

SCHOLAR & FAMILY HANDBOOK

GRIZZLIES



KIPP:OKC
COLLEGE PREP

2022-2023

Academic School Year

TABLE OF CONTENTS

Mission, Principals, and KIPPisms... 4-7		
Five Pillars of Success	4	
KIPP Character Strengths	4-5	
KIPPMATIZE- Glossary of KIPP OKC		
KIPPisms	5-6	
KIPPMATIZE- KIPP Language and Beliefs		6-7
Commitment to Excellence Contract. 7-8		
Teacher's Commitment.	7	
ParentUGuardian's Commitment.		7-8
Scholar's Commitment.	8	
Routines and Procedures 9-13		
Classroom Procedures	9	
Scholar Organization System		9
Hand Signals	10	
Hall Passes	10	
Restroom Procedures		10-11
Bus Policy	11	
Tardy Policy	11-12	
Tardy Scholar Check-In		12
Morning Procedures		12-13
Winter Coats	13	
Important Parental Information 13-21		
Admission Policy	13	
General School Schedule		14-15
Lunch	15-16	
School Supplies	16	
School Closing	16	
Health	16	
Information about Meningococcal		
Meningitis	16-17	
Illness During School Hours		17
Medication Procedures		17-18
Policy on Mandated Reporting of		
Abuse/Neglect	18	
Family Involvement.	18	
ParentUGuardian, Scholar, Teacher		
Conferences	19	
Parent Meetings	19	
Procedure for ParentUGuardian Concerns		19
Visitation Policy	19-20	
Withdrawal Policy	20	
		Letter Request. . . 20
		Corner Ticket... 20
		Scholar Packets... 20
		Library Books... 20-21
Academic Overview/Curriculum Overview... 21-29		
		Attendance ... 21
		Homework and Make-Up Work... 21 Friday
		Tutorials... 21-22
		Code of Conduct. . . 22-23
		Property ...23
		Computer/Internet Use... 23
		Scholar and Parent Agreement... 23-25
		Dress Code... 25
		Uniform Guidelines ...25-26
		Personal Belongings ... 26
		Telephone Use... 26
		Cell Phone Policy... 26-27
		Human Rights Policy... 27
		Harassment... 27-28
		Sexual Harassment ... 28
		Policy on Mandated Reporting of
		Abuse/Neglect ... 28
		Response to Harassment... 28
		Scholar Growth Reports... 29
Non-Academic Sessions... 29-31		
		Community Meetings ... 29
		Team Time... 29-30
		Family Time... 30
		Scholar Growth Report Data... 30
		After School Electives (ASE)... 31
Restorative Disciplinary Practice... 31-35		
		Be Nice Academy ... 31
		Tier I Behaviors ... 32-33
		Tier II Behaviors ... 33-34
		Tier III Behaviors ... 34-35
		In School Suspensions (ISS)... 35
		Work Hard Academy (WHA)... 35
Disciplinary Policies- Suspensions and Expulsions... 36-38		
		Short Term Suspension ... 36-37
		Long Term Suspensions ... 37-38
		Expulsion... 38
		Education Plans... 38
		Discipline for Scholars with Disabilities... 38

Dear Scholars & Families,

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.

School Leader

MISSION, PRINCIPALS AND KIPPISMS

KIPP CHARACTER STRENGTHS

KIPP emphasizes the development of 7 important character strengths in particular. These 7-character strengths have been connected to people who have led extremely successful and fulfilling lives in the past. They are listed below:

GRIT

- Finished whatever she/he began
- Stuck with a project or activity for more than few weeks
- Tried very hard even after experiencing failure
- Stayed committed to goals
- Kept working hard even when she/he felt like quitting

ZEST

- Actively participated
- Showed enthusiasm
- Approached new situations with excitement and energy

SELF-CONTROL

- Came to class prepared
- Remembered and followed directions
- Got to work right away instead of waiting until the last minute
- Paid attention and resisted distractions
- Remained calm even when criticized or otherwise provoked
- Allowed others to speak without interrupting
- Was polite to adults and peers
- Kept temper in check

OPTIMISM

- Believed that effort would improve her/his future
- When bad things happened, she/he thought about things they could do to make it better next time
- Stayed motivated, even when things didn't go well
- Believed that she/he could improve on things they weren't good at

GRATITUDE

- Recognized what other people did for them
- Showed appreciation for opportunities
- Expressed appreciation by saying thank you
- Did something nice for someone else as a way of saying thank you

SOCIAL INTELLIGENCE

- Was able to find solutions during conflicts with others
- Showed that she/he cared about the feelings of others
- Adapted to different social situations

CURIOSITY

- Was eager to explore new things
- Asked questions to help she/he learn better
- Took an active interest in learning

KIPPMATIZE - GLOSSARY OF KIPP OKC KIPPISMS

	Term	Definition	Term	Definition
College Cohort	Cohort of scholars who travel to	Community Meeting	Time that is reserved for character building, leadership development, gradual release to high school and college activities.	
Homereroom	Staff member who functions as the teacher for a particular college.	After School Extracurricular (ASE)	Programming offered to scholars from 3:30pm - 5:00pm to allow scholars extracurricular activities.	
Focus Groups	Time reserved at the end of most academic days for reading and math intervention.	Blended Learning	A portion of the day for 4th - 8th graders where they engage with academic intervention or acceleration through online or digital technology.	
Family Time	Team Time	Scholar Growth Report	One per week advisory style session in which scholars track growth data on character and	

¹ grades, set goals and build stronger relationships.

One per week meeting with the entire grade level team of scholars and teachers to

¹ celebrate hard work and good character.

Weekly reports of affirming and adjusting feedback that KIPPsters can use to reflect on their behavior at the end of each week.

Work Hard Academy (WHA)

Reflection Time

Choice Reading

Time during recess for scholars who have missing homework or are not prepared for class.

Time during recess for scholars to reflect on actions that are not in line with the KIPP standard of excellence.

Time that scholars are engaged in reading books of their choice on their level.

Grade Glances	Weekly grade reports for each subject that give scholars and families a snapshot of their academic achievement in each class.	Dean on Duty (DOD)	Leadership Team member who can intervene with extreme scholar misbehavior when all in class options have been exhausted.
ISS	In-School Suspension is a space designed for scholars to go as an alternative to suspension.		

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

- Sit up straight. We do not allow scholar 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 scholar 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 scholars. Teachers and staff may say, "Exit the room on boom, please."
- Snaps - Scholars and teachers snap fingers in class when a scholar "digs deep" and gives an exceptional answer. This can be done individually or in unison.
- Praise - class claps in unison to "praise" a scholar/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

COMMITMENT TO EXCELLENCE CONTRACT

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

- We arrive at KIPP every day by 7:00am (Monday - Friday)
- We will remain at KIPP until 4:30pm (Monday - Friday)
- We will teach at KIPP during the summer. (This is standard policy; however, at the discretion of the administration)
- We will always teach in the best way we know how, and we will do whatever it takes for our scholars to learn.
- We will always make ourselves available to scholars, parents, with any concerns they might have.
- We will always protect the safety, interests, and rights of all individuals in the classroom as well as our school premises.
- We will always communicate with parents, scholars, and staff in a respectful manner.
- We will review data and schedule meetings with parents and scholars.

We understand that failure to adhere to these commitments can lead to our termination from KIPP

Parents' / Guardians' Commitment: We fully commit to KIPP OKC College Prep in the following ways:

- We will make sure our child arrives at KIPP everyday by 7:30am (Monday - Friday)
- We will make arrangements so our child can remain at KIPP until 3:30pm or 4:45p if participating in after school sports program.
- We will ensure that our child completes homework nightly 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.
- We will always make ourselves available to our children, the school, and 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 the papers that the school sends home to us.
- We will allow our child to go on KIPP field trips.
- We will make sure our child follows the KIPP OKC dress code: Uniform shirt, KIPP jacket (when needed), navy or khaki pants, brown or black belt with shirt tucked in.
- We understand that our child must follow KIPP rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

- We will always communicate with KIPP staff in a respectful manner.
- We will review and sign grade reports, report cards, Scholar 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's Commitment: I fully commit to KIPP OKC College Prep in the following ways:

- I will arrive at KIPP every day by 7:30am (Monday - Friday)
- I will remain at KIPP until 3:30pm or 4:45pm if staying for the afterschool sports program.
- I will come to KIPP on Saturdays and tutorial days when invited by my teachers.
- I will attend KIPP during summer school when invited.
- I will always 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 will 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, and I will ask questions in class if I do not understand something.
- I will always communicate with my parents, teachers, and KIPP staff about any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
- I will follow KIPP dress code: Uniform shirt, KIPP jacket (when needed), navy or khaki pants, brown or black belt with shirt tucked in.
- I am responsible for my own behavior, and I will follow the teachers' directions the first time they are given.
- I will communicate with teachers/staff, parents and scholars in a respectful manner.
- 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 scholars.

First Five is always on BOOM.

- 1) Pick up Do Now. Do Now is available for pick up as soon as scholars 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." Scholars should be visibly working hard during this time with pencils moving and eyes on your Do Now.
- 5) Assign Yourself: No Questions! Scholars 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. Scholars put their name, college and date on top of their homework.
- 2) STAR for directions for tonight's homework. Scholars should read directions for homework and/or go over any verbal directions.
- 3) Put tonight's homework into your Trapper Keeper. Scholars click open Trapper Keepers and file their homework into the correct section.
- 4) Leave your area better than you found it. Scholar 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. Scholar reset in STAR to be dismissed in an orderly fashion.

Scholar Organization System

- All KIPP scholars use a Trapper Keeper for organization.
- Trapper Keepers contain the following:
 - o Pencil bag with 5 writing utensils (#2 pencils for 4th, 5th and 6th grade) (Markers/sharpies will be confiscated)
 - o Weekly HW sheet
 - o 5 Dividers (one for each subject)
 - o Novel
 - 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 scholars 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 UJJ
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 scholar 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 scholar out of a classroom at a time. If a scholar 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 scholar 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

- Scholars 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.
- Scholars may leave the cafeteria to use the restroom once granted permission. Permission is granted only for an appropriate hand signal.

During Class

- All Scholars 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 scholar's agenda (Upper School).
- If a scholar needs to use the restroom past his/her 6 free credits (without a medical note), he/she will be charged an Emergency Restroom deduction.
- Scholars are not permitted to use the restroom during the first or last 10 minutes of class.
- Only one scholar is allowed out of class at a time.
- If a scholar 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 scholar.
- Once the restroom tracker has a teacher signature, the scholar will sign out by the front door, the scholar may pick up the hall pass and exit the classroom to use the restroom.
- Scholars 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

- Scholars are permitted to use the restroom during their lunch period.
- Scholars may leave the cafeteria to use the restroom once granted permission. Permission is granted only for an appropriate hand signal.
- Scholars 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 scholars to KIPP OKC College Prep from Southern Oaks Library 6900 South Walker Avenue.

- Buses will depart from Southern Oaks Library at 6:40pm. All scholars should report to this location by 6:35am. It is the responsibility of the parent/guardian to get their scholar 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.
- Scholars 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 scholar is not in their first period class by 7:30am because they were late for the bus, it is considered a tardy.
- If a scholar is unable to come to school because they were late for the bus, it is considered an unexcused absence.

Scholar 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 scholars while on the bus

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

TARDY POLICY

Scholars are considered tardy if they are not in their first period class by 7:30am. After this time, the teacher will only accept scholars into the classroom with a 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 scholars, and between teachers and scholars.

Therefore, classroom punctuality is considered to be an integral part of the scholars' 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 scholar being charged with an unexcused absence. All tardies accumulate for each semester in each class.

Tardy Scholar Check-In

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

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

Morning Procedures

Prior to doors opening:

6:40-6:45am

- Morning team brings cellphone bin to front doors
- Morning team reports to front door for morning arrival

Materials: cellphone bin

Doors open:

6:45am

- Morning Supervisor stands at front doors and greets scholars using square up/stand still and bright face
- Morning team does a quick scan of each scholars' uniform to ensure compliance and has any non-compliant scholar 'do it again'. Morning team gives 5 second pep talk for certain scholars to set them up for success.
- Scholars greeted by squaring up/standing still and shaking hands with a bright face.
- Scholars enter building and walk to cafeteria
- 4th through 8th grade sit quietly with a Level 1 voice at tables, set trapper keeper under their seat, and track their novel or complete homework from the previous night.
- Lena/Morning team are circulating, monitoring, and giving nonverbal redirects for sitting at tables and/or cafeteria behavior.

Breakfast:

7:00-7:20am

- ASL's and teachers arrive
- All academic staff huddle from 7:00-7:05 in the library with the exception of the morning team for that day
- At 7:00 am scholars transition at a level 1 to breakfast while coaches are strategically positioned in hallways and the gym.
- At 7:10 scholars that are finished eating breakfast are released to the hallways.
 - o Scholars move to their homeroom and are greeted at the threshold of the door by their teacher.
 - o Scholars sit quietly at a Level 1 voice in their room, set trapper keeper under their seat, and track their novel or complete homework from the previous night. While they sit, teacher may play soft music to set the tone for the day.
- At 7:10 all homeroom teachers are in the threshold of their doorway and hallway monitors are in place. Hallway monitors nonverbally redirect off task scholars and direct scholars to the correct rooms.

Breakfast clean-up:

7:18am-7:20am

- Scholars dump trays
- Lena circulates and monitors while nonverbally redirecting off task scholars
- Scholars leave cafeteria better than they found it
- Scholars transition quietly from the cafeteria, down the hallway and into the gym. Once scholars have entered the gym, they are silent. Scholars will sit in their assigned seat within their college.

Morning Meeting

7:20-7:30am

- Teacher begins morning meeting activity (see menu for morning activities).
- Scholars participate in the activity

Classes begin

7:30am

- Scholars set out materials for teacher to check for preparedness
- Scholars complete ON
- Teacher takes attendance in Deanslist

Materials: clipboard, timer, pen

Attendance is completed

7:40am

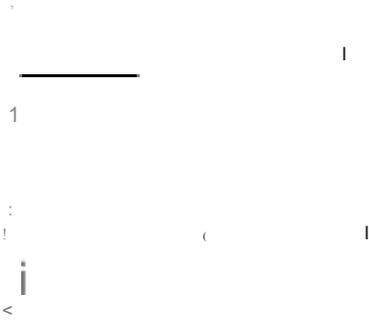
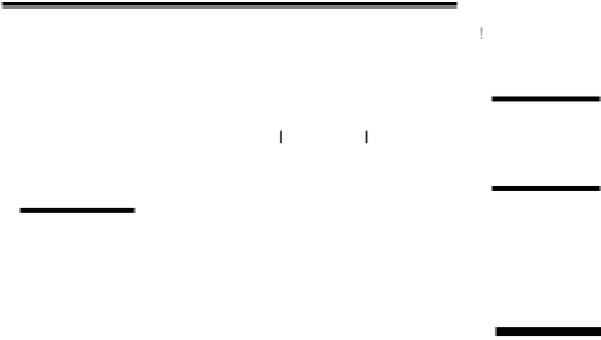
- By this time, attendance should be taken in Deanslist. First 5 is complete by this time.

IMPORTANT PARENTAL INFORMATION

Admission Policy

Admissions to KIPP OKC College Prep will be a cooperative decision between scholars, parents, and teachers. Scholars 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 scholars and their families to view an intense academic commitment as their key to the future. KIPP OKC College Prep will enroll scholars whose legal residence is within the boundaries of the Oklahoma City Public Schools District ("District") or those scholars 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 scholars, KIPP OKC College Prep will select scholars through a lottery process. Scholars, 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 scholar will be denied admission to KIPP OKC College Prep based on race, ethnicity, national origin or gender.

General School Schedule



Time	Activity	Location	Faculty	Department
2:00	Focus Group			
2:05				
2:10				
2:15				
2:20				
2:25				
2:30				
2:35				
2:40				
2:45				
2:50				
2:55				
3:00				
3:05				
3:10				
3:15				
3:20				
3:25				
Activity	Location	Faculty	Department	
PE	AcadIn&LIn&tor	Math- OSU	WritIn&- UCO	Sciece- OU
St_nce	Rodine- OU	Math- UCO	WritIn.e- Lantponl	Sciece- OSU
Acacini:				

Activity	Location	Faculty	Department
	AcadIn&-OSU	Math-Lampton	WritIn,-ou
			Sciece-UCO
4thG	r.ctt,lundliff		
Atou	:SBGrfthlth		
	ad.111- UCO	Math- OU	WritIn,- UCO J
			S-dert LLnc:cn
WritIn,			

Lunch

!_All scholars will receive free breakfast and lunch.

!_Families may choose to have their children eat breakfast at home and/or send a sack lunch.

- Each scholar, 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 scholars 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 scholars from lunch to class cannot be interrupted.
- Parents may not use lunch visitation time to conference with teachers, their child, or other scholars.

School SuQQ.lies

L..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

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, Hemophilus influenza 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 scholar 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.

COVID Safety Measures:

- We encourage all scholars to get a COVID-19 vaccination.
- Oklahoma state law prohibits the mandate of masks in public buildings, however, we strongly recommend that all persons in our school wear masks at all times.
- Prevention Strategies such as social distancing, surveillance testing, adequate ventilation, cohorting, isolation/quarantining of positive/exposed cases are still a top priority, especially in the absence of masks.
- Where possible social distancing and masks are our greatest protection from the spread of the virus, we aim to social distance 3ft as much as possible.
- Hand sanitizer will be used by all person upon entering the building, and before meals and after meals.

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 scholars 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 scholars 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 scholar's information sheet will be contacted.

Medication Procedures

Please make every effort to schedule administration of medication outside of school hours. If a scholar 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 scholar'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 scholar 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 scholar in understanding the ramifications of the call. The School Leader will debrief the scholar 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 Involvement

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 homework sheet (4th, 5th & 6th) or agenda (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.

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 scholar 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.
- Scholars must move up in their reading levels to be academically successful.
- Have your child discuss and teach the mini-lesson each day. Scholars 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, Scholar, 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 can learn about KIPP, the curriculum, and their child's academic and behavioral standing. Scholars 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

Due to COVID and social distancing guidelines, family visits must be approved by the School Leader and upon invitation only.

Withdrawal Policy

Scholars 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 scholars 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 scholars 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 scholar enrollment.

Scholar Packets

All scholars 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 scholar is absent from school. Math, science and reading packets will be given to all scholars. Scholars who complete all of the packets on time with at least 70% mastery will be rewarded with a trip or experience.

Library Books

Scholars 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 scholar's books by calling or texting the librarian during school hours. Scholars 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. Scholars should keep their library books in their possession at all times; loaning or sharing books with peers is prohibited, as the scholar responsible for the book is the scholar it's checked out to. In the case of a lost or damaged book, scholars 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 scholars will be required to either produce the book or pay the \$10 replacement fee within one week.

ACADEMIC OVERVIEW/CURRICULUM OVERVIEW

The KIPP OKC curriculum is driven by clear performance standards for what scholars 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 scholars are mastering the standards.

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

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

Attendance

KIPP OKC College Prep scholars must arrive by 7:30am every day (Monday - Friday). Scholars 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 scholars 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 scholar's grades. A scholar 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 scholar 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 scholar is repeatedly absent the following process takes place:

Repeated absence a letter will be sent home

o Send letters out with "amount of days" trigger points

Example: 3 days absent or more letter. "Your scholar has missed 3 days out of 17 total days for the year."

3 days - 1st Quarter/1st Letter

- Signature - "Yes I have received this, I understand"

5 days - 2nd letter

- Phone conversations with Principal, Michael Carter
- Loretta Jones is looped in as a parent liaison
- Counselling services offered at this time

8 days - 3rd letter

- Formal letter to attend meeting + phone call to schedule meeting
- Parent conference with the principal, Michael Carter
- Attendance Improvement Plan (signed and drafted)

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. Three half days will count as one full day's absence.

Homework and Make-Up Work

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

ALL Grades:

- Scholars 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.

Homework and Phone Call Expectations:

- Homework is key to scholars' success.
- Scholars are allowed to call teachers for homework questions until 8:00pm on weeknights and between 9am - 5pm on weekends.
- Scholars are never excused from completing homework.
- Scholars are expected to call if they have an academic question or if they have been absent from school. Before calling, scholars must study their notes, and show grit. Do not erase your efforts before calling.
- Scholars 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 scholar 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 scholar. Therefore, the scholar must make the phone call to the teacher. Scholars 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 scholar 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 SCHOLARS

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. Scholars 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, Scholar 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.

ProQ.filjy_

Scholars 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 scholar and his or her possessions can be searched if there is a reasonable suspicion that the scholar violated the law or school rules. School administrators may seize any contraband that is illegal or violates school rules, including weapons and drugs. Scholars' desks, and other school property can be searched at any time for any reason with or without notice.

ComQ.uter/Internet Use

ACCEPTABLE INTERNET USE POLICY AGREEMENT FOR SCHOLARS AND FAMILIES

The internet and other online resources are provided by KIPP OKC to support instructional programs and appropriate scholar 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 scholar and parent sign the accompanied Acceptable Internet Use Agreements before internet access is granted.

Scholar and Parent Agreement

It is important to understand that scholar use of the internet at KIPP OKC is a privilege. If used properly, this resource can greatly enhance a scholar's learning experience and provide scholars 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 scholars to use the internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KIPP OKC. A scholar's online conduct is ALWAYS subject to the expectations laid out in the KIPP OKC scholar handbook.

Some parts of the internet contain material that is not suited for scholars and not supportive of KIPP OKC's educational activities. Scholars 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 scholar exposure to inappropriate materials. However, KIPP OKC cannot guarantee the appropriateness of all materials accessed by the scholars 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 scholar'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 scholar or staff member on a social networking website or chat room
- Using KIPP OKC internet to chat with other scholars 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 scholars will succeed in college, KIPP OKC utilized Google Apps for Education to promote collaboration and communication between our scholars and teachers. As a KIPP OKC scholar, your child may receive a Google Apps user account in the KIPPPOKC.ORG Google Apps for EDU domain and have access to Gmail and other Google Apps for EDU.

Google Mail (Gmail): KIPP OKC scholars may receive an account with an email address @scholar.kippokc.org. KIPP OKC will filter scholar emails so that scholars 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 scholar 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 scholars to collaborate with other scholars 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 scholar 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 scholars 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 scholar data becomes irretrievable or inaccessible.

Privacy: KIPP OKC reserves the right to access any scholar account content (email, documents, etc.) without consent from the scholar or parent/guardian at anytime for any reason. KIPP OKC will not provide scholar 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 scholar's email and respond to any findings according to school policies. DRESS

CODE

PURPOSE: It is expected that KIPP OKC College Prep scholars 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 scholars and parents concerning proper attire to be worn to eliminate distractions from the learning environment, and to prepare scholars for professional dress in the future. The dress code is mandatory.

UNIFORM GUIDELLNES

GIRLS	BOYS
<p>Tucked in KIPP or plain polo shirt 4th Grade - Grey 5th Grade - Hunter Green 6th Grade - Navy Polo 7th Grade - Red Polo 8th Grade - Gold Polo *May also wear polo from a previous grade.</p>	<p>Tucked in KIPP or plain polo shirt 4th Grade - Grey 5th Grade - Hunter Green 6th Grade - Navy Polo 7th Grade - Red Polo 8th Grade - Gold Polo *May also wear polo from a previous grade.</p>

<p>A long sleeved shirt (no hood) may be worn underneath the polo if it is white, black, or matches the KIPP polo color.</p> <p>KIPP fleece jacket KIPP cardigan KIPP sweater vest 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)</p>	<p>A long sleeved shirt (no hood) may be worn underneath the polo if it is white, black, or matches the KIPP polo color.</p> <p>KIPP fleece jacket KIPP cardigan KIPP sweater vest Plain black or brown belt Navy blue or khaki slacks Plain socks Tennis shoes or dress shoes (close toed)</p>
---	---

Personal Belongings

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

- Gum
- Soda (unless at lunch)
- 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

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

- 1) Scholars 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) Scholars 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 scholars. In the event of an emergency situation, contact the Operations Director or School Leader for assistance.
- 4) Scholars 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) Scholars are only allowed to use the phone for homework, disciplinary acts, and in the event of illness/medication issue.

CELL PHONE POLICY

ALL CELL PHONES ARE TO BE LEFT IN THE FRONT OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL. Such devices may not be activated, seen, or heard at school. If a scholar 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 scholar 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 scholar will receive the appropriate discipline and the phone confiscated. Scholars 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. Scholar receives a lunch/recess detention.

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.

THIRD OFFENSE: Cell phone will be confiscated and must be picked up by the parent or guardian. Additionally, the scholar will not be allowed to bring it back to school, until allowed by the administration. The family and school leadership will meet to come up with a plan for success.

*****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 scholars 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.

Respons_e_to_Harassment

Parents and scholars 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.

Scholar Growth Reports

The purpose of scholar Growth Reports is to give scholars feedback on their actions and character that they can reflect on at the end of each week. It also allows teachers to communicate scholars' behavior to parents on a regular basis. Scholar 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. Scholars 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 scholar behavior and performance. Points will be used to determine eligibility for school rewards such as school dances, trips, parties, prizes, etc.

Scholar Growth Reports earnings can be generally read as follows:

- Scholars 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 scholar was struggling behaviorally or academically that week.
- Having more additions than deductions means that a scholar had a good week academically or behaviorally.

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

NON-ACADEMIC SESSIONS

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 scholars 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 scholar 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

Scholar Growth Report Data

Week of...	Scholar 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 2AR 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.

After School Elective (ASE)

Research demonstrates that scholars in middle school reap cognitive, social, emotional and physical benefits with an anticipated break from academic work. Therefore, KIPP OKC offers after school electives as a break during the school day to scholars in grades 4th - 8th. Scholars who are meeting the basic requirements of homework, preparedness, and behavior will have access to After School Electives from 3:30 - 5:00pm on Monday, Tuesday, Thursday and Friday.

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 scholars. Addressing breaches in agreed upon community behavioral expectations presents the challenge of balancing both of these beliefs. KIPP OKC aims to ensure consequences of scholar 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 scholars of whom their relationship has been harmed that day.

School-wide Culture Systems
<p>Beliefs about culture and discipline:</p> <ul style="list-style-type: none"> Teachers are the owner of culture in their classroom Strong scholar engagement yields strong scholar culture

- When directions are clear and scholars have the capacity, 90% of scholars will do the correct action the first time
- Scholars will rise to whatever bar is set
- Strong and positive scholar relationships with teachers leads to strong and positive classroom culture
- Providing scholars with opportunities to creatively own their learning proactively eliminates unwanted behaviors
- Increased time in the classroom strengthens scholar knowledge and mitigates unwanted behaviors
- In most situations, teachers have the power to address most unwanted behaviors
- When scholars are not meeting the expectation, the best practice is to investigate the why first. "Are you ok? Do you know how to do this?"
- All consequences need to be logical, restorative, and appropriately aligned with the action, not the current emotion

If a scholar is exhibiting an action that is not vision aligned, then the teacher should follow the school-wide system below.

Process	Teacher Action	Resource
<p>First</p>	<p>Use 3 least invasive techniques to get KIPPster back to learning.</p> <p>If successful, praise KIPPster:</p> <ul style="list-style-type: none"> • "Kayla, you got back to learning. I'm proud of how you focused and completed your fraction work!" <p>If unsuccessful, check in with the KIPPster using probing questions:</p> <ul style="list-style-type: none"> • Are you ok? • Do you know how to do this task? • What support do you need to get started? <p>3 Key Messages:</p> <ul style="list-style-type: none"> • This is important. • You can do this work. • I will not give up on you. 	<p>Utilize the least invasive form of intervention:</p> <ol style="list-style-type: none"> 11. Non-Verbal Intervention 12. Positive Group Correction While shown 13. Anonymous Individual Correction in order of escalation, 14. Private Individual Correction these <p>are not necessarily sequential steps</p> <p>IS. Lightning-Quick Attention Getters </p> <p>6. Consequence </p>

Next

If unsuccessful, reset KIPPster with the reset desk:

- "It seems like you might need a moment to refocus. Take 3 minutes in the Reset Desk to reflect and I will come chat with you when the timer goes off."

When the timer goes off, begin one-on-one convo with KIPPster:

- **Open Conversation:** "May I see your reflection?"
- **Acknowledge Good:** "I like how you said _____. That feels important."
- **Stamp the Consequence/Restoration:** "_____ seems like a good way to fix things. If this happens again, what do you think will happen?"
- **Invite to Rejoin the Community:** "That sounds great. Let's get you back to learning!"

If successful, praise KIPPster. Mend the harm caused (i.e one-on-one, who class, etc.) Move on!

If unable to successfully have a restorative conversation and name the harm, the restoration needed, and return to learning, move to the "then" step after documenting a GLC reset Dean's List referral.

If the scholar is reset, but then unsuccessful when they return to the learning environment, try 2 least invasive strategies + 1 logical consequence

W

QD

Restorative Questions (setA)

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

	<p>before moving to GLC's classroom.</p> <p>If behavior persists, complete a GLC reset referral in Dean's List and reset KIPPster with GLC classroom.</p> <ul style="list-style-type: none"> • "It looks like you are still not focused on the learning. I think you need to reset yourself in another classroom. The teacher will send you back and we will have a conversation when the teacher determines you are ready." <p>If one of your KIPPsters was removed from the class, it is a non-negotiable that you call the family by end of day to let them know what happened and what the next steps are. The call can happen after school hours, but it MUST happen the same day. This call must be logged into Dean's List so we have a record of the communication.</p>	
<p>Then</p>	<p>After completing the Dean's List referral and receiving an affirmative text stating the GLC can accept the scholar, send KIPPster to GLC's classroom with reflection sheet.</p> <p>KIPPster is expected to complete their reflection sheet and wait for the GLC to conference with them while in GLC's classroom.</p> <p>Teachers sending scholars must inquire about capacity to receive a scholar and receive</p>	<p>Blank sheet of paper:</p> <ul style="list-style-type: none"> • What is bothering you? • Why is it bothering you?

confirmation to send, **before** the scholar is sent.

- If the GLC is not able to take the scholar at that time, please move to the "After" step.

When KIPPsters return to class, greet KIPPster, read reflection, set a goal for the rest of class and continue on.

- "Great to have you back. Let's take a look at your reflection."
- "I think that a great goal for the rest of class would be to

Does that sound like something you can do?"

If one of your KIPPsters was removed from the class, it is a non-negotiable that you call the family by end of day to let them know what happened and what the next steps are. The call can happen after school hours, but it **MUST** happen the same day. This call must be logged into Dean's List so we have a record of the communication.

If unsuccessful, try 2 least invasive strategies + 1 logical consequence before moving to Support Up Referral on Dean's List.

After

If behavior persists, reset KIPPster with Support Up referral in Dean's List.

1st Responder: School
TherapisU Scholar
Support

Focus Question:

- What is the lagging skill?
- What can we do to reteach the lagging skill?
- How will we praise the KIPPster when they learn the lagging skill?

	<p>2nd Responder: AP 3rd Responder: School Leader</p> <p>If one of your KIPPsters was removed from the class, it is a non-negotiable that you call the family by end of day to let them know what happened and what the next steps are. The call can happen after school hours, but it MUST happen the same day. This call must be logged into Dean's List so we have a record of the communication.</p>	<p>*Must be put into Dean's List so we can track behavioral patterns and problem solve based on data.</p>
<p>Finally</p>	<p>If one of your KIPPsters was removed from the class, it is a non-negotiable that you call the family by end of day to let them know what happened and what the next steps are. The call can happen after school hours, but it MUST happen the same day. This call must be logged into Dean's List so we have a record of the communication.</p> <p>If the scholar's action warrants a day or two away from school, then the SL will connect with the family in addition to your call.</p> <p>When the scholar returns to school, a restorative circle will be facilitated by the SL+ teacher.</p> <p>A scholar goal sheet will be created by SL +</p>	<p>Focus Question:</p> <ul style="list-style-type: none"> • What is the lagging skill? • What can we do to reteach the lagging skill? • How will we ensure everyone is on the same page to support this KIPPster? <p>*Must be put into Dean's List so we can track behavioral patterns and problem solve based on data.</p>

KIPPster for the next 5-10 days to support change in habit for the KIPPster.

Logical Consequence Menu

Belief about logical consequences: Logical consequences are the pathway to restoration; they are proportional to the unwanted behavior. Logical consequences make the most sense for the unwanted behavior.

Hallways/ Bathrooms

	Action that is NOT aligned to the vision	Logical Consequence
	Scholar misbehavior in line (Gumping, talking)	Go to the end of line/specific place in the line
	Playing at water fountain	Loss of privilege of having a drink without supervision
	Running in hallway	Go back to starting point and try it again
	Dunking on doorways	Go back to starting point and try it again
	Throwing paper towels on floor	Pick up paper towels for "x" number of days
	Playing with water/soap	Clean up mess; loss of privilege of going to the bathroom alone
	Out of area	Loss of privilege of going to the bathroom alone
	Vandalism; destroys/misuses equipment	Repair equipment if possible/ lose privilege to use equipment
	Mean/unfriendly language about another	Restorative conversation to confront the harm done and use have time to reflect and develop strategies to be kind during lunch/recess
	Wasting time in the bathroom; excessive bathroom visits or length of visits	Limited or supervised restroom visits

Lunch/ Recess

	Action that is NOT aligned to the vision	Logical Consequence
	Physical aggression	Time off recess; write an apology letter; restorative circle

	Unsafe use of the playground equipment	Warning; loss of privilege for "x" amount of time
	Misbehavior during lining up	Practice with recess leader while class dismisses; loses last 5 minutes of next recess if pattern of behavior persists

	Talking during silent 5	Move to the Growing Table at lunch; lose recess time
	Throwing food/making a mess	Pick it up/clean it up for "x" number of days; helping custodian
	Not using inside voices/above a level 3 during recess	Warning; lose privilege to talk; sit out at Growing Table
	Horseplay	Time at the reflection table

Classroom

	Action that is NOT aligned to the vision	Logical Consequence
	Destroys/misuses materials	Clean it up; work to pay it back to the teacher using kindness menu
	Not completing work/wasting time	Finish on their own time (recess/free time); any additional work is sent home as homework
	Running in classroom	Record time off task and subtract that time from recess (if recess has already occurred next social moment)
	Mean/unfriendly language	Move seat; time out in another room; loss of talk time during lunch
	Using supplies incorrectly	Apology during circle or conference; kindness menu
	Writing on desks	Loss of privilege of using that supply
		Clean desk(s) for "x" amount of days
	Academic dishonesty/cheating/plagiarism	Letter to class and family about breaking trust, and revise the assignment
	Shouting out repeatedly	Time to reflect at the reflection table, and a conversation about sharing air time/respecting classmates.
	Refusing to follow directions	Time during recess and lunch to address behavior and develop a plan to change behavioral patterns

	Arguing with a teacher	Time to reflect at the reflection table, and a conversation about sharing air time/respecting teachers.
	Distracting yourself or others	Time to reflect at the reflection table, and a conversation about sharing air time/respecting classmates.
Other		

	Action that is NOT aligned to the vision	Logical Consequence
	Cell phone violation	Please follow the consequence menu in the scholar handbook.
	Out of area	
	Sexual harassment	Please follow the consequence menu in the scholar handbook. Level-up Support
	Bold, elevated disobedience - includes a high level blow out	Level-up Support
	Bringing weapons/substance to school	Level-up Support
	Causing physical harm	Level-up Support
	Stealing/theft	Level-up Support
	Verbal altercation threatening verbally harming a teammate intentionally	Level-up Support
	Repeated refusal to follow directions	Level-up Support
	Damaging property	Level-up Support
1		

<p>Actions that Warrant an Immediate Support Up Referral</p>	<ol style="list-style-type: none"> 1. If KIPPster action causes physical harm in any way, leadership team communication is needed immediately. 2. If KIPPster engages in a physical altercation or publicly acts as if they are about to start a physical altercation, leadership team communication 	<p>Immediate Support Up if...</p> <ul style="list-style-type: none"> • KIPPster elopes from classroom • KIPPster harms self • KIPPster physically harms others • KIPPster destroys school property (breaks table, breaks chair, breaks desk, etc.) • KIPPster is caught with illegal substances (drugs, alcohol, weapons of any kind) • KIPPster is caught engaging in sexual activity or harassment of any kind
---	--	---

	<p>is needed immediately.</p>	
--	-------------------------------	--

<p>Potential Consequences for pattern of scholar actions that are NOT vision aligned</p>	<p>At School*</p> <ul style="list-style-type: none"> • Family Conference: SL +teacher+ family co-create action plan for home-school bridge. • Family time in Class: The family must spend 2-5 days to observe and support the home-school bridge. • Loss of privileges: scholar will lose privileges such as extracurricular, recess, leadership time • Family Recommitment Conversation: School leader meets with family about persistent actions that are not vision aligned, review and re-sign family commitment and come up with a more robust action plan. • KIPPster time out of class: KIPPster will be in another class 1-2 days to reflect, refocus, 	<p>On the Bus</p> <ul style="list-style-type: none"> • School leader calls family to share what happened on the bus, restate our expectations for the bus, and share the school consequence of removal from the bus if the action continues due to safety concerns for all scholars • KIPPster time off the bus: KIPPster will lose bus access for up to 1 week • Family Conference: SL+family co-create action plan for home-school bridge that reinforces vision-aligned actions • KIPPster removal from the bus: KIPPster will lose bus access for the rest of the quarter
---	--	--

	<p>and practice lagging skill</p> <ul style="list-style-type: none"> • KIPPster time out school: KIPPster will stay home 1-2 reflect and refocus alongside family 	
--	--	--

In School Suspension (ISS)

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

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

Scholars must actively work on school assignments while in ISS. Any scholar 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. Scholars 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 scholars who are not completing homework spend a designated portion of ASE completing missing work. WHA is served during ASE each day. A scholar 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 scholar's growth report using Dean's List.
- Teachers will provide homework copies every day.

DISCIPLINARY POLICIES - SUSPENSIONS AND EXPULSIONS

KIPP OKC College Prep will adhere to the KIPP Commitment to Excellence as a guideline for disciplinary action, suspension, or expulsion of scholars. Disciplinary actions may include, but are not limited to:

- ISS
- Short Term Suspension

- Long Term Suspension
- Expulsion
- Contract for Retention

Short Term Suspensions

Short Term Suspension refers to the removal of a scholar from school for disciplinary reasons for a period of ten or fewer days. Scholars committing any of the infractions listed below shall be subject minimally to short term suspension, unless the School Leader determines that an exception should be made based on the individual circumstances of the incident and the scholar's disciplinary record. Depending upon the severity of the infraction, the scholar may be subject to a Long Term Suspension, Expulsion, or referral to the appropriate law enforcement agencies.

Examples of disciplinary infractions include, but are not limited to the following;

- Inciting, Instigating (Stirring Up)
- Vandalizing School Property
- Endangering the physical safety of another by the use of force or threats of force, which reasonably places the victim in fear or imminent bodily injury
- Engaging in conduct, which disrupts school or classroom activity, endangers or threatens the health, safety, welfare, and/or morals of themselves or others
- Failure to comply with disciplinary sanctions
- Stealing, attempting to steal, or possessing property known by the scholar to be stolen
- Committing extortion
- Engaging in gambling
- Trespassing on school property
- Abusing school property or equipment
- Using obscene or abusive language or gestures
- Engaging in acts of verbal, physical, or sexual harassment
- Possessing tobacco or alcohol
- Refusing to identify himself/herself to school personnel
- Bullying/harassment/cyber bullying (at school and away from school)
- Violation of computer usage agreement
- Teasing and horse playing
- Sexual harassment
- Repeatedly committing minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action

Procedures for Short Term Suspension

The administration may impose a Short Term Suspension. Before imposing the suspension, the administration will provide the scholar with written or verbal notice, which shall include a description of the incident resolution in the pending suspension, and will provide the scholar an opportunity to respond to the accusation. Upon suspension, the parent(s) or guardian(s) of the scholar will be provided with written notice which includes a description of the incident, or incidents which resulted in the suspension. Parents and/or guardians have the right to appeal to a committee that was not involved in the original suspension decision. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Any decision made by the appeals committee is final.

Long Term Suspensions

Long Term Suspension refers to the removal of a scholar from school for disciplinary reasons for a period of more than ten days. A scholar who is determined to have committed any of the infractions listed below shall be subject minimally to a Long Term Suspension, unless the administration determines that an exception should be made based on the circumstance of the incident and the scholar's disciplinary record. Such a scholar may also be subject to any of the disciplinary measures outlined elsewhere in this document, to referral to law enforcement authorities, and/or to expulsion.

Disciplinary infractions include, but are not limited to the following:

- Possession, use, attempt to use, or transfer of any firearm, replica of firearm, knife, razorblade, explosive, mace, tear gas, or other dangerous object
- Commit, or attempt to commit arson on school property
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at a school sponsored event
- Assaults or attempts to assault any scholar or staff member
- Intentionally causes physical injury to another person
- Fighting; Police will be notified and possible fine
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a Long Term Suspension
- Engage in acts of physical, verbal or sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Engage in excessive cyberbullying, bullying or inciting others

In addition, a scholar who commits any of the acts previously described as causes for Short Term Suspension may, instead or in addition, be subject to a Long-Term Suspension at the School Leader's discretion.

*The Federal Gun Free Schools Act of 1994, which applies to public schools, states that a scholar 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 scholar, 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 superintendent 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 scholar 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. Scholars will not be allowed to attend school until the hearing date. In extreme circumstances, the administration may expel the scholar from school. Upon suspension, the parent(s) or guardian(s) of the scholar 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 scholar from school for disciplinary reasons. If a scholar is being considered for expulsion from KIPP OKC College Prep, the administration shall provide written notice to the scholar and his or her parent(s) or guardian(s) that the scholar 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

Scholars who are suspended for more than five days will be provided with school work assignments through an education plan, except for those scholars 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 scholars suspended for five days or less. For those scholars 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 scholar's educational progress until the scholar 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 scholar 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 scholars with disabilities.

Discipline for Scholars with Disabilities

Scholars with disabilities have the same rights and responsibilities as other scholars, and may be disciplined for the same behavioral offenses listed above. If a scholar with disabilities has an Individualized Education Plan (IEP) that includes disciplinary guidelines, the scholar will be disciplined according to those guidelines as required by IDEA. The law states that special education scholars or a scholar 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.

SCHOLAR HANDBOOK

ACKNOWLEDGEMENT FORM

I have received my copy of the KIPP OKC College Prep Scholar/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 Scholar 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 Scholar/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 Scholar/Parent Handbook and agree to all terms.

Scholar's Printed Name: _____

Scholar'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.**