





# KIPP:Memphis

## Collegiate High



Mrs. T.S. McBride, Principal  
Mr. Reginald Sibley, Vice-Principal  
Dr. P. Atwell, Asst Principal  
Mr. J. Cunningham, PLC Coach  
Dr. S. Jones, Math Coach

Mrs. C. Mosby, Counselor  
Ms. K. Wooten, Director of Operations  
Mrs. C. Balfour, Office Manager  
Ms. S. Toliver, Registrar

Dear Students, Parents, and Guardians,

Welcome back to the 2023 - 2024 school year at KIPP MEMPHIS COLLEGIATE HIGH SCHOOL!

My staff and I are so excited about the opportunity to serve your students. Our new school year is here, and the entire KMCH family is looking forward to helping our KIPPSTERS continue to excel.

**During this year, we will focus on creating a school culture characterized by high behavior and academic expectations for all.** We will focus on building our students' academic, social and emotional capacity. We will provide students with effective instruction that helps them master rigorous state testing. We believe all children can learn. We encourage and require them to work to their fullest potential and we will always expect their personal best.

It takes a partnership between home and school to see that these character traits are learned, modeled, and practiced by everyone. Everyday all KIPPsters will excel to the highest heights. KIPP Memphis Collegiate High School will always strive towards excellence in academic and social development. Help us achieve our goals for your children, **together** we will ensure a **future without limits** for all students.

With KIPPsters forever In mind,

T.S. McBride, Principal

**KIPP**  
**MEMPHIS**  
PUBLIC SCHOOLS

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.



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## Handbook Overview

This handbook outlines the regional policies, procedures, and expectations that apply to all KIPP Memphis Schools. Individual schools have school-level policies, procedures, and expectations that are determined by school leaders that can be found in the supplemental school handbooks. We offer these policies in conjunction with the policies of our authorizer, Memphis Shelby County Schools, as outlined in their student handbooks.

## About KIPP

### KIPP Origins

KIPP began in 1994 when two teachers, Mike Feinberg and Dave Levin, launched a fifth-grade public school program in inner-city Houston, Texas, after completing their commitment to Teach for America. In 1995, Feinberg remained in Houston to lead KIPP Academy Middle School, and Levin returned home to New York City to establish KIPP Academy in the South Bronx. These two original KIPP academies became the starting place for a growing network of schools that are transforming the lives of students in underserved communities and redefining the notion of what is possible in public education.

### KIPP Foundation

In 2000, Doris and Don Fisher, co-founders of Gap Inc., formed a partnership with Mike Feinberg and Dave Levin to replicate the success of the original KIPP Academies, establishing the KIPP Foundation. Since its founding, the KIPP Foundation has recruited, selected and trained more than 100 outstanding school leaders to open new KIPP schools; rigorously focused on quality even as the network rapidly expanded; and supported innovation that has leveraged the scale of the network. The Foundation has facilitated this growth through a range of customized services including real estate, legal needs, technology, finance, corporate governance, operations, communications, marketing, and development.

KIPP now serves more than 160,000 students in 270 schools spread across 31 states in the country.

### Mission

*Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and build a more just world.*

### Vision

*Every child grows up free to create the future they want for themselves and their communities.*

## About KIPP Memphis

KIPP Memphis proudly serves approximately 1,500 students across four schools in the 2023-2024 school year.

### District Contact Information

KIPP Memphis  
 2670 Union Avenue Extended  
 Suite 1100  
 Memphis, Tennessee 38112  
 Office Phone: (901) 452-2682  
 Fax: (901) 452-2753  
 Web: [www.kippmemphis.org](http://www.kippmemphis.org)

School	Year Established, Principal, Grades Served
KIPP Memphis Collegiate Middle	2002, Dr. Veda Turner 6-8
KIPP Memphis Collegiate High	2011 Mrs. T. S. McBride, 9-12
KIPP Memphis Collegiate Elementary	2012 Mrs. Melody Smith K-5

School	Location	Phone	Fax
KIPP Memphis Collegiate Elementary	230 Henry Avenue Memphis, TN 38107	(901) 791-9391	(901) 791-9392
KIPP Memphis Collegiate Middle		(901) 791-9390	(901) 791-9392
KIPP Memphis Collegiate High	2110 Howell Avenue Memphis, TN 38108	(901) 791-9792	(901) 791-9796



## MISSION

Our mission is to provide an equitable and enjoyable learning environment, which challenges students through rigorous academic tasks while providing intense individualized support that allow all students to achieve mastery of academic standards while building their self-awareness and confidence to achieve success in whatever future path, they choose...college, career or beyond.

## VISION

We want to be known as a groundbreaking innovative educational experience that nurtures each child's curiosities, enhances their strengths, and develops their areas of growth as we prepare them to invest in and transform the community and the world around them.

## OUR BELIEFS

1. **Excellence** - Faculty, students and staff will put their best foot forward to ensure KMAM exudes excellence in all we do daily.
2. **Ownership** - Faculty, students and staff members will take full accountability for their assigned work responsibilities and beyond.
3. **High Expectations** - Faculty, staff members, and students will hold and model high standards daily.
4. **Empowerment** - Faculty, students and staff members will empower and support others as they learn new tasks and grow their skillset.
5. **Perseverance** - Faculty, students and staff members will be resilient and solutions-oriented when working to achieve their goals.
6. **Teamwork** - Faculty, students and staff members will work together collaboratively to build relationships and achieve common goals.
7. **Joyful** - Faculty and staff members will inspire and create joyful educational experiences for all students.
8. **Optimism** - Faculty, students and staff members will have a growth mindset, remain hopeful and believe in the impossible.





## Commitment to Excellence

At KIPP Memphis, we believe in choice and commitment. Each student, parent/guardian, and staff member has made a choice to join our team and family, and each has made a commitment to our mission of to and through college. Whether student, parent or staff member, every member of our KIPP Memphis team signs a Commitment to Excellence declaration when they join. Our Commitment to Excellence guides our behaviors, decisions and work each day. Commitment to Excellence declarations for students, parents/guardians, and staff members are reprinted in the following pages. Each school may have a declaration specific to its campus, which expands upon the commitments printed here.

### Commitment to Excellence – Student

As a KIPP Scholar, I fully commit to uphold the KIPP Memphis Public Schools values and demonstrate H.E.A.R.T. by striving for excellence in the following areas:

(H) - HIGH EXPECTATIONS -As a KIPPster, I will...

- Make no excuses for my performance or behavior and will take responsibility for my actions.
- Be self-motivated to achieve my goals.
- Make choices that are supported by what I know is right.
- Strive to improve my knowledge and academic skill set eachday.
- Meet or exceed attendance goals every day of the year.
- Come to class on time, stay the duration of the school day, and after school when needed.
- Arrive prepared with all supplies, assignments, and documents to support my learning.
- Wear my assigned uniform and model scholarly attire each day.

(E) - EXCELLENCE IN ACADEMICS AND CHARACTER - As a KIPPster, I will...

- Complete all of my classwork and other responsibilities deemed necessary by my teacher.
- Ensure that all my work reflects my best effort and will persevere through challenging tasks.
- Do my homework every night, and if I have a question, I will communicate it to my teacher.
- Spend quality time studying for every test and take legible notes to ensure my success.
- Actively participate in class and lessons to support my learning.
- Work daily to outperform my peers regionally and nationally.
- Be honest at all times and exhibit best character with teammates, teachers, and staff.
- Keep my hands, feet and objects to myself.
- Work with my peers and strive to remain fight free all year.
- Always use words that are appropriate and respectful.
- Never give up when I do not understand or do not feel like completing an assignment or task.

(A) - A FUTURE WITHOUT LIMITS - As a KIPPster, I will...

- Remain focused on my own student achievement.
- Uphold KIPP values of success: Scholarship, Teamwork, Integrity, Perseverance, Fun!
- Explore my interests and my passions to pursue my dreams.
- Ask questions and keep trying when I do not understand a concept.
- Ask for help or attend tutoring sessions when I need it.
- Not limit myself or lower my expectations for the future.

(R) - RESPECT FOR SELF, TEAM, & FAMILY - As a KIPPster, I will...

- Follow the student code of conduct each day.
- Use positive and encouraging language at all times.
- Respect all KIPP property, the property of my teammates, and their personal space.
- Work towards a solution when there are problems with teammates or family members.
- View all staff members and teammates as valuable resources.
- Respect my teammates in both words and actions and not disturb other scholars' learning.
- Never put down another teammate; rather I will strive to lift them up.

(T) TO AND THROUGH COLLEGE, CAREER, & BEYOND - As a KIPPster, I will...

- Invest my time and energy to ensure I am ready for the future.
- Not take shortcuts to ensure I am prepared for my future.
- Learn how to be a good teammate for success in college and my career.
- Learn what I need to contribute to my school and home community.
- Work with my team and family to make lifelong learning fun.
- Ensure I am prepared for college, technical school, or to start my own business.

Failure to adhere to these commitments could cause me to lose various privileges. face consequences. and/or be permanently dismissed from KIPP Memphis Public Schools.

KIPP Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Commitment to Excellence – Parent

As KIPP Parents and Family Members, we fully commit to uphold the KIPP Memphis Public Schools values and demonstrate H.E.A.R.T. by striving for excellence in the following areas:

(H)- HIGH EXPECTATIONS- As a KIPP Family, we will...

- Make no excuses for our KIPPster's performance or behavior and will encourage them to take responsibility for their actions.
- Encourage our KIPPster's self-motivation to achieve their goals.
- Encourage our KIPPster to make choices that are supported by what I know is right.
- Encourage our KIPPster to strive to improve their knowledge and academic skill set every day.
- Strive to have our KIPPster meet or exceed attendance goals throughout the year.
- Ensure our KIPPster arrives on time, stays the duration of the day, and after school when needed.
- Ensure our KIPPster has all supplies, assignments, and documents to support their learning.
- Ensure our KIPPster wears their assigned uniform and model scholarly attire each day.

(E)- EXCELLENCE IN ACADEMICS AND CHARACTER- As a KIPP Family, we will...

- Support our KIPPster's completion of classwork and other assignments deemed by the teacher.
- Ensure our KIPPster's work reflects their best and push them to persevere through challenges.
- Ensure our KIPPster completes homework nightly and asks the teacher any questions they have.
- Ensure our KIPPster spends time studying for tests and takes legible notes to ensure success.
- Remind students daily to participate in class and engage in their learning.
- Encourage our KIPPster daily to outperform their peers regionally and nationally.
- Encourage our KIPPster to be honest at all times and model best character with their teammates, teachers, and staff members.
- Encourage our KIPPster to keep their hands, feet and objects to themselves.
- Help our KIPPster to work with their peers and strive to remain fight free all year.
- Remind our KIPPster to use words that are appropriate and respectful.

(A)- A FUTURE WITHOUT LIMITS - As a KIPP Family, we will...

- Help our KIPPster focus on their own student achievement.
- Ensure our KIPPster upholds KIPP values of success: Scholarship, Teamwork, Integrity, Perseverance, Fun!
- Push our KIPPster to explore their interests and passions to pursue their dreams.
- Push our KIPPster to ask questions and keep trying when they do not understand a concept.
- Encourage and ask for help or tutoring sessions when our KIPPster needs it.
- Encourage our students to not limit themselves or lower their expectations for the future.

(R)- RESPECT FOR SELF, TEAM, &FAMILY - As a KIPP Family, we will...

- Adhere to the expectations of the student code of conduct as a family.
- Use positive and encouraging language at all times and encourage our KIPPster to do the same.
- Respect all KIPP property and ensure our KIPPster respects personal space and school property.
- Work toward a solution if there is a problem with a team or family member.
- View all staff members and teammates as valuable resources.
- Encourage our KIPPster to respect their learning environment and not disturb other KIPPsters
- 

(T-)To and Through COLLEGE, CAREER, & BEYOND - As a KIPP Family, we will...

- Ensure our KIPPster invests time and energy to ensure they are ready for the future.
- Encourage our KIPPster not to take shortcuts to ensure their preparation for their future.
- Promote our KIPPster as they learn to be a good teammate for success in college and career.
- Learn and support what our KIPPster needs to contribute to their school and home community.
- Work with our KIPPster to make sure they are having fun while learning.
- Encourage our KIPPster to prepare for college, technical school, or their own business.

Failure to adhere to these commitments could cause me to lose various privileges. face consequences. and/or be permanently dismissed from KIPP Memphis Public Schools.

KIPP Student: \_\_\_\_\_ Date: \_\_\_\_\_

KIPP Parent: \_\_\_\_\_ Date: \_\_\_\_\_

## **Title I Parent Information**

### **DID YOU KNOW? KIPP MEMPHIS PUBLIC SCHOOLS ARE TITLE 1 SCHOOLS**

#### **What is a Title I school?**

Title I is a federal education program that supports low-income students throughout the nation. Funds are distributed to high poverty schools, as determined by the number of students who qualify for free or reduced lunch. The funds can be used to hire additional teachers or teaching assistants, to provide computers or software, to fund before, after and summer school programs, and to purchase additional materials or equipment.

#### **Which students in our school participate in the title I program?**

Because all our Title I schools are designated as “school-wide” Title I schools, all children in the Title I schools are eligible for services. When data indicate the need for interventions either because of low performance or at-risk behaviors, any student is eligible for Title I services. Your child may qualify for tutoring, before or after school programs, technology support, a classroom with fewer children or summer school. In addition, when Title I schools receive additional programs, they are available to all students for which they are designed regardless of their free or reduced lunch status.

#### **How does this benefit my child?**

All children in Title I schools benefit from the additional teachers and assistants. Because there are more adults to help children, all children receive more individualized and small group instruction. The goal of Title I services is to accelerate academic achievement so that all children meet or exceed state and federal standards of performance.

#### **What is the school/parent compact?**

A major purpose of Title I is to increase the involvement of parents in a child’s education. Under Title I regulations, all schools receiving Title I funds have developed a compact, an agreement between the school and the parents. The compact is designed to help parents and teachers work together to provide the best possible education for each student. Parents have opportunities each fall to provide input and participate in the School/Parent Compact.

#### **Parents’ Right-To-Know**

The Elementary and Secondary Education Act (ESEA) gives parents and guardians of children attending a school receiving Title I funding the right to know the qualifications of your child’s teacher(s).

In compliance with the requirements of Every Students Succeeds Act, parents may request the following information:

1. Whether the student’s teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

For information on teacher certification and licensing please visit the Tennessee Department of Education’s website at <https://www.tn.gov/education/section/licensing>.

Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right-to-know requests. At any time, parents and guardians can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include.
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

For more information on the school’s and district’s assessment results, please visit the Tennessee Department of Education’s state report card website at <https://www.tn.gov/education/data/report-card.html>.



## 2023-2024 Family Engagement Plan

### About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, the KIPP Memphis Public Schools (KMPS) has developed this parent and family engagement policy that establishes the state and local education agencies' expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships. This plan describes KMPS's commitment to engage families in the education of their children and to build the capacity in schools to implement family engagement strategies and activities designed to achieve the school and student academic achievement goals.

**Communications:** KMPS will take the following actions to provide families of participating children the following:

- **Provide regular and flexible parent meetings,** Parent University, P.T.O meetings, and "Family Nights" in the areas of Literacy, Math, Science, and Social Studies.
- **Provide parents with timely information** about upcoming events and **parent programs,** with weekly newsletters from teachers and/or administration and monthly school-wide newsletter.
- Provide timely information about family activities, a description, and explanation of the school's curriculum, forms of academic assessment, and expected achievement levels.
  - a. These transactions take place through (Not limited to). Newsletters, Text blast, Emails, School Messenger
- Host an annual "Open Houses and Conferences" to inform and **provide parents with a description and explanation** of the **curriculum, assessments, proficiency levels,** and expectations and requirements for promotion to the next grade.
- **Provide parent involvement opportunities in an organized, ongoing, and timely way as they participate in decision-making relating to the education of their children.** Parents do so by participating in Parent University, in the volunteer tutoring program, attending regional and school round-table meetings, attending P.T.O meetings and Family Nights, completing evaluation forms, and responding to surveys.
- Involve parents to observe the school's program and visit classrooms.
- Provide parents information in English and Spanish as required.

**Parents play an important role in the success of their children. Our parents can fulfill this by:**

- Attending meetings, programs, workshops, and other school activities.
- Participating in school-sponsored parent-teacher conferences.
- Serving on a committee and **participating in the decision-making process**
- Responding to memos, surveys, and questionnaires **expressing ideas and concerns.**
- Serving as a volunteer at school.
- Ensuring that the child studies at home and completes homework assignments.
- Voicing concerns and providing feedback at **regular** quarterly parent **meetings.**

**Our parents will act as advisors, resource persons, and coordinators in the following ways:**

- Attend school events and serve as advisors.
- Serve on the Site-Based Leadership Council, the Parent Advisory Committee, PTO, etc.
- Use their talents/resources to enhance the instructional programs.
- Become school supporters and advocates.
- Respond to memos, surveys, and questionnaires expressing ideas and concerns.

### Coordination of Services

KMPS will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children.

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

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

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



**2023-2024 School - Parent Compact & Commitment**

By signing the Compact, I/we, \_\_\_\_\_, am/are in agreement with the faculty and staff of KIPP Memphis Public Schools, that we will do whatever it takes to ensure that my child(ren) is equipped with the academic and social skills needed to be prepared for high school, college, and the competitive world beyond.

**As a team, region, school, parent(s), staff, student (s), we will:**

- Share the responsibility for improving student academic achievement.
- Jointly develop a partnership to provide all scholars with a high-quality curriculum and research-based instruction, allowing all scholars to achieve the State’s high standards.

**How the staff will be responsible for supporting families, and the community in order to improve student academic achievement is through the following activities:**

- Assist parents and families in understanding topics such as the state’s academic standards, state and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators.
- Provide materials and training to help parents and families work with their children to improve achievement.
- Educate school personnel, with the assistance of families, in the value and utility of the contributions of families, and how to reach out to, communicate with, and work with families as equal partners.
- Integrate engagement strategies with other federal and state programs, including preschool programs.
- Ensure that information related to programs, meetings, and other activities are sent to families in a format and a language they can understand.
- Provide other reasonable support for engagement activities.
- Provide opportunities for the informed participation of families with limited English proficiency or disabilities, and families of migratory children in a format and language they understand. Provide reasonable support for family engagement activities as families request them.

**How I the parent will be responsible for supporting my child’s learning through various activities at school and at home are:**

- Monitoring attendance, homework completion, television watching
- Returning “take home” homework on time and in good condition
- Providing a quiet time and place for homework and reading.
- Keeping in contact with my child’s teachers through conferences, phone calls, notes or visits
- Encouraging healthy habits for nutrition, rest, and leisure activities
- Providing time for my child to utilize any resources he /she may need
- Volunteering in the classroom, participating as appropriate, etc.
- Observe classroom activities

**As a team, we will provide a supportive and effective learning environment by ensuring that:**

- Teachers are prepared each day
- All scholars complete their homework each week
- All scholars do the best work he/she can do in school
- All scholars complete and submit all assignments
- All scholars and staff uphold their Commitment to Excellence

Specific dates of parent **and teacher conferences** are available on the school calendar.

**School to parent communication** is ongoing and consist of the following but are not limited to:

- Weekly Grade Level Newsletter
- Monthly Calendars sent home
- Parents may schedule meeting times with teachers/staff beyond the noted time on the calendar
- Quarterly principal round table discussions
- Parent-Teacher Conferences

**In partnership as your child’s school, we agree to provide positive learning experiences by:**

- Creating a nurturing classroom environment
- Providing activities and material appropriate to the level of the students

**Parents are afforded reasonable access to staff:**

- Parents may call the school at ----to schedule a parent conference during a teacher’s planning time.
- Parents may **volunteer, to participate** and **observe** in their **child’s class**

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

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

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

# KIPP Memphis Public Schools

## 2023-2024 Academic Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
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31						

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February 2024						
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April 2024						
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May 2024						
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June 2024						
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-  Schools / Regional Office Closed
-  New Quarter Begins
-  Parent Teacher Conferences

-  PD / Admin Day (no school for students)
-  Report Cards
-  First and Last Day of School

Jul 31 - Aug 4 - PD/Admin Days - Students Out

\*Aug 7 - First Day of School for Students

Sept 4 - Labor Day - Schools / Regional Office Closed

Sept 6 - Parent/Teacher Conference

Oct 9-13 - Fall Break - Schools / Regional Office Closed

Oct 16 - Students / Staff return - Q2 begins

\*Oct 20 - Q1 Report Card Distribution

Nov 10 - Veteran's Day - Schools / Regional Office Closed

Nov 20-24 - Thanksgiving Break - Schools / Regional Office Closed

Dec 21-Jan-3 Winter Break - Schools / Regional Office Closed

Jan 4 - Students / Staff return / Q3 begins

Jan 5 - Q2 Report Card Distribution

Jan 15 - MLK Holiday - Schools / Regional Office Closed

Feb 13 - Parent / Teacher Conference

Feb 19 - PD / Admin Day - Students Out

Mar 11-15 - Spring Break - Schools / Regional Office Closed

Mar 18 - Students / Staff return / Q4 begins

Mar 22 - Q3 Report Card Distribution

Mar 29 - Good Friday - Schools / Regional Office Closed

May 24 - Last Day of School for Students

May 27 - Memorial Day - Schools / Regional Office Closed

May 28-30 - PD/Admin Days - Students Out

May 31 - Q4 Report Card Distribution



## KIPP MEMPHIS COLLEGIATE HIGH SCHOOL 2023 - 2024 UNIFORM EXPECTATIONS

### SHOES

YES – ALLOWED	NO – NOT ALLOWED
<ul style="list-style-type: none"> <li>✓ Closed heel and toe.</li> <li>✓ Uniform color socks (Black, White, Brown, and Blue)</li> </ul>	<ul style="list-style-type: none"> <li>✓ No Crocs, slides, bubble shoes, house shoes</li> <li>✓ No high heels or platforms</li> <li>✓ No</li> </ul>

### BOTTOMS

YES – ALLOWED	NO – NOT ALLOWED
<ul style="list-style-type: none"> <li>✓ <b>KHAKI school PANTS ONLY</b> – khaki or tan colored only</li> <li>✓ Black or Brown belt only</li> <li>✓ Pants must sit at the waist</li> </ul>	<ul style="list-style-type: none"> <li>✓ No jogging or sweat pants</li> <li>✓ No leggings/jeggings, shorts, skirts</li> <li>✓ No colored, oversized, or designer belts/buckles</li> <li>✓ No Jeans or denim material</li> </ul>

### TOPS

YES – ALLOWED	NO – NOT ALLOWED
<ul style="list-style-type: none"> <li>✓ KIPP polo shirts or <b>BLACK</b> polo shirts <b>ONLY</b></li> <li>✓ Shirts must be tucked in as appropriate for body</li> <li>✓ All visible undershirts must be a solid uniform color <b>ONLY</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ No non KIPP- polo shirts,</li> <li>✓ No mid-drifts nor altered shirts</li> </ul>

### PULLOVER/JACKET/SWEATER

YES – ALLOWED	NO – NOT ALLOWED
<ul style="list-style-type: none"> <li>✓ ALL jackets, sweaters or pullovers worn during the school day <b>MUST</b> have the KIPP approved logo</li> <li>✓ KIPP Sweatshirt</li> <li>✓ KIPP Quarter Zip Pullover</li> <li>✓ KIPP Cardigan</li> </ul>	<ul style="list-style-type: none"> <li>✓ No non KIPP sweatshirts, pullovers, or cardigans</li> <li>✓ <b>No HOODIES</b></li> <li>✓ No non-KIPP jackets worn during the school day</li> </ul>

### HAIRSTYLES AND HEADWEAR

YES – ALLOWED	NO – NOT ALLOWED
<ul style="list-style-type: none"> <li>✓ Most hairstyles are permitted but they should not cause excessive disruption to the school day</li> <li>✓ Headwear worn for religious reasons</li> </ul>	<ul style="list-style-type: none"> <li>✓ No bandanas of any color or pattern</li> <li>✓ No hats worn inside the school building.</li> <li>✓ No scarves, bonnets, durags worn inside the school building</li> </ul>

### BACKPACKS

<p style="text-align: center;">Students may carry clear (see through) backpacks to school and place them in their locker at the beginning of the day. Backpacks will be retrieved from lockers as students exit the building at the end of the day.</p> <p style="text-align: center;"><b>NOT ALLOWED:</b> Solid color-non see through backpacks. Backpacks that do not coincide with this policy will be confiscated and picked up by parents only.</p>
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*This gender-neutral, age-inclusive dress expectation is that ALL students' bellies, backs, shoulders, chests, and bottoms are fully covered while in the school building.*

***Together, a future without limits***

# KIPP Memphis Collegiate High School

## 23- 24 Cell Phone Policy

### Rationale:

- Cell phones and/ or electronic devices create disturbances to the learning process. The device should be turned off and STORED IN YOUR LOCKER during the school day.
- Headphones and ear buds should **NOT** be worn on the head, neck, or be visible at any time during the day.
- If an emergency occurs, the school has phones for the student to contact the parent.

### 1<sup>st</sup> Violation

1. Cell phones/ electronic devices that are visible or heard during the instructional day will be confiscated by any staff member and submitted to Main Office.
2. The student will pick up the cell phone/ electronic device from the front office between 3:30 -3:45 at the end of the day and sign the **Cell Phone Violation Form**.
3. This infraction will be documented in the student's discipline file.  
There will be no exceptions to this rule.

### 2<sup>nd</sup> Violation

1. Cell phones/ electronic devices that are visible or heard during the instructional day will be confiscated by any staff member and submitted to Main Office.
2. A parent must pick up the cell phone/ electronic device from the front office between 3:30 pm and 4:00pm and sign the **Notice of Cell Phone Violation**.
3. The infraction will be documented in the student's discipline file.

### 3<sup>rd</sup> Violation

1. Cell phones/ electronic devices that are visible or heard during the instructional day will be confiscated by any staff member and submitted to Main Office.
2. A parent must pick up the cell phone/ electronic device from the front office between 3:30 pm and 4:00pm and sign the **Notice of Cell Phone Violation**.
3. The infraction will be documented in the student's discipline file.
4. The infraction will result in an assignment of **one day of Supervised Study/ISS** along with documentation in the student's discipline file.

### 4<sup>th</sup> Violation

1. Cell phones/ electronic devices that are visible or heard during the instructional day will be confiscated by any staff member and submitted to Main Office.
2. A parent must pick up the cell phone/ electronic device from the front office between 3:30 pm and 4:00pm and sign the **Notice of Cell Phone Violation**.
3. The infraction will be documented in the student's discipline file.
4. The infraction will result in an assignment of **one day of OSS** along with documentation in the student's discipline file.

**Note: Refusal to obey any staff member who asks for a cell phone/ electronic device will result in an additional discipline Insubordination infraction resulting in 3 days of Out of School Suspension.**





# KIPP MEMPHIS COLLEGIATE HIGH

## Cell Phone Policy

SCHOOL IS A PLACE FOR LEARNING AND WE MUST ALL  
WORK TO CREATE A CONDUCTIVE LEARNING ENVIRONMENT.

TO HELP CREATE A FOCUSED LEARNING SPACE:

- 1) Cell phones or earbuds are **NOT ALLOWED** in the classrooms during the school day.
- 2) Cell phones must be **STORED** in the student's locker during school hours.
- 3) Phones see during the School day will be confiscated.
- 4) Refusal to hand over phone will result in a 3-Day Suspension





# KIPP MEMPHIS COLLEGIATE HIGH SCHOOL

## 23-24 SCHOOL SUPPLY LIST

- **CLEAR LARGE BACK -PACK**
- **LOCK FOR LOCKER**
- **3-RING BINDER - 3 INCHES WITH POCKET INSERTS**
- **NOTEBOOK PAPER**
- **DIVIDERS**
- **8 FOLDERS WITH PRONGS AND POCKETS (ANY COLOR)**
- **8 - SPIRAL COMPOSITION BOOKS**
- **PENS - BLACK AND BLUE**
- **PENCILS**
- **COLORED PENCILS**
- **MARKERS**
- **HIGHLIGHTERS**
- **SMALL PENCIL SHARPER**
- **ERASERS**
- **RULER**

***TOGETHER, A FUTURE WITHOUT LIMITS***

## School Closings

- KIPP Memphis cares about the safety and well-being of all our team and family members. Should weather conditions become a hindrance to normal school proceedings, we will take the following steps to notify families of their school's actions. If it is necessary to close school before the start of the school day, we will post closings on Channel 3, Channel 5, and Channel 13, the school's Facebook page; and we will send out an automated call.
- Once the school day has started, severe weather may make it necessary to send students home early. If this occurs, each school will follow its procedures to notify every family and to ensure that each student leaves school under the safety of a parent or guardian.
- KIPP Memphis uses Parent Square for emergency notification. All families are expected to receive calls and texts from Parent Square and KIPP Memphis phone numbers.

## Attendance Policies

- Tennessee law requires that all children between the ages of six (6) and 17 attend school. Attendance is a key factor in student achievement and therefore, students are expected to be present and on-time each day that school is in session. Students and parents/guardians are responsible for ensuring regular school attendance. Unexcused absences are prohibited by law and policy. Schools will notify parents/guardians when students are absent or excessively tardy, provide opportunities to restore the student's attendance and offer access to resources to address truancy challenges.

## Excused and Unexcused Absences

- Absences for grades K-12 shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:
  1. Personal illness or hospitalization of the student with a note of excuse from the student's doctor.
  2. Death in the family.
  3. Validated court appearances of the student.
  4. Religious observances.
  5. One-day absence when the parent/guardian or custodian is deployed for military service and one-day absence when the parent/guardian or custodian returns from military service; or
  6. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.
- A student who does not receive prior approval from the teacher or principal/designee for an excused absence must submit documentation from a parent or guardian or other appropriate person describing the excused absence within three days of the student's return to school. If no documentation justifying the absence as excusable is submitted, the absence will become an unexcused absence.

## Makeup Work

- The student is excused for the day or days of absence, not the material covered in his/her classes. Therefore, it is the student's responsibility to request make-up work for all subject matters covered during his/her absence. All missed class work or tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students. Students who are absent the day of scheduled state-mandated tests will be permitted to take the required test in the allowed testing window.

## School Responsibilities

- The principal/designee shall be responsible for ensuring that:
  1. Parents are notified of compulsory attendance laws, the school's attendance goals and expectations, and the consequences for noncompliance.
  2. Parents and students are informed of the avenues to talk about attendance-related problems with persons at the school whom they trust when poor attendance and truancy are a result of non-school related issues (e.g., family, social, economic).
  3. Attendance is checked and reported daily for each class.
  4. All student absences are verified.
  5. Written excuses are submitted for absences and tardiness.
  6. If necessary, verification is obtained from an official or other source to justify absences (e.g., letter from a doctor's office).
  7. The school's student information system is updated daily with all students' attendance information to enable accurate district-wide reporting and monitoring of student attendance and interventions, when necessary; and
  8. Unexcused Absence Procedures are implemented, including timely parent communications, attendance intervention support plan development and execution and operator/district notifications.

## **Truancy**

- The compulsory attendance of school-aged students to school is required by law and the responsibility of a student's parent or guardian. In accordance with the law (updated July 2018), schools within KIPP Memphis abide by the following legal requirements with reference to truancy and student attendance:
  - A beginning-of-the-year letter or written notification will be shared with parents to remind them of their responsibility to student attendance.
  - The following steps will be taken regarding UNEXCUSED ABSENCES
    1. Three (3) unexcused absences: Official unexcused absence letter from KIPP Memphis
    2. Five (5) unexcused absences: Official unexcused absence letter from KIPP Memphis and a Commitment Conference with Principal or designee.
    3. Ten (10) unexcused absences: Conference with Principal or designee, Retention Warning Letter, and referral to Department of Children Services (DCS).
    4. Fifteen (15) unexcused absences: Conference with Principal or designee, Retention Warning Letter, and referral to Department of Children Services (DCS).
    5. Twenty (20) unexcused absences: Conference with Principal or designee, Retention Warning Letter, and referral to Department of Children Services (DCS).
    6. Twenty-Five Plus (25+) unexcused absences: Conference with Principal or designee, Retention Warning Letter, and Referral to Juvenile Court.
- It should be noted that ANY referral of a student to juvenile court will not be acted upon unless it can be demonstrated that a progressive truancy intervention has been used for any referred student.
- Any student under age 18 is considered a dropout if he or she is absent for 10 consecutive days or fifteen (15) unexcused absences in a single semester and system policies and procedures on truancy have been followed.

## **Tardies**

- Any student arriving to school after 7:45 AM will be considered tardy. Tardies are not excused for any reason.

## **Early Dismissals (Check-Outs)**

- Students may not be checked out after 2:30 pm and must remain at school until regular dismissal at 3:10 pm. Any student who is checked out prior to 2:30 pm will be considered an "early dismissal."

## **Dismissal from School**

- Our school day ends at 3:10 pm. All students must be picked up by 3:30 pm. Any student participating in an approved after school activity must be picked up within 15 minutes of the activity's end time. (Example: If basketball practice ends at 5:00, then a student must be picked up by 5:15.)

## **Academic Goals and Assessments**

- The mission of KIPP Memphis is to see all our students to and through college, and we believe that the path to college begins in kindergarten. As a result, we set ambitious academic and character growth goals for our students. Our goals are informed by state, national, and school-created assessments administered throughout the year.
- At the beginning of each school year, students will take baseline assessments. Each school will share growth goals for literacy and mathematics with students and families as a result of these assessments. Throughout the school year, students will take weekly skills assessments and quarterly interim assessments. Families will receive frequent progress reports providing information on students' growth and progress towards goals.
- We will have designated report card conference days at the end of each academic quarter, but we encourage parents to request additional conferences as needed.

## **Student Services**

- Each school will provide and/or provide for special services that may be required to facilitate equitable access and participation of students based on varying factors such as being an English Language Learner (ELL), experiencing homelessness, requiring special education or gifted services; students' achievement level on State assessment; or attending a Title I school. Students and parents/guardians have the right to request teachers' and other paraprofessionals' qualifications.

## **Special Populations**

- KIPP Memphis, as a public charter school, serves students with special needs, including students that have Individual Education Plans. KIPP MEMPHIS assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities within the grade levels it serves, under its jurisdiction. KIPP MEMPHIS shall comply with the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the related federal and state regulations. If your child has an IEP or a Section 504 Accommodation Plan, please make sure that you contact the school's Special Education Department immediately after enrolling. Not only will the Special Education Department ensure that all your student's files are transferred, but they will also schedule a meeting to discuss your child's service needs and how KIPP MEMPHIS will support those needs throughout the school year, and if necessary, schedule any required meetings pursuant to the IDEA and Section 504.
- Parents of new students should advise school administration of any previous IEPs or special services their child received. If a teacher believes a student should be evaluated for an IEP, parental permission will be sought and obtained before any formal evaluation is undertaken. Such evaluations will begin with an in-school committee consisting of the school leader, a certified special education teacher, a regular teacher, the referring teacher, and the parent. If warranted, the evaluation will continue with a specialized external team, which will also involve the parent. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment.

## **Early Intervention Program and Policy**

- At KIPP Memphis, we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students. KIPP Memphis utilizes an early intervention model to provide extra support for our students who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success. As we get to know our students, the intervention team, including school administration, special educators, speech therapists, social workers, and other service providers may provide social and academic screenings, support services and recommendations for students who need that extra push toward gaining the necessary foundational skills.

## **Promotion and Retention**

- KIPP MEMPHIS is committed to meeting the academic and social development needs of all our students. In some cases, students may need additional support and possibly additional time to successfully meet the goals. The decision to retain a student will be rare and will consider a wide range of factors including, but not limited to standards mastery and academic achievement on all formative and summative assessments, behavior management data, social and emotional developmental needs, age, and attendance. The decision to retain a student will be reached after lengthy discussion and weighing of evidence by the school leader, classroom teachers, special education teacher, school counselor, and family.

## **Middle and High Schools**

- **Report Cards:**
  - Report cards will include the following information.
    - Academic grades:
    - Student progress made towards prioritized standards for the quarter in English, Math, Science, Social Studies, other core classes offered, and Electives.
    - The standards will increase in rigor throughout the year.
- Conduct
- Assessments will be given in all core subjects, reading/language arts, math, science, and social studies, as benchmarks of progress. Students will take the EOC in English 9, English 10, Algebra 1, Algebra 2, Geometry, Biology, US History at the end of the year as well.
- As mandated by the state of Tennessee, Tennessee End of Course Assessment (EOC). EOC scores will serve as an Academic Final Assessment grade in all core subjects. For a student to automatically be promoted to the next grade, he/she must have a comprehensive grade of at least 70% in all core subjects. If a student does not have at least 70% in all subjects, scores, Assessment scores, and iReady scores will be taken into consideration when determining a student's academic readiness for promotion.

## **Attendance**

- If a child has more than 20 excused or unexcused absences per school year, the school reserves the right to retain that student.

## **Notification of Possible Retention**

- Methods of notification to parents of possible retention include but are not limited to:
  - Attendance alerts if students are on pace to be in jeopardy.
  - Weekly log reporting on behavior, homework, and class performance.
  - Parent conferences scheduled at the discretion of the parent, a teacher, or the school Leader.
  - Quarterly report cards.
  - Tests and quizzes given in class are signed by parents.
- Teachers will make a notification that a child has met one or more of the criteria for retention to the school Leader and parents. Parents may schedule an appointment to discuss the matter with the teacher(s) and School Leader. The Retention Committee (grade level committee and an administrator) will consider everyone on a case-by-case basis to assess the contributing factors to the situation. The Retention Committee decision regarding promotion or retention will be based on the totality of the circumstances and will be final and binding.

## **Additional Academic Policies**

### **Cheating/Plagiarism**

- Cheating will not be tolerated at KIPP Memphis. Students found to be cheating will receive a “0” on that assignment. Cheating includes BUT IS NOT LIMITED TO, copying someone else’s work, having someone else complete an assignment, copying the answers from the answer key, and seeking outside assistance contrary to the directions of the assignment. Repeated cheating may result in suspension in addition to other consequences.
- Plagiarism involves the stealing of someone else’s ideas or words as one’s own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one’s original work. Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Students who commit plagiarism will receive a “0” on that assignment.

### **Conferences**

- KIPP Memphis will have scheduled parent/teacher conference days. During these conferences, each parent will have the opportunity to discuss the progress of his or her child with all their child’s teachers. Parents can also problem-solve with the help of teachers to determine strategies to maximize the performance of their child.
- Parents are required to attend conferences requested by teachers or school administrators when there are behavioral concerns that interfere with the academic progress of their child or the children in their child’s class. These conferences may be same-day, or next-day conferences as needed.

## **School Culture and Student Discipline**

### **Prevention and Intervention Strategies**

- KIPP MEMPHIS shall develop and communicate a comprehensive prevention and intervention program. The program shall include a parental engagement component outlining strategies for parents to support the prevention of inappropriate and/or disruptive behavior in their children and participate in intervention efforts if such behavior occurs. Additionally, prevention and intervention strategies may include classroom, or school-wide, and supports for students who exhibit and/or are victims of behaviors involving threats; poor attendance/truancy; violence/weapons/gangs; drugs/alcohol; or harassment/intimidation/ bullying/cyber-bullying.
- The School’s Leadership Team is responsible for coordinated school health that promotes the safety of all students and staff by conducting safety assessments with students whose behaviors are indicative of substantive threats of violence.
- The purpose of this assessment is to evaluate the circumstances surrounding a student’s infraction to determine whether there is evidence of a continued threat and to identify general violence risk factors. Recommendations will be offered to the student’s parent/guardian intended to promote safety and academic success.
- When a student makes a threat to harm others or self or is in possession of a dangerous weapon, the school’s team will follow the crisis prevention guidelines. When, based on the school’s investigation, a student’s threat is identified as substantive and other safety measures have been implemented, schools should make a referral appropriate outside agency (Also see Section E under Disciplinary Measures below).

### **School-Wide Intervention Behavior Plans**

- Each school shall strive to promote and support appropriate behavior in students at the school by implementing behavior programs that integrate school and district-wide behavior intervention strategies with all aspects of a school’s support services. To this end, each school shall develop a School-wide Behavior Plan that is consistent with state and

local district policies and applicable laws. At a minimum, the School-wide Behavior Plan shall outline the school's operating procedures for utilizing various prevention and intervention strategies and utilizing progressive discipline within the school.

### **Disciplinary Measures**

- Several disciplinary measures may be employed to support acceptable student behavior. Disciplinary measures include parent/administrator conference, confiscation of items, loss of privileges, before/after school detention/Saturday school, suspension from the bus, in-school suspension, out-of-school suspension, expulsion, and remand/alternative placement. Except for privileges restricted by the school Leader, suspension from the bus and confiscation of items, schools shall not impose multiple disciplinary measures on a student for a single offense or violation of the Code of Conduct. The school Leader may restrict activities for students who accumulate a certain number of suspensions. Activities that may be restricted by the school Leader and the actions that may place students on restriction shall be communicated to students and parents by the school Leader.

### **Confiscation of Items and/or Loss of Privileges**

- 1) Confiscation of Items "Confiscated items" include beepers, telephone pagers, laser pointers, and cellular phones, prohibited electronic devices, and any other item prohibited by the district. Unless the district extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the item at the time and location designated by the school Leader at the close of the next school day following the day that the parent received notification of confiscation or earlier at the School Leader's discretion. Thereafter, the parent may pick up the device by appointment. The district does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.
- 2) Loss of Privileges Students may lose privileges including, but not limited to, the following:
  - Loss of classroom privileges
  - Loss of parking privileges
  - Loss of extracurricular/athletic or other school-wide privileges
  - Privileges restricted by the school Leader.

### **Before/After School Detention/Saturday School**

- Students may be detained before or after the school day or required to attend Saturday school as a means of disciplinary action. The following guidelines shall be followed:
  - 1) The student will be given at least one (1) full day of notice before detention/Saturday school.
  - 2) Parents/guardians will be informed before detention/Saturday school takes place.
  - 3) Students will be under the supervision of certified staff members.
  - 4) Detention will not exceed 45 minutes after the official closing of the school day but may be administered several days in succession.
  - 5) Teachers must have the approval of the school Leader before issuing detention or requiring a student to attend Saturday school.
  - 6) Students riding school buses will be provided an alternative to detention, or, in collaboration with the parents, assigned a later detention date.
  - 7) Students with religious exemptions to Saturday school shall be provided with an alternative disciplinary option.

### **In-School Suspension**

- The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The school Leader, including Assistant Principal, has sole discretion to issue in-school suspensions.

### **Out-of-School Suspension**

- Out-of-school suspensions vary in length from one (1) to ten (10) days. It is not the intent of the system to remove students from the school society for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The school Leader, including Assistant Principals, has the discretion to issue out-of-school suspensions from one (1) to ten (10) days.
  - 1) A behavioral intervention plan shall be developed for students who accumulate more than five days of suspensions during the school year.
  - 2) Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school.
- Reasonable effort shall be made to contact the parent/guardian immediately regarding any suspension. If contact with

the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student's continued presence poses a danger to persons or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to enter school property, attend class, or participate in school-sponsored activities while under suspension unless otherwise allowed by law and/or Board policy or when scheduled with the school administration to take exams.

## **Expulsion**

- Expulsions vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state-mandated expulsions. [Any single suspension in excess of ten (10) consecutive days or multiple suspensions totaling 15 days in one month is an expulsion.] The principal may issue expulsions subject to student legal due process rights regarding appeals of expulsions [suspension of more than ten (10) days] and in accordance with the district-wide Student Code of Conduct. The superintendent may modify a state-mandated one-year expulsion on a case-by-case basis.

### *Safety Assessment Associated with Expulsion*

- When the student's infraction involves:
  - a credible/substantive threat of harm;
  - possession of a dangerous weapon (firearm, knife, taser, explosive, etc.);
  - assault resulting in serious bodily injury to staff/student(s); or
  - off-campus felony with a firearm,
- The school Leader/assistant principal or designee shall: 1) consult with appropriate district staff responsible for IDEA (i.e., SPED and 504) to determine whether a student has an identified or suspected need for services under IDEA and hold a manifestation determination meeting if necessary; and 2) immediately refer the student for safety assessment. The department responsible for safety assessment shall provide the names of students referred for safety assessment to the department responsible for attendance and discipline.
- Expelled students who either chose to appeal or chose not to appeal their expulsions may, at the discretion of the parent and upon assignment by the district, participate in an alternative school or may attend other appropriate educational settings during the remainder of the expulsion.
- The office responsible for alternative schools will inform the parents that the placement decision is being taken under advisement pending the outcome of the safety assessment. Safety assessment findings and recommendations will be utilized in making the placement decision and in the implementation of the safety plan of the student. Students with a confirmed identified or suspected need for services under IDEA shall be exempted from this advisement period and may receive immediate alternative school placement or other appropriate accommodations.
- The safety assessment advisement period must be completed within ten (10) days of the original incident. If extenuating circumstance exist preventing the completion of the safety assessment within ten (10) days of the incident (e.g., failure of parental/family participation in the safety assessment), then the department responsible for alternative schools shall convene a district administrative committee to discuss and make a recommendation regarding the appropriate placement of the student and the educational services (e.g., safety plan) available for the student. The district administrative committee shall include representatives of the departments responsible for alternative schools, attendance and discipline, and coordinated school health safety assessment, 504 implementation, special education services, and, when applicable, legal services. Upon consideration of the discussion and recommendations of the administrative committee, the department responsible for alternative schools shall make the placement determination and provide a justification if the alternative placement is not made.

## **Suspension from the School Bus**

- Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school to and from school. Decisions involving temporary/permanent removal from the school bus will be made by the school Leader. In such cases, the student would typically continue his/her school assignment, but he/she would have to find another means of transportation. Truancy laws would still be in effect. Additional disciplinary actions may also apply when bus related misconduct involves a violation of the Student Code of Conduct. The district shall comply with applicable state and/or federal laws/regulations regarding the suspension of a student receiving special education services from school bus transportation.

## **Motor Vehicle or Permit License Revocation**

- In accordance with state law, any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for a motor vehicle or permit license revocation.



- A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.
- A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester unless the absences are due to transfer or are beyond the student's control. The superintendent (designee), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether unexcused absences are due to circumstances beyond the student's control. Suspensions shall be considered unexcused absences. Suspension, expulsion or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student.
- A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or guardian.

### **Special Education Considerations**

- Students who also qualify for special education services determined to have violated this policy may be suspended, expelled, or remanded or otherwise disciplined only in accordance with special education laws and policies. For zero tolerance offenses, remand of a student who qualifies for special education services must be based on the recommendation of the IEP team and the student must have a manifestation meeting prior to remand or exclusion from school for over ten (10) days.
- Unless a disciplinary infraction is the direct result of a student's disability, the student will be disciplined in the same manner as a nondisabled student. The district, parent/guardian, and relevant members of the IEP team shall review all relevant information to determine:
  - if the conduct was a direct result of the district's failure to implement the IEP; and/or
  - if the conduct in question was caused by or had a direct and substantial relationship to, the student's disability.
- Serious safety issues involving weapons, drugs, or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function will result in removal for up to forty-five school days. In cases of expulsions [suspensions longer than ten (10) days], the student must continue to receive educational services.
- Regular education students may invoke rights under special education laws under certain conditions, including if the parent has expressed concern in writing to supervisory or administrative personnel of the district, or the student's teacher, that the student needs special education and related services.
- The school district must also contact the education specialist at the Department of Children's Services if a foster child (with or without an identified disability) has allegedly committed an offense that may result in a suspension of ten (10) or more days or has had a petition filed against him/her by the school or school system.

### **Student Code of Conduct (Offenses and Penalties by Category)**

The infractions of school discipline in KIPP Memphis listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, School Leaders shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category. (For assistance determining the appropriate category for an offense, schools should contact the district office responsible for student discipline.)

#### **Category A – State Zero Tolerance Offenses**

1. Aggravated assault resulting in serious bodily injury upon any teacher, School Leader, administrator, school resource officer, or any other school employee.
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity.
3. Unauthorized possession of a firearm on school property or at a school-sponsored activity.

Penalty for Category A Offenses:

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities.

#### **Category B**

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity.
2. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school-sponsored activity.

3. Off-campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony and the student's continued presence in school poses a danger to person or property or disrupts the educational process.
4. Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the school Leader determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (\*Out of school suspension is not permitted for this offense. Remand or expulsion is required).
5. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang-related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
6. Being under the influence of and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under the guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
7. Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity.
8. Assault upon any teacher, School Leader, administrator, school resource officer, or any other school employee.
9. Continuous and/or severe Category C Offenses.

Penalty for Category B Offenses:

- Out-of-School Suspension or
- Expulsion (11-180 day)

When appropriate, a notification will be made to law enforcement authorities.

#### **Category C**

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.
2. False accusations against school personnel.
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event.
4. Smoking and/or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event.
5. Gang activities - any gang-related activity not specified in Category B.
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity.
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school.
8. Stealing or misappropriation of school or personal property (regardless of intent to return).
9. Immoral or disreputable conduct.
10. Continuous and/or severe Category D Offenses.

Penalty for Category C Offenses:

- In-School Suspension or
- Out-of-School Suspension

When appropriate, a notification will be made to law enforcement authorities.

#### **Category D**

1. Open or continued defiant attitude or willful disobedience toward a member of school staff.
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student.
3. Physical or verbal intimidation or threats to other students, including hazing.
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.
5. Fighting in or on school property unless, in accordance with state law, the school Leader recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another.
6. Possession of mace or disabling sprays.
7. Inappropriate use of electronic media, including, but not limited to, all calls (landline, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones.

8. Sexual, racial, ethnic, or religious harassment/discrimination.
9. Bullying, intimidation, and harassment.
10. Refusal to produce an object identified by metal detectors.
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C.
12. Continuous and/or severe Category E Offenses.

Penalty for Category D Offenses:

- Parent-School Leader Conference; or
- Before/After School Detention/Saturday School; or
- In-School Suspension; or
- Out-of-School Suspension

### *Category E*

1. Habitual and/or excessive tardiness.
2. Class cutting.
3. Intentional disturbance of class, cafeteria or school activities.
4. Leaving school grounds without permission.
5. Being in an unauthorized area without permission.
6. Tampering with grades or report cards.
7. Possession of lighters or matches.
8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the school Leader.
9. Inciting, advising or counseling others to engage in any acts in Category D.
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses:

- Parent-School Leader Conference; or
- Before/After School Detention/Saturday School; or
- In-School Suspension

### **Suspensions**

- Students who have been suspended may **not** appear on campus nor attend any school functions (before school, after school or evening) while suspended. They may, however, enter the school to prepare for or take state assessments. Suspended students must be assigned homework and given the opportunity to make-up missed assignments, quizzes or tests.
- Students with individualized education plans (IEPs) or 504 service plans may be suspended up to **10 school days** in one school year before a manifestation meeting will be scheduled to determine if the behavior offenses are a manifestation of the student's disability. Consequences for students with special needs will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP), 504 plan, or accommodation, when necessary.
- Parents will be notified as soon as possible but no later than 12 hours after the suspension is administered, through a phone call, a message on an answering machine, letter mailed home or email.

### **Expulsions**

- The following guidelines will be followed in cases of expulsion:
  - The school Leader must give the student and parent/guardian written, a direct or verbal notice of expulsion within **24 hours**.
  - The student, parent/guardian, or a teacher selected by the student has up to five (5) days to file an appeal with the KIPP Memphis.

### **Bullying, Harassment, and Intimidation**

- Bullying, harassment, and intimidation will not be tolerated at KIPP Memphis. Bullying, harassment or intimidation is any act that substantially interferes with a student's educational benefits, opportunities or performance that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
  - Physically harming a student or damaging a student's property.
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
  - Creating a hostile educational environment.

- Examples include, but are not limited to, name calling or “checking;” making negative comments about a person’s race, ethnicity, sexual orientation, sex, religion or disability; extortion; and following students to and from school with the intent to intimidate. Bullying, Harassment, and Intimidation includes Cyber Bullying, which is bullying using the Internet or through telecommunications technologies, such as computers, telephones, cell phones and text messaging.
- Students who engage in bullying, harassment or intimidation face the possibility of detention, suspension or expulsion.

### Arrests

- Police may be called to arrest students if there is reason to believe they are involved in any illegal activity. This includes but is not limited to involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screwdrivers, saws, metal pipes, b.b. guns, toy guns, slingshots, or broken bottles. The school Leader will call the parents immediately **after** the police are called.
- Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the school Leader. The school Leader shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Police Department. The school Leader, in consultation with the Police Department, will determine whether to file charges. All contraband will be turned over to the Police Department.

### Students with Disabilities

- Unless an offense is a direct result of a disability, a student with a disability will be disciplined in the same manner as a non-disabled student for up to 10 days. After the 10<sup>th</sup> day, the team must conduct a Manifestation Determine review. The School Support Team, parent and relevant members of the IEP team will review all relevant information to determine if the conduct was a direct result of the school’s failure to implement the IEP; and/or if the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability. After the 10<sup>th</sup> day regardless of whether it is a direct result of the student’s disability or not, the student must receive the services listed in their Individualized Education Plan.

### Searches and Lockers

- Personal property of a random group of students can be searched with reasonable suspicion or if the group of students searched is chosen at random. **A search of an individual student may also be done with reasonable suspicion.** A staff member who is the same sex as the student must do the search, and there must always be a second staff member present as a witness.
- Students and parents must be aware that a student's locker is **school property** and may be searched by school officials at any time without notice or warning.

### School Uniforms

- Each school will communicate the school-specific uniform requirements to students and families during enrollment and registration. The rationale behind the school’s uniform policy is:
  - The vision of KIPP Memphis is to develop well-disciplined students who will be prepared for a college preparatory high school when they leave our school. Considering this, all students will be taught the habits necessary for success at a college preparatory school, including how to present themselves effectively through their behavior, language, and appearance. The school believes that students appear more scholarly when they are wearing an attractive uniform, and it also believes that students will act more scholarly because they will feel good about their appearance.
  - In addition, students often spend too much time, and energy worrying about which students are wearing name brand clothing. If our focus is on developing students, the students at KIPP Memphis will need to spend all their time and energy focusing on their education, not on comparing clothing.
  - We often work with families who need assistance to ensure that their children have enough school uniforms. In the past, parents have also volunteered at the school to earn school uniforms.

### Parent Complaints

- KIPP Memphis is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all the families we serve. Should a parent of a student feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure:
  - **Step One** - Formal Discussion: A parent having a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through formal discussion with the person with whom s/he has a problem, complaint, or dispute, within five working days of the occurrence or

cause of such matter. The parent should contact the appropriate staff member via email or telephone. We expect all staff to respond within 48 hours of receiving notification from the parent(s).

- **Step Two** - Administrative Review: If the matter cannot be resolved through formal discussion, the aggrieved parent may make a request for a face-to-face meeting with the school Leader and any other person or persons whose actions or decisions gave rise to the matter. The school Leader will ensure that the parent has made at least two attempts at a formal discussion before conducting an Administrative Review. Whenever possible, the school Leader will schedule such meetings to occur within five business days of his/her receipt of the request. At such meeting, each party will have the opportunity to be heard. Within seventy-two hours after such meeting, the school Leader will reach a decision as to how the matter should be resolved and issue written notice to all parties present at the meeting.
- **Step Three** - Review by the KIPP MEMPHIS Review Panel: If the aggrieved parent remains unsatisfied after undergoing the administrative review process, s/he may, within ten business days after receipt of the School Leader's decision, file a written grievance, either electronically or through the regular mail, with the KIPP MEMPHIS Review Panel. The KIPP MEMPHIS Review Panel will ensure that the administrative review process has been completed before addressing the concerns of the aggrieved parent. Whenever possible, the KIPP MEMPHIS Review Panel will schedule such meeting upon request. At such meeting, each party will have the opportunity to be heard. Within five business days after such meeting, the KIPP MEMPHIS Review Panel will reach a decision as to how the matter should be resolved. All parties present at the meeting shall receive written notice of the KIPP MEMPHIS Review Panel decision.

### Computer/Internet Use

- Computers are used to support learning and enhance instruction. Students will have access to and use computers in their regular classrooms. However, all these computer privileges depend on a student's ability to use the technology in a responsible, efficient, ethical, and legal manner. A student may not:
  - Use the Internet for any illegal purpose.
  - Use any social networking site (Facebook, MySpace, Instagram, Snapchat, Twitter, etc.) (without the prior consent and close supervision of an adult)
  - Use profane, obscene, impolite or abusive language.
  - Change computer files that do not belong to the user.
  - Violate someone else's privacy.
  - Share his/her password with anyone except adults at the school.
- A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Use Agreement. Unacceptable use of the Internet will result in the immediate revocation of access privileges.

### Safety and Acceptable Use of the Internet by Students, Staff, and Educators Policy

#### Background

- As the use of telecommunication networks by students and educators' increases, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

#### Contents

- This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

#### Purpose

- This policy includes the new federal regulations regarding issues of child safety and acceptable use of the Internet.
- This policy establishes criteria for the safety and acceptable use of the Internet by students, educators, and school personnel at KIPP Memphis.

#### Scope

- The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access, and sharing.
- With connections to computers and people all over the world also comes the availability of material that may not be considered appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher, and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

## **Acceptable Use**

- Access to the Internet for KIPP Memphis is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Memphis Collegiate High.
- Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities, privacy, and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

## **Privileges**

- The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who has access to the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Memphis Collegiate High may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

## **Accountability and Responsibility**

- The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:
  - Creating, storing, sending, or viewing pornographic material.
  - Downloading, uploading and/or executing viruses.
  - Corrupting, destroying, deleting, or manipulating system data with malicious intent.
  - "Hacking" or any other unlawful online activities.
  - Disclosing, using, or disseminating personal information regarding minors.

## **Content**

- Content should be appropriate, in good taste, and not harmful to any individual or group.
- Student pictures and names can be published on the school website at the discretion of the school subject to parental consent. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published.
- All school Internet pages (including school blogs, teacher classroom Web pages, etc...) should comply with KIPP Memphis' policies and regulations.
- Information such as an e-mail address of the responsible contact person for the site, copyright, and the last date updated should be included.

## **Etiquette**

- Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

## **Privacy**

- A student does not have a legal expectation of privacy in the student's electronic communications or other activities involving KIPP's electronic resources. The school Leader or designee may examine all information stored on KIPP's electronic resources at any time. Electronic communications, all data stored on KIPP's technology resources, and downloaded material, including files deleted from a student's account, may be intercepted, accessed or searched by the school Leader or designee at any time. All KIPP technology resources are school property.

## Security

- Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

## Vandalism

- Vandalism will result in the revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.

## Safety

- Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA and COPPA guidelines.
- KIPP Memphis will organize technical protection using filtering measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."
- Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
- Safety includes monitoring the online activities of minors.

## Implementation

- KIPP Memphis' Board of Directors will support KIPP Memphis to ensure implementation of this policy in a method that promotes proper use of the Internet.

## Liability

- KIPP Memphis makes no warranty, either expressed or implied, for the technology services provided and will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's failures, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. KIPP specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## Bus Policy

The expectation for student behavior on the school bus is the same as it is for when we are at school. Students should act in a college prep manner, be respectful to their team and family, and act with integrity. The busses are a privilege that can be lost. If bus privileges are revoked, you will be responsible for getting your child to and from school. We understand this decision might create travel difficulty for you; however, we need every student to adhere to the bus behavior expectations for their own safety as well as the safety of everyone else. We expect our students to conduct themselves properly on the bus. The following expectations will be strictly enforced to ensure.

### Prior to Loading the Bus:

- Encourage students to use the restroom prior to boarding the bus. The bus will not make restroom stops en route.
- Be on time at the designated school bus stop in order to keep the bus on schedule. If your scholar is brought back to the school more than two times due to lack of parental pick-up, s/he may lose bus-riding privileges.
- Refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of the student or to others while waiting for the bus.
- Wait until the bus comes to a complete stop before boarding the bus. Students shall line up in an orderly, single-file manner and not rush to board the bus.

### While On the Bus:

- The buses are a great place to read, rest, and study quietly.
- Students are expected to always remain in their assigned seats. Keep head, arms, and hands inside the bus always. Yelling or obscene gestures will not be tolerated.
- Voices should never be above a whisper. The bus driver should never be able to hear a student conversation.
- Treat fixtures on the bus with care.
- Do not throw any objects out of the bus window.
- Do not sit or stand on the bus floor.
- Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
- Obey all instructions from the bus driver.
- Keep all aisle ways clear of books, packages, coats, and other objects.

- In case of road emergencies, remain in the bus unless directed otherwise by the bus driver.
- Students are to always treat each other with kindness and respect.
- There is no food or drink allowed on the bus.

#### **After Leaving the Bus:**

- Passengers shall not be permitted to leave the bus at other than designated bus stops unless school officials have given prior authorization in advance.
- Students may be assigned to ride designated buses at specified times and locations.
- Passengers may not bring guests or friends on the bus.
- Passengers are assigned seats on the bus, and if not assigned the bus driver or aide will determine where the passenger will sit.

#### **Violation of Code:**

- Any bus issue reported by the driver or discovered by the school will result in an **automatic loss of bus privileges for one week**. *There is no warning or second chance when it comes to safety on the road.*
- A second issue reported by the driver or discovered by the school will result in an **automatic loss of bus privileges for three weeks**. *There is no warning or second chance when it comes to safety on the road.*
- A third issue reported by the driver or discovered by the school will lead to an **automatic loss of bus privileges for the year**. *There is no warning or second chance when it comes to safety on the road.*

The bus policy will be strictly enforced. Many students depend on the bus to get to and from school. It is extremely important that we can offer safe bus transportation to students. The school will be forced to remove anyone from the bus that is having trouble following these expectations. Thank you for your understanding and support.

#### **Bus Rider Procedures**

Please contact your child's school for details regarding changes in ridership.

#### **Athletics & Eligibility**

- KIPP Memphis students are highly encouraged to take advantage of athletic opportunities, as sports aid students in developing healthy habits, leadership skills, a sense of teamwork and self-discipline, as well as serves as an enjoyable outlet. Specific sports offered to vary across campuses. Examples of sports that may be offered at schools include Boys and Girls Basketball, Boys, and Girls Track, Cheerleading, and Football. Athletic activities will be separated into three seasons: Fall, Winter, and Spring. Some activities will be offered all-year while competitive sports will be seasonal. Some activities will extend past 5:00 pm. Parents are responsible for transportation of their students that participate in the athletic program.
- To be eligible to practice, tryout, or play a sport, a student must have sports physical on file with the campus Athletic Director. The physical must be dated no more than one year from the end of the season of the sport.
- Students must be eligible to participate in athletics. Eligibility is maintained through Attendance, Academics, and Character:

#### **Attendance Eligibility**

- Students must come to school consistently and on time in order to participate in athletic and extracurricular activities. Students who are chronically absent or tardy may lose their privilege to participate in athletic and extracurricular activities.

#### **Academic Eligibility**

- Students must maintain a **2.5 GPA** or above and earn a passing grade in each of their core courses in order to participate in the athletic program. Bi-weekly progress reports will be reviewed by the school administrators and the Athletic Director in order to determine a students' eligibility to practice or play in a scheduled game or athletic event.

#### **Character Eligibility**

- Only students who maintain the school's high character and behavioral standards are eligible to participate in the school's athletic program. A student may not participate in any game or practice while suspended or during the time for which they are assigned detention. Each student participating in the athletic program must adhere to the following rules and expectations:
  - When traveling to a contest, dress neatly and within the dress code, to present a positive image of KIPP Memphis.
  - Refrain from using inappropriate language or gestures.
  - Follow all team rules, including being on time and properly dressed for all team activities.



- Encourage your teammates and respect and avoid any negative comments to other participants including opponents, fans, coaches and referees.
- Players shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with coaches, managers, spectators or officials (the coach is only permitted to disagree with officials), flagrant fouling, fighting, etc.
- Not use or possess tobacco, alcohol, steroids or other illegal drugs.
- Refrain from hazing, defined as any act of humiliation, physical abuse or a rite of passage which causes or is likely to cause physical, mental, or emotional harm of another student.

For students having difficulty maintaining any of the school's eligibility requirements, the following consequences can occur.

- Student receives a warning and necessary step to correct the issue.
- Student is allowed to attend practices for an activity, but not allowed to participate in major events or competitions for a specified period.
- Student is removed entirely from the athletic program for a specified period.

### **Code of Conduct during Major Events and Competitions:**

While participating and representing the school, students are expected to abide by school expectations. Throughout the course of the year, most sports activities will hold major events and competitions. Some of these events will occur on KIPP Memphis' campuses while others will occur offsite. Regardless of the location, under the leadership and guidance of faculty advisor, students should be cognizant of the fact that they are representatives of KIPP Memphis, and consequently, they should adhere to the following code of conduct:

- Students and parents are encouraged to be enthusiastic at sporting events, but any profanity or negative comments about players, coaches, referee, opponents or other fans is not allowed.
- Students must abide by all the regulations of KIPP Memphis Collegiate School's as well as those of any campus or institution that they happen to be visiting.
- Should a student's behavior fall out of line with KIPP Memphis Collegiate School's expectations while offsite, the following consequences could occur: Student will no longer be allowed to participate in any offsite activities or:
  - Student will no longer be allowed to participate in any offsite activities or competitions for his/her sport.
  - Student will not be allowed to participate in any major events or competitions for his/her extracurricular activity.

### **Homeless and Migrant**

Educational services will be provided for homeless or migrant students in accordance with local, state and federal guidelines (No Child Left Behind). A homeless child lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans.

### **Visitors**

#### **Parent Visitors**

- Parents or guardians at KIPP Memphis are encouraged to visit the school. ALL visitors must check in at the office upon their arrival so that they can sign in and obtain a visitor badge. We ask that all visitors respect the learning process by quietly observing classes, and by not distracting the students or teacher. Visitors may be asked to leave a classroom or the school grounds if their presence is a distraction to instruction and learning. The school Leader reserves the right to require parents/guardians to schedule an observation of their student's classroom.
- If parents want to speak with a teacher directly, the best way to do this is to call or email and schedule a meeting. Teachers are not available to speak with parents while they are teaching, but they will return calls within 24 hours of receiving a message.

#### **Non-Parent Visitors**

- All other visitors must have a specific purpose for their visit and contact the school Leader beforehand to arrange a visit if they wish to visit the school. During their visit, visitors must abide by the same requirements as parent visitors.
- Again, ALL visitors must check in at the office upon their arrival so that they can sign in and obtain a visitor badge identifying them self. We ask that all visitors respect the learning process by quietly observing classes, and by not distracting the students or teacher. Visitors may be asked to leave a classroom or the school grounds if their presence is a distraction to learning or the educational environment.

## Student Records and Privacy

- The student education records contained in KIPP MEMPHIS electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g. With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent, except for directory information. Therefore, the following procedures will be followed at KIPP MEMPHIS:
- All student records including report cards, attendance, class schedules, and test scores will be secured and locked file cabinets in the main office.
- Demographic and attendance information will be inputted and stored in the SMS system and on KIPP Memphis computers.
- Under T.C.A. § 36-6-101 of Tennessee law, parents/guardians are entitled to request and view their child's records that include attendance, report cards, class schedules, test scores and names of teachers. If a parent would like to request their child's record, they must:
- Complete a "Student Records Request Form." If a parent wishes to have copies of the records mailed to their home, they must include a mailing address.
- KIPP MEMPHIS will mail/distribute copies of student records within 1 business day of receipt.
- Staff members, including teachers, administrators, and guidance counselors, may access and view student records for legitimate planning purposes or for other reasons related to supporting students.

## Nutrition in Our Schools

- KIPP Memphis Public Schools (KMPS) participates in the Community Eligibility Provision (CEP), in which meals are provided to students at no cost. Under the National School Lunch Program (NSLP), CEP is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows all KIPPsters to eat breakfast and lunch at no cost without collecting household applications.

## School Breakfast Program

- The School Breakfast Program (SBP) is a federally assisted meal program operating in public and non-profit private schools. The SBP started in 1966 as a pilot project and was made a permanent entitlement program by Congress in 1975.

## Civil Rights - USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD- 3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## Phone Messages for Students

- Please plan ahead for transportation and lunches. Students are not allowed to use the office telephone at KIPP Memphis except in the case of emergency or illness.
- If parents have an urgent message to get to their children, they must call the office before 2:30, in order for the message to be delivered to the student by dismissal. If you call later than 2:30, we may not be able to get the message to the student.

- We are not able to get students to the office to speak on the phone. Please do not contact the school with the intent of speaking to your child, for it is very disruptive to the education of our students and the flow of our school day. We will relay all urgent messages.

### **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 parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case the guardian cannot be contacted. In case of emergencies, the school will also call 911. All students must have an "authorization to treat" form on file in order for medical personnel to provide medical care to students in emergencies.

### **Medication**

- Parents and guardians should disclose all their child's specific medical needs when they complete the medical information form as part of the enrollment process. KIPP Memphis cannot administer any medications to students unless both a doctor and a parent/guardian have completed the appropriate forms. We strongly encourage families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office.
- If a student requires daily medications, he or she will need to come to the office to take the medication at an agreed upon time. The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication). We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it is given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their backpacks. Adults should bring medication to the office. For further information on medication or any health-related issues please call us.
- In the event of a medical emergency or accident, the school will call medical personnel and notify the parent or guardian.

### **Mandatory Reporting**

- All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they: "have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

### **Emergency Procedures**

- At the beginning of the school year, each teacher will review emergency procedures with their students. Each room will have an emergency evacuation route posted on the wall by the door. Students should know where these are posted and should understand the plan for evacuation for each room in the building.

#### **Safety Drill Procedures**

- KIPP Memphis holds emergency drills (fire drills, lockdown drills, earthquake drills, etc.) as required and regularly. These drills are conducted to make sure we can keep all students safe in the event of an emergency.

### **Student Driving/On-Campus Parking**

Students wishing to park on campus at KIPP Memphis Collegiate High School must apply for an annual student-parking permit by reading the following school driving/parking policy and submitting the necessary documentation to the administrative office. Eligible students may drive their personal vehicles to/from school and park on campus in the designated student parking (rear of the building adjacent to grassy area) spaces. The school has an area reserved for student vehicles. The privilege of driving to school and parking on campus is afforded to eligible sophomores, junior and senior students only.

To be eligible, students must submit the following:

- Valid Tennessee Driver's License
- Valid Tennessee Vehicle Registration
- Valid Tennessee Vehicle Insurance
- Application with Student and Parent/Guardian Signature
- Sign On-Campus Driving Behavior Contract (Student & Parent)
- Application and Vehicle Decal

Annual parking permits are issued to a specific student for use during the current school year only. Students may not transfer a

permit to another vehicle or give/sell/transfer a permit to another student or individual. Production, distribution, possession and/or use of a fake parking permit will result in school disciplinary consequences and the loss of parking privileges.

Students must return the parking decal within two (2) days of transferring or the end of the academic year in which they were issued the parking pass.

- Students must always obey the following rules while driving to/from school or parking on campus:
- Students MUST Park in designated student parking area
- Parking permits must be affixed to the back of the rear-view mirror.
- Drivers must adhere to a 10-mph speed limit while on campus.
- Seatbelts must be worn at all times.
- Drivers may NOT use a cell phone at any time while driving.
- All doors must be locked, and valuables should not be left in the car.
- Students may not loiter in cars or in the parking lots in-between classes, during lunch, or before and after school.
- Parking in the staff parking lot or in specially marked zones is strictly prohibited.
- Students may not leave campus during school hours without authorized written permission and may not transport other students off campus during school hours without authorized written permission.
- Vehicles may not be left on campus after school hours, unless for scheduled school authorized events such as athletic games or field lessons
- Vehicles may be subject to random searches by KIPP administration or any other law enforcement agency, as deemed reasonable and appropriate.
- Any vehicle accidents on campus must be reported immediately to an administrator.
- Reckless driving or other behavior that interferes with the safety and well-being of the school community is strictly forbidden.

### **Designated Parking Area**

- Students with valid parking permits may only park in the designated student parking areas. The school reserves the right to revoke driving privileges at any time as a disciplinary measure. Please note that parking space is not guaranteed and under no circumstances is the school responsible for damages or theft involving student vehicles.
- Tennessee Insurance Requirements and Financial Responsibility Law
- To legally drive an automobile in the State of Tennessee you must be able to prove one of the following:
  - Liability insurance with a single limit policy not less than \$60,000 per accident, or
  - A deposit of \$60,000 cash with the commissioner, or
  - Filing and executing a bond with the commissioner for \$60,000, or
  - A split-limit policy that contains the following:
    - o \$25,000 Bodily Injury or Death of 1 person in 1 Accident
    - o \$50,000 Bodily Injury or Death of 2 or more persons in 1 Accident
    - o \$15,000 Damage to the Property of others in any 1 Accident
- Keep in mind that these are minimum requirements, you may want to speak to your insurance agent regarding coverage above and beyond the legal requirements: <https://www.drivinglaws.org/teen/tennessee.htm>

### **Communications**

- KIPP Memphis is committed to transparent and timely communication. Family updates are shared by email, on our [website](#), and our social media channels-- [Facebook](#), [Twitter](#), and [Instagram](#).
- KIPP Memphis now uses ParentSquare to send text messages and emails with important information about events, school closings, safety alerts, and more. If you have not already done so, please opt into ParentSquare in order to receive our communication. We also highly recommend installing the ParentSquare App on your mobile phone. Click [HERE](#) for directions on how to do this.
- If you have any questions or concerns, please reach out to your child's school.



## Student Driving/On-Campus Parking Registration Application - Part 1/2

### Parent(s) and Student Acknowledgment:

I have read, understand, and will obey the KIPP Memphis Collegiate High School policies, procedures and regulations for driving to and from school and parking on campus. I understand that only sophomores, juniors, and seniors are permitted to have their registered vehicle parked on campus. I clearly understand that violation(s) may result in revocation of the privilege to drive to KMCH and park on campus.

Student Name (First, MI, Last): \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Print: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

To apply for a parking permit, please complete registration application below and submit to the administrative office along with the following:

- Your signed acknowledgement on the application
- Copy of student's valid Tennessee driver's license
- Your valid Tennessee vehicle registration card
- Your valid Tennessee vehicle insurance card
- Application

Upon approval, this registration card will be signed by a school administrator and returned to you as your student-parking permit along with a vehicle decal.





# KIPP Memphis Collegiate High

## Student Driving/On-Campus Parking Registration Application - Part 2/2

KIPP Memphis Collegiate High School Student Parking Permit & Vehicle Registration Application Parking Decal Number		
Student ID #	Name	Grade
Registered Owner Full Name License Plate #:		
Insurance Carrier/Expiration Date Policy Number:		
Student DL Number & Issue Date:		
Make /Model/ Year/ Color		
<p><b><i>I have read the parking rules provided with this application and understand my responsibilities to follow the rules and regulations. I agree to hang the parking permit from the rear-view mirror.</i></b></p> <p>Student Signature: _____ Date: _____</p> <p>Parent Signature: _____ Date: _____</p>		