDPS) offers company vehicles (fleet cars and vans) for use by KIPP Delta employees to support transportation needs for company-designated business. A company vehicle is any vehicle leased, rented, or owned by KIPP Delta. Company vehicles prevent wear and tear and excessive mileage for personal vehicles and also helps KDPS manage the cost of mileage reimbursement. KDPS fleet vehicles may only be used for official, authorized purposes. To ensure fleet cars are used properly,

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the following guidelines apply to all employees who use a company vehicle, during and outside of working hours. This policy applies to any person authorized to drive KDPS fleet cars on company business.

### Fleet Car Availability and Personal Mileage Reimbursement

It is KDPS policy that employees check the availability of a fleet car before using their personal vehicle for company business. If a fleet car is available and the employee chooses not to use an available vehicle, the employee may not be reimbursed for mileage. If a fleet car is not available, the employee may submit a mileage reimbursement. If a fleet car is available and the employee has a specific reason for not using the available vehicle, the employee must request an exemption to the availability policy from the managing director of finance, chief operating officer, or executive director before mileage reimbursement can be submitted and approved.

### Eligibility to Drive a Fleet Car

The KDPS chief operating officer and transportation director are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive company vehicles.

Before vehicle assignment, eligible employees must provide evidence that they have a valid driver's license which is not suspended or revoked. If for any reason, an employee's driver's license is revoked, suspended, or restricted, the Human Resources director must be notified immediately.

### Allowable Use of Fleet Cars

Drivers are responsible for operating vehicles safely and courteously at all times and for complying with all provisions of this policy. Drivers have the responsibility to immediately notify the COO and transportation director of accidents, injuries, loss of license, etc., as outlined in this document.

Company vehicles should only be used for travel between communities, to and from campuses, and other work-related travel outside of our communities (ex. professional development). Any other requests to use the fleet car must be approved by either the operations director, chief operating officer, or managing director of finance.

Company vehicles should remain on the KDPS campus when not in use unless a specific exemption has been made in writing by the COO or executive director. In Helena, the company vehicle must be returned and parked at the Transportation Depot or KTC Depot locations, unless a specific exemption has been requested. In Blytheville, the company vehicle must be returned and parked at the KIPP

Blytheville Central Office, unless an expected exemption has been requested. The only exception is when an employee who lives more than 100 miles away from any community AND travels to the communities regularly has been assigned a fleet vehicle for work usage. In this case, the employee may park the car at their residence.

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Company vehicles are only intended for KDPS business use. Personal use is prohibited. Evening and weekend travel is prohibited unless conducting company business after normal business hours. No other drivers are permitted to operate a company vehicle.

### Driver Responsibilities

Vehicles driven on KDPS business shall be operated safely and professionally, in compliance with applicable rules and regulations and all driving laws in areas where they operate a KDPS fleet car.

Employees who have not been assigned a specific fleet car and are eligible for use of a fleet car must get prior approval from the Transportation Department to ensure a fleet car is available for use. Gas cards may be provided to employees who use fleet vehicles by the Finance Department or Transportation Department. Employees are expected to follow all applicable rules for the usage of company gas cards.

### Safety Guidelines

Seat belts must be used by all occupants of a fleet car at all times. Employees should immediately report any malfunctioning seat belt to the operations director. KPDS expects all employees to drive professionally during business travel, to obey all traffic laws, and to not be under the influence of any drugs and/or alcohol that would impair driving ability and/or judgment. Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials. Texting while driving is not allowed.

### Vehicle Maintenance

Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules are outlined in the vehicle's owner manual and should be adhered to and along with documentation that prescribed service work was completed.

### Withdrawal of Fleet Car Privilege

Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended or revoked, and are subject to disciplinary action.

The privilege of driving a fleet car can be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle or failure to comply with the rules and procedures in the policy
- A driving record which becomes deficient while operating a fleet car
- Conviction or a guilty plea to driving a fleet car under the influence of alcohol or an illegal controlled substance

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### Licensed and Classified Personnel Grievances Policy

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this KIPP Delta Public Schools.

#### Grievance Policy Definitions

Grievance: A claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this organization. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for

directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

1. More than one individual has an interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Employee: Any person employed under a written offer letter by KIPP Delta Public Schools.

Immediate Supervisor: The person immediately superior to an employee who directs and supervises the work of that employee.

Working day: Any weekday other than a holiday whether or not the employee is scheduled to work.

Immediate Family: An employee’s spouse, legal domestic partner, child, stepchild, adopted child, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, guardian, and/or other members of the family living in the same household of the employee.

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### Grievance Process

#### *Level One*

An employee who believes he/she has a grievance shall inform that employee's immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five working days of the occurrence of the grievance. The supervisor shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. (The five-day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five working days following the conference, the matter will be considered resolved and the employee shall have no further right concerning said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the [Level Two Grievance Form](#) within five working days of the discussion with the immediate supervisor, citing how the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building school

director or, if the employee's immediate supervisor is the building school director, the executive director. If the employee's immediate supervisor is the executive director, the executive director will complete the bottom half of the Level Two Grievance Form and submit it to the chair of the KIPP Delta Board of Directors.

#### *Level Two*

When the appeal is to the building school director: Upon receipt of a Level Two Grievance Form, the building school director will have ten working days to schedule a conference with the employee filing the grievance. The school director shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the school director will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five working days, the matter will be considered resolved and the employee shall have no further right concerning said grievance.

When the appeal is to the executive director: Upon receipt of a Level Two Grievance Form, the executive director will have ten working days to schedule a conference with the employee filing the grievance. The executive director shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the executive director will have ten working days in which to deliver a written response to the employee.

When the appeal is to the chair of the KIPP Delta Board of Directors: Upon receipt of a Level Two Grievance Form, the chair of the KIPP Delta Board of Directors will have ten working days to review the

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*KIPP Delta Public Schools reserves the right to amend this handbook as needed.*



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grievance and decide if the grievance, on its face, is grievable under KDPS policy. If the chair rules the grievance, whether group or individual, is not grievable, the matter shall be considered closed. If the chair believes that the grievance is grievable, the chair shall share the grievance with the entire Board Executive Committee and shall commence a hearing on the grievance. The Board Executive Committee may decide to conduct an investigation before or after the hearing.

The Board Executive Committee will invite all parties and representatives of their choosing to the hearing. The committee shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. The employee shall have no less than 90 minutes to present his/her grievance unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing may be held in an open or closed session. If the hearing is open, the parent or guardian of any student under the age of 18 who gives testimony may elect to have the student's testimony given in closed session. After the hearing, if the hearing was closed, the Board Executive Committee may excuse all parties except board members and deliberate, by themselves, on the hearing. After an open hearing, board deliberations may occur in open or closed session. Deliberations related to employment, appointment, promotion, demotion, disciplining, or resignation of the employee must be held in closed session.

If any member of the board becomes the recipient of grievance against the executive director or another party, the grievance should be immediately forwarded to the chair. A decision on the grievance shall be announced no later than the next regular board meeting.

### *Level Three*

If the proper recipient of the Level Two Grievance was the building school director, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the executive director by submitting a copy of the Level Two Grievance Form and the school director's reply to the executive director within five working days of his/her receipt of the school director's reply. The executive director will have ten working days to schedule a conference with the employee filing the grievance. The executive director shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the executive director will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the executive director may appeal the executive director's decision to the Board of Directors within five working days of his/her receipt of the executive director's written response by submitting a written request for a board hearing to the executive director. If the grievance is not appealed to the Board of Directors within five working days of his/her receipt of the executive director's response, the matter will be considered resolved and the employee shall have no further right concerning said grievance.

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The Board of Directors will address the grievance at a meeting, either regular or special, of the Board of Directors within the 60 days of the grievance. After reviewing the Level Two Grievance Form and the executive director's reply, the board will decide if the grievance, on its face, is grievable under KDPS policy. If the grievance is presented as a "Group Grievance," the board shall first determine if the composition of the group meets the definition of a "Group Grievance." If the board determines that it is a Group Grievance, the board shall then determine whether the matter raised is grievable.

If the board rules the composition of the group does not meet the definition of a Group Grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently re-file their grievance as an individual grievance beginning with Level One of the process.)

If the board rules the grievance to be grievable, they shall commence a hearing on the grievance. All parties have the right to representation by a person of their choosing who is not a member of the employee's immediate family at the appeal hearing before the Board of Directors. The employee shall have no less than 90 minutes to present his/her grievance unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of 18 who gives testimony may elect to have the student's testimony given in closed session. After the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing.

After an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

### *Records*

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

### *Reprisals*

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

Legal References: ACA § 6-17-208, 210

Date Adopted: August 2012

Date Revised and Approved: May 19, 2020

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### Compensation

#### Payroll

KIPP Delta pays on a semi-monthly basis, typically on the 15th and 30th of each month. If the 15th or 30th is on a weekend, holiday, or break, employees will be paid on the last business day before the usual pay date. If employees want to submit any changes, HR must get those before a predetermined deadline, typically two weeks in advance. A schedule is available [here](#).

Each pay period, employees will receive their annual salary (what his or her signed offer letter states) divided out over 24 equal pays, with applicable taxes and deductions applied. If employees start in the middle of the year, their first check amount may be modified. New hires will have a paper check on the first pay and direct deposit on the following check to ensure account information is accurate.

#### Paid Time Off

All full-time, salaried employees earn one sick day per month worked, which accrues on the 15th of each month. Those with less than five years of tenure get 3 personal days per year. Those with five or more years of tenure receive 4 personal days per year. Leave taken in excess of allotted sick or personal days will be taken as leave without pay.

Employees can find the full information about time off in our policy manual. For questions about paid holidays, Family Medical Leave Act, Parental Leave, or other leave, please reach out to Human Resources at [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org).

#### Benefits

New hires have 60 days to sign up for primary health insurance. New hires have 30 days to sign up for supplemental insurances. Existing employees can only make changes during open enrollment in the fall or due to certain qualifying events. Please reach out directly to the Employee Benefits Division at 877-815-1017 regarding health insurance and [KDPSbenefits@jtsfinancialservices.com](mailto:KDPSbenefits@jtsfinancialservices.com) for information on dental, vision, and other supplemental offerings.

Contact email [hrtracker@kipdelta.org](mailto:hrtracker@kipdelta.org) for a full listing of what we offer and instructions for signing up. Note that Arkansas Teacher Retirement is the ONLY benefit in which KIPP Delta will automatically enroll employees based on membership status received. Employees must take direct action on all others.

### Cash Management

KIPP Delta implements a variety of internal controls to ensure that cash received at any of its offices or school communities is handled properly. Strong internal controls will help deter fraud and limit KIPP Delta's exposure to waste and abuse.

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Only designated KIPP Delta employees are permitted to accept cash, checks, and coins. Any KIPP Delta employee who is expected to handle cash must be trained by the regional Finance Department before taking on any cash management responsibilities. KIPP Delta employees should notify their manager and the Finance Department any time cash is found to be missing, stolen, or had reason to believe the funds are being misused.

Anyone violating this policy may result in the repayment of the funds, disciplinary action, up to and including termination. The Financial Policy Manual can be found on KIPP Delta Share home page [here](#).

### Conflicts of Interest

KIPP Delta's Board of Directors must approve any purchase or contract that is with a non-administrative KIPP Delta employee, KIPP Delta Board member, and/or their family member. Employees, administrators, officials, or agents shall not solicit or accept gratuities, favors, or anything of a monetary value of \$10 or more from contractors, potential contractors, or parties to sub-agreements including, but not limited to:

- Entertainment;
- Hotel rooms;
- Transportation;
  
- Gifts;
- Meals; or
- Items of nominal value (e.g. items under a retail value of \$10 or more).

If a board member, administrator, or employee has a direct or indirect conflict with an agreement that would be a violation of this policy, then the employee shall file a written statement of disqualification with the KIPP Delta Finance Department and the employee will be removed from the related procurement process.

Anyone violating this policy will be subject to disciplinary action, up to and including termination. The full Financial Policy Manual can be found on KIPP: Delta Share home page [here](#).