Dear Students and Families,

Welcome to KIPP Forrest City College Preparatory School! KIPP Forrest City College Preparatory School (FCCP) is not just a school…it is a promise. It is a promise that, by the end of their time here, our students will be academically prepared for college and possess the character traits that will enable them to succeed in whatever endeavors they may choose.

Our core beliefs are that all students will learn and that working hard and being nice are the keys to success. 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 colleges.

KIPP Forrest City College Preparatory School is a choice and 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.

This book contains expectations for our student KIPPsters and parent KIPPsters as well. This version of the handbook represents our most thorough review of school policy to date. We strive to be as transparent as possible with our policies, expectations, and information. Thoroughly reading and understanding this handbook is a first and critical step to success at KIPP Forrest City College Preparatory School.

It takes a Team and Family, including teachers, families, and students to ensure 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 pay off in the future.

Sincerely,

Marcus Nelson
School Director
KIPP Forrest City College Preparatory School

Handbook Committee:
Marcus Nelson (School Director), Allecyn Gay (Dean of Instruction)
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KIPP Delta Public Schools: The mission of KIPP Delta is to create and support schools that empower students from high poverty communities to develop the knowledge, skills, and character traits necessary to pursue a college education and a life of value, joy, and integrity.

KIPP Forrest City College Preparatory School: The mission of KIPP Forrest City College Preparatory School is to empower our students to develop the essential knowledge, skills, and character traits 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 Public Schools 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 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 Public Schools 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 both to the school and to each other to put in the time and effort required to achieve success.

3. **More Time.** KIPP Delta Public Schools 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 KIPP Delta Public Schools to acquire the academic knowledge and skills, as well as the broad extracurricular experiences that will prepare them for competitive high schools and colleges.

4. **Power to Lead.** The principals of KIPP Delta Public Schools are effective academic and organizational leaders who understand that there are no great schools without great school leaders. She has control over his school budget and personnel, allowing her to swiftly move dollars or make staffing changes to be more effective in helping students learn.

5. **Focus on Results.** KIPP Delta Public Schools will focus unrelentingly on results. Student achievement on tests and other objective measures will substantially outperform district averages. Our schools will not make excuses based on demographics, and will enable students to compete at the nation’s best high schools and colleges.

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

**Optimism:** *expecting the best in the future and working to achieve it*
- Gets over frustrations and setbacks quickly
- Believes that effort will improve his or her future

**Zest:** *approaching life with excitement and energy; feeling alive and activated*
- Actively participates
- Shows enthusiasm
- Invigorates others

**Grit:** *finishing what one starts; completing something despite obstacles; a combination of persistence and resilience.*
- Finishes whatever he or she begins
- Tries very hard even after experiencing failure
- Works independently with focus

**Curiosity:** *taking an interest in experience for its own sake; finding things fascinating*
- Is eager to explore new things
- Asks and answers questions to deepen understanding
- Actively listens to others

**Social Intelligence:** *being aware of motives and feelings of other people and oneself*
- Able to find solutions during conflicts with others
- Demonstrates respect for feelings of others
- Knows when and how to include others

**Gratitude:** *being aware of and thankful for the good things that happen*
- Recognizes and shows appreciation for others
- Recognizes and shows appreciation for his/her opportunities

**Self-Control—School Work:** *regulating what one feels and does; being self-disciplined in school work*
- Comes to class prepared
- Pays attention and resists distractions
- Remembers and follows directions
• Gets to work right away rather than procrastinating

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

• Remains calm even when criticized or otherwise provoked
• Allows others to speak without interruption
• Is polite to adults and peers
• Keeps temper in check
Teachers’ Commitment
We fully commit to KIPP FCCP in the following ways:
• We will arrive at FCCP every day by 7:45 A.M. (Monday through Friday).
• We will remain at FCCP through dismissal Monday-Friday and through 6:15 p.m. on Wednesday Professional Development.
• We will come to FCCP on appropriate Saturdays for earned field lessons each month.
• We will teach at FCCP during Summer School.
• We will always teach in the best way we know how, we will do whatever it takes for our students to learn, and work together for our school to be successful.
• We will always make ourselves available to students, families, 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.

________________________  ______________
SIGNATURE                   DATE

Parents’ / Guardians’ Commitment
We fully commit to KIPP FCCP in the following ways:
• We will make sure our child arrives at FCCP every day by 8:00 A.M. (Monday through Friday) or boards a bus at the scheduled time.
• We will make arrangements so our child can remain at FCCP until 4:00 P.M. (Monday through Friday).
• We will make arrangements for our child to come to FCCP on appropriate Saturdays for earned Field Lessons each month.
• We will ensure that our child attends the entirety of FCCP Summer School.
• We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child’s homework every night, sign their agenda, paychecks, progress reports, and other required documents, let him/her call the teacher if there is a problem with the homework, and try to read with him/her every night.
• We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
• We will make sure our child follows all of the procedures and policies in the FCCP Handbook.
• We understand that our child must follow FCCP 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.

________________________  ______________
SIGNATURE                   DATE
Student's Commitment

I fully commit to KIPP FCCP in the following ways:

• I will arrive at FCCP every day by 8:00 A.M. (Monday through Friday) or board a KIPP bus at the correct time.
• I will remain at FCCP until 4:00 P.M. (Monday through Friday).
• I will come to FCCP on appropriate Saturdays for earned Field Lessons.
• I will attend the entirety of FCCP 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 FCCP teammates and give everyone my respect.
• I will follow and adhere to all of the procedures and policies in the FCCP 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.

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

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

KIPP Delta Public Schools staff will accept applications until a lottery is held in early June. During the application period, interested families will be able to meet with KIPP Delta Public Schools staff and review the expectations of the school. The school will admit no pupils, with the exception of siblings, until the application period has ended and the lottery has been conducted. If the number of students applying is fewer than the number of available spots that year, the school will accept all applicants and may accept applications and enroll additional students until the available spots are filled.

If the number of applicants to the school exceeds the school’s capacity to serve them, the school will use a random lottery to determine who is accepted and the order of the waiting list.

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

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

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

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

1. KIPP Delta shall request the parent, guardian, or other responsible person to furnish the child’s social security number and shall inform the parent, guardian, or other responsible person, that, in the alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education. The parent, guardian, or other responsible person will provide the district with one (1) of the following documents indicating the child’s age:
   a. A birth certificate;
   b. A statement by the local registrar or a county recorder certifying the child’s date of birth;
   c. An attested baptismal certificate;
   d. A passport;
   e. An affidavit of the date and place of birth by the child’s parent or guardian;
   f. United States military identification; or
   g. Previous school records.
2. The parent, guardian, or other responsible person will indicate on school registration forms whether the child has been expelled from school in any other school district or is currently involved in an expulsion proceeding.
3. The child will be age-appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization will be by a certificate of a licensed physician or a public health department acknowledging the immunization.
4. Each new student will provide the most recent report card from his or her previous school to assure that the student is placed in the correct grade level.

KIPP Delta will not use, display, release, or print a student’s social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or to a student’s parent or guardian without the express written consent of the student’s parent if the student is a minor or of the student if the student is eighteen (18) years of age or older; or make a student’s social security number available by reading the magnetic strip or other encoded information on the student’s identification card.
The above paragraph shall not apply to educational records that are transferred to or between the Arkansas Department of Education, other public schools or school districts, or other governmental agencies as allowed or required by federal law, state law, or State Board of Education rule.

Transfer Students

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

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 KIPP Delta staff to determine the student’s appropriate grade placement.

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

Attendance Policy

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

The minimum age for enrollment for a public school in Arkansas is age 5 on or before August 1st. The age for attending public schools in Arkansas is between 5 and 21. Students are expected to be at school and be at school on time. Students who arrive past 8:00 a.m. are considered tardy. Parents of students who miss a day must call the student’s teacher before 8:00 a.m. on that day.

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

Absences

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the School Director or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.
The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the School Director.

Death or serious illness in their immediate family;

Observance of recognized holidays observed by the student’s faith;

Attendance at an appointment with a government agency;

Attendance at a medical appointment;

Exceptional circumstances with prior approval of the principal; or

Participation in an FFA, FHA, or 4-H sanctioned activity;

Participation in the election poll workers program for high school students.

Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Executive Director or designee.

Absences granted, at the Executive Director’s discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

**Unexcused Absences**

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

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

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

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

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

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

**Make-up Work**

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

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

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement.

**Tardiness**

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

**Closed Campuses**

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

**Attendance Requirements for Students in Grades 9-12**

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

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

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

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

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

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

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

Immunizations

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

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

The requirements for entry into school are:

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

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

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

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

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

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

**Student Illness/Accident**
If a student becomes too ill to remain in class and/or could be contagious to other students, the School Director or designee will attempt to notify the student’s parent or legal guardian. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

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

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

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

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

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

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

**School Insurance and Liability**

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

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

**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 8:00 a.m. as they come off the bus or get dropped off. If your child would like a breakfast tray in the morning, please ensure that they arrive by 8:00 a.m.

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

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

**Meal Eligibility and Payment**

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.

**Packed Lunches**

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

Neither candy nor gum is allowed on campus. If students want to bring drinks onto campus, only water is permitted. Students may not bring juice, soda, soft drinks, or juice mixes. Students may not bring juice, soda, soft drinks, or juice mixes. Should students bring prohibited food or drink items to school, they will be taken away and disposed. Students seen eating gum or candy will also be issued consequences including, but not limited to, school-wide detention, loss of privilege in activities, or cleaning campus grounds.
TRANSPORTATION

**Busses**

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

**Car Riders and Walkers**

Students may be dropped off or picked up from school by designated adults. Students may walk to and from school if parents or guardians give permission. Please send a note along with the student if they are able or supposed to walk or if they are getting picked up by a different adult on any given day. Furthermore, please note that students may not be picked up early from school after 3:45 p.m. given student safety concerns at the end of the day.

**Student Vehicles**

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

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

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

**Visitors**

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

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

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

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

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

- Core Curricula:
  - Eureka Math
  - Saxon Math at grades 5-8.
  - KIPP Wheatley at grades 5-8.
- Science Fusion at grades 5-8.
- Supplemental Curricula:
  - Phonics Blitz and Achieve 3000 when appropriate at grades 5-8.
  - Accelerated Reader at grades 5-8
  - IXL at grades 5-8
  - Khan Academy at grades 5-8
Course Offerings

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

5th Grade
Reading
Writing/Language
Mathematics
Science
Social Studies
Physical Education
Art
Music
Keyboarding

6th Grade
Reading
Writing/Language
Mathematics
Science
Social Studies
Physical Education
Art
Music
Keyboarding

7th Grade
Reading
Writing/Language
Mathematics
Science
Social Studies
Physical Education
Art or Music
Technology/Keyboarding

8th Grade
Reading
Writing/Language
Mathematics
Science
Social Studies/AR History
Physical Education
Art or Music
Career Orientation
Keyboarding

Course Selection and Changes

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

Smart Core Curriculum and Graduation Requirements for the Classes of 2015, 2016, and 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. Those
students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. 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 Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

**GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or 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.

**SMART CORE: Sixteen (16) units**

- English: four (4) units - 9th, 10th, 11th, and 12th
- Oral Communications: one-half (1/2) unit
- Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
  - Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
  - Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
  - Algebra II
  - Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses
  (Comparable concurrent credit college courses may be substituted where applicable)
- Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units - 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- 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: three (3) units

• at least one (1) unit of biology or its equivalent
• one (1) unit of a physical science

Social Studies: three (3) units

• Civics one-half (1/2) unit
• World history, one (1) unit
• American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics - one half (½) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

**Smart Core Curriculum and Graduation Requirements for the Class of 2018 and Thereafter**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in
seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. 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 Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or 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.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more KIPP Delta approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English: four (4) units - 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics - one half (½) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

**CAREER FOCUS:** - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- 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: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note**: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of KIPP Delta and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Graduation

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

Required Units:

4 Units English, additionally English must be taken each year
4 Units Mathematics must be earned in grades 9-12.
- 1 unit of Algebra I (if Algebra I was taken in middle school it is not required at the high school though 4 units of high school math are still required for graduation.)
- 1 unit of Geometry
- 1 unit of Algebra II
- 1 unit of math beyond Algebra II to be chosen from an AP math or Pre-Calculus

4 Units Science, additionally science must be taken each year
- 1 unit Biology, with lab experience
- 1 unit Chemistry, with lab experience
- 1 unit Physics, with lab experience
- 1 other unit of science to be chosen from an AP science course or Physiology and Anatomy

4 Units Social Studies, additionally social studies must be taken each year
- 1 unit of World History
- 1 unit of U.S. History
- 1 unit of Civics (1/2 unit of Civics and 1/2 unit of Economics for Co2014 and beyond)
- 1 other unit of social studies to be chosen from an AP social studies course or Government

2 Units of the same foreign language
1/2 Unit Physical Education
1/2 Unit Fine Arts
1/2 Unit Health
1/2 Unit Oral Communications
Total: 22

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

Concurrent Credit Policy

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

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

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

Promotion

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

- **Classroom Academics:** Students must meet the classroom expectations and demonstrate proficiency or mastery of the curriculum as indicated by report cards.
- **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. For high school students, any student deficient more than 1.5 credit units will be retained. Students who fail courses will be considered credit deficient until those credits are recovered.

Academic Improvement Plans

Students in grades 2-11 who do not score proficient or above on Benchmark Exams, End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in an Academic Improvement Plan (AIP) so they can receive credit for the course. Additionally, students in grades K-12 who do not meet adequate growth on other standardized tests shall upon the recommendation of the School Director also participate in an Academic Improvement Plan. The lack of participation in the AIP shall result in the student’s retention in their present grade.

Summer School
Students at KIPP Forrest City 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. Students will have to make up any work they miss during Summer School and may lose school privileges, such as field lessons and other earned activities.

**Saturday School**

KIPP Forrest City College Preparatory School no longer has mandatory Saturday School Classes. If students need extra help with any academic work, he/she may be asked to attend Saturday Sessions to receive extra help. Teachers will contact parents or guardians if their child is in need of extra tutoring or remedial help on Saturdays.

Monthly field lessons will also take place during the regular school day. Our district calendar denotes when grade levels will take their monthly field lessons. Some of the places our students will visit are college campuses, museums, libraries, theaters, and amusement parks. Students who earn Saturday field lessons are required to attend. We believe that the learning that takes place during Field Lessons is just as important as the learning that takes place during the school week.
HOMEWORK

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

Daily
Homework is assigned each and every night. Students are expected to finish all of their homework every night. The school does not distinguish between no homework, incomplete homework, or homework completed without any effort. Students who do not complete all of their homework may be required to stay at school after 4:00 p.m. Willful and persistent refusal to complete homework will be treated as a disciplinary matter. Students may also get marked for homework on their paycheck if he or she did not follow the directions the teacher provided.

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

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

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

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

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

**Advanced Placement**

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

A = 100 – 90  
B = 89 – 80  
C = 79 – 70  
D = 69-60  
F = 59 and below

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

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 point  
F = 0 points

For a student to be eligible to receive weighted credit for an AP course, the student’s course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.
Additionally, for students taking AP courses to receive weighted credit as described in this policy they must take the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

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

**Standardized Testing**

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

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

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

**Parent Communication**

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

Teachers will communicate with the parents of each student during the school year to discuss the student’s academic progress. Teachers will have more frequent communication with the parents of students not performing at the level expected for their grade. In addition, parents are encouraged to access student records through our Parent Portal on PowerSchool.
Throughout the course of the year, teachers will send home a few different types of written communication to ensure that parents are aware of what is happening at school. Here is a brief overview of each type of communication:

- **Agendas**: Students are expected to have a signed agenda every morning when they bring back their completed homework. Please only sign the agenda if homework is written down in it and students have shown you their completed work.

- **Paychecks** (not used by the high school): Paychecks are sent home every Tuesday and get deposited on Wednesday mornings once they have a parent and student signature. Paychecks that are returned late are not deposited into students' bank accounts.

- **Progress Reports**: Progress Reports are sent home every week on Mondays and are expected back the next day with a signature. Please feel free to write any comments or contact teachers if you have questions about the Progress Reports.

- **Report Cards**: Report Cards come out four times a year. After the first, second, and third marking periods, the school holds a Report Card Night. Parents or guardians must pick up Report Cards at this time. At the end of the year, Report Cards are mailed home.

- **Discipline Forms**: In the event of repeating or severe behavioral infractions, students will receive a Discipline Form. These forms are sent home with a teacher and administrator signature and must be returned the next day with a parent signature.

- **Field Lesson Letters**: Any time a student is invited on a trip, they will receive a permission slip and will need to bring it back with a signature.

- **Written Letters**: The school sporadically sends home letters to communicate information and upcoming events at school. Most often students are expected to return a corner ticket or other signature to confirm that their parent or guardian received the letter. These will usually be sent home on Tuesdays.

- **Email**: We have pushed to gain access to every parent email address. Bi-weekly announcements and periodic general messages are sent via email to families to keep in constant communication. Families without an email address may come to the office and assistance will be given on gaining access. Families without Internet access are also welcome to come to school to use one of our school computers.

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

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

BEYOND ACADEMICS

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

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

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

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

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

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

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

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

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

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

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

Eligibility on the Day of a Game or Contest:

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

Eligibility When Absent:

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

Participating Without Eligibility/Permission:

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

Individual Behavior Infractions:

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

Individual Academic Infractions:

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

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

**Field lessons and Enrichment Activities**

Learning at KIPP Forrest City 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 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. A new trip is developed and implemented with the addition of a new grade level each year. By the year 2018, 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 different 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 fee, usually $100.00 fee. Parents are encouraged to give children chores to earn the money. Parents may also want to set aside some money each week throughout the year, especially if they have multiple children at the school.

**Student Organizations/Equal Access**

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- The meeting must occur during non-instructional time;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
All meetings held on school premises must be scheduled and approved by the School Director. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

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

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

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

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

Other than the items listed above, students may not bring technological devices to school. This includes, but is not limited to cameras, video cameras, and video games. Should students choose to bring these devices to school, the same policy applied to confiscated cell phones will be applied consistently.

Students will not have access to the school’s Internet or network resources, including printers, on their personal computers.

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

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

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

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

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

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

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

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

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

KIPP Delta 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 Forrest City College Preparatory School including extracurricular and athletic activities.
- Students will not be allowed to attend end of the month trips or end of the year of the trips.
- A parent conference may be held.
- Students may be placed in in-school suspension.
- Students may be suspended for a number of days.
- Students may provide community service.

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

Student Discipline Generally

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

Non-Negotiable Expectations

1. Adherence to the KIPP FCCP 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.*
The following expectations are implied by lines 5, 6, 7, and 9 of the KIPP Forrest City 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. Students should be sitting properly during class time (e.g., no heads on their desk; feet on the floor).
- Be organized and prepared for all classes. Every student should have at least two sharpened pencils with erasers and paper in their notebooks every day.
- Work should be completed and presented neatly. The KIPP heading should be used on all papers. All papers should be kept neatly in binders and folders.
- KIPPsters must complete homework daily to the best of their abilities. Homework should be written neatly in the agenda provided by the school.
- Students will be receiving an independent reading book during the first weeks of school. They are expected to have a book on their reading levels in a plastic bag (for protection) at all times.
- Do the right thing without being told. “Assign Yourself.”
- Respond appropriately to all questions. Tone, reactions, and non-verbal actions matter.
- Walk quietly and orderly inside any building.
- Act appropriately on the bus. The KIPP FCCP busses are not an entitlement; they are a privilege, which can be earned and can be taken away.
- We must maintain integrity by doing the right thing without being told. KIPPsters are KIPPsters in and out of school. Our actions once we leave the building matter just as much as they do inside of the school building.

Parents and Guardians will be prompt when bringing their children to FCCP or FCCP functions, and picking up their children from FCCP or FCCP functions.

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Parent/Guardian signature  
Student signature
Bus Behavior

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

1. **Stay silent.** There is no talking on the bus. We value safety and respect. The driver will be able to focus on a safe ride home more if students are quiet. Furthermore, students who want to read or have a peaceful ride home deserve that opportunity.

2. **Stay in assigned seats and keep feet out of aisle at all times.** There are no exceptions to this rule. Do not get out of your seat to help a teammate with a window, to clean out someone else’s trash, or anything else. Furthermore feet must be out of the aisle, as feet sticking out create a trip hazard. Staying in your assigned seat is the only way we can guarantee students a ride home and will prevent any confusion on the bus.

3. **Backpacks must be carried in front and seated on laps.** Riding public transportation is all about respecting the people around you. Keeping your belongings in front of you will ensure that no one is unintentionally hit or bumped. Keeping your backpack on your lap will help ensure that your belongings stay in your possession and are not kicked or lost under a seat.

4. **Leave it better than you found it.** This applies to school, life, and certainly the bus. You will be responsible for your assigned seat. Each day the seat will be checked and it should be free of paper, pencils, trash, wrappers, writing, etc. Take pride in your seat. It will be yours for the year.

5. **Windows may be let down, but must end up.** However, please be respectful of the people behind you as the wind will be in their face. Also, only move the window when the bus is at a complete stop. Most importantly, in concordance with leaving it better than you found it, the window must be up before you exit the bus.

6. **Food, candy, and drinks must be consumed off the bus.** Under no circumstances is it acceptable for any food, gum, candy, drinks etc. to be eaten on the bus routes. It only takes one bump of the bus for something to get caught in your throat, food to go down the wrong pipe, or drinks to spill. This is for your safety first and for cleanliness second.

7. **Greet your driver and be appreciative.** The expectation is that students and drivers greet each other upon boarding the bus with a friendly good morning, hello, good evening, how are you today, etc. Upon exiting the bus, student should at the very least say thank you, but respectful creativity is applauded such as have a great day/night, much obliged, thanks and see you tomorrow, etc.

8. **Riding the bus is a great time to read and study.** Many students have long rides and a quiet bus is a great place to read and do some extra studying. However, any writing must be done off the bus. All writing utensils (and anything else sharp) must remain in backpacks. This is a serious safety hazard and besides your handwriting will be awful.
9. **Respectful Dismissal.** When the bus arrives at school, wait until the bus driver has turned to face you and dismisses the bus. Ladies will be dismissed first. If a student on the window seat needs to get off first, the aisle seat should step out and step back to let the person off the bus.

**Disciplinary Action**

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

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

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

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

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

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

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

The preceding paragraph also applies to student conduct while on school busses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student’s parent or legal guardian.

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

Disruption of School

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

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

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

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

Weapons and Dangerous Instruments

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

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

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

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

**Tobacco and Tobacco Products**

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

**Drugs and Alcohol**

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

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

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

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

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

Dress Code

Students at KIPP Forrest City College Preparatory School are expected to follow our dress code at all times so they take pride in their appearance and can focus on learning while at school. All clothes must fit and be worn appropriately. Students are expected to be well groomed and neat at all times.

- **Shirts**: Each grade-level at FCCP has a different uniform shirt to wear during the year. Shirts are earned at the beginning of the year by demonstrating the values at that grade level. Before students have earned their shirt, they are to wear the shirt from the previous year or, if they are new to KIPP, a plain white polo shirt. Shirts and undershirts are to be tucked in at all times.
- **Pants**: Students are to wear khaki pants, capris, shorts, or skorts. Students may not wear shorts or skorts that are inappropriately short (two inches above the knee).
- **Belts**: Students must wear a belt every day that they have belt loops on their pants. No distracting/large logos or buckles are allowed.
- **Sweatshirts and Jackets**: KIPP sweatshirts may be worn as long as the collar of the KIPP shirt is showing. New to KIPP students may wear a plain grey, black, red, or white sweatshirt in class until they earn their KIPP shirt. Otherwise, no non-KIPP sweatshirts or jackets are permitted to be worn within the classroom.
- **Shoes**: Students are to wear tennis shoes or solid black or brown dress shoes each day. Shoes must have laces and be tied correctly at all times or have Velcro and be fastened at all times. Rain/snow boots may be worn to school but students must change into tennis shoes when they arrive at school. No sandals are permitted to be worn with regular uniform.
- **Jewelry**: Students may wear discreet and professional bracelets and rings provided that they are not deemed a distraction by the teacher. Earrings must be small and hoops must be one inch or smaller. Females may only wear one earring per ear and may not have any other type of piercing. Necklaces must be worn inside shirts. Males may not wear earrings or any other type of piercing within the building.
- **Makeup**: No artificial nails are allowed. Solid colored nail polish is allowed. No designs are allowed on nails. Students may not wear make-up with color.
- **Hair**: Hair styles (including facial hair) must be well-groomed and professional in appearance. Hair color must be one’s own natural color. Hats, caps, do-rags, and other head coverings are not permitted at the school. Buzzed or shaved designs are not allowed. Eyebrows must remain natural. No hair/eyebrow parts allowed.
- **Purses and handbags**: Purses and handbags should be small or medium sized.
Professional Days:
On special occasions, students must wear professional dress clothing. Other dress code guidelines that are not explicitly stated below (including, but not limited to, hair and makeup) are the same on Fridays.

- **Gentlemen**: Gentlemen must wear dress pants and dress shoes (no sneakers or unprofessional boots). They must wear a dress shirt with tie, jacket, vest, or sweater. Polo shirts are not permitted on Fridays. Dress shirts must be tucked in at all times and a belt must be worn.
- **Ladies**: Ladies must wear a dress, a dress shirt with a skirt, or a dress shirt with dress pants (no jeans). Dress shoes without a heel must be worn (no sneakers, sandals, or unprofessional boots). Dress shirts should not have any type of printed words or pictures. Jewelry may be worn, but must be tasteful and discreet.

Jean Days:
On some Field Lessons or special occasions, students may wear blue jeans instead of the regular uniform.

- **Jeans**: Students may wear plain blue jeans instead of pants on Friday. Jeans must not have writing on them, nor may they have holes or rips. They cannot have an unnatural or faded finish, sequins, embroidery, or other decorations. Jeans may not be jeggings nor may they be skinny jeans. Jeans must fit appropriately (not tight fitting or too baggy). Jeans may not be tucked into shoes or boots.
- **Shirts**: Students may wear KIPP shirts, college shirts, or shirts purchased on a field lesson. Shirts must be tucked in. Shirts may not be too tight.
- **Sweatshirts**: Students may wear KIPP or college sweatshirts or jackets over their shirts. Other outerwear is not permitted.

Birthdays:

- If a child’s birthday lands on a school day, s/he is allowed to wear professional attire rather than a KIPP shirt. The birthday child may not wear jeans or t-shirts, professional dress attire only. Students are not mandated to dress in professional attire on their birthday, but they do have the option to do so.

* All uniform guidelines are subject to interpretation by school personnel.
* If a student is not able to meet the above guidelines on special dress days, they should simply wear their uniform instead.

Failure to fully comply with the dress code will result in consequences that may include loss of Friday uniform privileges, parent conferences, and an inability to attend class. Willful and persistent failure to follow the dress code will be treated as a disciplinary matter.

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

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

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

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

**Student Sexual Harassment**

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

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

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.
Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

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

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

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

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

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

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

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

**Bullying**

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

Definition:

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

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

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

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

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

**Cyberbullying**

To the extent practical, steps shall be taken to educate KIPP Delta students’ awareness and response to Cyberbullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Cyber-bullying by a student at KIPP Delta Public Schools directed toward another KIPP Delta student or staff member is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its pupils in a safe environment. KIPP Delta Public Schools prohibits acts of cyber-bullying by KIPP Delta students or staff through the use of any KIPP Delta-owned, operated, and supervised technologies. “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

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

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

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

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

**Suspension from School**

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

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

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

1. Prior to any suspension, the School Director or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts to the School Director or his/her designee. Generally, notice and hearing should precede the student’s removal from school, but if prior notice and hearing are not feasible, as where the student’s presence endangers persons or property or threatens
disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

3. Written notice of suspension and the reason(s) for the suspension shall be given to the student. Notice of the suspension, its duration, and any stipulations for the student’s re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. When possible, such notice shall be given in writing and delivered to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

4. Any parent, legal guardian, or person acting as a parent shall have the right to appeal to the Executive Director, which appeal shall be promptly submitted in writing to the Executive Director.

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

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

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

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

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

**Expulsion from School**

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

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

3. Activity off campus, criminal or otherwise, that is of such a nature that student’s presence on campus could be reasonably expected to cause a substantial disruption to school or endanger the welfare of other students or staff. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature.

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

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

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

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

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

Delegation of Authority

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

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

6. The Executive Director or School Director may impose detention on students.

7. The Executive Director or School Director may suspend students in accordance with the student suspension policy described herein.

8. The Executive Director or School Director may initiate and carry out the expulsion procedures with respect to a student in accordance with the student expulsion policy described herein.

Parental Grievance Policy

Matters Related to Expulsion or Suspension

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

Matters Unrelated to Suspension or Expulsion

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

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

Only if a parent has not received satisfactory attention to the matter, after following the above-mentioned procedure, may the parent engage the Executive Director. In doing so, the parent must first deliver written communication to the Executive Director which describes the matter to be discussed. The Executive Director will then set up a phone call or meeting as appropriate.
The goal of this process is to ensure that concerns of parents are addressed at the appropriate level, and in an organized manner.

**Parental Involvement Policy**

We are committed to working together to provide the best education for your children. Please review our current Parental Involvement Plan. We encourage and need your input in making our school the best it can be. Thank you for staying involved in your child’s education. We look forward to a successful year. If you have any questions, please call our school.

**Statement of Purpose:**

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

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

**Strategies**

- Provide parents with information about parental involvement via the student handbook, visitation day, or open house and parent letters.
- Provide parents with opportunities to give input and suggestions for revision of the district or school plan.
- Provide parents with a copy of the district’s parental involvement plan.

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

**Strategies**

- Compile documents providing information on how parents and guardians can assist their children in studying and learning at home.
- Post relevant articles about parenting and schools in the web.

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

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

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

- Strategies
  - Notify parents through letters home, the school’s website, parent-school organization meetings and other means of the status of the faculty and staff regarding the highly qualified and meeting required standards.
  - Notify parents, via a letter, if their teacher or paraprofessionals in their child’s classroom are not highly qualified.

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

- Strategies
  - Provide opportunities for parents interested in volunteering.
  - Provide activities at a variety of times.
  - Utilize a variety of communication techniques to enhance parent participation.
  - Provide opportunities to evaluate and identify barriers to successful parental involvement.
PARENT AND STUDENT SIGNATURES

Please confirm you have received, read, and understand the 2015-16 handbook by signing and returning this page OR by completing this brief online survey on or before August 31, 2015.

I, the undersigned, hereby certify that I have received a copy of the 2015-2016 KIPP Delta Handbook. I have read the Handbook and agree to adhere to the homework, attendance, discipline, and parental involvement policies included within to the best of my ability.

____________________________
Parent/Guardian Name

____________________________
Parent/Guardian Signature

____________________________
Student Name

____________________________
Student Signature