



KIPP: DELTA
COLLEGE PREPARATORY SCHOOL

**Student and Family Handbook
2010-2011**



KIPP DELTA

COLLEGE PREPARATORY SCHOOL

Dear Parents and Students,

Welcome to KIPP Delta College Preparatory School! Delta College Preparatory School (DCPS) is not just a school...it is a promise. It is a promise that by the end of their time here, students will be prepared to get to and through the college or university of their choice.

Our core beliefs are that “There Are No Shortcuts” and hard work leads to achievement. Adherence to this philosophy and dedication to learning will reap benefits in the future. KIPP students around the country have earned scholarships to top high schools and are beginning to matriculate to some of the finest colleges around the country. We also believe in educating the “whole child” and place a strong emphasis on teaching positive character traits like kindness and respect.

KIPP Delta College Preparatory School is a choice and it is a commitment. The right to be called a “KIPPster” is an honor and a privilege that is not always easy to bear. Choosing to be a part of KIPP is a life decision. It requires a staunch commitment that will challenge and push you to, and sometimes beyond, your limits. KIPP challenges you to work harder and be nicer every day.

The following booklet is intended as a guide and nothing more. There is much more to KIPP than this document could contain. But we hope this handbook serves as an introduction to the world of Delta College Preparatory School.

It takes a Team & Family—teachers, parents and guardians, and students—to ensure a child’s achievement in school and life. We encourage you to ask questions, spend time at the school, and partake in the shared vision that hard work now will lead to success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jemar Tisby', written in a cursive style.

Jemar Tisby
School Director
KIPP Delta College Preparatory School

Handbook Committee:

Erma Crawford (Parent)
Elise Williams (Parent)
Monica Brown (Parent)

Betty Sanders (Teacher)
Marcus Nelson (Assistant Principal)

Donnesia Clark (Student)
Quentin Murry (Student)

TABLE OF CONTENTS

I. MISSION AND PRINCIPLES.....	5
MISSION	6
FIVE PILLARS.....	6
SCHOOL VALUES.....	7
COMMITMENT TO EXCELLENCE FORM.....	8
II. GENERAL INFORMATION.....	10
STUDENT REGISTRATION AND ENROLLMENT	11
<i>Student Registration</i>	11
<i>Enrollment</i>	11
<i>Transfer Students</i>	12
ATTENDANCE AND ABSENCES	12
<i>Attendance</i>	12
<i>Excused Absences</i>	13
<i>Unexcused Absences</i>	13
<i>Tardies</i>	14
HEALTH AND IMMUNIZATION	15
<i>Health Services</i>	15
<i>Medications</i>	15
<i>Immunizations</i>	16
<i>School Insurance and Liability</i>	16
CHILD NUTRITION.....	17
<i>School Meal Program</i>	17
<i>Meal Eligibility and Payment</i>	17
<i>Packed Lunches</i>	17
TRANSPORTATION	18
<i>Busses</i>	18
<i>Car Riders and Walkers</i>	18
VISITORS.....	19
III. ACADEMIC PROGRAM.....	20
CURRICULUM.....	21
<i>Course Offerings</i>	21
<i>Smart Core Curriculum</i>	23
<i>Concurrent Credit Policy</i>	26
SUMMER SCHOOL	27
SATURDAY SCHOOL.....	27
HOMEWORK AND MAKE-UP WORK.....	27
<i>Homework</i>	27
<i>Daily</i>	27
<i>Holiday Packets</i>	28
<i>Make-Up Work</i>	28
GRADING SCALE.....	29
STANDARDIZED TESTING	29
PARENT COMMUNICATION	29
PROMOTION AND GRADUATION REQUIREMENTS.....	30
<i>Promotion</i>	30

<i>Graduation</i>	31
IV. BEYOND ACADEMICS	32
ACTIVITIES AND ATHLETICS.....	33
<i>Overview</i>	33
<i>Physical Education Excuses</i>	33
<i>Eligibility for After-School Activities</i>	33
FIELD LESSONS AND ENRICHMENT ACTIVITIES.....	35
V. SCHOOL CULTURE AND DISCIPLINE	36
SCHOOL STORE AND SUPPLIES	38
<i>Weekly Paychecks</i>	38
<i>School Store</i>	38
<i>Backpacks</i>	38
<i>Paycheck Codes</i>	38
DRESS CODE	41
TELEPHONE AND TECHNOLOGY	42
<i>Telephone Use</i>	42
<i>Technology Use</i>	42
PERSONAL BELONGINGS	42
FINES AND DAMAGES	43
HARASSMENT AND BULLYING	43
PLAGIARISM AND DISHONESTY.....	45
BUS BEHAVIOR.....	45
DISCIPLINE POLICIES.....	46
RECEIPT OF HANDBOOK.....	47

I. Mission and Principles

Mission

The mission of KIPP Delta College Preparatory School is to empower our students to develop the knowledge, skills, and character traits necessary to pursue a college education and a life of value, joy, and integrity.

Five Pillars

The Knowledge Is Power Program (KIPP) is built on a few simple, fundamental principles.

1. **High Expectations.** KIPP Delta College Preparatory School will have explicitly defined and observable high expectations for academic achievement and conduct that make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.
2. **Choice & Commitment.** Students, their parents, and the faculty of KIPP Delta College Preparatory School have made a choice to be at the school. No one is assigned or forced to attend this school. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.
3. **More Time.** KIPP Delta College Preparatory School knows that *there are no shortcuts* when it comes to helping educationally disadvantaged students succeed academically. A longer school day, a longer school year, and summer school mean more time for students at DCPS to acquire the academic knowledge and skills, as well as broad extracurricular experiences that will prepare them for competitive high schools and colleges.
4. **Power to Lead.** The principal of KIPP Delta College Preparatory School is an effective academic and organizational leader who understands that there are no great schools without great school leaders. The principal has control over the school budget and personnel, allowing him or her to swiftly move dollars or make staffing changes to be more effective in helping students learn.
5. **Focus on Results.** KIPP Delta College Preparatory School will focus unrelentingly on results. Student achievement on tests and other objective measures will substantially outperform district averages, will not make excuses based on demographics, and will enable students to compete at the nation's best high schools and colleges.

School Values

Hard Work

All students can learn. The difference between those who achieve their highest potential and everyone else is not a matter of the intelligence you are born with, but the amount of effort you put forth.

Kindness

Character counts. KIPPsters should follow the “Golden Rule” at all times—treat others the way you want to be treated.

Respect

Teachers will show students respect by giving them their best every day. Students will show teachers respect by giving them their best every day. Respect is the recognition of a sense of worth or excellence in self, others, and the community.

Open-mindedness

The world is a big place. KIPPsters must be willing to try new things, have confidence in unfamiliar situations, and approach different cultures and people without prior stereotypes or judgments.

Responsibility

Responsibility is the foundation for leadership and independence. Rights and privileges only come after responsibility is demonstrated.

Teamwork

Success is never an individual effort. It takes teamwork to achieve our dreams. Given the long hours and high demands of the Delta College Prep School, both teachers and students will need to work as a team to fulfill its goals.

Excellence

We believe that all of our team and family should adhere to high standards of quality. In whatever we do, we strive for excellence.

Integrity

Our goals must be accomplished honestly and earnestly. We must be able to choose right from wrong and know the consequences of each if we are to succeed.

Commitment to Excellence Form

Teachers' Commitment

We fully commit to KIPP DCPS in the following ways:

- We will arrive at DCPS every day by 7:15 A.M. (Mon. – Fri.)
 - We will remain at DCPS until at least 4:00 P.M. (Mon.-Fri).
 - We will come to DCPS on appropriate Saturdays by 8:30 A.M. and remain until at least 1:00 P.M.
 - We will teach at DCPS during the summer.
 - We will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
 - We will always make ourselves available to students, parents, and any concerns they might have.
 - We will always protect the safety, interests, and rights of all individuals in the classroom.
- Failure to adhere to these commitments can lead to our removal from KIPP DCPS.*

SIGNATURE

SIGNATURE

Parents' / Guardians' Commitment

We fully commit to KIPP: DCPS in the following ways:

- We will make sure our child arrives at DCPS every day by 7:25 A.M. (Mon. – Fri.), or boards a bus at the scheduled time.
- We will make arrangements so our child can remain at DCPS until 4:00 P.M. (Mon.-Fri.).
- We will make arrangements for our child to come to DCPS on appropriate Saturdays at 9:00 A.M. and remain until 12:00 P.M.
- We understand that Summer School is mandatory and will ensure that our child attends DCPS Summer School.
- We will always help our child in the best way we know how, and we will do whatever it takes for him or her to learn. This also means that we will check our child's homework every night, let him or her call the teacher if there is a problem with the homework, and try to read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our child to go on DCPS field lessons.
- We will make sure our child follows all of the procedures and policies in the DCPS Handbook.
- We understand that our child must follow DCPS rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments can cause my child to lose various KIPP privileges and can lead to my child returning to his/her home school.

SIGNATURE

SIGNATURE

Student's Commitment

I fully commit to KIPP: DCPS in the following ways:

- I will arrive at DCPS every day by 7:25 A.M. (Mon. – Fri.), or board a KIPP bus at the correct time.
- I will remain at DCPS until at least 4:00 P.M. (Mon-Fri.).
- I will come to DCPS on appropriate Saturdays at 9:00 A.M. and remain until 12:00 P.M.
- I understand that Summer School is mandatory and will attend DCPS during Summer School.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my DCPS teammates and give everyone my respect.
- I will follow and adhere to all of the procedures and policies in the DCPS Handbook.
- I am responsible for my own behavior, and I will follow the teachers' directions.

Failure to adhere to these commitments can cause me to lose various KIPP privileges and can lead to returning to my home School.

SIGNATURE

II. General Information

Student Registration and Enrollment

Student Registration

KIPP Delta College Preparatory School is an open-enrollment public school which accepts students regardless of sex, race, aptitude, or previous school records. Parents and students must be willing to sign and accept the Commitment to Excellence as well as the Non-Negotiable Expectations form. All students who enroll prior to June 1 are accepted for the following year if class size allows. If there are more applicants than spots available, the school holds a lottery of all students with the exception of younger siblings of current KIPP students, who gain automatic acceptance. Students who are not accepted will be placed on a waiting list.

Enrollment

To enroll in a school in the District, the child must be a resident of Arkansas.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Transfer Students

Transfer students may include students from accredited, non-accredited, and home school environments. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

Transfer students may only enter Delta College Preparatory School if a space is available. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

Attendance and Absences

Attendance

Students are expected to be at school and be at school on time. Students who arrive after 7:30 a.m. are considered tardy. Parents of students who miss a day must call their child's teacher by 8:00 a.m. to notify the school. Upon the day of return, students must bring proper documentation explaining the reason for their absence.

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

Under the penalty for noncompliance as shall be set by law, every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) on or before September 15 of that year shall enroll and send the child to a public, private, or parochial school or provide a home school for the child. For the 2009-2010 school year, students may enter kindergarten in the public schools of Arkansas if they will attain the age of five (5) years on or before September 1, 2009. For the 2010-2011 school year, students may enter kindergarten in the public schools of the state if they will attain the age of five (5) years on or before August 15, 2010. For the 2011-2012 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment.

The schools of the District (KIPP Delta Public Schools) shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all

persons between those ages who have been legally transferred to the District for educational purposes.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. Sickness not requiring a doctor's visit will be honored no more than three times per year.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the School Director, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

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

Tardies

Students who arrive at school later than 7:30 a.m. will be considered tardy. Excused tardies will be determined by the criteria stated in the Excused Absences section above. Tardies that do not fall into one the categories described above or tardies where the student does not have an accompanying note from the parent or legal guardian shall be considered unexcused tardies. *Students will be assigned an afterschool detention for each accrued unexcused tardy.*

Health and Immunization

Health Services

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

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

Medications

It is the policy of the Board that no drug or medicinal preparation, except for medicines or medications approved for first aid by the *Arkansas School First Aid Guidelines*, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current, valid doctor's prescription and instructions, as well as a written request from the child's parents are received by the school.

- A. Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the student's name, the name of the drug, the dosage and time to be given, recommended interval between doses and any special instructions.
- B. A "Parent Medication Administration" form MUST be completed by parents before any medications will be administered at school. Handwritten notes are not acceptable.
- C. All medications MUST be in the original container with the student's name on the label. (Pharmacists should provide a second container to be sent to school upon request.) Drugs must not be mixed in a container.
- D. Prescriptions for long-term health problems should be updated at the beginning of

each semester. The designee MUST communicate with the physician and parents regularly regarding students on long-term medications that would have an effect on the student's educational progress such as medication for hyperactivity, epilepsy, etc.

E. Medication requests MUST be made in a designated administrative office.

G. Medication prescribed for three (3) times/day or less WILL NOT be administered at school unless it must be given at a specific time.

Immunizations

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

The requirement for entry into school, irrespective of grade, are at least three doses of Acellular Diphtheria/Tetanus/Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), or Tetanus/Diphtheria (Td Adult); at least three doses of polio vaccine; two doses of Rubella (measles) vaccine; one dose of Rubella (German measles) vaccine; and one dose of Mumps vaccine. Additionally, three doses of Hepatitis B vaccine and one dose of Varicella (chickenpox) vaccine are required before entering Kindergarten. Three doses of Hepatitis B vaccine are required for transfer students (students not in the school district last school year) and students entering the seventh grade.

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

School Insurance and Liability

KIPP Delta Public Schools provide an array of activities, sports, and field lessons in order to provide an extensive education to its students. Participation in these activities carries inherent risks that must be considered. In cases of injury, KIPP Delta, Inc. or its insurance providers are not obligated to respond to all insurance claims. In cases where there is parental consent to participate in an activity or sport, the claim should be handled by the parent's or guardian's insurance. A KIPP Delta Waiver Agreement will be provided to all parents and guardians prior during the registration process.

Child Nutrition

School Meal Program

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

Breakfast is available to students at 7:30 a.m. as they come off the bus or get dropped off. If your child would like breakfast in the morning, please ensure that they arrive by 7:30 a.m.

Lunch is served daily. Students may bring their own lunch from home (please see the section on Packed Lunches below), but parents are not allowed to bring students lunch from a restaurant of any kind.

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

Meal Eligibility and Payment

The cost of meals per child is determined by the family's income according to the Arkansas Department of Education, Child Nutrition Unit. Families must fill out an income form at the start of the year to qualify for free or reduced meals. Those who do not fill out a form will have to pay the full meal fare. The price for meals is contingent upon state and federal reimbursement rates and will be communicated to families at the beginning of the year.

Families may prepay one month at a time. Our system will track each child's food consumption. If your child is absent, eats breakfast at home, or brings a lunch on a particular day, the balance will simply carry forward to be used another day. If, for any reason you are unable to prepay the meals we will generate a bill on the last Monday of every month which can either be sent home with your child or mailed directly to you.

Saturday meals will be free for all students and staff.

Packed Lunches

Students are able to bring lunch from home as long as it is healthy. Healthy means students' lunches from home must be consistent with the USDA food guidelines. Soda, sugary drinks, chips, and candy are not allowed. The school is not able to warm or heat lunches. A sandwich, piece of fruit, and bottled water is a suggested packed lunch for the students.

Transportation

Busses

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

Car Riders and Walkers

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

Visitors

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

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

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

III. Academic Program

Curriculum

Course Offerings

The following course shall be taught annually at each grade level in the middle school.

5th Grade

English Language Arts
Mathematics
Science
Social Studies
Physical Education
Art
Music

7th Grade

English Language Arts
Mathematics
Science
Social Studies
Physical Education
Keyboarding/Technology

6th Grade

English Language Arts
Mathematics
Science
Social Studies
Physical Education
Art
Music

8th Grade

English Language Arts
Mathematics
Science
Social Studies
Physical Education
Career Orientation

The following courses shall be taught annually at the high school for a total of 38 units. Specific course offerings include appropriate Advanced Placement (AP) courses.

Language Arts – 6 units

4 units English
1 unit oral communications or
 ½ unit oral communications and ½ unit drama
1 unit journalism

Science – 5 units

1 unit biology
1 unit chemistry
1 unit physics
(Other options as approved
 by the Department)

Mathematics – 6 units

1 unit Algebra I
1 unit geometry
1 unit Algebra II

1 unit pre-calculus
mathematics to include trigonometry
(Other options as approved
by the Department)

Foreign Languages – 2 units of the same language

Fine Arts – 3 ½ units

1 unit art
1 unit instrumental music
1 unit vocal music
½ unit survey of fine arts of
an advanced art or an
advanced music course

Computer Applications with emphasis on current applications – 1 unit

Social Studies – 4 units

1 unit American history with
emphasis on 20th Century
America
1 unit world history
1 unit civics or
civics/government
(Other options as approved
by the Department)

Health and Safety Education and Physical Education – 1 ½ units

1 unit physical education
½ unit health and safety
education

Career and Technical Education – 9 units of sequenced career and technical education courses (programs of study) representing three (3) occupational areas

Smart Core Curriculum

KIPP Delta Public Schools provide a college preparatory education for all of their students. In order to provide this type of learning environment for your child, we adhere to the “Smart Core” curriculum as outlined by the Arkansas Department of Education (ADE). Smart Core is the required curriculum that is part of Next Step, a state initiative focused on improving Arkansas public schools for all students so they are prepared for life beyond graduation (AR Code 6-18-1602(2)).

Following the Smart Core curriculum presents several advantages for your child. A Smart Core curriculum:

1. Increases the college readiness of all students
2. Minimizes the number of remedial courses a student must take upon entering an institution of higher education
3. Advances the number of students who take the ACT test in high school
4. Increases college participation rates
5. Improves preparation for college and the workforce
6. Increases the course selections in high school
7. Increases the early identification of college ready students
8. Provides a link between what students have learned and what they need to learn

Beginning with the graduating class of 2010 all students will be required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the alternative Common Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student’s permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

The first year of this policy’s implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly

hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 26 units is required for graduation for student participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Smart Core Curriculum

English - 4 units (years)

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Oral Communications – ½ unit (1/2 year)

Mathematics - 4 units (years)

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics
(Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science - 3 units (years) with lab experience chosen from:

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies - 3 units (years)

- Civics or Civics/American Government
- World History
- U.S. History

Physical Education – ½ unit (1/2 year)

Health and Safety – ½ unit (1/2 year)

Fine Arts – ½ unit (1/2 year)

Career Focus – 6 units

Core Curriculum (22 units)

English - 4 units (years)

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Oral Communications – 1/2 unit (1/2 year)

Mathematics - 4 units (years)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable.)

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science – 3 units (years)

- At least one (1) unit of Biology
- A Physical Science

Social Studies –3 units (years)

- Civics or government, 1/2 unit
- World history 1 unit
- U.S. history 1 unit

Physical Education – ½ unit (1/2 year)

Health and Safety – ½ unit (1/2 year)

Fine Arts – ½ unit (1/2 year)

Career Focus – 6 units

Concurrent Credit Policy

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

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

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal Reference: A.C.A. § 6-15-902(c)(2)

A.C.A. § 6-18-223

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Summer School

Students at KIPP Delta College Preparatory School will attend school for three weeks during the summer. During the summer, school runs from 7:30 a.m. to 2:00 p.m. each day, Monday through Friday. Summer School is a required part of the KIPP curriculum. Summer School is used as a kick-off for the next school year, not as remediation for the previous year. Students who do not pass their grade level by the end of the fourth quarter cannot use Summer School to be promoted. Any Summer School days that returning students miss will be counted as unexcused absences, unless they are excused according to the policy in this handbook. In addition, students will have to make up any work they miss and may lose school privileges, such as field lessons and other earned activities.

Saturday School

KIPP Delta College Preparatory School holds Saturday School between fifteen and eighteen times during the year from 9:00 a.m. to 1:00 p.m. Saturday School is a vital part of KIPP and is not an optional day. Saturdays will be used for various purposes, including academic instruction, remediation, assessments, and enrichment activities.

If a student misses Saturday School, students will be required to make-up the time and work after school the following week. Students who miss Saturday School during a particular month will not be eligible for the end-of-the-month field lesson and other earned activities. Students who miss multiple Saturday Schools may not be eligible for the end-of-year field lesson.

Homework and Make-up Work

Homework

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

Daily

- Homework is assigned each and every night in every subject. Students are expected to finish all of their homework every night.
- The school does not distinguish between no homework, incomplete homework, or homework completed without any effort.
- Students who do not complete all of their homework may be required to stay at school after 5:00 p.m.

- Students may also get marked for homework on their paycheck if he or she did not follow the directions the teacher provided.
- Parental signature is required on the student's agenda each day.

Parents should check homework each night for completion and to see if they followed directions. If your child does not understand the work, encourage him or her to solve it themselves, call a teammate, or call a teacher. It is important to monitor the homework, but do not complete it for your child. Teachers are accessible by cell-phone 24 hours a day in case of emergencies. However, students should limit calls to before 9:00 p.m.

Holiday Packets

- Students will receive holiday homework packets each time there is an extended break from school. Students who do not complete these packets will lose privileges and have to make it up.
- Students should work on these packets each day during the break. We want our students' minds to stay in shape. It is healthier to run one mile every day than to sit on a couch for nine days and try to run ten miles on the tenth day. Our minds work the same way.

Make-Up Work

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

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student.
- Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make up their work for each class day they are absent.
- Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
- Students are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

Grading Scale

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

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

Standardized Testing

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

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

ACTAAP Testing: Students must take the state-mandated tests each spring. The Benchmark Exam is a criterion-referenced test which is given only in Arkansas and tests Literacy, Mathematics, and Science (only in 5th and 7th grade). Students may receive a score of *Below Basic, Basic, Proficient, or Advanced*. Proficient or above is considered passing.

Parent Communication

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

Teachers will communicate with the parents of each student during the school year to discuss the student's academic progress. Teachers will have more frequent communication with the parents of students not performing at the level expected for their grade.

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

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

Promotion and Graduation Requirements

Promotion

Students at KIPP Delta College Preparatory School may be retained based on any one of the following four criteria:

- **Classroom Academics:** Students must meet the classroom expectations and demonstrate proficiency or mastery of the curriculum as indicated by report cards.
- **Standardized Testing:** Students who perform significantly below grade level on norm-referenced tests or do not pass the Arkansas Benchmark Exam may be retained.
- **Attendance:** Students are not allowed to miss more than ten days per semester, excused or unexcused.
- **Behavioral Standards:** Students must also meet the behavioral standards set at each grade level before progressing to the next level.

Graduation

ADE 282-17 14.03 States, "Local school districts may require additional units for graduation beyond the (16) Smart Core and the six (6) career focus units. These may be in academic and/or technical areas." KIPP students are required to complete the following requirements to graduate from high school, which sometimes exceed those of the Smart Core.

Required Units:

4 Units English, additionally English must be taken each year

4 Units Mathematics, additionally math must be taken each year:

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

4 Units Science, additionally science must be taken each year:

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

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

- 1 unit of World History
- 1 unit of U.S. History
- 1 unit of Civics
- 1 other unit of social studies to be chosen from an AP social studies course or Government

2 Units of the same foreign language

½ Unit Physical Education

½ Unit Fine Arts

½ Unit Health

½ Unit Oral Communications

Total: 20 Units

Other Requirements:

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

IV. Beyond Academics

Activities and Athletics

Overview

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

Physical Education Excuses

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

Eligibility for After-School Activities

Eligibility each quarter

A student must earn a 9 weeks GPA above a 2.0 and receive no Fs during the previous quarter in order to be eligible to participate in after school activities during the current quarter. As soon as a student has met both of these requirements he or she may return to an activity, provided his or her previous semester grades meet AAA eligibility requirements.

Eligibility rule for two week progress reports

If a student's grades fall below a 2.0 or they receive an F on a 2 week progress report, they will enter a two week period of Academic Probation. During probation they are still be eligible for practice but ineligible to compete unless all of their teachers sign a statement or form declaring that their grades have risen since the two week progress report. If a student remains on academic probation for four weeks, the student will be suspended from after school activities until given permission by their grade-level chair or advisor to resume participation.

Eligibility on the day of a game or contest

In order for a student to be eligible on the day of a game or contest, he or she must have attended school that day, arrived at school and in all of his or her classes on time, and not received any demerits or discipline referrals. In addition, if a student misses class for the game or contest, he or she is responsible for getting all of his or her assignments and making them up on time. If, on the day after a game or contest, a student does not complete make up work or does not complete the work assigned in the classes he or she did attend, the student will be ineligible for the following game or contest.

Contract for Reinstatement

There may be situations where a teacher thinks it will help a student more to stay involved in an after school activity even when the student is academically ineligible to compete. In this situation

- 1) A contract must be filled out explaining how the student will work toward improving their grades and must be agreed to by the teacher, the student, the parent, the activities coordinator and the school director.
- 2) The student is responsible for living up to the terms in the contract in order to maintain their special eligibility.
- 3) The student can practice but remains ineligible to compete or perform in official competitions until the student earns passing grades on his or her next 9 weeks report card.

Eligibility when Absent

A student who has been absent from school, whether it is excused or unexcused, is not eligible to practice or perform that night. In exceptional circumstances and if the absence is excused, a student may request special permission from the Activities Coordinator to participate.

Participating Without Eligibility/Permission

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

Progress Reports

Students are responsible for keeping track of their progress reports to prove to their coaches that their grades continue to render them eligible for practice and competition.

Individual Behavior Infractions

A student may be removed from an activity for egregious individual acts or repeated poor behavior, in consultation with their advisor or grade-level chair and the Activities Coordinator.

Individual Academic Infractions

If a student does not turn in a major assignment, they may lose eligibility for a certain period of time, to be determined by their advisor or grade-level chair and the Activities Coordinator.

Required Forms

Students must get a physical and turn in a signed form from their doctor giving them permission to part pate in any after school athletics. In addition, they must turn in a signed medical release form and a signed eligibility form.

Field Lessons and Enrichment Activities

Learning at KIPP Delta College Preparatory School also expands beyond the walls of the classroom. Students earn the right to participate in several local and out-of-state field lessons every month by working hard and exemplifying the values of the school. Students visit college campuses, historic sites, museums, state and national parks, and other settings that may enrich the students' education.

All of the monthly field lessons help prepare the students for a year-end, weeklong trip, which the students must also earn through hard work and appropriate behavior. The fifth grade end-of-the year field lesson is a five-day cultural and educational trip to Colonial Williamsburg and Washington D.C., where students are able to transfer what they learned in the classroom to the real world. Sixth grades fly west to hike in Bryce National Park, Arches National Park, and witness the Grand Canyon. This trip is a perfect complement to what the students learned all year in Earth Science.

A new trip is developed and implemented with the addition of a new grade level each year. By the year 2010, our inaugural class will have had the opportunity to tour more than twenty college campuses, visit at least fifteen American cities, and travel through states in all regions of the country. Pushing the learning experience beyond the boundaries of the classroom enables students to broaden their appreciation for the wider world waiting for them after graduation. In this manner, learning truly comes alive.

Parents of students who have earned trips will be notified by letter or permission slip. Permission slips must be signed and returned. Due to the expensive cost of the end of year trip, each student will be required to pay \$100.00 to help offset costs. Parents are encouraged to give children's chores to earn the money. Parents may also want to set aside some money each week throughout the year, especially if they have multiple children at the school.

V. School Culture and Discipline

Non-Negotiable Expectations

1. Adherence to the KIPP: DCPS Commitment to Excellence Form

2. Adherence to the KIPP Credo:

If there is a problem, we look for a solution.

If there is a better way, we try to find it.

If a teammate needs help, we give.

If we need help, we ask.

3. The following expectations are implied by lines 5, 6, 7, and 9 of the KIPP Delta College Preparatory School Commitment to Excellence Form:

- WORK HARD. BE NICE.
- Be on-task at **all** times during class. While **anyone** is speaking, this means that students will always have their eyes, ears, and brains on that person.
- Be organized and prepared for **all** classes. Every student should have at least 2 sharpened pencils with erasers, their “Life” binder, Agenda, and paper every day.
- Work should always be completed and presented neatly.
- The KIPP: DCPS heading should be used on all papers.
- All papers should be kept neatly in binders and folders.
- Respond appropriately to all questions. Non-verbal actions matter.
- Conduct oneself in an orderly manner, demonstrating respect to our educational mission, while at KIPP: DCPS or a KIPP: DCPS function.
- Do the right thing without being told, “*Assign Yourself.*”
- The KIPP: DCPS buses are not an entitlement; they are a privilege, which can be earned and can be taken away.
- In-school suspension may be one of the consequences for not adhering to KIPP: DCPS’s expectations, and this consequence ends when the teachers see improvement.

4. Parents and Guardians will be prompt when dropping off and picking up their children from KIPP DCPS or KIPP DCPS functions.

Parent/Guardian signature

Student signature

School Store and Supplies

Weekly Paychecks

Students receive “paychecks” each week. Students earn “Delta Dollars” for mastering the objective for that week or displaying the values of each grade level. They also lose money for failing to complete homework, being off task, talking at inappropriate times, or any other infractions against school policies. Paychecks are generally distributed at the end of each week and must be signed by parents or guardians and returned to the school on the first day of the next week. Students may spend their earned money at the school store or place the money in their “bank accounts.” This is a great way for parents to monitor week-to-week progress of their child.

School Store

Students may purchase school supplies through the school store using money earned on their paycheck. Students who are new to KIPP Delta College Preparatory School will work to earn their first supplies. Once their school Delta Dollar accounts are created, they are encouraged to purchase supplies through the School Store. Students who have accumulated more fines than money they have earned will not be allowed to shop at the school that week.

Backpacks

Students are allowed to bring appropriate sized and styled backpacks. The school administration reserves the right to search students’ backpacks or deny the privilege of bringing a backpack to preserve the safety, organization, and integrity of the school. This will help to ensure that the school is a safe environment for all children and students are only bringing what they need to school.

NOTE: *Students* determine the *size* of the paycheck, not the teachers!

Paycheck Codes

The chart below is a partial list of paycheck codes and behaviors. All paycheck codes are subject to interpretation by school personnel. In addition, some actions or behaviors merit a consequence that is more severe than a paycheck mark and the school will take all necessary steps to ensure that those situations are handled appropriately.

Bonuses

Category	Behaviors
Team and Family	<ul style="list-style-type: none">• Student goes above and beyond• Helps a teammate who is down• Picks up trash, cleaning
Academic Excellence	<ul style="list-style-type: none">• Demonstrates exceptional work• Demonstrates extra effort on work• Answers challenging questions correctly

Asking Questions	<ul style="list-style-type: none"> • Asks original question that encourages others to think
Job	<ul style="list-style-type: none"> • Student has a regular job and earns a weekly salary
Hard Work	<ul style="list-style-type: none"> • Goes above and beyond in demonstrating hard work
Kindness	<ul style="list-style-type: none"> • Performs a random act of kindness • Goes above and beyond in demonstrating kindness
Love of Learning	<ul style="list-style-type: none"> • Demonstrates love of learning that is above and beyond expectations
Responsibility	<ul style="list-style-type: none"> • Exceptionally demonstrates responsibility for herself/himself, a teammate, the school, or his/her community
Excellence	<ul style="list-style-type: none"> • Demonstrates excellence that is above and beyond expectations
Integrity	<ul style="list-style-type: none"> • Demonstrates extraordinary integrity

Deductions

Category	Behaviors
Absent	<ul style="list-style-type: none"> • Not at school for entire day
Tardy	<ul style="list-style-type: none"> • Late for school
Check-out	<ul style="list-style-type: none"> • Checks out of school for any period of time
Delta Yes	<ul style="list-style-type: none"> • Slouching, hands on face • Not tracking • Out of line
Organization	<ul style="list-style-type: none"> • No pencil/only one pencil • No loose-leaf paper • Not having materials out • Searching for homework or materials • Unorganized LIFE, loose papers in LIFE • Improper or no heading
Not Following Directions	<ul style="list-style-type: none"> • Talking in line or restroom • Does not do what the teacher asks the first time
Off Task	<ul style="list-style-type: none"> • Not ready • Playing, not paying attention, doodling
Disrupting Class	<ul style="list-style-type: none"> • Talking out of turn or yelling out • Touching another student • Any inappropriate behaviors for school
Gum, Candy, or Snacks	<ul style="list-style-type: none"> • Brings gum, candy, or snacks in school
Banned Items	<ul style="list-style-type: none"> • Brings a cell phone, MP3 player, video game, or other banned item to school
Uniform	<ul style="list-style-type: none"> • Non-uniform shirt • Wrong-color or inappropriate pants

	<ul style="list-style-type: none"> • Shorts or skirts that are too short • Inappropriate shoes • No belt or wrong-color belt • Jacket on in class • Accessories (e.g., jewelry) are out of dress code • Uniform is not worn neatly (e.g., shirt is untucked)
Non-Verbal	<ul style="list-style-type: none"> • Rolling eyes, sucking teeth • Shrugging shoulders, facial expressions
Laughing at a Teammate	<ul style="list-style-type: none"> • Laughs at, makes fun of, teases or mocks a teammate
Stealing	<ul style="list-style-type: none"> • Steals from a teammate, staff member, or someone else
Lying	<ul style="list-style-type: none"> • Lies to a teammate or staff member • Forges a signature
Violence	<ul style="list-style-type: none"> • Demonstrates violence towards another teammate or staff member
Cheating	<ul style="list-style-type: none"> • Cheats on an assignment • Copies a teammate's assignment • Lets a teammate copy his or her assignment.
Homework for each subject	<ul style="list-style-type: none"> • No homework • Incomplete homework
Signature	<ul style="list-style-type: none"> • No signature on daily agenda
Paycheck Signature	<ul style="list-style-type: none"> • No signature on weekly paycheck
Other	<ul style="list-style-type: none"> • No signature on tests or letters

* All paycheck guidelines are subject to interpretation by school personnel.

Dress Code

All Days*

- The Delta College Preparatory School uniform consists of khaki casual pants or shorts and the appropriate KIPP shirt.
- Shirts are to be tucked in at all times; undershirts must be solid white, black or match the student's shirt color. Students must wear a solid black or brown belt, and clothes must fit and be worn appropriately.
- KIPP sweatshirts must be worn once a student earns a KIPP polo and the collar of the polo must show.
- Shoes must have laces and be tied correctly at all times. Shoes must be solid white or black in 5th, mostly white or black in 6th, and mostly white or black in 7th and 8th grade; ideally they are tennis shoes. Additionally, 7th and 8th grade students may wear brown or black dress shoes.
- Jeans are not allowed Monday through Thursday.
- Students may not wear shorts that are inappropriately short (two inches above the knee) or long.
- Hats, caps, do-rags, and other head coverings are not permitted at the school.
- Braids, dreadlocks, mohawks, designs, and excessively long hair are not permitted on boys.
- Jewelry should be discreet and tasteful. (For example: one watch and one flexible [rubber] bracelet)
- Students should have no more than one ring on each hand.
- Males may not wear earrings or any other type of piercing. Females may only wear one earring per ear (studs are ideal) and may not have any other type of piercing. Earrings must be ½ inch or less in diameter.
- Necklaces must be worn inside shirts.
- No artificial nails are allowed and only clear nail polish may be worn.
- Hair color must be natural.
- Students may not wear make-up with color.
- Students are expected to be well groomed and neat at all times.

Jean Friday

- On non-Saturday School weeks, students may wear plain blue jeans instead of khakis on Friday with the appropriate KIPP shirt. Jeans must be blue; they cannot have an unnatural or faded finish, holes, sequins, embroidery or other decorations. Students may also wear khakis if they do not have jeans that fit the dress code.
- They may also wear shirts that have been earned or purchased on field lessons, at the school store, or on a college campus.
- Shirts are to be tucked in and students must wear belts.

Formal Friday

- On weeks when there is Saturday School, students are expected to dress up (Formal Friday). Gentlemen should wear dress shoes, slacks, a button-down dress shirt, and a tie. A blazer or jacket is optional.

- Ladies may wear dress pants, a dress, or a skirt of appropriate length with stockings and a formal shirt or blouse. All tops should have sleeves; no bare shoulders and no denim please. Shoes must be close-toed.

Saturday

- The uniform on Saturday is the same as Jeans Friday.

Failure to fully comply with the dress code may result in the following actions:

Violation 1- Students will receive a paycheck deduction and lose uniform privileges on Friday and /or Saturday

Violation 2- Parents will be notified and expected to correct the infraction.

Violation 3- Students will not be allowed into class and/or activities until the violation is corrected.

* All uniform guidelines are subject to interpretation by school personnel.

Telephone and Technology

Telephone Use

Students may not bring a cell phone to school, school buses, or school trips. Cell phones that are brought to school or on the school buses will be confiscated and returned on the last day of school.

Students may not use any school phones without permission from a teacher. Students will only be allowed to use the phone in case of an emergency.

Technology Use

Other than personal computers, students may not bring other technological devices to school (this includes iPods, cameras, mp3 players, video cameras, video games, etc.). As with cell phones, students caught with these devices will have them confiscated and returned at the end of the year.

Students will not have access to the school's internet or network resources, including printers, on their personal computers. Unless permission is explicitly given, personal computers should be left at home.

Personal Belongings

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

- Gum, candy, or snacks
- Soda
- Weapons or toy weapons
- Electronic toys and games
- Money
- Cell phones
- Stuffed animals and toys
- Radios, walkmans, MP3 players, etc.
- Any illegal substances including tobacco and alcohol
- Trading cards, baseball cards, or game cards

Any cell phones, mp3 players, electronic games, or other electronic devices brought to school will be confiscated. *The items will not be returned until the last day of the school year.*

Fines and Damages

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

Harassment and Bullying

Bullying and harassment create an atmosphere of fear and intimidation, rob a person of their dignity, detract from the safe environment necessary to promote student learning, and will not be tolerated by KIPP Delta College Preparatory School. Students who bully or harass another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

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

Examples of bullying and harassment may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "compliments" about another student's personal appearance

- 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 race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Stealing or hiding books or belongings
- Deliberate physical contact or injury to person or property
- Uninvited pressure to participate in illegal or unethical activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- Threats of harm to student(s), possessions, or others
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment
- Blocking access to school property or facilities

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

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

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

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

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

Plagiarism and Dishonesty

Dishonesty of any kind is a serious offense at KIPP Delta. Parents will be required to meet with the school, and the school will determine a consequence to fit the offense. Dishonesty includes the following:

- **Lying** about anything, big or small.
- **Forging a signature** on any document, including agenda, permission slips, and discipline forms.
- **Cheating**, including copying another student's work or giving another student his/her work.
- **Plagiarism**, which involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and then passing them off as their own original work.

Bus Behavior

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

- Students must be ready and waiting for the bus at the appropriate stop.
- Students must sit in their assigned seats.
- Students must be silent on the bus.
- Students must keep the aisle clear at all times.
- Students must remain seated at all times.
- Students may not eat or drink on the bus.
- Students may dismiss from the bus only with the bus driver's permission.
- Students must leave the bus cleaner than they found it.

Discipline Policies

KIPP Delta College Preparatory School is intent on minimizing the time that is spent on behavioral issues and maximizing the time that is spent on learning and academics. In addition to school wide expectations, each grade level has a set of unique expectations. As our students continue to change and grow older, our behavioral expectations increase along with our academic expectations. All of the following policies are put in place to create the safest and most academic environment possible.

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

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

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

Other consequences include but are not limited to the following:

- Students will receive a paycheck deduction.
- Parents will be notified.
- Students will lose privileges at KIPP Delta College Preparatory School.
- Students will not be allowed to attend end of the month trips or end of the year of the trips.
- A parent conference may be held.
- Students may be placed in in-school suspension.
- Students may be suspended for a number of days.
- Students may provide community service.

* Students who are expelled from KIPP Delta College Preparatory School may not return to any Arkansas school for an entire school year. In less extreme cases, KIPP Delta College Preparatory School may recommend that the child return to his or her home school.

Receipt of Handbook

I, the undersigned, hereby certify that I have received a copy of the KIPP Delta College Preparatory School Handbook. I have read the Handbook and agree to adhere to its policies and expectations to the best of my ability.

Parent/Guardian Name

Parent/Guardian Signature

Student Name

Student Signature