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## KIPP TULSA VOCABULARY

A fundamental step when striving to create an innovative school culture is the creation of unique terms and phrases. Here is a glossary of terms invented to help strengthen and explain the student-teacher culture at KIPP Tulsa College Preparatory.

TERM	DEFINITION
Agenda	n : preprinted book where students write down their lifework assignments for each class; this is the first thing that happens in each class taught on campus; the agenda is signed each night by a parent after he/she has verified that all assignments are complete
Assign yourself	v : to find a productive way to use one's time without a teacher having to give a specific assignment
Commitment to Excellence	n : document signed by every teacher, student, and parent at KIPP Tulsa College Preparatory
Extraordinary	adj : what we strive to be; the opposite of ordinary
Heading	n : written by students in the upper right-hand corner of every paper received; includes first and last name, date, subject/hour, and teacher. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> <p>Taylor Johnson Aug 23, 2010 Math/4<sup>th</sup> Hour Hurd</p> </div>
Homework	n : KIPP Tulsa College Preparatory students typically complete 90 minutes of homework daily
Paycheck	n : weekly salary earned by students; serves as a behavior record for the week that parents can use to monitor a student's performance
Paycheck total	n : the sum of the total money earned on each weekly paycheck; sum total is used to determine field trip eligibility, free dress, chalk board shirt and jeans Fridays
Perfect day	n : a day with 0 behavior demerits; the daily goal of every good KIPPster
Perfect paycheck	n : a 100% paycheck; all parent signatures and no demerits; the weekly goal of every good KIPPster
SOC	n. Student of Concern (SOC). This is a team-based committee who chooses two students who are having behavioral or academic issues. The Team develops a plan of action prescribed in our SOC guidelines. The Team analyzes results every two weeks to determine if a child study is needed.
Seek help appropriately	v : to get attention the right way (i.e. raising your hand instead of blurting out)
Self-advocate	n : one who does not let him/herself get left behind; one who seeks help when needed
Shortcut	n : the easy way out; students are taught to avoid these
SLANT	v : acronym describing how students sit in class (Sit up, Lean forward, Ask and answer questions, Nod, Track the speaker)
Smartcut	n : a smarter, quicker way of doing something; not to be confused with a shortcut
Do Now	n : brief activity used to begin each class period (approximately 5 to 10 minutes)
Daily Aim	n : replaces the term "lesson objective"; used to describe what the students will learn or be able to do and explain/discuss at the end of a lesson; can be worded in the form of a question or statement

Song Fest	n : monthly gathering of an entire school or grade level to celebrate, chant, hear announcements, win prizes, etc.
Demerit	n : discipline notation written on students' paychecks to indicate a rule or procedure infraction
Team and family	n : phrase used to describe the sense of unity that exists at KIPP Tulsa College Preparatory among teachers, staff, students, and family members
Time and place	phrase used to remind students that there is a time and place for everything
Morning Meetings	n. Weekly grade level meetings (Wednesdays) with students to celebrate student successes and awards, address team issues, and share information.
Track the speaker	v : to look at the student or teacher who is speaking
Transition	n : 3 minutes allotted between each class period during which students rotate classes, use the restroom, sharpen pencils, etc.
Turning it on and off	v: knowing how to transition from activity to activity in an orderly manner with little or no direction
Three Fingers	n: what students hold in the air if they cannot hear a speaker

## SCHOOL-WIDE CHANTS AND SLOGANS

Chanting is a big part of being a KIPP Team and Family member. Chants are used for many purposes: to memorize academic information, to get someone's attention, to create a sense of unity among students, etc.

For information about academic chants, please speak with an experienced KIPP Tulsa College Preparatory teacher. The chants that follow are the school-wide chants used to build student culture and unity.

### 1. What Room is This?

This is the room  
that has the kids  
who want to learn  
to read more books  
to build a better tomorROW!

### 2. Read, Baby, Read

*Used to promote a culture of literacy on campus.*

Give me a beat!

You gotta' read, baby read.  
You gotta' read, baby read.  
The more you read, the more you know  
Knowledge is power  
Power is freedom  
and I waaaant it!  
You gotta' read, baby read.  
You gotta' read, baby read.

## Slogans

These slogans are displayed prominently in most classrooms and hallways. They are taught during summer school and referred to throughout the year.

**1. There are NO shortcuts.**

Used to remind students to never take the easy, lazy way out.

**2. All of us will learn.**

Used to remind students that we are a team and family; we will not let anyone get left behind. Also, this slogan reminds teachers to help EVERY student and to not let anyone fall through the cracks.

**3. Class of 2021 / Class of 2020 / Class of 2019, etc.**

Used to remind students of the year they will start college.

**4. No shortcuts! No excuses!**

Used to remind students to avoid shortcuts and to never make excuses.

**5. Team always beats individual.**

Used to remind us of the power of Team and Family.

**6. Work hard. Be nice.**

Used to remind students of their two major responsibilities.

**7. KIPP Credo:**

If there is 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.

## STUDENT EXPECTATIONS

Our expectations heavily inform the way we communicate with students about their behavioral choices. Below you will find an explanation and/or example for each expectation we use. Each expectation is important and should be pushed and modeled in your classroom.

### PREPARATION

Key Word	What it means to follow this rule...	Examples of breaking this rule...
Attendance/punctuality	Arrive to school on time; arrive to class on time; no playing around in between classes or in the restroom	Nikki oversleeps and is 10 minutes late for class; Darryl enters math class after the class has already started; Dena leaves school early (unexplained)
Materials organized/ready	Have pencils sharpened before class starts; have paper; have binders ready and organized; no loose papers	Brandon forgets to bring a pencil to class; Sheila leaves her agenda on the floor when social studies class is over

KTCP Attire	<i>KTCP uniform is worn at all times, tucked in; with; closed-toe black shoes, and a black belt</i>	<i>Donna walks down the hall with her shirt untucked; James wears a Thunder jersey to school</i>
Complete Assignments	<i>Every question of every assignment needs to be completed and placed in binder in correct place</i>	<i>Rick forgets to answer question 4 on his math homework; Jonathon doesn't remind his mom to sign his agenda</i>
Complete headings	<i>Every paper needs a heading placed in the upper right-hand corner immediately after it is handed out</i>	<i>Millard forgets to put a heading on his science lab sheet; Darius takes a shortcut and abbreviates the date in his heading</i>
SLANT	<i>Sit up, Lean forward, Ask and Answer questions, Nod, Track the speaker - this is how a student shows attentiveness all day</i>	<i>Lauren slouches in class and sits on her feet; Da'Ce watches a bug crawl on the window instead of tracking the music teacher</i>

**CHARACTER**

Value all ideas	<i>Don't laugh at a teammate's ideas; listen and respond politely to other students' ideas; don't ignore a student when he/she is addressing the class; no one is so smart that he/she cannot learn from someone else</i>	<i>Nneka keeps working while Marcell shares a poem he has written; Abraham tells Samuel that his idea for their science lab is dumb and will never work</i>
Positive attitude	<i>Don't complain, don't give up, keep your chin up and work through your problems; find an appropriate way to express concerns or doubts without being disrespectful</i>	<i>Joshua announces that he hates math games because he never wins; Daniel starts pouting and refuses to participate after getting a question wrong during a review game</i>
Take ownership	<i>If you make a mistake, admit it and fix it; don't make excuses for your mistakes or your behavior; don't blame your actions on other people; be responsible</i>	<i>When confronted by his advisory teacher about his sloppy work, Joe blames the problem on his friend</i>
Integrity	<i>Be honest and trustworthy; do the right thing even if no one is watching</i>	<i>Corey uses bad language in the restroom because she thinks no one will catch her; a group of students play around when the teacher turns around to help another group</i>
Leadership	<i>Be a leader, not a follower; be a good example for your teammates</i>	<i>Shawn convinces her friends to take shortcuts on their homework; Todd sees his friend slouching so he starts slouching too</i>

**SCHOLARSHIP**

Follow directions/procedures	<i>Do what you are told the first time; follow procedures and routines without being asked or reminded</i>	<i>Michael does not take out his binder when asked to do so by his social studies teacher; Breann is talking in line after the teacher has asked her to stop</i>
Remain focused	<i>Work hard; if you have a task to complete, give it your full attention</i>	<i>DeAngelo is daydreaming instead of working on his writing assignment</i>
Assign yourself	<i>Don't waste time; when you have a free moment, find a productive way to use it (reading, journaling, practicing flash cards etc.)</i>	<i>Ray does not start working immediately during jumpstart time in advisory; while waiting for class to start, Shawn does not take out a book to read, write in his journal or practice flash cards</i>
Time and place	<i>There is a time and place for everything;</i>	<i>During science class, Israel raises his hand and</i>

	<i>ask about math in math class, reading in reading class, etc.</i>	<i>asks to go to the bathroom; during a music lesson, Larry asks his teacher what we will eat on the camping trip in New Mexico</i>
Take pride in your work	<i>All work should be high-quality; no shortcuts!</i>	<i>Eddie's reading record has spaghetti stains all over it; Valeria does her homework so quickly and messily that her teacher can barely read it</i>
Self-advocacy	<i>Seek help when you need it by raising your hand, calling, attending tutoring sessions, talking to teammates, etc.; you have to ask questions to get answers</i>	<i>John does not understand how to divide fractions, but he doesn't ask his teacher for help; Jennifer isn't sure which pages to read for homework, so she skips the assignment instead of calling for help</i>
Active participation	<i>Participate by raising your hand, asking questions, answering questions, sharing ideas, and being a part of class</i>	<i>Kym goes an entire class period without answering or asking a single question, although multiple opportunities were given</i>

**TEAMWORK**

Respect yourself and others	<i>Be nice; no rude comments, no name calling; no drawing on yourself</i>	<i>Dezmond uses a tager to draw all over his arm during class; Angela calls Nikki a name</i>
Respect materials/environment	<i>Always leave a place better than you found it; don't draw on desks, walls, binders, etc.; always clean up your area; take good care of manipulatives and books loaned to you by a teacher</i>	<i>Unique tears the cover off his agenda book; Angel draws on his binder cover with a tager; Matthew doesn't place his library book on the shelf correctly; Angela builds a pyramid with her base-ten blocks during math class</i>
Team and Family	<i>Everyone at this school is Team and Family; we encourage each and support each other; we don't let our teammates fall behind or feel left out</i>	<i>During a group assignment, Trent tells Lawrence to step aside and let him do all the work; while playing a game in PE Derrick tells Jesse to go find someone else to work with</i>
Seek help appropriately	<i>Raise your hand to get someone's attention; don't blurt out or get out of your seat without permission</i>	<i>Yachi wants to ask a question so she shouts it out and interrupts the whole class; Talitha runs up to the teacher at the beginning of class and tugs on his shirt to get his attention</i>
Communicate appropriately	<i>Your words are powerful - use them wisely; No bad language, negative tones, or tasks, etc.</i>	<i>Vondale says a bad word in class; Nicole uses an unfriendly tone when answering a teacher's question; Kendra rolls her eyes at a teacher</i>
Make school fun	<i>Our school day is long, but it doesn't have to be boring; we need to help each other enjoy the day; if you smile, participate, and stay active all day, students and teachers will have more fun</i>	<i>David refuses to participate during a math lesson; Darius slouches and pouts during class; This rule has lots of overlap with other rules; this category is used to make a point about how school can only be enjoyable for teachers and students when everyone has a positive attitude</i>

## ATTENDANCE

Attendance at school is the most basic requirement for learning. In order for students to reach their personal best, they must show up and make their strongest effort at school each and every day. **At KIPP Tulsa, regular attendance is required, and poor attendance will not be tolerated.** Our curriculum is ambitious; every day is essential for students to keep pace. Parents are expected to ensure that their child is in school. **PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the parent-school-student contract.**

We believe that parents are ultimately responsible for getting their child to school every day. **KIPP Tulsa considers more than three absences in a semester or more than seven absences in a year to be excessive.** Almost all students should make it through the school year with fewer than five absences.

As our school day runs from 7:30am to 4:00pm on Monday, Tuesday, Thursday, and Friday and from 7:30 a.m. - 2:00 p.m. on Wednesday, students are expected to be in school during these times. It is not acceptable for parents to bring students late or pick them up before 4:00 p.m. unless it is an emergency. Tardies and early dismissals, like absences, deprive the child of their full educational experience.

**The Assistant School Leader will regularly and systematically monitor student attendance in order to ensure that all students come to school to get the education they need and deserve.**

- **All Absences - "Excused" and "Unexcused" - are still considered absences.** Any day your child does not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor's note) or a death in the family is still considered being absent at KIPP Tulsa. While we appreciate a call or note from a parent or doctor explaining the absence, the student is still considered (and marked) absent from school.
- **Never miss school for appointments** - Parents/guardians are responsible for scheduling medical appointments outside of school time. The best times are Wednesday afternoons (after 2:00 PM) or when school is not in session. In the rare case that a student has a medical appointment at a time when school is in session, he or she should not be absent for the entire school day.
- **Suspensions are considered absences:** If a student is absent from school due to suspension, these days will be treated the same as an absence.
- **Early Dismissal** - Students are expected to stay in school until the very end of the day (4:00 P.M. for regular dismissal and 2:00 P.M. on Wednesday). Early pickups are disruptive to the learning environment. Since we are intently focused on climbing the mountain to and through college, we will not release students prior to the end of the school day without prior notification. Five early dismissals in a year will be counted as one absence. **Unless in cases of a true emergency, the school will not disrupt classes to get a student early and students will not be allowed to leave until the end of the school day.** Parents will need to wait until the end of the full school day to pick up students.

***Bring a Note*** – For a student to be dismissed early, the student must bring a note from the parent in the morning. **Parents may not “call in” to tell the school to find and send down the student at a certain time.** The school will arrange for students to be at the main office at the time the parent requests on the note.

- ***Late Pickup*** – Students who are picked up by their parents or another adult after school are expected to be picked up promptly at the end of the school day (4:00 P.M for regular dismissal and 2:00 PM on Wednesdays). KIPP Tulsa takes late pickups seriously. When parents come late to pick up their children, it makes the job of our already very hard-working teachers even harder. The school will log late pickups daily. **Parents of students who have three or more late pickups in a trimester or six or more in a year may be required to have an in- person meeting with the School Leader or Assistant School Leader.** Students with excessive late pickups may lose out on the ability to win certain awards or have certain privileges. In general, late pickups are treated like tardies for awards, privileges, etc. If the late pickup pattern is egregious or if a parent is more than an hour late picking up his or her child, the school reserves the right to take the child to the local police precinct for safe supervision.
- ***Transportation and Attendance*** – Missing the bus is not an acceptable reason to miss an entire school day. Although students shouldn’t miss the bus, each student should have a back-up plan for getting to school. Parents should call the school immediately after the student misses the bus so that the school knows the situation and can help problem-solve.
- ***Five absences to start the school year***– If a student is absent for the first five days of school and there has been no successful contact between the family and the school to explain his or her absences, **that student will lose his or her seat from the school and be considered un-enrolled from the school.**
- ***Four or more absences during the school year*** – If a child is absent for four consecutive days during the school year and there has been no successful contact between the family and the school to explain the absence, the school will mail home an official student absences report and notification. If the student has not returned to school by the tenth consecutive day, the school will consider the student truant and contact the District Attorney’s Office as required by law.
- ***Attendance at after-school events*** – Students who are absent from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. Students must be in school for at least seven hours of the regular school day (7:30 AM to 4:00 PM) to be able to attend school events. For weekend events, students must be present at the school on Friday to attend.
- ***The school will track and follow up on student absences*** – Prior to the beginning of the school year, the staff will review the school’s strict attendance policy and request the parent/guardian’s strong support in enforcing this policy. The school will take attendance daily and will maintain records of all student absences. If a student misses school, KIPP Tulsa staff will make reasonable efforts to contact the student’s parent/guardian by telephone, writing, or in person. The Assistant School Leader will follow up with parents/guardians about recurring attendance issues.



- **Exams and Quizzes** – If a student is absent, he or she must make up any exams, quizzes, interim assessments, or other tests the day he or she returns.
- **Vacations** – It is not acceptable for a parent to take a child on a vacation during the school year while school is in session.

## **Attendance – Consequences for Absences**

- **No Absences in a Quarter:** The student and parent/guardian are congratulated and recognized for exceptional attendance and their commitment to education.
- **Three Absences in a Semester:** If a student is absent three times in a semester, it is considered a serious issue. **The parent/guardian will be called to the school to meet with the Assistant School Leader.** At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Five Absences in a Year:** If a student is absent five times in a year, it is considered a serious issue. **At this point, the parent/guardian will be called to the school to meet with the Assistant School Leader.** At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Nine Absences in a Year:** If a student is absent nine times in a year, the student is considered a truant and is at risk of not being promoted to the next grade. **The parent/guardian will be called to the school to meet with the School Leader and Assistant School Leader. The School Leader reserves the right to retain any student who misses more than nine days of school. In addition, as required by law, if a student is absent from school for ten (10) or more days or parts of days within a semester, the school will file a report with the District Attorney’s Office or other appropriate child services agency.**

## **Attendance – Tardies**

Being on time is a key to each child’s success – at school and in life. At KIPP Tulsa, the learning begins from the moment students walk in the door.

Late students miss academics, and tardiness in general is a bad habit. One of the most common reasons that people lose their jobs is persistent tardiness.

### **Definition of Tardiness**

Our doors open at 7:30 A.M. each morning. Students must arrive between 7:30 A.M. and 8:00 A.M. Students arriving after 8:00 A.M. are considered tardy. In cases when a school bus arrives late, those students arriving on that bus are not considered tardy.

### **Consequences for Tardiness**

The following is a description of the consequences for tardiness:

- **No Tardies in a Quarter** – The student and parent/guardian are congratulated and recognized for being “on time” and for their true commitment to education.

- ***Three Tardies in a Quarter*** - If a student is late three times in a quarter it is considered a serious issue. **The parent/guardian will be called by the Assistant School Leader.** The problem will be discussed and an "On Time" plan will be developed.
- ***Three Tardies Equal One Absence*** - Every three tardies will equal one absence and be recorded as such in the student's file.
- ***Five Tardies in a Year*** - If a student is late five times in a year, it is considered a serious issue. **The parent/guardian will be called to the school to meet with the Assistant School Leader.** The problem will be discussed and an "On Time" plan will be developed.
- Since every three tardies will be recorded as an absence, **excessive tardiness could become a truancy problem.** If a student is absent nine times (and some or all of these absences may actually be due to excessive tardiness), **the student is at risk of not being promoted to the next grade (see attendance policy above).**

## **HOMWORK**

Homework is an essential part of the KIPP Tulsa educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned every night at KIPP Tulsa. Homework will include at least 30 minutes of required reading every night (including weekends and holidays). Homework must be completed in full and in accordance with KIPP Tulsa's high standards for hard work and professional presentation.**

All students are provided with Homework Folders. Homework Folders are designed to teach students essential organizational skills. **All assigned homework must be completed and in the folder.** There are high standards for homework. All homework must be neat, complete, and accurate. Each teacher will check homework daily at the beginning of each class period.

**If a student's homework is late, missing, incomplete, or is of poor quality then the student will be assigned to mandatory tutoring.** Moreover, since bringing all necessary books and supplies is part of homework, students may also face consequences if they do not bring all necessary books and supplies.

Parents/guardians may receive a phone call if their child has missed several assignments. **We expect and need parent support to make sure all the homework gets done according to our TOP QUALITY standards.**

## **Independent Reading**

Research shows that the number one way to improve a student's reading skills is to have them READ, READ, READ. The students who read often outside of school are the students who are the best readers

and who score highest on reading tests. **Supporting your child's independent reading at home is the number one way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading.** Although KIPP Tulsa students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school.

Parents/guardians should make sure to supervise their child in reading **at least 30 minutes** every night and every day on the weekends. You can support your child's reading by asking him or her to read out loud to you. **Check out an extra copy of the same book from the library and read the book together.** Stop him or her occasionally and ask some questions about what he or she is reading. Doing so can help ensure that your child understands what he or she is reading.

Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

## **Make-up Work**

**After returning from an absence, students are expected to complete any missed assignments. The parent must help the student check on missed assignments, and any missed work must be completed.** The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

In the event of a planned absence (one that you know about in advance), parents/guardians should notify teachers several days in advance so that they can prepare a packet of work for students to complete during the absence. **Again, absences from school directly hurt a child's academic progress. A child should only be absent in the case of serious illness or real family emergency.**

Therefore, work will NOT be given for students who go on unexcused trips (e.g. a family vacation), and the student will get no credit for the work assigned during this time; this may have a very negative impact on the child's grade, and the absences could impact the child's promotion status.

## **AFTER-SCHOOL ACTIVITIES AND REQUIRED ACADEMIC INTERVENTIONS**

When students remain after school, whether for disciplinary purposes, extra help with schoolwork, assistance with a school program, or other reasons, it can be beneficial to their education. **Teachers may request that a student stay after school whenever they believe that it will benefit the student.**

Students may be required to go to mandatory tutoring or academic intervention services from 4:00 to 5:00 PM, and students may also be required to attend our Saturday academic intervention from 8:00 a.m. - 1:00 p.m.

Additional after-school or Saturday enrichment programs are privileges, and students who do not consistently follow school rules during the regular school day, after-school, or Saturday times may not be allowed to attend.

## **STUDENT POLICIES**

### **After School – Same Rules Apply**

All of the rules, procedures outlined in this handbook apply whenever a student is on campus or participating in a school-sponsored or school-related function. Whether it is 7:00 AM, 4:15 P.M., 5:30 P.M., or 7:30 P.M., **if students are on campus or participating in a school-related event, all of the rules and expectations (uniforms, non-academic material, gum, etc.) apply.** All expectations also apply for weekend programs, bus rides to and from school, field lessons, and athletic events at other schools. **Each of us are KIPP ambassadors and we choose to act in a way that leaves a strong, positive, lasting impression.**

### **Student Non-academic Material**

*Students should not bring to school anything unrelated to school.* Examples include, but are not limited to, Game Boys, magazines, laser pointers, make-up, Walkman, CDs, fancy pens, cards, Uno, little balls, jacks, sunflower seeds, and other messy snacks. Any electronic device other than a basic watch is not allowed; **this definitely includes cell phones and iPads.**

**If a teacher or staff members sees a student with unauthorized, non-academic material, the teacher or staff member will take the item from the student (“second chances” or warnings will not be given) and give the item to the main office staff with a note saying which student had the item, what staff member took it, and the date it was taken. The main office staff will label items and keep them in a locked area.**

To get the item back, a parent will need to come to the front desk to pick it up during the hours of 7:15 AM to 4:00 PM. **Items will not be returned directly to students and on 2<sup>nd</sup> offenses items will be kept for the remainder of the school year.**

### **Independent Reading Books and “Default” Activity**

Students should have an independent reading (IR) book with them at all times. Students should bring their independent reading book to every class (including lunch).

Because students will always have their IR books with them, the “default” activity for students who have extra time is to take out a book and read. The teacher may assign another activity for when students are done working, but if the teacher does not, students should know to “assign themselves” by taking out their book and reading.

### **Greeting Guests During Class**

When other teachers, administrators, visitors, etc. enter a room, students should simply remain focused on their work. It is not okay for students to say, “Hi, Mr. Johnson” or otherwise greeting guests

during class. Students should know that visitors are there to see them learn. Nothing is more important than KIPPsters learning.

**P.E. & Uniforms**

All students should wear black sneakers every day; students may not change shoes for P.E. Students may, on days they have PE, wear a KIPP Tulsa athletic shirt under their uniform shirts; during PE, they may wear the athletic shirt before changing immediately back to the uniform shirt after PE. Students may not change pants or shorts for PE.

Students participating in after-school athletics may change into the appropriate clothing before the athletics practice or game; coaches will let students know the standards for appropriate dress.

**Last Names**

Students should call all adults in the building (teachers, interns, office staff, after-school teachers, school custodians, etc.) by their last names at all times.

**Bathrooms**

School bathrooms must be kept extremely clean by all students. Students who do not leave bathrooms cleaner than they found them may lose the right to go to the bathroom unsupervised; in such cases, students may need to be escorted to the bathroom by a teacher or staff member.

**Drink and Snack Machines**

Any soda, juice, and snack machines that are located in staff only areas are for teacher and staff use only. Students may not buy (or be bought by an adult) soda, juice, water, or snacks from vending machines located in staff only areas. KIPP Tulsa has approved vending machines that provide beverages and snacks that are of approved nutritional values as authorized by the USDA for student use in the cafeteria only. Students may use these machines during lunch time (as approved by their teacher) and/or after school.

**KIPP TULSA CHARGED MEALS POLICY**

In order to ensure that students who receive reduced-cost or full-cost meals who have negative balances on their student meal accounts are made aware of negative account balances and given the opportunity to pay, in-full, all negative balances owed, KIPP Tulsa Academy College Preparatory, Inc. shall have in place the following Charged Meals Policy:

**Charged Meals**

For student accounts with a \$0 balance, after meals have been charged for two (2) days, a letter is sent home, notifying the family that the student has an outstanding balance on his/her account. The letter will be mailed home to the student's address on record and a copy of the letter will be sent home with the student.

After meals have been charged for five (5) days and the student's meal account is negative in excess of \$15.00, a parent meeting will be scheduled with the student's grade level chair and/or assistant school leader to resolve any outstanding balances. Full payment must be made within one business day of this meeting or payment arrangements must be made to resolve the outstanding balance. Students with a negative meal account balance **will not** be allowed to purchase a la carte items including extra milk, drinks, cookies, ice cream or any other item that is published as a la carte.

At any time, regardless of the student's meal account balance, a parent may request the school cafeteria or main office to place a block on their child's account that prohibits the purchase of a la carte items.

### **NSF Checks**

If a check is returned by the bank for NSF, a letter will be sent to inform the parents from the Business Office. Payments for NSF checks must be in the form of cash, cashier's check, or money order. Payment must be received within 10 days of the date of the letter. If the payment is not received timely, the matter may be turned over to the District Attorney's office and the amount will be immediately reversed from the student's meal account.

### **Refunds**

For any student withdrawn from the school, a written request for a refund of any money remaining in the student's meal account must be submitted to the business office either by mail, in person or via email at [amurrell@kipptulsa.org](mailto:amurrell@kipptulsa.org).

### **Promoting 8<sup>th</sup> Grade Students**

Students who are promoting out of 8<sup>th</sup> grade at the end of the school year may request a refund of their meal account balance if it is greater than \$5.00. No refunds will be made if the meal account balance is less than \$5.00. All requests for a refund shall be made in writing to the business office. Funds can be transferred to a sibling's account with a written request.

All accounts must be settled at the end of the school year. A letter will be sent home before the last week of school for students who have low or negative balances.

Student balances may be checked at any time by contacting [amurrell@kipptulsa.org](mailto:amurrell@kipptulsa.org) or by calling the Business Office at 918-794-8652.

### **Internet Use**

The school has an official Internet use policy and that the school prohibits any staff member, adult, or student from using any electronic device while on the school grounds or participating in a school-related activity to view or participate in pornography, betting, gambling or other inappropriate or unlawful activities. The inappropriate use of cell phones, computers, laptops, tablets or similar devices, including inappropriate emails, social networking, or the participation in any pornography, betting, gambling or other inappropriate or unlawful activities will be grounds for disciplinary action.

### **Students in Halls**

Because KIPP Tulsa wants to maximize class time and minimize both distractions and the chance for poor behavior, students should rarely be in the halls during class time. There are only four times when students should be in the hall:

- 1) A student (or a class) is being escorted by a teacher.

- 2) A student has an official KIPP Tulsa bathroom pass and is going to or from the bathroom.
- 3) A student has arrived after **8:00 A.M.** and has a tardy pass from the main office.
- 4) A student or group of students has earned the right to transition on their own. In this case, this should be communicated clearly to the rest of the staff.

Teachers will ask any student in the hall why they are in the hall. If the reason isn't legitimate, the teacher will politely escort the student back to class and figure out if the student indeed had permission.

## **DISCIPLINE**

### **Overview**

Our approach to discipline is rooted in a belief that the learning environment is sacred. At KIPP Tulsa, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we "sweat the small stuff" to create and preserve a safe and focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, doing their best to "catch students doing the RIGHT thing." Faculty will model and teach the Character Strengths, give Shout Outs for exceptional conduct, write "posi-notes" (positive notes) to students, and more.

We also use consequences and a problem-solving approach to fix student behavior problems. Students may lose privileges (social time, trips, etc.) when they violate expectations. We rarely suspend students at KIPP Tulsa; students are here to learn and they will continue to do that, even after most disciplinary infractions.

Our Assistant School Leaders are the point people on discipline issues. The Assistant School Leaders works closely with teachers, parents, and students to help them learn and grow. The Assistant School Leaders and School Leader have the authority to decide on the appropriate consequence for student behavior. **The Assistant School Leaders and School Leader may solicit parent input in certain situations, but they retain all decision-making authority.**

### **Some Common Consequences**

The following is a description of some of the consequences students may face for poor behavior. Many of these consequences are based on the belief that the student's academic performance and behavior may determine the length of the school day. The school will provide as much notice as possible to the parents/guardians of a student receiving detention or another consequence.

**Parents and students understand that making up work or serving consequences after 4:00 PM daily or on Saturdays is part of the regular program of the school, and the school expects**

cooperation from all parents to ensure that each student gets the help they need to succeed. Remember, we will do whatever it takes to ensure your student is prepared for college!

**Parents are responsible for arranging transportation for students who need to stay for homework detention, and the school will work with the parent to explore all potential options.**

- **Saturday Detention** - Students who demonstrate a repeated pattern of misbehavior or break the school's rules in a particularly acute way may be assigned to a longer detention that takes place on Saturday morning (from 9:00 AM to 1:00 PM). During this detention, students may receive additional academic help, and they may also have to write apology letters, talk to a teacher or administrator, research and/or plan a solution to remedy the impact their behavior had on the school community, etc. Unless it is during a regularly scheduled Saturday School day, parents are responsible for arranging transportation for students who are required to attend Saturday detention.

### **KIPP Tulsa Discipline Code**

At KIPP Tulsa, we have exceptionally high standards for student conduct. From the moment KIPP Tulsa students board their busses and all through the day, they will act in a way that benefits themselves and those around them. This will not happen magically. It will take enormous planning, teaching, practice and reinforcement of positive behaviors. It also takes a great partnership with the parents and other family members.

**At KIPP Tulsa, much of the power of our culture will be rooted in the clarity and consistency of our expectations.** Behavior expectations will be common from classroom to classroom. All KIPPsters will practice common courtesies (please, thank you, and proper greetings). All KIPP Tulsa students will practice good table manners at breakfast and lunch, and learn how to chat quietly with friends. In class, all KIPPsters will sit at their desks and **SLANT** (Sit up straight, Listen, Ask/Answer questions, Nod, Track the speaker).

KIPP Tulsa will have a strict disciplinary policy. At KIPP Tulsa, we believe that children do what you let them. We will raise the bar of behavior by setting high expectations and enforcing them with PIC (Persistence, Insistence, and Consistency). Our high expectations will be crystal clear to our students, and poor behavior choices will be addressed quickly and effectively. We will establish a positive and caring, but firm atmosphere where students feel safe and successful.

At KIPP Tulsa our approach to discipline will primarily be preventative. KIPP Tulsa teachers will use a range of lower-level consequences (non-verbal cues, conferencing with student, loss of privileges, etc...) before resorting to more serious consequences. However, we have clear policies governing short-term and long-term suspension. Certain offenses will result in alternative in-school placement while other more serious violations will result in out-of-school suspensions.

Students who are suspended will be required to make appropriate amends for their actions before being welcomed back into our community. Suspended students will also be responsible for making up all missed work within an agreed upon timetable.

In case of severe or repeated violations, the KIPP Tulsa School Leader may recommend to the Executive Director and Board of Trustees that a student be suspended long-term. The Board has the right to suspend long-term any student who the Board has reason to believe has a) engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, b) is seriously disruptive of the educational process, or c) violates a publicized policy of the Board of KIPP



Tulsa. Long-term suspension only takes place after a hearing of a designated panel of the Executive Director and the Board of Directors.

Under federal law, if a student is in possession of a) a dangerous weapon, b) drugs, or c) alcohol on school property, on the school bus, or at a school-sponsored function, the student will be recommended for long-term suspension. Likewise, if a student physically assaults a staff member, the School Leader will likely recommend the student for long-term suspension.

### **Code of Conduct**

KIPP Tulsa provides a safe and structured environment that promotes students' academic and social development. The school's disciplined environment is largely responsible for the school's academic success. Students who fail to meet KIPP Tulsa's clearly defined standards for appropriate and acceptable conduct are not allowed to disrupt the education of others. Students are held accountable through clear consequences for violating the school's rules.

### **Disciplinary Offenses**

A disciplinary offense is a violation of the school's Code of Conduct and occurs while the student is at school and/or on school grounds; is participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity.

School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school, including the safety of the student, other students, or staff members.

**Disciplinary offenses result in consequences subject to the discretion of the School Leader or his/her designee(s)** and may include demerits, detention, school service/cleaning (if the offense is related to defacing or damaging school property), loss of school privileges, Saturday Detention, alternative in-school placement, and short-term (up to five consecutive days) and long-term (ten or more consecutive days) out-of-school suspension. The list of punishable offenses is not exhaustive, but provides examples of prohibited conduct.

The school's rules and regulations may be supplemented by teachers' rules for their classes and other school events. **Repeated infractions resulting in demerits and/or detention may lead to short-term suspension and repeated short-term suspensions may lead to long-term suspension.** Suspended students are not entitled to participate in school activities. In addition, any breaches of state or federal law may be handled in cooperation with the police department or other authorities.

**Students may be removed from class and/or school immediately if the student's presence in school or class poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.**

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student’s prior disciplinary record.

The following chart illustrates potential disciplinary offenses and corresponding consequences:

A sample of possible infractions...	A set of possible consequences...
<ul style="list-style-type: none"> <li>• Disrespecting a fellow student</li> <li>• Disrespecting faculty, staff, or other member of the school community</li> <li>• Disrespecting school property</li> <li>• Being out of uniform</li> <li>• Arriving late to school or class</li> <li>• </li> <li>• Chewing gum</li> <li>• Disrupting class for any reason at any time</li> <li>• Being unprepared for class</li> <li>• Horseplay</li> <li>• Running in hallways</li> <li>• Making unreasonable noise</li> <li>• Failing to have school document, homework, or exam signed</li> <li>• Failing to complete homework or other assignment</li> <li>• Failing or refusing to follow directions</li> <li>• Stealing</li> <li>• Obstructing vehicular or pedestrian traffic</li> <li>• Lying</li> <li>• Leaving the classroom without permission</li> <li>• Being off-task</li> <li>• Not being where the student is supposed to be in the building or at school event</li> <li>• Not having your Student ID</li> <li>• Mistreatment or inappropriate use of technology or school property</li> <li>• Misbehaving on school-provided transportation, on school grounds, or while walking to / from school or a school event</li> </ul>	<ul style="list-style-type: none"> <li>• Non-verbal warning</li> <li>• Verbal warning or reprimand</li> <li>• Time out within the classroom</li> <li>• Confiscation of property</li> <li>• Student-teacher conference</li> <li>• Student-administrator conference</li> <li>• call home to parents</li> <li>• Meeting with parents before the student can return to class</li> <li>• Time out outside the classroom</li> <li>• Sent to School Leader’s Office or other designated area</li> <li>• Loss of classroom or other school privileges</li> <li>• Exclusion and/or removal from a particular class or event</li> <li>• Detention</li> <li>• Suspension of Transportation</li> <li>• Saturday Detention</li> <li>• Paying for or replacing any damaged or missing property</li> <li>• Verbal or written apology</li> <li>• Parent summoned to attend class with child Sitting in their seat during breaks</li> <li>• Eating lunch alone and/or lunch detention</li> <li>• Missing school events, trips, or activities</li> <li>• Reflecting on their behavior orally and/or in writing</li> <li>• Performing extra service for the school</li> <li>• Alternative in-school placement</li> </ul>

<ul style="list-style-type: none"> <li>• Possession of inappropriate property or technology</li> <li>• Any other behavior deemed by school staff to be inappropriate or disruptive</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term out-of-school suspension</li> <li>• Long-term out-of-school suspension</li> <li>• Other consequence deemed appropriate by school staff</li> </ul>
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The above list is not meant to be exhaustive or causal, but to provide a frame of reference for families.

**Again, the KIPP Tulsa discipline policy is applicable not only on school grounds, but also on school busses, during school functions or events, and on school trips.**

**Student Searches**

The school authorizes the School Leader and the School Leader’s designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in the evidence that the student violated the law or the school’s Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the school, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the school’s employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student’s possessions and the scope of the particular search shall be based upon, among other things, the student’s age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating and immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

**Procedures for Disciplinary Action: Consequences other than Short-Term Suspension or Long-Term Suspension**

If a student commits an offense that calls for the assignment of a time-out, detention, school service/cleaning, Saturday Detention, or other in-school disciplinary action any staff member may impose an appropriate consequence. When this occurs:

- The staff member addresses the conduct and assigns an appropriate consequence.
- The staff member may refer the matter to the School Leader or Assistant School Leader for review and possible additional disciplinary action.
- Consequences are implemented at the discretion of the School Leader or his/her designee(s).
- If necessary, the student is removed from class.
- Students are responsible for transportation home when they are assigned to detention and for transportation to and from Saturday Detention.
- If the incident is not resolved or occurs again, further disciplinary action is taken; a parent or guardian may be required to meet with the School Leader or his/her designee(s) regarding infractions prior to a student's return to school.

When a suspension from school transportation amounts to suspension from attending school, because of the distance between home and school, and alternative transportation is unavailable, the school will make appropriate arrangements for the student's education.

## **Suspension**

Student short and long-term suspensions are the remedies of last resort. However, by creating the following standards and procedures for suspensions, KIPP Tulsa will ensure that no student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security. The School Leader of KIPP Tulsa or his/her designee may suspend a student for a period of up to five (5) consecutive school days. Prior to suspending a student, the School Leader or designee shall hold an informal conference with the student to:

1. Notify the student of the accusations against him/her;
2. Allow the student to relate his/her version of the incident; and
3. Determine whether the student's conduct warrants suspension.

If the School Leader or designee determines the student's conduct warrants suspension, the School Leader or designee will be empowered to impose an alternative in-school placement or short-term out-of-school suspension. An alternative in-school placement is defined as the removal of a student from her/his classes, for a period not exceeding five (5) consecutive school days, to a location on the school premises that is supervised by appropriate personnel. A student under alternative in-school placement will be required to work on classroom assignments and will be counted present on the attendance register. If a student is removed from the regular classroom for more than one-half the school day, a written notice of this alternative in-school placement will be sent to the parents/guardian with a copy to the KIPP Tulsa student files (a copy will also be sent to KIPP Tulsa's Special Education Coordinator if the student has an IEP). The School Leader will immediately attempt to schedule a conference with the parents/guardian to discuss the inappropriate behavior and a plan for remediation.

If the School Leader or designee determines the student's conduct **warrants an out-of-school suspension**, the School Leader or designee will notify the student's parents/guardians that the student has been suspended before the student is sent home. At this time, the School Leader or designee will also notify the student's parents/guardians of:

- The period of suspension,
- The grounds for the suspension, and
- The time and place for a conference with the School Leader or designee.

- The opportunity to appeal the suspension decision directly with the school leader or designee during the conference with the school leader or designee or at any point during the period of suspension.

### **Emergency Actions**

In an emergency, the School Leader of KIPP Tulsa may order the immediate suspension of a student for up to five (5) days if the student's presence threatens the health, safety, or welfare of himself/herself or other students or faculty. If a student is suspended in an "emergency" situation without the opportunity for notice of the allegations against him/her, the School Leader shall:

- Notify the student of the allegations, and
- Provide the student with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days.
- Provide the student and/or parent/guardian an opportunity to appeal the suspension decision directly with the school leader or designee.

A student may receive credit for work missed during the period of suspension if the student makes up work missed within the same number of days the student was absent.

### **Limits on Short-Term Suspensions**

Alternative in-school placement and/or out-of-school suspensions at KIPP Tulsa will not exceed five (5) consecutive school days, and no more than 20 days in any school year. However, for any student found in possession of a firearm while on school property, in a school bus, or other vehicle used for the transportation of students or teachers, shall be suspended for a period of at least one calendar year. At the end of this one-year suspension, the student may return to KIPP Tulsa and resume active membership at the school so long as all conditions of the suspension have been met.

### **Long-Term Suspension**

The School Leader of KIPP Tulsa may recommend long-term suspension of a student to the school's Executive Director and its Board of Directors or a designated committee thereof. The School Leader's recommendations shall specify the reasons, identified in the Student Handbook, for a student's long-term suspension. Concurrent with such a recommendation, and prior to any long-term suspension action, the School Leader shall provide the student's parents/guardians with written notice of:

1. The reasons for the proposed long-term suspension; and
2. The date and location for a hearing before KIPP Tulsa's Executive Director and Board of Directors' Committee.
3. A copy of the documentary evidence to be presented at the Disciplinary Hearing.

Except when state or federal law requires immediate long-term suspension, KIPP Tulsa shall conduct the hearing within five (5) days after the date of the notice, unless the parents/guardians and Executive Director agree in writing to an alternate time. The student shall be entitled to one postponement of the hearing, not to exceed ten (10) business days of the originally scheduled hearing date.

The notice shall further state that the student may:

- a. Be present at the hearing;
- b. Have an opportunity to present evidence;

- c. Have an opportunity to examine/question the school's evidence and witnesses (the Executive Director and Board of Directors have the authority to limit unproductively long or irrelevant questioning);
- d. Be accompanied by his/her parents/guardians; and
- e. Be represented by an attorney.

The notice shall also state that failure to request an alternative time prior to 48 hours of the original hearing date and time or failure to attend the scheduled hearing constitutes a waiver of further rights in the matter.

### **Hearing Before KIPP Tulsa's Disciplinary Hearing Committee and Executive Director**

As provided above, KIPP Tulsa shall make a good faith effort to inform the student and the student's parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parents/guardians, or another adult representing the student attends. Promptly following a disciplinary hearing, the Executive Director will notify the student and the student's parents/guardians, in writing, of the Board's decision.

The student and/or the parents/guardians shall have the right to appeal the Disciplinary Hearing Committee's decision to the KIPP Tulsa Board of Directors (the Board may name a Hearing Officer to hear the appeal). The appeal should be based on whether or not the procedures were followed correctly and/or on new evidence that was unavailable at the time of the disciplinary hearing. The request for appeal must be received by the Executive Director within 10 days following the date of the notification of the Committee's decision and should include the basis for appeal. The Executive Director shall schedule a special meeting of the Board of Directors within 10 days of the receipt of the request for appeal.

### **Records and Reports**

- While technical rules of evidence will not apply to any such hearing, evidence will be admitted and used as proof only if it is the kind of evidence upon which reasonable persons could rely in the conduct of serious affairs. Findings by the Board shall be based solely on the evidence and testimony presented at the hearing.
- The School Leader or designated staff member will keep written records of each hearing containing the date of the hearing, the names of the persons present, and the time and duration of the hearing.
- A record of the hearing will be made by means that permit a reasonably accurate written recording of the hearing. Any decision by the Board to suspend a student long-term shall be made within five (5) business days after the conclusion of the hearing. The Executive Director shall promptly send written notice of his/her and the Board's decision to the student and the student's parents / guardian.
- The students and/or parent/guardian shall have the right to appeal the decision to KIPP Tulsa's full Board of Directors as outlined above.

### **Record-Keeping**

KIPP Tulsa will maintain written records of all suspensions, including the name of the student, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a student has been suspended or placed in alternative in-school placement for disciplinary reasons.

## SCHOOL UNIFORMS

All students must come to school in the KIPP Tulsa uniform every day. If a student arrives to school out of uniform, parents will be called and asked to bring in a uniform or ID badge before the student is sent to class. We have a required school uniform and ID badge for several very important reasons:

1. **Uniforms unite us as a community.** When you look at the KIPP Tulsa uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the KIPP Tulsa uniform; they are agreeing to live up to the school's values.
2. **Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
3. **Uniforms make us all equal.** Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.
4. **Uniforms look professional.** Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and "dressed for work."

Students may not change out of the KIPP Tulsa uniform at any point during the school day.

- **Shoes and Socks:** Students must wear closed-toed sneakers daily. Because students walk a lot during each day and have exercise time each day, we ask that students wear solid black sneakers instead of dress shoes. All sneakers should be plain black without any distinctive logos or markings. Students should wear plain white or black socks.
- **Jackets:** Students may not wear jackets inside the school building. If a student is worried about being cold inside the building, he or she should wear a long sleeve uniform vest or sweater.
- **Jewelry:** We would prefer it if students did not wear jewelry. Large earrings, multiple chains or rings, and lots of bracelets distract from the uniform. In addition, such items can get lost or stolen. If a student chooses to wear jewelry, it must be modest. **Students may wear only one chain or necklace, and it must be tucked neatly under their uniform shirt. Students may only wear very small, non-hoop earrings.** Students may not wear "name chains" or name earrings, large belt buckles, large or heavy chains, or any piece of jewelry that is large or distracting. If a student wears jewelry that the School Leader or Assistant School Leader considers excessive, then the student will be asked to remove it. **The school has the authority to determine what jewelry is excessive.**
- **Hats:** Students are not allowed to wear baseball hats, scarves, head bands and bandanas in the building. Small clips or bands for the hair are permitted. Head-coverings for religious reasons are permitted. Hats worn inside the building will be taken from students and stored in the main office for parents to pick up.
- **Make-up:** Make-up (lipstick, glitter, blush, eye shadow, etc.) is **strictly not allowed.** Lip gloss is not

permitted. Students may use Chapstick or other similar non-glossy lip moisturizers, but if the application of it becomes distracting to the learning process, the student will not be allowed to use it.

- **Hair, Nails, and Tattoos:** Hair colors or shades of hair other than black, brown, blond, and red are not permitted. Dyed hair or a hairstyle that serves as a distraction - **at the determination of the school** - will not be permitted. Any tattoos - small or large - must be covered at all times. Fingernails should not be or potentially be a distraction to others. Simple polish only is acceptable.
- **No Changing at School:** While on school property or on school transportation to and from school, it's uniform only; while at the school, students may not change for events or activities later on in the day.
- **Uniforms on Field Lessons:** Because field lessons are an opportunity for KIPP Tulsa students to represent their school outside of the building, all uniform standards apply for field lessons. For longer, overnight field lessons, the school may specify the dress code.

*Students who do not abide by all the above uniform guidelines will not be allowed to attend class.*

## **PROMOTION**

The school's administrative team (and ultimately the School Leader) has full authority to make all promotion decisions.

The school does not "socially promote." That is, students will not be promoted to the next grade simply because they are "old enough" to be in that grade. The school may also choose to non-promote a student even if he or she has been retained before. **Promotion to the next grade is earned by demonstrating mastery of the rigorous academic standards**, the responsibility necessary to come to school on-time every day, and the ability to do homework and other assignments reliably.

## **CLOSED CAMPUS**

Under no circumstances are students to leave the school building (or areas of the school building designation for his/her grade) or use any exit other than the ones designated by teachers for student use without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult - who has physically come to the office to sign a student out - unless the school has been given prior written permission authorizing unaccompanied departure. Once students have entered in the morning, they may not leave the building unless a staff member or authorized adult escorts them. Leaving campus without permission will result in disciplinary action.



## **CIVILITY CODE**

The school works very hard to create an environment where the KIPP values permeate all interactions. Therefore, the school requires that all communication with parents be respectful. The school will retain the right to end any meeting or phone conversation in which the volume, tone, or substance of the communication is rude (name-calling or frequent interruptions will not be allowed), profane (cursing or profane language will not be tolerated), or threatening. Moreover, when conversations have clearly gone past the point where productive problem-solving is an option, the school reserves the right to end the conversation and schedule additional time at a later date.

The school reserves the right to require parents, guardians, or community members who violate the civility code to provide written requests for meetings, outlining the nature of the concern and with whom they would like to speak. The school also reserves the right to require parents who have violated the civility code to either meet off-campus at an agreed upon location (e.g. a public library or community center) and/or to meet on campus 30 minutes after school ends; the school reserves this right in order to ensure the safety of all students and staff and to ensure that there is a calm, productive, positive learning environment for all students.

Consequently, if a parent ever feels they have been mistreated or treated in an unprofessional manner by a member of the school team, a school volunteer, or other supervising adult, the parent should immediately contact the School Leader or Assistant School Leaders. We have an open door policy and want to know about any areas of concern a parent has.

## **SCHOOL VISITOR POLICY**

Visitors, especially parents, are a vital part of the KIPP Tulsa community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents who would like to visit should simply call one day in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in within the Main Office.** They should enter classes during a regular-scheduled transition period between classes, although they may leave at any time. **Visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed.**

In order to meet with a teacher or administrator, a parent will need to need to call ahead to schedule a conference.

If a visitor is coming to school to drop something off for a student or to leave a message, we still require that the visitor come first to the Main Office. For the sake of student safety, we cannot allow unannounced visitors to roam the building.

## **TRANSPORTATION AND SAFETY**

### **School Bus Transportation**

Busing to and from KIPP Tulsa is provided by Tulsa Public Schools. While TPS determines the eligibility of a student for yellow school busing, KIPP Tulsa reserves the right to suspend an eligible student from the bus if he or she in any way threatens the safety and well-being of his or her peers. We believe that the right to free transportation is dependent on a student's good behavior while waiting for and riding the school bus.

- ***Poor Bus Behavior*** - Bus drivers must focus on the road to make sure all students arrive to school and home safely. At dismissal, students should go directly to their bus, greet the bus driver, and have a seat; students should not wait for other students or linger and socialize in the bus area. Students may not wait for a sibling, friend, or teacher. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students should not communicate with students on other buses or any people outside the bus. Students who behave poorly on the bus compromise the safety of themselves and others. **Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**
- ***Arrange Transportation Before Your Child Leaves Home*** - Students will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child from school and your child usually rides the bus, or if you must otherwise change your child's transportation for that day, your options are as follows:
  - ***Be at the school at dismissal time*** - All bus riders are walked to the buses daily. If you need to pick up your child instead of them getting on the bus, you should be at the school by 3:50 (1:50 on Wednesdays) to be able to pick up your child as he/she is in the bus line.
  - ***Send a Note*** - Send a note to school with your child detailing the change in plans and providing a clear description of who will pick up your child. This note should be given to the Main Office.
  - ***In an Emergency, call the school*** - If you or your family is having a medical/family emergency that requires a change in your child's transportation plans, please call the school immediately to make arrangements. **The school does not accept transportation change requests by telephone EXCEPT in the case of an emergency.** If your child normally rides the bus and you wish to pick him or her up from school and you have not notified the school in writing that morning, you must meet your child at the school at dismissal time.

### **Arrival and Dismissal**

Students should **not** arrive at school earlier than 7:30 A.M. At dismissal, students should either leave the school building, or attend afterschool tutoring or school-sponsored afterschool activities (band, athletics, etc.). Students are never allowed to wait in any other portion of the building. They must wait in a designated afterschool location, under the supervision of a staff member.

Busses will pick up and drop off students next to the building. As a result, we ask that parents who are dropping off and/or picking up students be mindful of the tight traffic situation, arrive on time, and plan accordingly.

**Students Who Walk**

For students who walk to and from school, and for students who may be walking from the bus stops, a number of streets must be crossed. Families should instruct students to use all of the appropriate crossing lights at each intersection, and to cross each intersection only when it is safe to do so within the designated crosswalks. Parents are urged to call the local police department for questions or concerns.

Students who walk to and from school act as representatives of the school. The same standards of behavior outlined in this document apply while students are traveling to and from school.

**HOURS OF OPERATION**

KIPP Tulsa operates from 7:30 A.M. until 4:00 P.M., Monday through Friday. School is dismissed at 2:00 P.M. on Wednesdays so that teachers have time to meet, plan, and receive training. This weekly staff development time is incredibly important and helps us to improve our skills as teachers and to improve the school program as a whole.

Students are required to arrive at school on time (by 7:45 A.M. at the latest) and to remain in school until dismissal at 4:00 P.M. (2:00 P.M. on Wednesdays). It is very important that you send the strong message to your child that school is extremely important.

Some students may be required to stay after school (typically up to 5:00 PM, but longer in some cases) to serve detention, participate in homework club, or make up missed assignments.

**COMMUNICATION**

KIPP Tulsa requires parents to be partners in the education of their children. The important task of educating a child calls for the school, the student, and the parent(s)/guardian(s) to all work together to ensure success.

In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year:

- **Progress Reports:** Halfway through each marking period, parents will receive written Progress Reports from all of their child's teachers. Progress Reports will not contain final grades; instead, they are an important mechanism we use to notify parents/guardians of how their child is doing at school and for addressing any issues that can still be corrected before the end of the marking period. Parents must sign a form indicating that they have received and read all Progress Reports.
- **Behavior Alert / Academic Alert:** If your child is experiencing a problem, the school may send

home a written notice. Parents should make sure to review the concerns outlined in the letter with the child and to contact the school if there are any questions.

- **Phone Calls:** Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours. Of course, if you ever have a question or concern, please do not hesitate to call your student's teacher. All KIPP teachers are given cell phones and asked to return parent calls within 24 hours.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with a teacher or administrator, please contact them directly.
- **Newsletters:** The KIPP Tulsa newsletter will be emailed to families on a monthly basis. The newsletter will include important upcoming dates; updates from KIPP Through College, the KIPP Foundation, grade-level chairs and the leadership team; KIPP Tulsa news stories; or extracurricular activity information. Please inform the Main Office staff of your current email address(es), so you may receive the newsletter. Or, you may visit the Family Resources page of our website to subscribe ([kipptulsa.org/about/family-resources/](http://kipptulsa.org/about/family-resources/)).
- **Website:** The KIPP Tulsa website ([www.kipptulsa.org](http://www.kipptulsa.org)) has up-to-date information about school events ([kipptulsa.org/calendar](http://kipptulsa.org/calendar)); a Family Resources page ([kipptulsa.org/about/family-resources/](http://kipptulsa.org/about/family-resources/)) with important downloadable documents; staff/board of directors listings; and more. Bookmark our website and refer to it often for the latest updates.
- **Social Media:** Like KIPP Tulsa's facebook page ([facebook.com/KIPPTulsaCollegePreparatory](https://facebook.com/KIPPTulsaCollegePreparatory)) and view our posts, which may include school announcements, current and upcoming events, school event photos and more.
- **School Messenger:** School Messenger is an automated parent notification system that allows KIPP Tulsa to immediately communicate important information to all of our families at one time. We will most often use this system in the event of weather-related school cancellations. School Reach requires a working phone number for each KIPPsters family, so be sure we have an up-to-date phone number on record for your student.
- **Visits:** To arrange a visit to the school, please see the section on *School Visitor Policy*.
- **Respectful Communication:** If a parent is disrespectful to KIPP Tulsa teachers or administrators, we will cut short the conversation and wait to continue it at another time.

**We need your support. As you know, KIPP Tulsa is a very demanding school, with high expectations for academics and behavior. All of us – parents, teachers, and administrators – are working hard to help your child climb the mountain to and through college. We are all part of your child's team; if you, your child, and the school work together, we can all succeed.**

**Messages/Voicemail/Phone Calls**

It would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Such calls should be very rare.

If you need to get a message to your child's teacher, make sure to call both the main office line and to leave a message on your teacher's voicemail. **Our teachers check their messages once a day after school.**

**Student Phone Use**

**Cell phones:** Students are not allowed to use cell phones in school or when traveling with the school (school field lessons). If a cell phone is used during school, it will be taken from the student and held at the front desk in a locked cabinet until the parent/guardian comes to the school to pick it up. The ban on cell phone use extends to after-school hours; whenever a student is on campus or at a school function, he or she may not use a cell phone.

**School phones:** Students are prohibited from using school telephones. In the event of a true emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. Students will not be allowed to use school phones to arrange transportation; such arrangements should be done prior to the start of the school day.

**Incoming calls and messages:** School staff will take incoming calls for students only in the cases of true emergencies, and our policy in this situation is to take a message and deliver it to students. The school office is not a message service, and we will only deliver messages to students if there is a true emergency; **transportation issues are not emergencies.**

**4:15 Rule:** If a student is not picked up after school, the school will not call about a ride until 4:15 p.m. At this time, we will allow the student to call their parent/guardian.

**After Field Lessons or Off-Campus Events:** It is KIPP Tulsa's policy that parents need to be at school at the time indicated on the permission slip after field lessons. Parents should pick up students at the agreed upon time after athletic events and other off-campus functions. Parents should not tell students: "Call me when you get back." Students will not be allowed to call home immediately after field lessons.

## **STATEMENT OF UNDERSTANDING**

By signing this, students indicate that they have received and read a copy of KIPP Tulsa’s Family Handbook and understand and agree to the rules, regulations, and procedures of the school.

Student signatures further show that students understand that if they ever have any questions regarding school policies, they can always ask their parent/guardian or other member of the school community for a further explanation.

By signing this, parents indicate that they have received and read a copy of KIPP Tulsa’s Family Handbook and understand and agree to the rules, regulations, and procedures of the school.

Parent signatures further show that parents understand that if they ever have any questions regarding school policies, they can always ask a teacher or staff member for further clarification.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

A signed copy of the Statement of Understanding is due one week after receipt of the Handbook.

We thank you for your cooperation and wish you the best as a member of the KIPP Tulsa Team & Family.