



STUDENT & PARENT HANDBOOK

2023-2024

Academic School Year

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Dear Parents and Students,

Welcome to KIPP OKC College Prep! We are about to embark on an exciting and well-planned journey. As you already know, KIPP OKC College Prep is committed to a level of achievement that is second to none. We prepare your child to have an opportunity to go to and through college.

This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus of each minute of every day. Please review the policies with your child and keep it handy so that you may refer to it when necessary.

I am looking forward to a powerful and positive year! Please feel free to reach me at any time. My number is listed in the directory along with all the other Team & Family at KIPP OKC College Prep.

Sincerely,

Michael Carter, Jr.

Interim Executive Director & School Leader

Student Culture Overview

KIPP Oklahoma Public Schools' Culture in a Nutshell...

KIPP Oklahoma is defined by a culture of academic and character excellence. Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose —college, career, and beyond—so they can lead fulfilling lives and build a more just world. Engaging instruction and predictable systems drive a positive climate that is joyful, urgent, and focused. All members of the Team – students, staff, and parents – work as one to achieve that mission.

Classroom Conditions

At KIPP Oklahoma, we intentionally cultivate teachers that understand the importance of what they do and say. The daily practices in their classrooms strongly influence how students experience school, their perceptions about themselves, and the effort they put into their work. How connected students feel to their classmates, how meaningful their work seems, and what they believe about their potential for success strongly influence their willingness to engage in learning. While we have always known that the same student in two different classrooms can have completely different experiences, it turns out those outcomes are not necessarily linked to that student's ability but to the mindsets and strategies fostered by the teacher in each class through the environment that the teacher creates. Research shows that students with stronger mindsets and strategies have higher academic performance and grades.

Relationships – the key expectation messages

At KIPP Oklahoma, we believe in the power of relationships. We explicitly and implicitly convey to scholars:

1. This is important.
2. You can do it.
3. I won't give up on you.
4. You belong here.

We want scholars to feel supported and heard.

Non-Negotiables

These are the non-negotiables that we expect of our scholars on a day-to-day basis (unless otherwise instructed):

1. Follow all directions the first time, all the way.
2. Raise your hand to respect all voices.
3. Cell phones should not be seen or heard during classes.
4. Stay in your seat unless given permission.

Rewards & Incentives

Paychecks

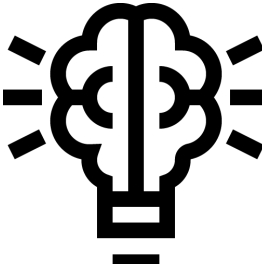
At KIPP Oklahoma, we believe strongly that students should be rewarded for making good choices and displaying the school's values. Paychecks are our way of documenting student behavior throughout the year. Here's how they work:


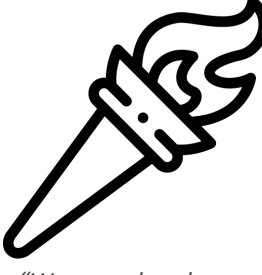

- Every week students earn G.L.U.E points that can be used towards the school's incentives and rewards.

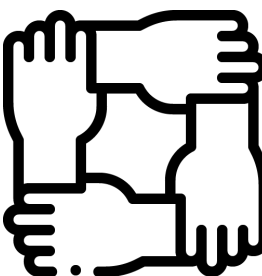
- If the student makes good choices, they will earn G.L.U.E points. If a scholar is having to be redirected, then they will earn a correction which will deduct points.
- Students may earn GREAT Dollars on their paychecks for displaying actions and behaviors in alignment with our GREATness values (Grit, Responsibility, Energy, Appreciation, Team). Each GREAT Dollar earns a student \$1 on their paycheck.
- Creativity, Voice, Hope, Love, Community
- Students may get deductions from their paychecks for disrupting learning, failing to complete assignments, or making poor choices. The amount of money deducted depends on the severity of the infraction.
- Every night, the student will come home with their current paycheck total written down on their agenda next to their homework. The parent must sign the agenda confirming that they saw their child's paycheck total. The total will not indicate what behaviors occurred. Parents should call their child's homeroom teacher to request details. For any Level 3 or Level 4 deductions, the teacher who assigned that deduction will contact the parent directly that evening.
- Every week, the student will come home with a complete report of their paycheck from the previous week. It will contain comments and details about all GREAT Dollars and deductions.

Character Dollars Creativity, Voice, Hope, Love, Community

The table below outlines common student behaviors that should warrant a GREAT Dollar on their paycheck. This list is certainly not exhaustive - our students surprise us in the best ways every day.

Dollar Value	Student Mindsets	Student Behaviors
Creativity  <i>"We use our gifts and talents to challenge and enrich the world in which we live".</i>	<ul style="list-style-type: none"> - Effort and hard work now will improve my future. - Practice makes perfect – greatness is a habit. - I have the power to bounce back and keep small things small. 	<ul style="list-style-type: none"> - High-level responses that show critical thinking and incorporate evidence. - Making a mistake and fixing it based on feedback. - <i>Top scores/performance</i> - Pushing through obstacles - Showing maximal effort on classwork/assessment - Challenging self to go beyond set expectations - Completes additional practice problems - Goes beyond the page limit - Includes additional examples/evidence/reasoning

<p>Voice</p>  <p><i>"We use our voices to advocate for ourselves and those who do not have the power to advocate".</i></p>	<ul style="list-style-type: none"> - I am in control of my outcomes. - Mistakes are opportunities to get better, as long as I take responsibility. - I must do the right thing, even when no one is watching. 	<ul style="list-style-type: none"> - Consistent work completion - Making a mistake and fixing it based on feedback - Asking a teacher for help (in class or by phone) - On time and present every day - Prepared for learning - Resolving problems and conflicts appropriately - Appropriate use of tech/social media
<p>Hope</p>  <p><i>"We never lose hope. We never give up".</i></p>	<ul style="list-style-type: none"> - I have a love of learning. - I have strengths. - Trying new things can create opportunities. - Every minute counts. - I work hard and persevere through adversity. - I have strengths and use these to my advantage. - I never give up. 	<ul style="list-style-type: none"> - High-quality participation - High quantity of participation - High engagement with online opportunities - Showing urgency with classroom procedures - Asking questions to deepen learning
<p>Love</p>  <p><i>"We boldly love ourselves and each other".</i></p>	<ul style="list-style-type: none"> - I am thankful that KIPP is a safe place to learn and that my teachers care about my future. - Good things happen to those who make good choices. - When given opportunities, I take advantage. - I boldly love and respect myself. - I take care and appreciate my teammates at school. 	<ul style="list-style-type: none"> - Showings a positive attitude consistently - Requesting extra practice - Participating in optional practice - Exhibiting excitement for online/in-person learning - Displaying kindness when interacting with peers and teachers - Gratitude towards school staff and peers - Participating in shout-outs on online learning

<p>Community</p>  <p><i>"We recognize that we are better together and that everyone has something to contribute".</i></p>	<ul style="list-style-type: none"> - All of us will learn. - Great teams can switch from fun to focus quickly. - I belong in this academic community. - My team has my back. - My success is my team's success. 	<ul style="list-style-type: none"> - Helping and encouraging your teammates - Working hard to contribute to homeroom challenges - Leading by example during classroom procedures - Positive attitude during team activities in class or online - Participating well in partner practice - Participating in discussion boards
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KIPPisms & KIPP Language

KIPPMATIZE = KIPP LANGUAGE and BELIEFS

KIPPisms are a common language and are used as teaching points for numerous academic and character lessons.

KIPP CREDO

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

If there is a better way, we find it.

If a teammate needs help, we give.

If we need help, we ask.

STAR

This is students' posture and behavior during instruction. It helps students stay engaged in learning. STARing is an expectation in every learning environment.

- Sit up straight. We do not allow student to "loungue" in their chairs.
- Track the speaker.
- Ask questions. Answer questions. Attention.
- Ready to Learn.

KIPP LANGUAGE

- Do the right thing because it is the right thing to do.
- Actions speak louder than words.
- Be the constant, not the variable.
- Climb the mountain to and through college.
- Reach beyond the stars.

- Reach for the stars.
- Team always beats individual.
- All of us will learn.
- Assign yourself.
- Team and Family.
- Always active. Never passive.
- Own your words and actions.
- Give and get help.
- Growth mindset.
- 3 Ds: Desire, Discipline, Dedication.

KIPP LANGUAGE (definitions)

- KIPPster – a student at a KIPP school
- College – a cohort that is assigned a college name to represent one of our alumni
- Shine – (waving fingers at someone, like “spirit fingers”) We send love to show our support when someone does well, and when someone is struggling.
- On Boom – (Teachers will extend arm upward with a fist to show “boom”) Staff can throw a boom in a hallway, gym, or outside to silence a large group of students. Teachers and staff may say, “Exit the room on boom, please.”
- Snaps – Students and teachers snap fingers in class when a student “digs deep” and gives an exceptional answer. This can be done individually or in unison.
- Praise – class claps in unison to “praise” a student/group for great work and/or effort
- Thunder Clap – form of praise performed by a whole group
- Basketball Clap – form of praise performed by a whole group
- Firework Clap – form of praise performed by a whole group

KIPP OKC Commitment to Excellence

Teachers Commitment:

We fully commit to KIPP OKC College Prep in the following ways:

- We will arrive at school every day by 7:30 A.M. (Monday - Friday).
- We will remain at school until 5:00 P.M. Monday-Friday and attend staff, PLC and grade-level meetings every Friday.
- We will teach in the best way we know how, and we will do whatever it takes for our scholars to learn.
- We will make ourselves available to scholars and parents with any concerns they might have.
- We will protect the safety, interests, and rights of all individuals in the classroom and school.
- We will communicate with parents, scholars, and staff in a timely and respectful manner.
- We will review data and schedule meetings with parents and scholars.
- We will attend all required professional development.

Parents/Guardian Commitment:

We fully commit to KIPP OKC College Prep in the following ways:

- We will make sure our child arrives at KIPP OKC every day by 7:30 A.M. (Monday - Friday).
- We will make arrangements so our child can remain at KIPP OKC until 4:00 P.M. (5th-8th Grade) 3:00 P.M. (Pre-K, Kindergarten, 1st Grade) (Monday, Tuesday, Wednesday, and Thursday) and until 2:30 P.M. on Friday.

- We will make arrangements for our child to attend tutorial days, Saturday School, and after school tutoring.
- We will ensure that our child completes homework every night and packets during extended breaks
- 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, let him/her call the teacher if there is a problem with the homework, and complete the required reading every night (no calls after 7pm).
- We will always make ourselves available to our children, and the school for any concerns they may have. This also means that if our child is going to miss school, we will notify the main office as soon as possible, and we will read carefully all of the information that the school sends home to us.
- We will allow our child to go on KIPP OKC field trips.
- I will follow the KIPP OKC dress code: Uniform polo shirt, single colored sweatshirt/hoodie (blue or black only), KIPP cardigan (when needed), navy or khaki pants, brown or black belt with shirt tucked in, and closed toed shoes.
- I am responsible for my own behavior, and I will follow the teachers' directions the first time they are given.
- We will ensure that our child shows respect for the physical campus, school technology and all other school property. We understand that our child must follow KIPP OKC rules to protect the safety, interests, and rights of all individuals in the classroom. We are responsible for the behavior and actions of our child.
- We will always communicate with KIPP staff in a respectful manner.
- We will review and sign grade reports, report cards, Student Growth Reports, and schedule as well as attend meetings with teacher teams.

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

Scholar Commitment:

I fully commit to KIPP OKC College Preparatory in the following ways:

- I will arrive at KIPP OKC every day by 7:30 A.M. (Monday - Friday).
- I will remain at KIPP OKC until 4:00 P.M. (5th-8th) 3:00 P.M. (Pre-K, Kinder, 1st Grade) (Monday, Tuesday, Wednesday, and Thursday) and until 2:30 P.M. on Friday.
- I will come to KIPP OKC on Saturdays, stay for after school tutoring, attend virtual sessions, and tutorial days when invited by my teachers.
- I will attend KIPP OKC during summer school when invited
- I will work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow scholars and me to learn. This also means that I complete all my homework and study every night, I will call my teachers if I have a problem with the homework or a problem coming to school, I will ask questions in class if I do not understand something.
- I will communicate with my parents, teachers, and KIPP staff about any concerns I 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 behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP OKC teammates and teachers, and give everyone my respect.
- I will follow the KIPP OKC dress code: Uniform polo shirt, single colored sweatshirt/hoodie (blue or black only), KIPP cardigan (when needed), navy or khaki pants, brown or black belt with shirt tucked in, and closed toed shoes.
- I am responsible for my own behavior, and I will follow the teachers' directions the first time they are given.
- I will attend the growth table and or In School Suspension (ISS) if I make choices that put me there. While there, I will reflect on my choices so I can learn how to better support my learning community.
- I will communicate with teachers, staff, parents and fellow scholars in a respectful manner in person and on social media.

- I will provide my parent/guardian with growth reports and report cards and return signed the following school day.

I understand that failure to adhere to these commitments can cause me to lose various KIPP privileges and can lead to returning to my home school.

Routines and Procedures

Classroom Procedures

There are some classroom procedures that are consistent across all KIPP classrooms, some systems that are consistent across grade levels and some that are unique to each classroom. The following procedures are starting places for classrooms and should be followed by all students.

First Five is always on BOOM.

- 1) Pick up Do Now. Do Now is available for pick up as soon as students enter the doorway (or for Upper School could be posted on the board).
- 2) Write tonight's homework on your HW Sheet/Agenda. Nightly assignment is posted somewhere within the room.
- 3) Set up your desk. Follow the classroom procedures for where to put your homework, writing utensils, and other class materials.
- 4) Work hard on the Do Now. The Do Now is not idle or "vacation time." Students should be visibly working hard during this time with pencils moving and eyes on your Do Now.
- 5) Assign Yourself: No Questions! Students may not ask questions during the Do Now. Your teacher will choose not to answer you because this time is used to set yourself up for success through organization and completing your Do Now.

Last Five is always on BOOM.

- 1) Put your heading on tonight's homework. Students put their name, college and date on top of their homework.
- 2) STAR for directions for tonight's homework. Students should read directions for homework and/or go over any verbal directions.
- 3) Put tonight's homework into your Trapper Keeper. Students click open Trapper Keepers and file their homework into the correct section.
- 4) Leave your area better than you found it. Student quickly check their general area to make sure there is no trash on the floor, personal items left behind and that desks are straight.
- 5) STAR. Wait to be dismissed for the transition. Student reset in STAR to be dismissed in an orderly fashion.

Student Organization System

- All KIPP students use a Trapper Keeper for organization.
- Trapper Keepers contain the following:
 - o Pencil bag with 5 writing utensils (#2 pencils for 5th and 6th grade) (Markers/sharpies will be confiscated)
 - o Weekly HW sheet
 - o 5 Dividers (one for each subject)

- o Novel
- o Vocabulary flipbook
- o Writer's notebook (1 subject) and Reader's notebook (composition)
- o A package of post-its (for novel annotations)
- Trapper Keepers should be carried to class and used to help KIPPsters organize their homework and study materials.
- KIPPsters should "clear out" their materials for each subject on at least a weekly basis and file items in their subject binders.

Hand Signals

Hand signals allow for students to get the attention of a teacher without distracting the teacher or disturbing the class. KIPP hand signals are as follows.

Request	Signal
Bathroom	2 Fingers Crossed
Need a Pencil	1 Finger Straight in Air or Hold Pencil Up
Tissue	Hand Over Nose
Novel or Book Check Out	Sign Language "B"

Hall Passes

Hall passes are designated for a certain assigned area and attached to a lanyard. When a student leaves a classroom, he or she must have assigned lanyard hung around his or her neck or held in their hand. There should never be more than one student out of a classroom at a time. If a student needs to go to an area for which a hall pass is not available, your teacher may choose a paper pass, but does not have to do so. Any student in the hallway without an appropriate pass (including community service) may receive an Out of Area deduction.

Hall Passes – 1 of Each Per Classroom

- Boys' Restroom
- Girls' Restroom
- Front Office
- General

Restroom Procedures

Morning Arrival

- Students are permitted to use the restroom during morning arrival/breakfast from 6:50 – 7:25am. The restroom will open at 6:50am and be monitored until 7:25am.
- Students may leave the cafeteria to use the restroom once granted permission. Permission is granted only for an appropriate hand signal.

During Class

- All Students take individual restroom breaks and have 6 free restroom credits per week. These restroom credits are tracked on the weekly HW sheet (Lower School) or in the student's agenda (Upper School).
- If a student needs to use the restroom past his/her 6 free credits (without a medical note), he/she will be charged an Emergency Restroom deduction.
- Students are not permitted to use the restroom during the first or last 10 minutes of class.
- Only one student is allowed out of class at a time.
- If a student needs to use the restroom, she/he should place his restroom tracker on his/her desk and use the proper hand signal to alert the teacher of his need.
- The teacher will address the student.
- Once the restroom tracker has a teacher signature, the student will sign out by the front door, the student may pick up the hall pass and exit the classroom to use the restroom.
- Students should be sure to leave the restroom cleaner than they found it.
- Lost restroom tracker may only be replaced by the child's Assistant School Leader – with an automatic Work Hard Academy for the next day.

Lunch

- Students are permitted to use the restroom during their lunch period.
- Students may leave the cafeteria to use the restroom once granted permission. Permission is granted only for an appropriate hand signal.
- Students are not "charged" a bathroom credit if they use the bathroom during lunch.

BUS POLICY

- KIPP OKC College Prep will provide buses to transport returning former KIPP OKC South students to KIPP OKC College Prep from Southern Oaks Library 6900 South Walker Avenue.
- Buses will depart from Southern Oaks Library at 6:45pm. All students should report to this location by 6:40am. It is the responsibility of the parent/guardian to get their student to school if they are late or miss the bus.
- KIPP OKC College Prep also offers bus transportation from the Ralph Ellison Library located at 2000 NE 23rd Street. Seats are limited and arrangements to ride the bus must be made with the school administration by calling (405) 849-9700.
- Students who have not made prior arrangements with the school to ride the bus will not be allowed to ride. Arrangements from both pick up locations MUST be pre-arranged.
- If a student is not in their first period class by 7:30am because they were late for the bus, it is considered tardy.
- If a student is unable to come to school because they were late for the bus, it is considered an unexcused absence.

Student expectations while on the bus:

- Remain seated at all times
- Body parts, personal belongings, etc. will stay inside of bus windows
- Will not engage with other vehicles in any manner from the windows of the bus
- Voices should be kept to a whisper (no one else should be able to hear your conversation)
- All direction provided by the bus driver will be followed for the first time
- There will be no physical contact between students while on the bus

If a student is not meeting bus expectations, the parent/guardian must be notified and the student could lose bus privileges/receive a consequence at school. Losing bus privileges will not be a valid reason for absences from school.

TARDY POLICY

Students are considered tardy if they are not in their first period class by 7:30am. After this time, the teacher will only accept students into the classroom with a yellow tardy pass.

KIPP OKC College Prep values the learning experiences that take place in the classroom environment and considers them to be meaningful and an essential part of its educational system. Tardiness tends to disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and

exchange of ideas among students, and between teachers and students. Therefore, classroom punctuality is considered to be an integral part of the students' course of study.

A tardy, defined as not being in the classroom, becomes an absence after five (5) minutes of class time has elapsed. Tardiness for only administrative reasons will be excused. Three tardies to any class will result in the student being charged with an unexcused absence. All tardies accumulate for each semester in each class. Students displaying excessive tardy behavior each semester may be disciplined as follows:

- 1) Three (3) tardies in a class:
 - a. 2 hours of BNA
- 2) Six (6) tardies in a class
 - a. Parent contact made by the administrator
 - b. 2 hours of BNA
- 3) Nine (9) tardies in a class
 - a. Conference with parents and School Leader
 - b. 1 day of ISS
- 4) Twelve (12) tardies in a class
 - a. Conference with parents and School Leader
 - b. 2 days of ISS

Tardy Student Check-In

Students and families commit to the school hours by signing the Commitment to Excellence. Attendance and punctuality are critical to a student's learning.

- If a student arrives after 7:30am, they are considered tardy.
- After 7:30am tardy students will be checked in by the morning duty monitor in the front office. They will report to their assigned area with a laminated yellow late pass. Students who are late may not report to class without this pass for ANY reason.
- Students are not permitted into class without a laminated yellow late pass. If a student does not have a laminated yellow pass, they must report to the office to check in.

Morning Procedures

Morning Arrival

- The school doors open at 7:30am. Students who arrive before 7:30 am must remain outside or in their vehicle until the doors are opened.
- Are scholars to report to the gym for morning arrival in grades (5-8), elementary scholars report to the cafeteria.
- Breakfast is from 7:30am – 8:00 am. Breakfast stops serving at 8:15am.
- Students may talk quietly.
- Students transition to their first class at their designated time.

No students are permitted outside of the cafeteria or monitored classroom without a teacher at any point during the morning.

Elementary School	Middle School
At designated time, each college is transitioned to their first period by their teachers at 8:00am.	At designated time, each college is transitioned to their first period by 8:00am.
All students should be inside their class by 8:00pm.	All students should be inside their class by 8:00am.
No students should wait in the hallway for directions.	No students should wait in the hallway for directions.

Students should bring the following items from home: Backpacks, change of clothes, homework and school supplies.	Students should bring the following items from home: Trapper Keeper, novel, sack lunch and any other items they need for that day's classes. Small purses are permitted for female KIPPsters to carry feminine products.
Once students are in their first period classes, they should put their belongings in their cubbies and get ready for morning meeting.	Once students are in their first period classes, they should put any papers to be collected on the top right hand corner of their desks, their agenda on the top left hand corner and begin the class Do Now independently. Sack lunches should be collected and placed in the college's lunch bin (at the appropriate time a student may collect the lunch bin and take it down to lunch). Teachers will take attendance online and on paper.
Teachers should circulate and collect any returned forms and check for signed homework sheets. Unsigned homework sheets or students without 5 sharpened pencils will be assigned WHA for that day.	Teachers should circulate and collect any returned forms and check for signed agendas. Unsigned agendas, missing agendas, and students without 5 writing utensils will be assigned WHA for that day.

IMPORTANT PARENTAL INFORMATION

Admission Policy

Admissions to KIPP OKC College Prep will be a cooperative decision between students, parents, and teachers. Students and parents must choose to enroll in KIPP OKC College Prep instead of remain 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. KIPP OKC College Prep will enroll students whose legal residence is within the boundaries of the Oklahoma City Public Schools District ("District") or those students who transfer to the District, and who submit a timely application, unless the number of applications exceeds the capacity of the school. If capacity is insufficient to enroll all eligible students, KIPP OKC College Prep will select students through a lottery process. Students, parents, and teachers will be expected to sign the KIPP OKC College Prep Commitment to Excellence. The Commitment to Excellence addresses the areas of attendance, homework, behavior, and academics. In accordance with all federal laws, no student will be denied admission to KIPP OKC College Prep based on race, ethnicity, national origin or gender.

General School Schedule

PreK

	TSU (Texas Southern University)	Southern University
	T. Perry	Hunt
8:00-9:00	Morning Meeting & Play Planning	Morning Meeting & Play Planning
9:00-10:00	Dramatic Play	Dramatic Play
10:00-11:00	Large & Small Group Lit	Large & Small Group Lit
11:00-11:30	Recess	Recess
11:30-12:00	LUNCH	LUNCH
12:00-1:00	Nap/Rest & Restore	Nap/Rest & Restore
1:00-1:30	Math (large & small)	Math (large & small)
1:30-2:00	Science & More Group	Science & More Group
2:00-3:00	Electives	Electives

Kindergarten- 1st Grade

Howard	PVAMU
S. Williams	J. Williams
Math	CKLA 8:45-9:45
CKLA 9:30-10:30	Science/SS
Science/SS	Math
LUNCH	LUNCH
Recess	Recess
Electives	Electives
Tier 2	Tier 2
Wit & Wisdom	Wit & Wisdom

Middle School

7:30-8:00	<i>Arrival, Breakfast, & Homeroom</i>			
8:00-8:45	Focus Group	Focus Group	Focus Group	Focus Group
8:45-10:00	Drama	Spanish	PE	Music
10:00-11:15	Social Studies	Science	Math	Reading Plan
11:15-12:30	Reading	Social Studies	Science	Math
12:30-1:00	Lunch			
1:00-1:30	Recess			
1:30-2:45	Math	Reading	Social Studies	Science Plan
2:45-4:00	Science	Math	Reading	Social Studies
4:00-4:15	Dismissal	Dismissal	Dismissal	Dismissal

Lunch

- All students will receive free breakfast and lunch.
- Families may choose to have their children eat breakfast at home and/or send a sack lunch.
- Each student, whether they brought their own lunch or not, must pick up a lunch tray provided by the school.
- Prior approval by the School Leader is required before students may leave school for lunch with their parent/guardian.
- If parents bring lunch for their child, lunch must be provided to the child at the beginning of his/her lunch time and before the child has entered the lunch line or the child must continue through the lunch line. The child is still required to receive a lunch tray.
- Parents are welcome to eat lunch with their child after checking in with the office and receiving a visitor pass; however, the lunch process and the transition of students from lunch to class cannot be interrupted.
- Parents may not use lunch visitation time to conference with teachers, their child, or other students.

School Supplies

- A school supply list will be sent home at the end of the school year or mailed to your child during the summer before the first day of school.

School Closing

KIPP OKC administration will make every attempt to include school closure announcements in time to run on the 10am local news the evening before. Sometimes making a closure call the night before is not possible so a decision will be made by 5:30am on the day of the closure. Your best resources for closures will be listening to the radio or watching local television news for the closure announcements. Secondary points of contact will be robocalls and notices on the KIPP OKC Facebook (@KIPPOKCPublicSchools) and Instagram (@KIPP_OKC) pages.

In the event that weather conditions make travel to school hazardous and unsafe, but KIPP OKC College Prep does not close, it is recommended that parents exercise caution when bringing their children to school.

Once the school day has started, school may be cancelled early in the event that weather conditions become severe. In these cases, parents will be notified by phone to pick up their child. Please ensure that your child's information sheet is updated as needed. All children must have a current email and phone number for their parent/guardian on file with the front office.

Health & Safety

State law requires that all children entering elementary/middle school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis A, hepatitis B, Haemophilus influenzae Type B (HIB) and varicella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. No student will be allowed to attend KIPP OKC College prep without evidence of immunization or a valid exemption from the Oklahoma State Department of Health. If you are unable to pay for required immunizations, your child may receive, through the Oklahoma State Department of Public Health, the required immunizations free of charge.

Information about Meningococcal Meningitis

Meningococcal meningitis is an infection that causes swelling and irritation of the membranes covering the brain and spinal cord. Anyone can get meningococcal disease, but it is more common in infants and children. Meningococcal disease is transmitted from person to person through the air or by contact with saliva (e.g., kissing, sharing a glass). For some adolescents, such as first-year college students living in dormitories, there is an increased risk of meningococcal disease. About 10-15% of children and young adults who get the disease (or 1,000-1,500 of 10,000 people infected) will die. Another 10% will suffer serious permanent damage including mental retardation, hearing loss, seizures, strokes, or the loss of limbs as a result of gangrene. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, and people traveling to parts of the world where meningococcal meningitis is prevalent.

The disease may come on quickly, and may start with an upper respiratory infection or sore throat. Symptoms include:

- High Fever
- Mental status changes
- Nausea
- Purple, bruise-like areas
- Rash, pinpoint red spots
- Sensitivity to light
- Severe headache
- Severe general ill feeling
- Stiff neck
- Vomiting

The meningococcal vaccine prevents most cases of meningococcal disease. The vaccine is recommended for all adolescents entering middle school (11 to 12 years old) and high school (15 years old), and all first year college students living in dormitories. However, the vaccine will benefit all teenagers and young adults in the United States. Most people who receive the vaccine have no side effects at all.

Your child's chance of being harmed by meningococcal disease is far greater than any chance of being harmed by the vaccine.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parents/guardians will be called to pick the child up. The office must have current emergency contact numbers on file in the school office at all times. If the school cannot reach you, individuals listed on the student's information sheet will be contacted.

Medication Procedures

Please make every effort to schedule administration of medication outside of school hours. If a student must take medication during school hours the following procedures must be followed:

If a child needs to take medication of any kind, prescribed or non-prescribed, a medical form must be completed by the child's doctor and provided to the school administration before the medicine is brought to the school. No child may carry medication on their person, prescription or non-prescribed.

A medication form must be completed annually by your child's physician and provided to the school. Only the medication listed on your child's medical form will be administered to your child. Please confirm and verify with your child's

pediatrician that all medications are stated on the medication form. Only trained medical personnel or authorized administrators may administer medication. An In-School Medicine Administration Log will be created for your child to sign and date each time medication is taken. Medication is stored and locked daily in the office. Medication must be checked into the office by a parent/guardian only.

All medication, including inhalers, must be in the original container and properly labeled, have the student's name, date of prescription, name of medication, doctor's name, dosage and how often the medication should be taken listed somewhere on the medication.

Please be sure that the school has up to date contact health information on your child. If your child has needs we do not know about, we cannot provide for those needs. If your child has an emergency, we must be able to reach you. If your child is hurt and requires medical attention, and we are unable to reach you, the school will seek medical attention.

Policy on Mandated Reporting of Abuse/Neglect

It is a state mandate that all school personnel report suspected abuse and/or neglect. Those reporting abuses are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger has been harmed or is in danger of being harmed – physically, sexually, and/or through neglect.

A.) Once any staff member becomes aware that a student may be the victim of abuse or neglect, the staff member must:

- i. Notify the School Leader of the situation,
- j. Call the Department of Human Services, and
- k. Complete a KIPP OKC College Prep Incident report.

B.) While these steps are taking place, the School Leader will assist both the staff member and student in understanding the ramifications of the call. The School Leader will debrief the student and, when appropriate, will contact the parent(s)/guardian.

C.) No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

Family Engagement

In addition to the duties listed in the signed contract, parents/guardians are expected to participate in their children's learning in the following ways:

Math

- Check completed homework assignments to ensure it is done at a high quality each night meeting the CFS provided by the teachers. Parents can refer to the exemplar from the daily packet that kids did in class.

- Check the homework sheet (5th & 6th) or agenda (7th & 8th) for the homework assignment. Sign when the assignment is completed each night.
- Encourage the child to call his/her teacher for help, if necessary, after consulting the exemplar, the daily packet, Khan Academy and other resources provided by the teacher.

Science

- Check completed homework assignments to ensure it is done at a high quality each night meeting the CFS provided by the teacher. Parents can refer to the exemplar from the daily packet that kids did in class.
- Check homework sheet (5th, 6th, 7th & 8th) for the homework assignment. Sign when the assignment is completed each night.
- Encourage child to call his/her teacher for help, if necessary, after consulting the exemplar, the daily packet, Khan Academy and other resources provided by the teacher.
- Study vocabulary with you child; make sure he/she has 3x5 study cards. A new word is taught each day.

Reading

- Check student homework assignment sheet every night.
- Make sure your child reads 30-40 pages. Ask your child questions about his/her reading. Also sign reading log every evening.
- Students must move up in their reading levels to be academically successful.
- Have your child discuss and teach the mini-lesson each day. Students are encouraged to call their teachers if they have questions.
- Study vocabulary with your child; make sure he/she has 3x5 study cards. A new word is taught each day.
- Check and review test preps with your child. Encourage your child to call for homework help.

*Ask for your child's Growth Report and Grade Glance every Wednesday and review it with your child. Determine appropriate steps to eliminate inappropriate behavior and improve study habits if noted on the Growth Report. Sign your child's Growth Report for him/her to return to school by the following day.

Parent/Guardian, Student, Teacher Conferences

Both parents/guardians and the child will be expected to attend a conference upon request due to any concerns expressed by the KIPP OKC College Prep staff.

Parent Meetings

All parents/guardians must attend the scheduled school-wide parent meetings. During these meetings, parents have the opportunity to learn about KIPP, the curriculum, and their child's academic and behavioral standing. Students will be required to attend meetings with their parent/guardian. See calendar.

Procedure for Parent/Guardian Concerns

If a parent/guardian has a concern, the parent/guardian should discuss the matter with the teacher and attempt to resolve the concern through informal discussion.

If there is no resolution to the concern, the parent/guardian should then contact the parent liaison to schedule a conference. The parent liaison will mediate the concern with all parties involved. The parent liaison's phone number is listed in the directory at the end of this handbook.

Visitation Policy

Parents are always welcome in our school; however, for the safety and protection of our students and staff, the following procedures should be followed:

- As a courtesy to staff, please call the school office ahead of your visit to let them know the timeframe and intention of your visit.
- All visitors must report to the KIPP OKC College Prep office to sign-in and sign-out.
- Visitors badges will be supplied upon check-in and must be worn at all times.
- Visitors will be escorted to the classroom or cafeteria.
- Appropriate conduct must be followed; visitors must be careful not to distract students from learning.
- Parents may not use this observation time to conference with teachers, their child, or other students.

Withdrawal Policy

Students will be able to withdraw from KIPP OKC College Prep at any point in time and return to their local zoned public school or any other school to which they can gain admission.

In order to withdraw, parents must submit a written withdrawal request to the KIPP OKC College Prep office. The withdrawal process consists of obtaining current grades, verifying that all books have been checked in and cleared, and completing the withdrawal form by the office (which states attendance and other pertinent information needed to enroll the students in his/her future school). Twenty-four hour notice is required for the withdrawal process. We will send the next school upon request from the school. Homeschool students should request documentation as well and a copy will be provided. An Exit Survey must be completed by the parent/guardian to complete the withdrawal process.

Letter Request

A 48 hour notice is required on all letters needed on KIPP OKC letterhead. Letters addressed to the following organizations: Department of Human Services, Internal Revenue, social service organizations that provide various types of assistance, or verification of student enrollment.

Student Packets

All students are required to complete a math, science and reading packet during breaks throughout the year. Packets will be issued within the last weeks of school before breaks and are due when teachers collect them on the returning date of school, even if the student is absent from school. Math, science and reading packets will be given to all students. Students who complete all of the packets on time with at least 70% mastery will be rewarded with a trip or experience.

Library Books

Students are solely responsible for any and all books checked out to them. The library will keep a record of all books checked out and returned. You may check on the status of your student's books by calling or texting the librarian during school hours. Students will also be notified weekly in writing of any books they have overdue. Books should be read and returned promptly in the same condition in which they were checked out. Students should keep their library books in their possession at all times; loaning or sharing books with peers is prohibited, as the student responsible for the book is the student it's checked out to. In the case of a lost or damaged book, students are required to either replace the book or pay \$10 toward the cost of its replacement. After four weeks, all books still checked out will be marked as "lost," and students will be required to either produce the book or pay the \$10 replacement fee within one week.

Academic Standards and Expectations

The KIPP OKC curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards.

Teachers use knowledge about student skills to shape whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Grade Glances and Student Growth Reports every Wednesday. Parents are required to sign grade Grade Glances, Growth Reports and report cards. Student should return them the following school day.

Attendance

KIPP OKC College Prep students must arrive by 7:30am every day (Monday – Friday). Students must remain at school until 2:30pm (Monday – Friday).

If your child is going to be absent or tardy, contact the office each day during the hours of 7:30am – 9:00am. For your convenience, you may leave a message, as messages will be retrieved daily. If students arrive after 7:30am, an adult 18 years or older must sign them into the KIPP OKC College Prep office.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. A student cannot be absent more than nine unexcused days in a given semester and a total of eighteen unexcused days in a given school year. A student will not be promoted to the next grade if eighteen or more days have been missed. Excused absences include visits to the doctor, dentist, or to attend a funeral. Submit a written note from a medical provider within 3 days of absence to have the absence excused. The School Leader will determine approval of excused absences.

If a student is repeatedly absent, a letter will be mailed from the school.

Attendance is taken in half days. Check-in time after 8:00am will be counted as a half day. Check out time before 1:00pm will count as a half day. Two half days will count as one full day's absence.

Homework and Make-Up Work

In order to build student responsibility and provide a stress-free system for parents, we will have Work Hard Academy every day during electives.

ALL Grades:

- Students with incomplete homework assignments have the opportunity to make the assignments up each day during Work Hard Academy, which takes place during electives.

FOR 4th & 5th Grade:

- The cut-off date for making up work is 3 weeks after the due date.

Friday Tutorial Days

In order to ensure student success, we will hold Friday Tutorial days during the second semester. Students who do not need intervention on these days will tutor or work on individualized learning. Students will be grouped by academic need, and taught in small groups. Teachers will use this time to teach into specific skills or spiral back to review past content.

How does Friday Tutorial work?

- All students will follow morning arrival procedures.
- Students will be given a schedule of classes they must attend during the day.
- There are 4 blocks during the day.
 - Typically, one student will see four different teachers.
 - Some students may be requested by the same teacher twice (for example, a student who is struggling in reading may need to visit the reading group twice).
 - Some students may be requested by MORE than four teachers. In this case, we must prioritize tested subjects.
- In each class, students will be in small groups. Teachers will re-teach a specific skill, then spend most of the time practicing it. Sometimes teachers may spiral back and cover multiple skills, practicing each.

Homework and Phone Call Expectations:

- Homework is key to students' success.
- Students are allowed to call teachers for homework questions until 8:00pm on weeknights and between 9am – 5pm on weekends.
- Students are never excused from completing homework.
- Students are expected to call if they have an academic question or if they have been absent from school. Before calling, students must study their notes, and show grit. Do not erase your efforts before calling.
- Students must speak clearly and state the exact purpose of the phone call. (example: "Hello, this is _____ calling from _____ college. I would like help with _____.")
- If a student calls and the teacher does not answer, they must leave a message with their name, grade, college, telephone number, and their purpose or text the teacher with the same information.
- The work is the responsibility of the KIPP OKC student. Therefore, the student must make the phone call to the teacher. Students must leave a message as proof that they called the teacher. If there is no message on the teacher's phone, then it is assumed that they did not call the teacher.
- If a student calls because they left their book or notebook at school, they must make an arrangement to complete the homework.

Code of Conduct

NON-NEGOTIABLE EXPECTATIONS FOR KIPP OKC STUDENTS

- 1.) Adherence to the KIPP Commitment to Excellence
- 2.) Adherence to the KIPP Credo:

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

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

If a teammate needs help, we give.

If we need help, we ask.

3.) The following expectations are implied in the KIPP Commitment to Excellence Contract:

- Be on task at ALL times during class. Track the speaker when a person is speaking. Students will STAR whenever receiving instruction.
- Be organized and prepared for ALL classes.
 - Lower School KIPPsters should arrive with at least 5 sharpened number two pencils, erasers and paper each day. Work should always be completed and presented neatly. The KIPP Heading should be used on all papers. Finally, all papers should be kept neatly inside of trapper keepers or class binders.
- Upper School KIPPsters should arrive with at least 5 writing utensils (at least 3 pencils), erasers, and paper each day. Work should always be completed and presented neatly. The KIPP Heading should be used on all papers. Finally, all papers should be kept neatly inside of trapper keepers or class binders.
- Respond appropriately to all questions. Non-verbal actions matter.
- Conduct oneself in an orderly manner, demonstrating respect to our educational mission while at KIPP OKC College Prep or any KIPP OKC College Prep function.
- Do the right thing without being told – “Assign yourself.”
- All homework, Student Growth Reports and Grade Glances will be signed and returned the following day.

4.) Parents/guardians will be prompt when bringing their children to KIPP OKC College Prep functions and picking up their children from KIPP OKC College Prep or KIPP OKC College Prep functions.

Property

Students shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school classroom, desk, or other school property. A student and his or her possessions can be searched if there is a reasonable suspicion that the student violated the law or school rules. School administrators may seize any contraband that is illegal or violates school rules, including weapons and drugs. Students’ desks, and other school property can be searched at any time for any reason with or without notice.

Computer/Internet Use

ACCEPTABLE INTERNET USE POLICY AGREEMENT FOR STUDENTS AND FAMILIES

The internet and other online resources are provided by KIPP OKC to support instructional programs and appropriate student learning. While the internet can be a powerful educational tool, it is also an unregulated space that contains materials unsuited to the school setting. For this reason, KIPP OKC will make every reasonable effort to ensure that the resources are used responsibly, and will further require that every student and parent sign the accompanied Acceptable Internet Use Agreements before internet access is granted.

Student and Parent Agreement

It is important to understand that student use of the internet at KIPP OKC is a privilege. If used properly, this resource can greatly enhance a student's learning experience and provide students with countless hours of exploration. However, anyone who uses the internet improperly or for purposes inconsistent with the educational program at KIPP OKC will lose all network privileges.

Acceptable and unacceptable uses: The intent of KIPP OKC in providing internet connectivity is to support learning consistent with our academic programs. We expect students to use the internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KIPP OKC. A student's online conduct is ALWAYS subject to the expectations laid out in the KIPP OKC student handbook.

Some parts of the internet contain material that is not suited for students and not supportive of KIPP OKC's educational activities. Students are not allowed to use the internet at KIPP OKC to access such materials, including sites containing inappropriate or obscene content. It is likewise improper to use the internet in any manner that supports any illegal or unethical activity, or for commercial or for-profit purposes.

KIPP OKC utilizes industry-leading technology (OpenDNS) to filter and monitor internet activity and prevent student exposure to inappropriate materials. However, KIPP OKC cannot guarantee the appropriateness of all materials accessed by the students on the internet.

Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the internet that could result in the suspension or revocation of a student's online privileges:

Using the internet for any illegal activity, including violation of copyright or other laws (copyrighted material may not be placed on the system without the author's permission and users may download copyrighted material for their own use only):

- Revealing any personally identifiable information about yourself or any other student or staff member on a social networking website or chat room
- Using KIPP OKC internet to chat with other students through any platform
- Cyberbullying (defined as traditional bullying using any electronic media)
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing other network users
- Any online activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or district policy
- Posting, sending or displaying any personal identification information of any minor
- Using the internet for financial or commercial gain
- Degrading, vandalizing or disrupting equipment, software or system performance or the data of another
- Attempting to gain unauthorized access to resources or entities
- Invading the privacy of others or using an account owned by another user
- Posting anonymous messages or messages with a false identity
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Playing unauthorized games or using unauthorized coding software on the internet
- Computer piracy, hacking, or any tampering with hardware or software
- Activities that allow a computer or network to become infected with a virus or other destructive influence.

Google Apps for EDU: As part of our mission to ensure all KIPP students will succeed in college, KIPP OKC utilized Google Apps for Education to promote collaboration and communication between our students and teachers. As a KIPP OKC student, your child may receive a Google Apps user account in the KIPP.ORG Google Apps for EDU domain and have access to Gmail and other Google Apps for EDU.

Google Mail (Gmail): KIPP OKC students may receive an account with an email address @student.kippokc.org. KIPP OKC will filter student emails so that students are only allowed to send and receive emails with KIPP OKC staff and will not be able to send or receive emails outside of the domain. KIPP OKC will not archive or retain any student email.

Google Docs: Google Docs provides word processing, spreadsheet, drawing and presentation software similar to Microsoft’s Office suite. However, Google’s applications are completely online, allowing access from any location with internet connectivity. Google Docs also allows students to collaborate with other students and teachers in real-time as well as electronically submit homework items to their teachers.

Google Accounts Access Restriction: If there is reason to believe that violations of the law or of KIPP OKC school policies have occurred, a student may be prevented from any computer and account access until an investigation can be performed.

Security: KIPP OKC cannot and does not guarantee the security of electronic files located on the Google Apps system or servers. Although Google does have a powerful content filter, redundancy and backup solutions in place, KIPP OKC cannot assure that students will be exposed to unsolicited information nor that data saved within the Google Apps systems will always be available. KIPP OKC will not be held responsible in the event that student data becomes irretrievable or inaccessible.

Privacy: KIPP OKC reserves the right to access any student account content (email, documents, etc.) without consent from the student or parent/guardian at anytime for any reason. KIPP OKC will not provide student account access information (username/password) to parents, however parents can request that an account be suspended if they no longer want their child to have access to the Google Apps account. If parents have reason to believe their child is being threatened or bullied in any way, KIPP OKC staff will review the student’s email and respond to any findings according to school policies.

Dress Code

PURPOSE: It is expected that KIPP OKC College Prep students will be neat, clean, and appropriate in their dress on campus or when participating in a school function off campus. The purpose of the universal dress code is to provide guidelines to all students and parents concerning proper attire to be worn to eliminate distractions from the learning environment, and to prepare students for professional dress in the future. The dress code is mandatory.

UNIFORM GUIDELINES

GIRLS	BOYS
Grey, Black or White KIPP OKC Polo Plain black or brown belt	Grey, Black or White KIPP OKC Polo Plain black or brown belt

Navy blue or khaki slacks Knee-length navy blue or khaki skirt, skort, or jumper Plain socks or tights Tennis shoes or flat dress shoes (close toed)	Navy blue or khaki slacks Plain socks Tennis shoes or dress shoes (close toed)
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Personal Belongings

Students are not allowed to have the following items at school;

- Gum
- Candy/Chips (unless at lunch)
- Any Illegal Substance
- Weapons and Toy Weapons
- Cameras
- Cash in Excessive Amounts
- Backpacks
- Blankets
- Stuffed Animals or Dolls
- Electronic Devices (examples: radio/walkman/MP3 player/iPod/iPad/SmartWatches)
- Any Electronic Toys, Games, Etc.
- Purses Larger Than a Volume of 32 oz.

Telephone Use

Students may not use any school phone without permission from a teacher or office staff member.

- 1) Students who use the telephone without permission will be subject to disciplinary procedures.
- 2) All calls made from the school will be monitored by the KIPP OKC College Prep staff.
- 3) Students may not be called out of class to receive personal telephone calls. Depending on the nature of the telephone call, KIPP staff will try to accommodate parents in the process of delivering messages to students. In the event of an emergency situation, contact the Operations Director or School Leader for assistance.
- 4) Students may not use the telephone to make overnight plans or arrangements to be picked up/check out by another parent. Parents must make these arrangements prior to their child attending school, as well as contact the KIPP OKC College Prep office if another parent or another individual, who may not be listed on their child's emergency contact sheet, will be picking up their child.
- 5) Students are only allowed to use the phone for homework, disciplinary acts, and in the event of illness/medication issue.

CELL PHONE POLICY

CELL PHONES ARE NO LONGER TO BE LEFT IN THE FRONT OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL;
HOWEVER, ALL CELL PHONES MUST BE POWERED DOWN AND STOWED AT ALL TIMES. Such devices may not be activated, seen, or heard at school. If a student calls/texts/uses phone for any reason, or if a school employee receives

information that a phone was used and such is confirmed, even if the student was not observed using the phone, such will be considered as if the phone was observed being used and is an infraction of the Cell Phone Policy. Upon confirmation that the phone was used the student will receive the appropriate discipline and the phone confiscated. Students violating this policy shall be subject to the following:

FIRST OFFENSE: Cell phone will be confiscated, taken to the office, and returned to the parent at the end of the school day. Student receives WHA..

SECOND OFFENSE: Cell phone will be confiscated, taken to the office, and parent or guardian must come to pick it up at the school office. Student receives ISS.

THIRD OFFENSE: Cell phone will be confiscated and must be picked up by the parent or guardian. Additionally, the student will not be allowed to bring it back to school, until allowed by the administration. Student receives 2 days of ISS. A student returning to school with a cell phone, prior to being permitted to do so, will be suspended from KIPP OKC for one day.

FOURTH OFFENSE: Cell phone will be confiscated, taken to the office and the student will automatically be suspended for three days. The cell phone will only be returned to a parent or guardian.

******KIPP OKC is not responsible for lost or stolen cell phone that are brought onto school property, whether they are left in the designated boxes in classrooms, left in lockers, or confiscated and taken to the office.******

Human Rights Policy

KIPP OKC College Prep brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is improper and against KIPP policy to discriminate against any individual based on race, color, religion, gender, nationality, sexual orientation, and age or handicap status. KIPP OKC College Prep wishes to stress that it is the responsibility of every member of the KIPP OKC College Prep community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the KIPP OKC College Prep community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

Harassment

Harassment for purposes of this policy is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile or demeaning environment for education. Examples of inappropriate behavior include, but are not limited to:

- Sexual harassment
- Verbal or physical abuse or threats
- Obscene or demeaning remarks, jokes, or insults
- Inciting others
- Spreading rumors
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation

- False accusations of harassment
- Retaliation toward someone making a complaint about harassment
- Bullying or badgering
- Assault and battery
- Cyberbullying (at school and away from school)

Sexual Conduct and Lewd Behavior

No type of sexual conduct is allowed. Sexual harassment may result in long term suspension or expulsion.

Sexual Harassment

Sexual harassment can be a form of sexual discrimination under the law if it is severe, persistent or pervasive. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity.
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person.

Report any type of sexual harassment to the KIPP OKC College Prep administration. KIPP OKC will follow the guidance provided to us by Title IX in handling all accusations of sexual harassment.

Creating a harassment-free environment requires the diligent effort of our community. We must continually improve our practices.

Policy on Mandated Reporting of Abuse/Neglect (State Law is followed – please see below.)

Every teacher of any child under the age of eighteen (18) years having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect, shall report the matter promptly to the Department of Human Services. Such reports may be made by telephone, in writing, personally or by any other method prescribed by the Department. Any report of abuse or neglect made pursuant to this section shall be made in good faith.

The reporting obligations under this section are individual, and no employer, supervisor or administrator shall impede or inhibit the reporting obligations of any employee or other person. No employer, supervisor or administrator of any employee or other person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, the employee or other person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided that the person did not perpetrate or inflict such abuse or neglect. Any employer, supervisor or administrator who discharges, discriminates or retaliates against the employee or other person shall be liable for damages, costs and attorney fees. Internal procedures to facilitate child abuse or neglect reporting and inform employers, supervisors and administrators of reported suspected child abuse or neglect may be established provided that they are not inconsistent with the provisions of this section and that such procedures shall not relieve the employee or such other person from the individual reporting obligations required by this section.

Response to Harassment

Parents and students should report any forms of harassment to the KIPP OKC College Prep administration. You may do so verbally or submit a statement in written form. The KIPP OKC administration takes all harassment matters seriously and will deal with them as expeditiously as possible.

Student Growth Reports

The purpose of student Growth Reports is to give students feedback on their actions and character that they can reflect on at the end of each week. It also allows teachers to communicate students' behavior to parents on a regular basis. Student Growth Reports are sent home every Wednesday and should be returned the next school day.

Each child starts with 0 on their Growth Report each week. Students receive 5 points for arriving on time, 3 points for being tardy, and 0 points for being absent. Each class will give 2 points per day for completed homework, 1 point for incomplete homework and 0 points for no homework. Deductions and additions of any point value can be made by staff members based on student behavior and performance. Points will be used to determine eligibility for school rewards such as school dances, trips, parties, prizes, etc.

Student Growth Reports earnings can be generally read as follows:

- Students will earn approximately 55-65 points per week if they come to school on time and complete all homework as assigned.
- Having more deductions than added points means that a student was struggling behaviorally or academically that week.
- Having more additions than deductions means that a student had a good week academically or behaviorally.

Student Growth Reports must be signed by parents/guardians on a weekly basis for students to use the points that they earned.

NON- ACADEMIC EXPECTATIONS

Community Meeting

A school-wide Community Meeting is held periodically at the School Leader's discretion.

Team Time

Team Time is a unique weekly session that allows the grade level to come together as a grade team to celebrate, reflect and grow. Team Time is each Wednesday during the normal focus group/choice reading time. Team Time allows for the following:

- Celebration of grade level, college or individual accomplishments: words read, reading level growth, unit test growth and achievement, etc.
- Weekly character recognition: weekly recognition of 3-7 students who are exemplifying or growing in one or more of the KIPP Character Strengths.
- College Cup awarded weekly
- Grade Level Shout Outs by KIPPsters
- Monthly recognition of the KIPPster of the Month

- Celebration through chants or songs
- Discussion of challenges or growth areas for the entire grade: transitions, homework completion, bullying, etc.
- Grade level specific announcements: field trips, new initiatives, etc.
- Team Builders
- KTC announcements or prep classes (8th grade only)

Team Time is held in the following spaces each Wednesday:

- 4th Grade in KIPP Gym/4th Reading
- 5th Grade in KIPP Gym/5th Reading
- 6th Grade in KIPP Gym/6th Reading
- 7th/8th Grade in KIPP Gym/7th Reading

Family Time

Family time is a weekly session that allows advisory families to meet to track data, set goals, fellowship and grow together. Family Time is each Wednesday directly following Team Time. Family Time should follow the format listed below:

- Track student Growth Report and Grade Glance data in personal folders
- Reflect on data and set weekly goals with advisor and/or family members
- Fellowship with a game or family activity under the supervisor of advisor

Family Time takes place in the classroom of the Family Advisor.

Sample Data Tracking and Goal Sheet

Student Growth Report Data

Week of...	Student Growth Report Balance	# of Deductions	# of Credits	This week I'm proud of....	This week I noticed I could have improved by...	My goal for next week is...
Sept. 1	38	10	4	I had no deductions for missing homework.	Not calling out in my classes. I had 4 deductions for that.	Have no deductions for calling out and have at least 5 credits.
Sept. 8	40	7	2	I had no deductions for calling out.	Helping out my teammates more and turning in my writing homework.	Turn in all of my homework each day.

Grade Glance Data

Week of...	Math	Reading	Science	Social Studies	Writing	This week I was proud of...	My academic goal for next week is...
Sept. 1	85% B	78% C	90% A	90% A	70% C	My grade on my math quiz! I got an A.	Read 30 minutes each night and pass 2 AR quizzes.

Sept. 8	85% B	82% B	85% B	92% A	68% F	I passed 2 AR quizzes and made my grade go up in reading.	Go to tutoring for writing and get my grade back to passing by turning in homework and passing exit tickets.
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Restorative Disciplinary Practice at KIPP OKC College Prep

At KIPP OKC, we believe relationships are central to community building. We also aim to maximize instructional time and learning for students. Addressing breaches in agreed upon community behavioral expectations presents the challenge of balancing both of these beliefs. KIPP OKC aims to ensure consequences of student misbehavior are restorative, respectful, reasonable, and related to the offense. We believe breaches in community behavioral expectations to be an offense against people and relationships, not just rule-breaking.

Much misbehavior arises out of attempts to address a perceived injustice. Those who are offenders can also feel they are treated unjustly. Therefore, discipline processes must leave room for addressing these misperceptions. Because relationships remain at the center of our work, teachers or staff members will work hard each day on “closing the loop” with any students of whom their relationship has been harmed that day.

To provide clarity for community behavioral expectations, fully restorative classroom communities must have agreed-upon (by students and teacher) grade level behavioral norms visibly posted and adhered to by all community members. Any changes in norms by the group must be made explicit verbally and in writing.

Be Nice Academy

Be Nice Academy (BNA) is served during after school elective time. While in BNA students have time to reflect on their actions in writing. By the end of BNA, students will have a better understanding of their actions’ impact on themselves, others involved, and their learning community. Students will also feel heard. The BNA experience is not complete until all components of the BNA are completed to the satisfaction of the adult on duty. Students who do not meet the expectations for BNA will be assigned BNA the following day. Students who do not stay during electives to serve their BNA time will serve the BNA time for one hour the next morning (first hour of the day) in the In-School Suspension area.

Common Affective Questions to be Used During Restorative Conversations

When Challenging Behavior	To Help Those Affected
What happened?	What did you think when you realized what had happened?
Where were you thinking of at the time?	What impact has this incident had on you and others?
What have you thought about since?	What has been the hardest thing for you?
Who has been affected by what you have done?	What do you think needs to happen to make things right?
In what way have they been affected?	
What do you think you need to do to make things right?	
** During conversations with students over offenses committed, do not ask "Why?"	

Tier I Behaviors

Students will earn BNA for minor breaches in agreed upon community behavioral expectations, or Tier I Behaviors that have a smaller but negative impact on community culture. Egregious, repetitive or intentional behavior that falls in Tier I could constitute ISS if deemed necessary by the Dean of Culture, Assistant School Leader, or School Leader. These behaviors steal other students' learning time and/or have other negative impacts on relationships within the school community. Tier I behaviors will constitute a deduction and may require logical consequences. Those behaviors include, but are not limited to the following:

Behaviors that May Constitute BNA (Tier I Behaviors)	Why (How does it hurt our Learning Community?)
Not prepared for class (sharpened pencils, agenda, paper, signed homework sheet, novel, etc.)	Steals learning time
Passing notes in class	
Leaving class without permission	
Engaging others while being corrected (putting on a show)	
Refusal to follow directions	
Sleeping in class (head down, eyes closed)	
Disruptive transitions	
Mocking others/Name calling	Hurts emotions of community members
Saying "Shut Up"	
Saying "I don't care. Take the deduction."	Steals attention and learning time of community members
Eye rolling, sucking teeth, sighing after a redirection/reminder	
"Putting on a show" while receiving a correction	
Dishonesty	Breaks trust of community members
Tardy (2 or more a week or over 10 minutes)	Steals learning time/Breaks trust of teachers/Compromises physical safety
Talking during a fire drill	Physical safety concern
Horse playing	
Talking during a test	Steals focus on teammates/Breaks trust between teacher and student
Leaving the space worse than you found it	Devalues community space
Having gum, candy, food and drinks outside of the lunchroom	
Use of profanity	Compromises psychological safety of community space and steals learning time of others
Repeated refusal to comply with instructions.	Steals focus of teammates
Any behavior that interrupts the learning of any member of the community	Steals learning time

Three Tier I behaviors in a class period constitutes an automatic BNA. If a restorative conversation is needed then it should take place before the child leaves if it happens during lunch time. If it occurs after lunch, the conversation should take place prior to lunch the following day. Most conversations can be had in less than five minutes and must include:

- 1) Aligning on the impact of the student's action
- 2) Allowing the student to feel heard, this includes allowing them to voice if they feel wronged
- 3) Agreeing on next steps and affirming your belief in them
- 4) Opportunities for restorative conversations present themselves during morning arrival, lunch, ASE, BNA, or dismissal. While there is no distinct time to have these conversations, it is the responsibility of the adult to find the time to have the conversations.

Tier II Behaviors

Every Tier II misbehavior will lead to a student's referral to the Dean on Duty (DOD).

Every Tier II misbehavior could lead to:

- A formal restorative conferences
- A logical consequence directly aligned to the offense, when necessary
- ISS could be assigned by the Dean of Culture, Assistant School Leader, or School Leader if deemed necessary.
- Out of school suspension could be assigned by the Assistant School Leader or School Leader if the act is deemed egregious, repetitive, or intentional.
- Time at the DOD room until they can be helped. The DOD supplies student with a space to reflect on their actions while waiting. Student waiting on the DOD must be fully engaged on academic packets, written reflections, or novel reading.

A formal restorative conference could include a sit-down meeting involving the DOD and/or an administrator + the offending community member + the victimized community member. Parental communication (for offended and BNA victim) must take place. Parental involvement in a conference is left to the discretion of the administrator. Formal restorative conference must include a final step of a written reflection. Length may vary and is to be determined by the DOD, Assistant School Leader or School Leader. Community members who choose not to meet their Tier II requirements will engage in a community circle involving their parent.

Fully restorative practices are always meant to repair relationships by helping students to understand the impact of their actions on themselves and others, and by allowing all community members involved to feel heard and respected. Fully restorative practices allow for those involved to participate in naming an appropriate consequence to hold the offender accountable and reduce future occurrences of the offensive behaviors.

Behaviors that Constitute a Formal Restorative Conference* (Tier II Behaviors)	Why (How does it hurt our learning community?)	Additional Natural Consequences
Significant Verbal Fight/Non-Physical Altercation	Compromises psychological safety of the community	
Sexually explicit language or reference	Compromises psychological safety of community members and devalues learning space	
Use of profanity toward others (verbal or written)		
Intentionally bullying another teammate (name calling, making fun of another's appearance, etc.) (discretion of administration)		
Inciting teammates		
Skippping class/Not in assigned location for advisory/Being out of area for community service/Being out of area for ASE	Breaks trust of community members / Compromises physical safety	Restorative conversation involving teacher / Temporary loss of recess privileges <i>*May result in out of school suspension.</i>
Misconduct on school trips		Restorative circle with community members affected / Loss of privilege to attend next school trip
Stealing/Theft	Breaks trust of community	Return Item(s)
Severe defiance (repeated and intentional)	Compromises integrity of learning environment / Steals learning time	
3 BNAs assigned in 1 day	Steals learning time	

Plagiarism and cheating	Breaks trust of community members / Compromises integrity of learning environment	Re-complete assignment or receive no credit. (At discretion of teacher and/or Assistant School Leader)
Extreme disrespect to an adult (inappropriate language, excessive defiance)	Compromises learning environment and psychological safety of community members	<i>Acceptance back into learning dependent upon teacher</i>
Repeated/Extreme and intentional classroom disturbance	Steals learning time	
Repeated cell phone violation		▪1st offense - phone taken and returned to parent ▪2nd offense - phone taken and kept by administration for one week ▪3rd offense - phone taken and kept by administration for the remainder of the school year
Destruction to property	Devalues community space	Clean or repair property, or contribute to restoring another area of the school
Not following bus expectations	Putting the safety of others at risk	Consequences determined by the Assistant School Leader or School Leader / Possible loss of bus privileges

Tier III Behaviors

No data exists suggestion out of school suspensions (OSS) are beneficial for improvement of student character or academic performance. At KIPP OKC, students will only receive OSS if leadership has reason to believe the scholar could potentially cause physical or psychological harm to another student in the community or harm the learning of others, as evidenced by the scholar's behavior. Community members will also serve OSS if they have committed or engaged in sexual misconduct.

- DOD supplies students with a space to reflect on their actions while waiting. Students waiting on the DOD must be fully engaged on Chromebook programs, academic packets, written reflections, novel reading, or mindfulness programming to make the most of their time.
- All OSS decisions must be made by an Assistant School Leader or School Leader.
- Upon return from OSS, every scholar must engage in a formal restorative conference with their Assistant School Leader or School Leader before returning to class.

Tier III Behaviors (Out of School Suspension) Dealt by Administration on a Case by Case Basis
Causing physical harm
Illegal substances
Weapons
Cyber bullying / Bullying (at discretion of administration)
Sexual misconduct
Not meeting Tier II requirements and expectations

In School Suspension (ISS)

ISS is a strategy used by KIPP OKC to discipline students for their behavior while ensuring that they participate in the academic process. A staff member will supervise and assist students with their school assignments as needed.

Students that are referred to ISS will have ISS for entire days. There are no half days or hours for ISS. All students that enter ISS will not be able to attend ASE for that day.

Students must actively work on school assignments while in ISS. Any student that does not meet the expectations assigned to them by the DOD, Assistant School Leader, School Leader or ISS teacher may have to complete additional days in ISS. Students not meeting expectations may also have to serve a consequence of OSS if the actions within ISS are egregious, repetitive or intentional. OSS consequences are determined by the Assistant School Leader or School Leader.

Work Hard Academy (WHA)

The purpose of WHA is to have students who are not completing homework spend a designated portion of ASE completing missing work. WHA is served during ASE each day. A student earns WHA in one or more of the following ways:

- Incomplete homework
- Missing homework

A teacher assigns WHA by the following:

Missing Homework Assignments

- Teachers will check for homework completion during the silent Do Now in each class.
- Teachers will record a “missing” or “incomplete” homework deduction on the student’s growth report using Dean’s List.
- Teachers will provide homework copies every day.

Restorative Consequences

Mindsets + Leverageable Tools.

At KIPP OK, we understand that middle school students are going to misbehave. We believe that the severity and frequency of the misbehaviors are within our locus of control. We know that the most effective ways to reduce misbehavior are for teachers to 1) hold the highest-possible, *consistent* behavior expectations, 2) build relationships, and 3) commit proven classroom management techniques to muscle memory. The behavior system is a tool – not a crutch. We have many tools at KIPP OK that align with these three pillars and can make the paycheck system positively obsolete when done consistently and well.

KEY EXPECTATION MESSAGES:

1. This is important.

2. You can do it.

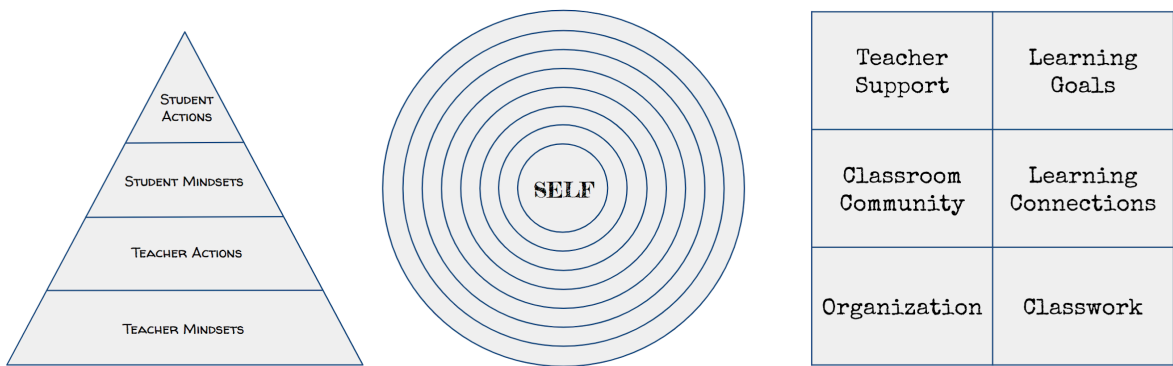
3. I won't give up on you.

4. You belong here.

PYRAMID OF INFLUENCE:

SELF AT CENTER:

CLASSROOM CONDITIONS



Paycheck Deduction

When? If a student does not meet the expectation after a clear, whole-group what-to-do direction, one additional management technique/tool, and a personal choice statement, they are issued a paycheck deduction based on the key on page 10. Some exceptions are **Preparedness deductions and Level 4 deductions**.

What? Please see the key on page [10](#).

Restorative Conversation (Staff-Student)

When? Anytime a student receives a \$5+ deduction from a teacher, a restorative conversation is held before the student before the student's next class with that teacher.

What? For 90% of students, a paycheck deduction alone will not change behavior. Research proves that what changes behavior over time are strong relationships and modeling strong problem-solving skills to allow students to solve problems independently in the future. Students participate in conversations with their teacher to get at the root of the behavior, take responsibility, and reflect on what needs to happen to restore trust. A restorative conversation consists of six key steps. See the [planning guide and exemplar](#).

1. **Set Expectations.** *The teacher sets expectations for body language and tone for both themselves and the student.*
2. **Show Empathy.** *"What happened today....?"*
3. **Address the Adult Concern.** *"My concern is/was...."*
4. **Problem Solve.** *Together, students and teachers devise a solution to ensure this situation does not repeat itself.*
5. **Follow-Through.** *The teacher follows through, however, is relevant, based on the problem-solving conversation.*
6. **Parent Involvement.** *The teacher notifies the parent that day/evening of the incident and follow-up conversation.*

Restorative Conversation (Class-Student)

When? Anytime a student receives a \$15 deduction (or greater consequence) that disrupts the learning environment.

What? A structured, formal process that involves students, parents, and staff. Wrongdoers are held accountable for their actions, those harmed are given a voice, and agreements are made to address needs, repair harms, and prevent future wrongdoing. It brings together the three parties to a conflict – those who have acted, those directly impacted, and the wider community (classmates, family members, coaches, and more) – within an intentional systemic context to dialogue as equals. The dialogue process is shared openly with all participants and guided by a community member. Prior to the circle, participants are asked to reflect on the restorative questions. They bring their reflections to the circle to share.

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since then?
4. Who has been affected by what you have done?
5. What do you think you need to do to make things right?

The facilitator leads the discussion and allows all participants to share. The process ends when actions have been found that bring mutual benefit. Restorative Circles are facilitated in 3 stages designed to identify the key factors in the conflict, reach agreements on the next steps, and evaluate the results. As a circle form, they invite shared power, mutual understanding, self-responsibility, and effective actions. See the [Restorative Circle Planning guide/template](#) in the appendix for more information.

Reflection Conversation (Admin-Student)

When? If a student receives \$15+ in deductions in a given week or a classroom referral (equal to a \$15 deduction).

What? The student participates in a formal conversation with an administrator. This conversation includes all the components of a restorative conversation (above) with the following additions:

- Restorative Consequence. A logical action, task, conversation, or assignment that requires the student's recognition/ownership of the impact of the choice made.
- Reflective Writing. Following the restorative conversation, the student completes a written reflection summarizing what was discussed and commits to the solutions and/or goals. This acts as a second point of internalization, a check for understanding for the administrator, and an update for the student's teacher(s).
- [Restorative Conversation Tracker](#). Admin completes the Admin tab within the grade level's restorative conversation tracker following the restorative conversation. This has three purposes: It allows the administrator to properly follow up with the student; it provides documentation for consistent communication with parents; it acts as data should we eventually enter a referral process.
- Conflict Resolution (if necessary).
- DeansList Documentation. The reflection meeting is documented as an incident in DeansList with the following information: outcome of the convo, logical consequence assigned, and any goals set.

Parent Meeting

When? A parent meeting is scheduled after the second reflection conversation with an administrator.

What? A meeting with the student, the student's parent/guardian, an administrator, and his/her teacher(s), if possible, takes place.

In this conversation, the following goals must be met:

- Responsibility. Student takes responsibility for his/her choice(s) and explains their impact.
- Highest Self. Administrators outline what strengths the student brings to the school to tackle the gap/behavior they're struggling with.
- [Interventions/SEL at home](#)
- Commitment. Together, the student, family, and school commit to new goals with clear, bite-sized next steps for the student, a clear outline for how/when the parent will remain involved, a clear outline for how/when the school will support, and the next step if follow-through from the student does not occur.

Parent Chaperone

When? After a parent meeting is held, the follow-through is not seen on the students' part.

What? The administration will require that a parent attends class with the student for all or a specific portion of the day.

Paycheck Key ([Use the Behavior Matrix to update this](#))

Level	Name	Description	Rationale
1	Talking	Talking at inappropriate times.	Talking out of turn disrupts self and others from time-on-task. There is a time and place.

	Unprepared	Missing materials (pencil, book, etc)	Preparation. We're a team that comes ready to play. Be ready. Being prepared saves learning time.
	No Signature	Something isn't signed.	Not fulfilling CTE. Team and family, one band, one sound. Parent communication.
2	Did Not Follow Directions	Not following directions after a reminder or explicit instruction.	Disrupts self and others from time-on-task. What we ask you to do is important and is not too hard for you. You can do it.
	Not High-Quality or Missing Homework	Homework assignment is not completed or does not meet the expectation of the school.	We complete our work. We show what we know. Our work reflects who we are to the world, and sends a message.
	Off Task	Minor disruptions, noises, giggling, working on the wrong assignment.	Disrupts self and others from time-on-task.
	Calling Out	Speaking without raising your hand, shouting out answers.	Disrupts self and others from time-on-task. We advocate in ways that ensure we are heard.
3	Distracting Others / Seeking Attention	Incessant attention-seeking behaviors after choice statements. (Laughing, giggling, calling out, etc.).	Disrupts self and others from time-on-task.
	Gum or Food in Class	If found in the pocket or in the mouth.	Time and place. We take care of our space together.
	No Homework	Three or more homework assignments are incomplete or missing. No folder.	We complete our work, homework is practice, and we need all the practice we can get.
	Inappropriate	Inappropriate language/behavior between teammates (ex: "shut up").	Not nice; disrupts self and others from time-on-task. We are a team and family; we have each other's backs in order to climb to and through.
	Negative Attitude	Mumbling, rolling eyes, smacking teeth, sighing.	We are respectful to others. Not permitted from top students at any College Prep HS in this city. This is a passive way to communicate; we are assertive and clear, so we are heard.
	Talking Back	Responding negatively when an adult gives direction or correction.	We are respectful to others. There is a better time & place for discussion/coaching.
	Cell Phone / Electronic Device	If found in the pocket, audible, or visible.	Disrupts self and others from time-on-task & not permitted from top students at any college prep HS.
	Wrongful Tech Use	On the wrong website, changing computer wallpaper, using a cell phone in class.	Disrupts self and others from time-on-task & we believe technology is essential for strong, differentiated learning--we must trust you with it.
4	Academic Dishonesty	Cheating on a test. Copying assignments.	Dishonesty is not respectful and detracts from own learning. You will lose \$/trust/opportunities in college and life. You can do it; you don't need to cheat.
	Gross Disrespect	Unacceptable choices (words or actions) toward an adult or another teammate; Yelling. "Shut up talking to me," "Get out of my face," etc....	We are respectful to others & this is a college prep environment; we will not tolerate gross disrespect to those helping you be successful. We have each other's backs, and we treat others how we want to be treated.
	Vandalism or Misuse of Property	Drawing on desk, walls, bathroom stall, etc.	We respect ourselves, others, and property & this is a college prep environment; we do not tolerate graffiti.

Lying / Stealing	Lying to adults or stealing property.	We are respectful to others & this is a college prep environment; we will not tolerate theft.
Bullying, Gossiping, Teasing (BULLY)	Making fun of appearance; gossiping negatively about dating. Name-calling. Cyberbullying	We are nice to others & this can become incredibly unsafe.
Cursing / Profanity	Sh*t, f*ck, F**got, b*tch, middle finger, sexual gesture.	We are respectful to others & this is a college prep environment; we will not tolerate vulgarity.
Threatening, Instigating	Threatening somebody. Going back and forth. “Do something”, “What are you going to do?” Influencing teammates to get mad at each other.	We are respectful to others & this is a college prep environment; we will not tolerate violence. We give you multiple ways and opportunities to solve your problems; you are not ready to take them into your own hands.
Unsafe, Physical Aggression	Pushing furniture, slamming/throwing materials. Walking out. Hitting or pushing another student with intent to harm.	We have respect for ourselves, each other, and our environment. We will not tolerate an unsafe place and harming one another.
Roaming the Hallways	Being somewhere without permission.	We are safe. We always need to know where every KIPPster is safe.

Referral – We strongly believe in keeping students inside the classroom. This preserves the teacher’s authority and, more importantly, keeps students learning. With that said, there are times when a student needs to leave the classroom. Such behaviors are highlighted above. Behaviors highlighted in red indicate that the student will complete work outside the classroom for the remainder of the day and engage in a restorative essay or project related to the nature of their infraction. Leaving class is a bigger consequence than earning a \$15 deduction.

In-School Suspension (ISS) – A student completes all classwork, assessments, and homework inside the school building but is separated from peers. In addition to their normal day’s academic work, the student will engage in a restorative essay or project related to the nature of their infraction. The student should not be visible to other students on his/her grade level. A parent conference must occur before the student rejoins his/her class.

Out-of-School Suspension (OSS) – A student is not allowed on the school premises for a set number of days, depending on the severity of the infraction. A parent conference must occur before the student rejoins his/her class.

The following behaviors are beyond the scope of paychecks and will be reported to the Assistant Principal and/or Principal, who will investigate the situation and take disciplinary action.

Unacceptable Behavior		Range of Disciplinary Action
Disciplinary removal from class two or more times in one day.	at least	Out of class for the rest of the day.
	at most	1 Day ISS.
Roaming the halls. Out of seat (if the student is already removed).	at least	Out of class for the rest of the day.
	at most	1 Day ISS.
Threatening	at least	ISS and Parent Meeting.
	at most	1 Day OSS.
Cheating or academic dishonesty.	at least	Reflection and loss of credit for the assignment.
	at most	A parent meeting.
Bullying/Harassment, including internet harassment.	at least	A parent meeting.
	at most	3 Day OSS (Repeated incidents).
Leaving the school without permission.	at least	1 Day ISS.
	at most	1 Day OSS.
Hitting or banging furniture or walls causes disruption to learning.	at least	1 Day ISS.
	at most	1 Day OSS (Repeated incidents).
Pushing/Hitting.	at least	1 Day OSS.
	at most	3 Day OSS.
Fighting.	at least	3 Day OSS.
	at most	10 Day OSS.
Gang-Related Activity.	at least	1 Day ISS.
	at most	5 Day OSS.
Theft/Robbery.	at least	3 Day OSS.
	at most	10 Day OSS.
Possession of tobacco, alcohol, and drugs.	at least	1 Day ISS.
	at most	5 Day OSS.
Possession of a dangerous weapon.	at least	3 Day OSS (no intent).
	at most	Expulsion Hearing.

*The Federal Gun Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. Weapon as used in this law means “firearm,” as defined by 18 USC §3214(3)(d). Oklahoma law also requires any student, in grades six through twelve, found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school to be suspended for the remainder of the current semester and the next consecutive semester. The terms of such suspension may be modified by the district superintended on a case-by-case basis.

Procedures for Long Term Suspension

The administration can choose to impose a Long Term Suspension. A Long Term Suspension may be imposed only after the student has been (i) provided written notice of the infraction which is the cause of the impending suspension, (ii) given an opportunity to explain the accusation and (iii) found guilty at a formal suspension hearing. Students will not be allowed to attend school until the hearing date. In extreme circumstances, the administration may expel the student

from school. Upon suspension, the parent(s) or guardian(s) of the student will be provided with written notice which includes a description of the incident, or incidents, which resulted in the suspension and information regarding their right to appeal to the KIPP OKC Board of Directors. Where possible, notification also shall be provided by telephone if the school has been provided with a contract telephone number for the parent(s) or guardian(s). Any decision by the KIPP OKC Board of Directors is final.

Expulsion

Expulsion refers to the permanent removal of a student from school for disciplinary reasons. If a student is being considered for expulsion from KIPP OKC College Prep, the administration shall provide written notice to the student and his or her parent(s) or guardian(s) that the student is being considered for expulsion. Such notice also shall set a time and place for an informal conference with the administration. If, after the conference, the administration still feels expulsion is appropriate, it shall issue a recommendation of expulsion to KIPP OKC College Prep's Board of Directors. Such recommendation shall include a description of the behavior and/or academic problems indicative of the need for expulsion, a description of the alternatives explored, and prior action taken to resolve the problem. The parent(s) or guardian(s), should they so choose, may appeal to the KIPP OKC Board of Directors. The Hearing Officer will then render a formal decision.

Education Plans

Students who are suspended for more than five days will be provided with school work assignments through an education plan, except for those students suspended due to possession of a dangerous weapon, controlled substance or firearm. While not required, KIPP OKC College Prep has the option to provide an education plan to those students suspended for five days or less. For those students receiving an education plan to those students suspended for five days or less. For those students receiving an education plan, parent(s) or guardian(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is re-admitted to school.

Such education plan will set out the procedures to be followed by the parent(s) or guardian(s) and will address the academic credit to be received by the student for work satisfactorily completed. Arrangements will be made between the school and each individual family for the delivery of work assignments. The Disabilities Education Improvement Act ("IDEA") mandates will be followed for students with disabilities.

Discipline for Students with Disabilities

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an Individualized Education Plan (IEP) that includes disciplinary guidelines, the student will be disciplined according to those guidelines as required by IDEA. The law states that special education students or a student with a suspected disability or a 504 cannot be suspended for more than 10 days cumulatively or consecutively unless an IEP meeting has been held to address a change of placement.

Smoking, Alcohol, and Drug Use in Public Places Act

KIPP OKC College Prep prohibits smoking, the use of snuff, chewing tobacco, or any other form of tobacco product, alcohol and drug use in the buildings and on school grounds of the facility by all persons.

STUDENT HANDBOOK

ACKNOWLEDGEMENT FORM

I have received my copy of the KIPP OKC College Prep Student/Parent Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

I understand and agree that nothing in the Student Handbook creates or is intended to create rules or policies that replace the Commitment to Excellence or the Non-Negotiable Expectations for KIPP OKC College Prep. Policies outlined in the Student/Parent Handbook are subject to change at the school's discretion.

I state that I have read and fully understand the KIPP OKC College Prep Student/Parent Handbook and agree to all terms.

Student's Printed Name: _____

Student's Signature: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____

**THIS SIGNED SHEET MUST BE RETURNED WITHIN ONE WEEK
OF DISTRIBUTION OF THIS DOCUMENT.**