



KIPP: DELTA
ELEMENTARY LITERACY ACADEMY

**Student and Family Handbook
2010-2011**



KIPP DELTA

ELEMENTARY LITERACY ACADEMY

Dear Parents and Students,

Welcome to KIPP Delta Elementary Literacy Academy! Delta Elementary Literacy Academy (Delta ELA) 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 Elementary Literacy Academy 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 ELA.

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 that reads 'Amanda Johnson'.

Amanda Johnson
School Director
KIPP Delta Elementary Literacy Academy

Handbook Committee:

Nancy Banks (Parent)
Anika Baltimore (Parent)

Jessica Conn (Teacher)
John Bennetts (Teacher)

Natalie Brown (Counselor)
Helen Hull (Nurse)

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I. Mission and Principles

Mission

The mission of KIPP Delta Elementary Literacy Academy is to empower our students to develop the knowledge, skills, and character traits necessary to succeed in our nation's finest secondary schools and colleges and to live 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 Elementary Literacy Academy 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 Elementary Literacy Academy 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 Elementary Literacy Academy 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 Elementary Literacy Academy 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 Elementary Literacy Academy 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

Delta ELA's values are love learning, inquire, tell the truth, explore, respect, achieve, care, and yearn. The values are taught throughout a student's five years at the school. The values are taught using direct instruction during community meetings and are incorporated into classroom lessons and routines. Students receive instruction on the values at each grade level so that students will have internalized the meaning of each value, will be able to demonstrate the values in action, and will be able to transfer those values as they grow older and add more meaning to each value. The culture of KIPP Delta ELA is an essential part in ensuring that students succeed in the academic program.

KIPP Delta ELA's Values		
L	Love Learning	Students will attend school every day and give their best effort because they enjoy learning.
I	Inquire	Students will ask thoughtful questions in order to further their understanding of difficult topics. They will also ask for help, if needed.
T	Tell the Truth	Students will live a life of integrity. Students will keep promises and commitments to themselves and to others.
E	Explore	Students will keep an open mind and explore things that are unfamiliar. They will use exploration to gain knowledge and experience.
R	Respect	Students will demonstrate self-respect and respect to their teammates and others.
A	Achieve	Students will achieve at high levels. Students will strive for greater achievement year after year.
C	Care	Students will care for themselves and their environment. They will be servants of their community.
Y	Yearn	Students will yearn for a life of joy.

Commitment to Excellence Form

Teachers' Commitment

We fully commit to KIPP Delta Elementary Literacy Academy in the following ways:

- We will do whatever it takes to ensure that our students develop the knowledge, skills, and character traits necessary to succeed in the nation's finest secondary schools and colleges and to pursue a life of value, joy and integrity.
- We will always protect the safety, interests, and rights of all students and staff.
- We will be constant learners working to improve our teaching.
- We will continuously communicate with students and families and make ourselves available to address questions or concerns.
- We will live and teach the values of KIPP Delta and KIPP Delta ELA.
- We will arrive at Delta ELA every day by 7:15am and remain until 5:00pm (Mon., Tues., and Thurs.), 3:00pm (Wed.), and 4:00pm (Fri.).
- We will teach at KIPP Delta ELA on appropriate Saturdays throughout the year and during the summer.
- We will make sacrifices necessary for KIPP Delta ELA and the Team and Family.

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

Teacher's Signature

Parents'/Guardians' Commitment

We fully commit to KIPP Delta Elementary Literacy Academy in the following ways:

- We will always help our child in the best way we know how, and do whatever it takes for him or her to learn. This means we will check our child's homework every night, let our child call the teacher if homework help is needed, and read with our child every night.
- We will ensure that our child arrives at KIPP Delta ELA every day by 7:30am or boards a bus at the scheduled time.
- We will arrange for our child to remain at KIPP Delta ELA until 4:00pm daily.
- We will ensure that our child attends KIPP Delta ELA on appropriate Saturdays throughout the year and during the summer.
- We will continuously communicate with the school and always make ourselves available to our child, the school, and any concerns they might have. This means that we will notify the school if our child is going to be late or miss school, we will notify the school if our contact information changes, and we will carefully read all the information that the school sends home to us.
- We will allow our child to attend KIPP Delta ELA field lessons.
- We will ensure that our child adheres to the KIPP Delta ELA dress code.
- We understand that our child must follow the KIPP Delta ELA rules so as to protect the safety, interests, and rights of all students and staff.
- We, not the school, are responsible for the behavior and actions of our child.

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

Parents'/Guardians' Signature

Parents'/Guardians' Signature

Student's Commitment

We fully commit to KIPP Delta Elementary Literacy Academy in the following ways:

- I will always work, think, and behave in the best way I know how, and I will do whatever it takes to learn and help my teammates learn.
- I will complete my homework every night and call my teacher if I need help or have a question.
- I will arrive at KIPP Delta ELA every day by 7:30am or board a bus at the scheduled time.
- I will remain at KIPP Delta ELA until 5:00pm (Mon., Tues., and Thurs.), 3:00pm (Wed.), and 4:00pm (Fri.).
- I will attend KIPP Delta ELA on appropriate Saturdays throughout the year and during the summer.
- I will raise my hand and ask questions in class if I don't understand the lesson.
- I will follow the KIPP Delta ELA dress code.
- I will follow the KIPP Delta ELA rules and live the KIPP Delta ELA values so as to protect the safety, interests, and rights of all students and staff.
- I will tell the truth and take responsibility for my behavior and actions.
- I will work hard every day to become a better person and a better student.

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

Student's Signature

II. General Information

Student Registration and Enrollment

Student Registration

KIPP Delta Elementary Literacy Academy 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.

Students may enter Kindergarten if the student will attain the age of five (5) years on or before August 15, 2010. Any child not five (5) years old on or before August 15, 2010, must meet all of the following requirements in order to be eligible for enrollment into Kindergarten during the 2010-2011 school year: the child must turn five (5) no later than September 15, 2010, and the child must have attended a state-approved pre-Kindergarten program for at least one hundred (100) days during both the 2008-2009 and 2009-2010 school years.

Students who enroll in KIPP Delta from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the school to determine their appropriate grade placement.

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

Curriculum

KIPP Delta ELA's instructional vision best encapsulates the school's curriculum.

Delta ELA Instructional Vision

KIPP Delta Elementary Literacy Academy believes that literacy is the foundation of all learning. Rigorous instruction of state and national literacy standards and the continuous use of data will drive the mastery of standards across all content areas. Reading, writing, thinking, speaking, and listening are the vehicles through which students will develop a love of learning, an understanding of the world around them and the means to be change agents. Delta ELA students will enter middle school with a solid literacy foundation that will allow for success in any academic area of study.

Delta ELA focuses on strong literacy instruction across all subject areas. Literacy is defined as reading, writing, thinking, speaking, and listening. It is essential that the entire team and family of Delta ELA establish a culture of literacy. Students are encouraged to read a book or an alphabet chart as they wait for the bus in the mornings, teachers share their personal writing with students, parents are encouraged to speak with their child often about various topics, and visitors are encouraged to share the first book with which they fell in love.

Our focus on literacy does not mean that students do not receive strong instruction in math, science, and social studies. In fact the focus on literacy only helps to accelerate student achievement in subjects that aren't typically viewed as having much to do with literacy.

All students in Kindergarten and first grade receive instruction in reading, language arts, mathematics, science and social studies. Each core subject has areas of focus that will carry a student from kindergarten through fourth grade.

Subject	Topics of Study
Reading	Comprehension Word Study Vocabulary Fluency
Writing	Pre-Writing Drafting Revising Editing Publishing
Mathematics	Numbers and Operations Algebra Geometry Measurement Data Analysis and Probability
Science	Nature of Science (Characteristics and Processes) Earth and Space Science Life Science Physical Science
Social Studies	Geography Civics History (Including Arkansas History) Economics

Literacy is not confined to reading and writing. Students are taught literacy in all of the subject areas. Students are explicitly taught literacy and practice previously taught literacy skills in all of the subject areas.

Content Subject	Literacy Focus
Mathematics	Expository Writing Fictional Reading Oral Presentation
Science	Research Nonfiction Reading Expository Writing Oral Presentation
Social Studies	Research Nonfiction Reading Expository Writing Persuasive Writing Oral Presentation

Delta ELA students also receive instruction in other classes at least once a week. Those classes have been chosen to best meet the instructional vision and to meet Arkansas state requirements.

Additional Classes	Areas of Focus
Math Lab	Mathematical Problem Solving
Spanish	Foreign Language Acquisition
Art	Visual Art
Music	Vocal Music

Summer School

Students at KIPP Delta Elementary Literacy Academy 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 Elementary Literacy Academy 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 Elementary Literacy Academy. 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 in during recess in order to complete any missing or incomplete assignments.
- 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 Blytheville, 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.

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

Beginning, Middle, and End of Year Testing: All students will take the Measures of Academic Progress (MAP) test each fall, winter, and spring. Students will be tested in Reading and Mathematics. 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 from test to test.

Spring Testing: Students in Kindergarten and first grade will take state-mandated Stanford-10 series each spring. Students will be tested in Reading, Mathematics, Language, Science, Social Science, Spelling, Listening, and Thinking Skills. This test is a norm-referenced test which enables us to compare our students to students across the country. The test also shows students growth from year to year.

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 Elementary Literacy Academy 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.

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 ELA also expands beyond the walls of the classroom. Students earn the right to participate in several local, regional, and out of state field lessons every month by working hard and exemplifying the values of the school. Students visit historic sites, zoos, museums, college campuses, state and national parks, and other settings that may enrich the students' education. All of the field lessons are designed to enhance the curriculum and to prepare students for success in future endeavors.

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

Students will have the opportunity to earn an End-Of-Year trip. Parents of students who have earned this trip will be notified by letter or permission slip. Permission slips must be signed and returned.

Due to the expensive cost of the end of year trips, each student will be required to pay a fee. Parents are encouraged to give children's chores to earn the money. Parents may also want to set aside some money each week throughout the year, especially if they have multiple children in the district.

V. School Culture and Discipline

Non-Negotiable Expectations

Non-Negotiable Expectations

1. Adhere to the KIPP Delta ELA Commitment to Excellence Form
2. Live the KIPP Delta ELA values:
 - Love learning
 - Inquire
 - Tell the truth
 - Explore
 - Respect
 - Achieve
 - Care
 - Yearn
3. Adhere 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.*
4. Abide by the following expectations:
 - WORK HARD. BE NICE!
 - Treat all books and other classroom materials with care.
 - Be on-task at **all** times during class.
 - Look at the person who is speaking.
 - Be organized and prepared for school. Every student should have at least 2 sharpened pencils, an eraser, crayons, and writing paper **every day**.
 - Work should always be completed neatly and on time.
 - Use the KIPP Delta ELA heading on all papers.
 - All work and materials should be kept neatly in cubbies, seat sacks, folders, backpacks, or desks.
 - Respond appropriately to all questions. What you say and do are part of your actions.
 - Conduct oneself in an orderly manner, demonstrating respect to yourself, your teachers, your family, and your school, while at KIPP Delta ELA or a KIPP Delta ELA event.
 - Do the right thing without being told, *“Assign Yourself.”*
5. Follow the bus rules and procedures. KIPP Delta buses are not an entitlement; they are a privilege, which can be earned and taken away.
6. Parents or guardians will be prompt when bringing their child to KIPP Delta ELA or a KIPP Delta ELA event, and when picking up their child from KIPP Delta ELA or a KIPP Delta ELA event.

Parent/Guardian Signature

Dress Code

The KIPP Delta ELA uniform consists of khaki pants or shorts and the KIPP Delta ELA uniform shirt.

- Students must have their shirts tucked in at all times and must wear a belt.
- Clothes must fit and be worn appropriately.
- Shorts must be knee length.
- White or black tennis shoes must be tied properly and worn daily. Sandals, flip-flops, boots, or tennis shoes with wheels are not allowed.
- In classrooms, only KIPP Delta ELA uniform shirts or sweatshirts may be worn as an outer garment.
- Shirts worn under the KIPP Delta ELA uniform shirt, if seen, must be white.
- Jeans are not allowed Monday through Thursday.
- Hats, caps, do-rags, and other head coverings are not permitted at the school.
- Braids, dreadlocks, and long hair are not permitted on boys.
- Girls may only wear stud earrings. Boys may not wear earrings.
- Necklaces must be worn inside shirts.
- Watches that don't make a sound may be worn.
- Artificial nails or nail polish is not allowed.
- Hair color must be natural.
- Students may not wear make-up.
- Students are expected to be well groomed and neat at all times.

Friday:

- Students may wear plain blue jeans instead of khaki pants on Friday with a uniform shirt. Jeans must be blue and not have logos, designs, sequins, embroidery, or other decorations.
- 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.
- Tennis shoes should be tied at all times.

Saturday:

- Students may dress casually, but appropriately, on Saturdays.
- Shoes should be tied at all times.
- Shirts must have sleeves and hang past the waist.
- Pants must be pulled up.
- Clothes must fit and be worn appropriately.

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

Violation 1: Student and/or parents will correct the problem immediately.

Violation 2: Student and/or parents will correct the problem immediately and student will be marked on their classroom behavior system.

Violation 3: Student and/or parents will correct the problem immediately and student will lose Friday and Saturday dress code privileges.

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.*

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.

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 Blytheville 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 Blytheville. 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 Elementary Literacy Academy 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 Elementary Literacy Academy students will be held accountable to the standards and policies on the preceding pages of this handbook.

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

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

Other consequences include but are not limited to the following:

- Parents will be notified.
- Students will lose privileges at KIPP Blytheville 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 Elementary Literacy Academy may not return to any Arkansas school for an entire school year. In less extreme cases, KIPP Delta Elementary Literacy Academy 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 Elementary Literacy Academy 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