

# KIPP:ENC

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College Prep Public Schools

## Parent and Student Handbook

### 2017-18



***“What we call the beginning is often the end. And to make an end is to make a beginning.  
The end is where we start from.”  
-T. S. Eliot***

Dear Parents, Guardians and Members of the Pride,

Sixteen years ago a brave and committed group of teachers, fifth graders and their families helped transform 27 acres of soybeans and peanuts in Gaston into a campus dedicated to ensuring that every student would be prepared to attend the college of their choice and positively impact the world. Today those fifth graders have begun graduating from college, and fourteen of those founding students have returned to our campuses to teach our Pride. Our original campus is now home to more than 1200 students and 100 staff members, and our growing region now includes KIPP Halifax College Preparatory and KIPP Durham College Preparatory. Together, we are working to continue the fight for educational equality and social justice across eastern North Carolina.

Our schools are members of the KIPP network. KIPP (Knowledge is Power Program) is a national network of schools dedicated to preparing traditionally underserved students for college. Every student who walks through our doors has over 80,000 “KIPP cousins” at 200 schools around the country who are making a similar choice to work harder, behave better, and think more. As one of the first five KIPP schools in the country we are proud to be part of a movement to change the expectations for American public education.

All KIPP schools are charter schools. As a **public** school of choice, any student in the state of North Carolina can choose to enroll at our school. By making the choice to attend KIPP we (students, parents, and teachers) express our belief in our shared mission and values.

As we continue along our journey together, this student handbook is designed to lay the groundwork for our common expectations in creating a high achieving and supportive academic and social environment. This handbook communicates the basic policies and procedures that we all must follow to ensure that teaching, learning, and attainment remain the focus of each minute of every day. However, these policies and procedures are just a starting point. As we progress through the year, together we will continue to build our shared learning community.

Most schools have handbooks filled with rules. In the place of rules we establish high expectations for all of our staff and students. While we may be forced to follow rules, we all rise to expectations. If we establish expectations instead of rules, then we are creating leaders instead of followers. If our expectations are universally high for all of our students, then our students will rise to them. Over the past decade our teachers and students have proven what is possible and on Saturday, June 9, 2018 we will celebrate as our tenth class of seniors graduate and head to the colleges of their choice empowered with the skills, character and knowledge necessary for a life full of choices.

We are thrilled to begin our sixteenth year in Gaston, our fourth year in Halifax, and our third year in Durham. Together, we will continue to analyze the results and accomplishments of the past decade by reflecting on our progress, difficulties and successes and continue to find ways to improve. We are all looking forward to an even more powerful year. Thank you for all you have done and continue to do for our students. Thank you for your faith, your support and most importantly, your children.

Sincerely,

Tammi Sutton  
Founder and Executive Director  
KIPP ENC Public Schools

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# Mission, Values, and Mottos

## Mission Statement

The mission of KIPP ENC Public Schools is to empower all of our students with the skills, knowledge, and character necessary to succeed at the college of their choice, strengthen our community, and fight for social justice. All students, parents, and teachers commit to this mission.

## KIPP Gaston Middle School Values

We believe that our students will make the world a better place. We believe that a high quality education will provide our students with a lifetime of opportunities and allow our students to move mountains, topple empires, and build wonderful families. We believe that the strength of our school comes from our **Pride**. Not only is our Pride a group of strong lions hungry for knowledge, college and power; our Pride is also our individual and collective desire to strive for excellence in all that we do. Because we work hard, we are proud of our growth and our accomplishment. We believe in **bravery** because we confront ignorance, racism, abuse, and corruption. We believe in **urgency** because our kids are in a race where the front-runners have a giant head start. We don't believe that time is money; we believe time is a precious opportunity to change lives and cannot be wasted anymore than water can be spilled in a desert. We believe in self-awareness and recognize the impact of our emotions and habits on our success in life. As adults we also understand the necessity. We believe in **passion** because this is what ignites our fire and sustains our drive. Our passions push us to explore, to engage in diverse and exciting activities, to ask questions, to seek solutions to problems and to set and reach personal goals - not only in school, but in life.

## KIPP Halifax Middle School Values

At KIPP Halifax College Preparatory we are dedicated to teaching students to be involved, active learners who work hard, think critically and creatively, and communicate effectively. We emphasize high expectation for all students, and support them to reach their full potential. Our core values and beliefs will function as explicit foundational commitments to creating a high quality learning environment through strong school culture and character development.

**Pride** - *The strength of the Pride is the Lion. The strength of the Lion is the Pride.*

We have an individual and collective desire to strive for excellence in all we do. All of us will learn and achieve our goals, both academically and behaviorally.

**Love** - *Teachers have three loves: love of learning, love of learners, and love of bringing the first two loves together.*  
-Scott Hayden

We value close professional relationships with others. It is through these relationships we create an environment where students know we care about them and their learning.

**Grit** - *Perseverance (Grit) is the hard work you do after you get tired of doing the hard work you already did.* - Newt Gingrich

We are focused on short and long term goals finishing and completing them despite obstacles.

## **Gratitude** -

*As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.* -John F. Kennedy

We are very thankful for the good things that happen and we take time to celebrate and express this to each other.

**Integrity** - *Have the courage to say no. Have the courage to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity.* -W. Clement Stone

We always speak the truth and present ourselves sincerely and genuinely – doing what is right when no one is looking.

## **KIPP Durham Middle School Values**

We constantly strive for **excellence** in all that we do. We set, reach, and exceed high expectations, both academically and behaviorally. By setting these high expectations, we know that our students will be prepared with the academic and character strengths necessary to achieve our mission. Our students will demand excellence of themselves because they know that everything they do – in their work, attitude, and achievements – is a reflection of who they are. Excellence demands consistency, and students will know that our goal is to build habits that will translate into success.

As they learn, our students will become increasingly **curious** and seek to gain more knowledge. All of our students are naturally passionate, and we will create the learning environment necessary for all of our students to discover their passions with zest.

At KIPP Durham, we define **integrity** as the knowledge of self that will help all of our students take responsibility for their actions. Modeling integrity will contribute to the acquisition of strong work habits and appreciation of excellence in themselves and others. Our students will build strong habits that they will maintain regardless of who else is present; by reinforcing integrity as a value, students will become strong people who do the right thing because it is who they are.

We attack problems with **tenacity**. Due to the high expectations and goals we have for each student in our building, our work will lead our students to tremendous challenges, both academically and outside of the classroom, and we know that in order to be successful we will need to embrace those challenges and overcome them.

Our school motto is: “The strength of the Pride is the lion, the strength of the lion is the Pride.” In addition to valuing individual growth and achievement, our students and staff will strongly value their **Pride** and family. We know that we can accomplish more if we are working together and will work to support each other as we climb the mountain to and through college.

## KIPP Pride High School Values

To help create a safe learning and work environment for all members of the Pride, five values are woven into the various systems, expectations, and rituals at the high school.

*“Leadership and learning are indispensable to each other.” - John F. Kennedy*

**Leadership** is an essential part of learning and student attainment. It is not enough for students to simply learn; they must also develop the skills to become active leaders in society. Students will be empowered with the leadership skills to take responsibility for their lives and improve their community. We will emphasize social, civic and leadership skills enabling students to contribute to, and benefit from, a culturally diverse society. We will offer a range of programs designed to provide leadership opportunities to students and staff.

*“We are what we repeatedly do. Excellence then, is not an act, but a habit.” – Aristotle*

**Excellence** is modeled in everything we do. The academic program is challenging; it develops critical thinking and problem-solving skills while it encourages intellectual curiosity leading to lifelong learning. The high expectations placed on students will result in their increased levels of success. In everything the Pride does they will continuously strive to achieve the highest standards of performance. Students will demand excellence for themselves because they understand that everything they do is a reflection of who they are. They know their work, their attitude and their achievements represent their own personal code of excellence. They will demand excellence from themselves, each other and their teachers. As a collective unit, our Pride will constantly demand excellence in everything done by the entire school community.

*“Integrity is doing the right thing, even if nobody is watching.” – Anonymous*

**Integrity** is the knowledge of self that will help each student take responsibility for his or her actions and understand how they fit into the larger scheme of life. Integrity will contribute to the student’s acquisition of strong work habits, ethics and appreciation for excellence in self and others. By valuing integrity, students will learn to make the best decisions because morally it is their code and their right decisions that reflect who they are; students will continuously strive to reach the highest level of moral development. Every member of the Pride will display honesty by demonstrating a commitment to the truth in our principles, intentions, and actions. Honesty builds and maintains trusting relationships. Each member of the school community will act in an honorable way – choosing to do the right thing and always standing up for what’s right – even if that is difficult or unpopular.

*“Humility is the only true wisdom by which we prepare our minds for all the possible changes of life. - George Arliss*

**Humility** and pride are not mutually exclusive. Pride and self-esteem do not always stem from self-centeredness, nor are they always the result of an individual’s perception of his/her personal accomplishments. A positive self-image can arise from pride in both self and more importantly the success of others. From this perspective, we view the qualities of humility and pride as complementary; humility encourages the development of a deep connection to others, which, in turn, increases self-esteem. This feeling of pride produced by a connection to others is more powerful than the feeling generated by the appreciation of one’s individual feats. While teachers, students and parents will remain incredibly proud of their achievement, it will be an equal combination of humility and pride so that we will continue to remain focused on constantly learning, growing and improving.

*“Only a life lived for others is a life worthwhile.” – Albert Einstein*

A sense of **community** will be an essential element in providing students with a meaningful education. Therefore shared rituals will play a powerful role in creating the larger school community in which the smaller, personalized communities of learners can exist. In addition to a strong sense of school community, students will also be filled with a broader sense of community. They will develop a personal obligation to work to improve their school and society. Through their commitment to the school and the larger community students will learn that their talents and knowledge become long lasting and more meaningful when they are shared with others.

## **KIPP GCP and Halifax Primary School Values**

Gaston College Preparatory Primary and Halifax College Preparatory Primary are each a family that nurtures and supports children as they grow through guided investigation of our world to begin the journey to college, career, and a life of joy and purpose.

Two statements encapsulate our values and vision into primary student-friendly mottos: *Cubs care. Cubs can.* These two mottos represent the values our primary schools prioritize in development of character based on life experience and the work of Martin Seligman and Christopher Peterson.

“*Cubs care*” actualizes love, zest, gratitude, and respect. A *cub cares* about school and the people there, which he displays by approaching tasks with interest and curiosity. A *cub cares* when she speaks kindly to others, shares materials, and helps others. A *cub cares* by treating school materials gently, using safe hands on the playground, and thanking the bus driver when exiting the bus. A *cub cares* for himself by trying his best on his work, letting his brain rest by sleeping during nap, and by telling the teacher when something is bothering him so that the teacher can help.

“*Cubs can*” encompasses the character traits of optimism, persistence, integrity and self-control. A Primary student (*cub*) shows that she *can* when she remains in the Writing Center to practice handwriting during choice time, even when it’s difficult and she doubts her ability to do it, because she believes she will get better by trying hard. A *cub can* when he comes to school feeling happy and ready to try his best; he believes that when he makes good choices, good things will happen, even if he made bad choices the day before and earned a negative consequence. A *cub can* when she tells the truth, even when it’s difficult. A *cub can* when he attends to his needs independently and with self-control – he can tie his own shoes to keep himself safe, he can clean up a mess when he spills something; he can talk out a problem with a classmate; he can sit in the peace chair to calm down if he gets upset.

## **School Mottos**

As stated above, two statements encapsulate our values and vision into primary student-friendly mottos: *Cubs care. Cubs can.* These two mottos represent the values GCP and Halifax Primary prioritize in our development of moral character.

We chose our middle school motto, “The strength of the pride is the lion. The strength of the lion is the Pride,” to reflect our belief that the success of the individual and the success of the community are tied together in what Dr. Martin Luther King Jr. referred to as “the fabric of inescapable mutuality.”

We choose our high school motto, “*Non scholae sed vitae discimus,*” which translates to “We learn not for school, but for life,” because we expect all of our graduates to achieve a level of social and behavioral maturity in addition to excellent academic performance. Developing independence and critical thinking skills, exploring talents and interests, deciding on a career path, and pursuing additional schooling are just some of the challenges that we help students to face. We guide and nurture students by promoting excellence in all aspects of school life, valuing and respecting the diversity of our school community and addressing the needs and goals of all students.

# **School Design**

## **Teacher Staffing**

KIPP ENC teachers are recruited from our community and across the state, country and world. Not only do KIPP ENC teachers sign Commitment forms, they also agree to continuous, high-quality teacher development. All teachers are either highly qualified and certified or working towards those certifications. As a Title I School, our parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If you request this information, we will provide you with the following as soon as possible:

- Whether or not the teacher has met North Carolina's licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;
- The education level and subject area (field of discipline) of the teacher's college degree major and for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals, his or her qualifications.

## **Commitment to Excellence**

As a member of the KIPP community, students and their parents and teachers sign a "Commitment to Excellence" form each year to reinforce their commitment to the school's mission and values.

## **Extended Year**

By attending KIPP ENC, students have chosen to participate in a rigorous school year. Not only do students attend school for longer days, they also participate in a variety of learning experiences that extend beyond the classroom. Middle and high school students are able to use this extra time to visit colleges, participate in enrichment opportunities and participate in field lessons.

## **Title I Program**

Our schools each receive federal funds for Title I programs that are part of the No Child Left Behind (NCLB) Act of 2001. You can find additional information about this program at <http://www2.ed.gov/policy/elsec/leg/esea02/pg1.html>, and you can also request additional information from us if you do not have access to the internet.

## **New Student Orientation**

Each fall students who are new to our campus participate in a multi-day New Student Orientation. The purpose of Orientation is to familiarize students with the behavior and academic expectations of all students. Not only are new students able to meet the members of their Pride, they also meet their teachers before they begin with their classmates on the first day of school.

## **Primary School Open House**

Students beginning our Primary Schools in the fall will come to school for an open house visit by scheduled appointment. Here they will meet their teachers and become familiar with our school before attending summer school. Teachers will contact each family by early August to schedule each student's visit.

## **Freshman Orientation**

Each summer all high school freshmen begin high school with the end in mind. Every year all high school freshmen and their teachers begin their high school careers on a college campus renewing their mission for success in college and life. Freshman orientation also allows students to cultivate more personalized relationships with their teachers and teammates.

## **Enrichment Opportunities**

KIPP ENC offers a full range of athletic and fitness options, visual and performing arts, and student clubs and organizations. A unique aspect of KIPP ENC is the range of opportunities that students may choose to pursue based upon their needs, talents, and goals.

## **Intersession Weeks**

Throughout the year, high school students have the opportunity to participate in a one-week intersession composed of academic tutorials and elective workshops. During intersession weeks students study a specific topic in greater depth, try a new skill, reflect on their learning, and set new goals. Upperclassmen earn the privilege to participate in an off-campus work study or visit colleges across the country.

## **Summer Opportunities**

During the summer, high school students participate in summer programs that complement their individual interests and broadens their life experiences. Summer placement options include summer jobs, outdoor leadership programs, pre-college academic programs, non-profit volunteer experiences, and travel abroad trips. All high school students will participate in at least one summer program before graduating high school.

## **College Placement**

As the capstone to the college preparatory education, students will complete a multiple-year college placement program that will help them navigate transitions from high school to college. College placement lessons will guide students and their families through preparing resumes and cover letters, identifying colleges of interest, writing application essays, preparing for admissions interviews, completing financial aid paperwork, searching for scholarships, and exploring college majors and career interests.

## **Advisory Program**

The high school's advisory program will help students reinforce academic skills, enhance interpersonal skills, and discuss issues in their life with a caring adult educator. Students will be assigned their advisor when they return to school each fall. This adult serves as the primary contact person and offers both advocacy and support regarding their progress, difficulties, and successes.

## **Athletic Program**

KIPP ENC athletic teams adhere to the policies of the state and local athletic conferences. All student-athletes must have a current physical and signed concussion information on file in order to participate in any sport (physicals are valid for one year). In addition, because we are a college-preparatory school, our expectations exceed the mandated regulations. We expect everyone who participates in sports to be a student-athlete who represents our school both in the classroom and on the court or field. Playing sports is a privilege earned at our school by meeting both academic and behavioral expectations. Student-athletes who do not meet behavioral and sportsmanship expectations may be suspended or permanently removed from an athletics team. Students who do not complete a full athletic season may be suspended from participating in the following season at the discretion of the School Leader and Athletic Director.

In order to be eligible to participate in high school sports, students must first have an overall cumulative unweighted GPA of at least a 2.0. In addition, students must meet the requirements for the North Carolina High School Athletic Association. If students have re-taken a course, only the highest grade in the course will be counted in athletic eligibility calculations.

In order to be eligible to participate in middle school sports, students must meet GCP's academic eligibility requirements. In addition, all middle school athletes must meet the requirements of the Roanoke Valley Athletic Conference and the local eligibility requirements.

## **Parental Involvement**

KIPP ENC welcomes the active involvement of parents in a variety of different ways. We invite parents to attend our monthly board meetings, which are usually held on the third Wednesday of each month at 6:00pm. Board Meeting dates and locations are posted on our website. Parents may also participate in a variety of committees or planning groups. In addition we invite parents to join our Parent Athletic Booster Club by contacting our Athletic Director. We also welcome parents to volunteer by helping in a variety of ways whether that be serving as test proctors, serving as high school Intersession Instructors, tutoring students, or sponsoring a club or activity such as a Garden Club or Chess Team. If you are interested in volunteering at the school, please call or stop by the primary, middle, or high school office.

## **Primary School Family Saturdays and Events**

At the primary school, Family Saturdays are monthly events that welcome students' family members into our school's classrooms. Families will join their students in learning and recreational activities, strengthening bonds between home and school as well as sharing tools for families to reinforce literacy and math instruction at home. Students and at least one adult from their families are required to attend the monthly Saturday sessions; twice a year, these events take place on a Thursday evening instead of Saturday morning. These events are mandatory for all primary school families.

## **Primary School Field Lessons**

The primary school goes on field lessons throughout the year, some of which require chaperones. We cannot accommodate all families on each trip, so the school will draw names from those who have indicated interest before each trip and invite 1-2 chaperones per class. Chaperones will be notified at least 4 days in advance and may be responsible for their own transportation and meals during the field lesson. Only family members who are chosen as chaperones are permitted to attend that field lesson.

# General Information

## School Hours

Our community has one of the lowest rates of college attendance and completion in the state. This is not because our children lack intelligence or character, but because our community has lacked a college preparatory option. In order to ensure that our students have the skills to succeed in college classrooms where they will be surrounded by students from much more affluent areas around the world, we have extended our school day and year. The extra hours in our school allow struggling students to receive remediation in their core classes while also creating time for quality athletics, community service, and performing arts. Monday through Thursday students attend school from 8:00am to 5:00pm. On Friday the academic day begins at 8:00 am and ends at 2:00 pm. When students become high school juniors and seniors they can earn the privilege of leaving school early to participate in internships, volunteer opportunities and after school jobs. All students may opt to participate in KIPP ENC's after school and extracurricular programs if they meet the necessary eligibility requirements. After school activities generally occur between 5:00pm and 7:00pm.

## Attendance

Students need to be at school daily to maximize their learning opportunities. We strongly request that students and their parents make every effort possible to minimize the number of missed school days. Student absences shall be excused only for the following reasons: (1) personal illness of the student; (2) death or serious illness in the immediate family; (3) subpoena for court appearance; (4) recognized religious holiday; or (5) an unusual cause acceptable to the School Leader. A written note explaining the absence is required and should be submitted to the school when a student returns to school. In order to be counted present a student must check in to school before 11:30 am or remain at school until 1:00 pm. Students who check in after 11:30 am or check out before 1:00 pm will be counted absent. Students are allowed to make up work as a result of excused absences. However, it is the responsibility of the student to make up assignments and tests within a reasonable time. Generally, students are allowed one day to make up assignments for each day missed. Students who are not present at school for the day cannot participate in or attend after school school activities and events that day.

## Excused Absences

Students may have an *excused* absence from school for religious holidays, illness confirmed by a doctor, family tragedy, court appearances, and school-related activities. If a student must miss school, the school must be contacted by 7:30am. Parents/guardians may leave a message on the school voice mail. If doctor, dentist or other appointments need to be made, *please schedule appointments on early dismissal days or school holidays*. Upon returning to school students must provide notification from a licensed doctor/dentist validating the absence. Students are also responsible for making up any missed assignments in a reasonable amount of time set by the teacher.

## Unexcused Absences

Absences for family trips, non-school related athletic events, etc. are *unexcused* absences and students will miss valuable class time in a rigorous college preparatory course. In the event of an unexcused absence, students are still responsible for communicating the absence with the school office to record the absence. In the case of an unexcused absence, students are 100% responsible for initiating communication with the teacher and making up all missed work (preferably before the absence). In the event of an unexcused absence, students may not receive full credit for work that is missed and in some situations may not be allowed to make up missed assignments. In addition, students are in jeopardy of losing privileges, including field lessons when they have unexcused absences. If a student is absent frequently, a letter of concern will be sent home and if the absences continue, a parent conference will be called to discuss a solution to the problem. Please note that excessive absences affect learning and therefore may lower course grades. Students who miss more than 10 school days in a year run the risk of missing the end of year field lesson. Students who miss more than 10 days

in a high school course may fail that course. Students who miss more than 10 school days in a year may be retained.

### **Tardiness**

Tardiness to school and to class will not be tolerated. School begins each day at 8:00 am, and students need to be at school and ready to learn by 8:00 am. We do understand that things happen, but the more often things happen, the less learning happens. If a student knows in advance that he/she will be tardy, the school office should be notified of the tardy by 7:30 am. Parents/guardians may leave a message on the voice mail. Upon arrival, students must sign in at the appropriate office before going to class. At the high school, students who are late to class and/or school will lose privileges and earn consequences as outlined in their course syllabus, which may include losing credit on work that was missed.

### **Early Pick-Up**

Students who must leave school early for unavoidable purposes *must provide a written request with the reason for leaving signed by a parent* to the office that morning. Before leaving, students are responsible for collecting that night's homework assignments from each teacher. No one but legal guardians and individuals listed on a student's emergency contact list will be allowed to pick that student. Requests to change that list must be made in writing.

### **Illness During School Hours**

KIPP ENC administers appropriate medications to students with the written consent of the parent and written notification from the child's doctor . If a student requires a prescribed medication, the school designee in the office or the school nurse are the only people on campus who can administer medicine if: 1-There is a *written* request from the parent which includes time and amount of administration, and 2-The medicine is in its original packaging with the prescriptive label. Parents will be contacted to pick students up from school if they become too ill to remain at school. The school will use the contact information provided at enrollment to notify parents of the illness. Student contact information should be kept current so the school is able to contact parents regarding illnesses in a timely manner. To make changes, call the main office at 252-308-6932. Additionally, the student may be seen at our campus Rural Health Center as long as the student is a registered patient.

## Academic Program

All KIPP ENC students participate in an academic program that seeks to build the academic skills, intellectual habits, and content knowledge necessary for all students to be prepared to succeed in the college of their choice. This curriculum builds on the North Carolina Standard Course of Study, but is supplemented with more rigorous, college-preparatory standards. Some key points about our curriculum:

- ★ We believe that truly college ready literacy means learning how to think, read, write, speak, and listen.
- ★ We believe and have demonstrated that students can grow and achieve at extraordinary levels on the North Carolina End of Grade and End of Course Tests without spending every moment on test preparation.
- ★ All of our students will be prepared to master all material on state tests while being pushed to think and write critically.
- ★ All of our students will graduate with the skills necessary to succeed in the college of their choice.

### Curriculum Overview

KIPP ENC's curriculum is driven by clear performance standards for what students should know and be able to do at each grade level to be successful in the college of his or her choice. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards. Teachers use knowledge about student skills to shape whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs. Teachers will give students and parents/guardians ongoing feedback about student performance. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Parents/guardians will also regularly receive progress reports and report cards. Parents/guardians should feel free to contact any of their child's teachers regarding his/her progress.

### Primary School Academic Program

GCP and Halifax Primary use Common Core standards for Literacy and Mathematics and adapts other resources to ensure our students receive a challenging, college-prep curriculum. Literacy instruction comprises the largest component of the school day. Within the two-to-three hour literacy block, instruction will include phonemic awareness and phonics/spelling, reading comprehension – small and whole group – writing, handwriting, vocabulary, and grammar. The primary schools' approach to mathematics will be comprised of problem-solving exercises that encourage explicit discussion and written explanation of strategy use as well as more traditional computational fluency practice. Application exercises will encourage students to think critically, develop their own problem-solving strategies, and work cooperatively. Students will write, draw, and talk about math as well as use manipulatives and computers. Science and Social Studies instruction will be integrated into the literacy block through non-fiction texts and writing foci. In addition to the core subjects of Literacy, Mathematics, Social Studies, and Science, each primary school offers co-curricular classes referred to as enrichment. While our offerings will depend on the talents and passions of faculty members who join our team, we will focus first on providing Art, Music, PE, and Spanish.

GCP and Halifax Primary issue growth cards on a trimesterly basis. Growth cards will reflect students' progress on Common Core-based performance standards, which is assessed through one-on-one interviews, observation, computer activities, and pencil-and-paper assignments. The grading scale is based on student mastery of the content standard using the following scale: **4= MASTERY OF SKILL 3= APPROACHING MASTERY 2= EMERGING SKILL 1= NOT YET**

Growth Card Conferences will be held each trimester to review student progress.

### **Primary School Promotion**

GCP and Halifax Primary students must meet grade-level standards in the major content areas (reading, writing, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance of less than 85% will also serve as a major consideration in the decision to retain a student. Primary-level students will be promoted or retained on the recommendation of the classroom teacher as well as the consultation of the grade level team, interventionists, and school leader. This recommendation will be based upon the following criteria:

- Formative and summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Student retention is recommended when considered in the best interest of the student. The decision to retain will be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where he or she will ultimately be the most successful.

Growth Cards, given Trimesterly, will indicate whether a student is on track for promotion or at risk for retention beginning in or after Trimester 2. When considering retention, the teaching team will prepare classwork, assessment data, and any other pertinent documents to present to the principal and family at the conference. The school's decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.

### **Primary School Homework**

Homework is a fundamental component of GCP and Halifax Primary's academic program because it reinforces key concepts learned during the day. Your child's academic progress depends on what s/he does at home, not just in school! The guidelines for homework are as follows:

1. Thoroughly complete all homework every night, including weekends, and return on the due date
2. Read with your child for a minimum of 10 minutes daily. You may read books to your child and ask him/her questions about what you're reading, or s/he may read a book from school to you.
3. Ensure that your child reads aloud from books on his/her level
4. Practice sight words and review vocabulary words nightly. If your child has already mastered that week's words, you can always practice more advanced words with him/her.

Families are required to check all homework assignments and sign that they have done so every night once the assignments are complete. *If a child is having a problem completing the homework assigned, parents and students are encouraged to call their child's teacher for assistance.*

### **Middle and High School Major Exams**

At KIPP ENC, students will have multiple and varied opportunities to demonstrate what they know and what they can do in all of their classes. Since the school's mission is to prepare students for college and beyond, rigorous and comprehensive course examinations are an important part of student assessment. Major quarter exams will be used to evaluate student mastery of course material and progress towards mastery of the department standards. At the high school, major quarter exams for English, mathematics, history, Spanish and science will each be scheduled on a different day over the course of one week. Students will have no more than two exams on any given day. The remaining time each day beyond a student's two scheduled major exams would be filled with a combination of regular class periods and study hall periods. English, mathematics, history, Spanish and science exams will extend beyond the regularly scheduled class period. Students will sit

for one-hour midterms, one-and-a-half hour semester and third quarter exams, and two-hour final exams. Other courses will give at least 45-minute quarter exams, but they may be of a longer length.

All high school students enrolled in AP courses will also be required to take the AP exam in May.

### **Middle and High School Grading System**

The school year is broken into four grading periods. The marking periods are long enough (approximately 9 weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine student grades and assess their skill levels. At the end of each marking period, students will receive grades in all classes. Throughout each quarter, students will be assessed to quantify how much and how well they have mastered the materials taught. Grades reflected on progress reports and report cards reflect their academic achievement and are not lowered because of disciplinary reasons *except* for late assignments or academic dishonesty.

### **Middle and High School Grading Scale**

<b>Letter Grade</b>	<b>Numeric Grade</b>	<b>Grade Points</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
E	0-69	0.00

Advanced Placement courses are weighted two grade points for college transcripts, and one point for all internal GPA calculations for awards.

Dual Enrollment courses are weighted one grade point for college transcripts and for all internal GPA calculations for awards.

Students receiving an **A** show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work. Although students receiving a **B** may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught. Students receiving a **C** have skill deficits. The quality of their work meets minimum requirements. Students receiving an **E** produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort. Students must earn a 70 or higher in a course in order to pass the class and earn credit.

### **Standardized Testing**

The middle school staff administers a standardized test in reading and math at least twice a year in order to: 1) give teachers information about students so that they can effectively design instruction to meet particular student needs and 2) to clearly demonstrate the academic achievement of students. The school uses the MAP Assessment, and other instruments periodically to assess student needs and performance. In addition, middle and high school will administered North Carolina End of Grade, End of Course Tests and North Carolina Final Exams. Students at the high school will also take AP Tests, the PSAT, and the ACT. Once a year, the school will publish the school-wide results of these tests. Parents/ guardians will be informed about their child's performance.

## Middle and High School Promotion Standards

In order for a student to be promoted to the next grade, s/he is expected to earn at least a three on all state mandated North Carolina End of Grade and End of Course Tests. In addition s/he must meet or exceed expectations in all classes. Finally s/he must meet or exceed the school's attendance policy. Students who do not meet these expectations are in jeopardy of being retained. The high standards are set not only to ensure success in the next grade, but more importantly to ensure that all students are on a college prep track and will be prepared for the college of their choice.

## High School Graduation Requirements

Department	Required Courses										
<b>English</b>	English I, II, III, and IV										
<b>Mathematics</b> (four years in high school)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><b>Plan 1</b></td> <td style="width: 50%; vertical-align: top;"><b>Plan 2</b></td> </tr> <tr> <td>Math I</td> <td>Math II</td> </tr> <tr> <td>Math II</td> <td>Math III</td> </tr> <tr> <td>Math III</td> <td>Pre-Calculus</td> </tr> <tr> <td>Pre-Calculus</td> <td>AP Calculus or AP Statistics</td> </tr> </table>	<b>Plan 1</b>	<b>Plan 2</b>	Math I	Math II	Math II	Math III	Math III	Pre-Calculus	Pre-Calculus	AP Calculus or AP Statistics
<b>Plan 1</b>	<b>Plan 2</b>										
Math I	Math II										
Math II	Math III										
Math III	Pre-Calculus										
Pre-Calculus	AP Calculus or AP Statistics										
<b>Science</b> (four years in high school)	Environmental Science or AP Environmental Science Biology Chemistry Physics or AP Physics										
<b>History</b> (four years in high school)	Social Justice World History AP US History AP US Government										
<b>Physical Education</b>	Physical Education and Health										
<b>Spanish</b> (three years in high school)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><b>Plan 1</b></td> <td style="width: 50%; vertical-align: top;"><b>Plan 2</b></td> </tr> <tr> <td>Spanish I</td> <td>Spanish II</td> </tr> <tr> <td>Spanish II</td> <td>Spanish III</td> </tr> <tr> <td>Spanish III</td> <td>Spanish IV</td> </tr> </table>	<b>Plan 1</b>	<b>Plan 2</b>	Spanish I	Spanish II	Spanish II	Spanish III	Spanish III	Spanish IV		
<b>Plan 1</b>	<b>Plan 2</b>										
Spanish I	Spanish II										
Spanish II	Spanish III										
Spanish III	Spanish IV										
<b>Fine Arts</b>	Band, Art, Choir or Drama										
<b>Life Skills</b>	Senior Seminar										

### In addition to passing the courses above, students must meet the following requirements:

- Completing and defending a Senior Project
- Earning at least 23 course credits
- Participating in a summer program
- Completing at least 60 hours of community service
- Meeting or exceeding school-wide expectations in all courses
- Meeting or exceeding state requirements on End of Course Tests
- Earning acceptance at a four-year college or university

## Academic Recognition

KIPP ENC believes in rewarding those who completely meet and exceed our expectations. These acknowledgements are made on an informal basis daily and weekly for both academic achievement and for upholding the school's values. Formal acknowledgements are made at the end of each quarter with the following honor roll announcements and awards. At the middle school, students will be recognized each quarter for the following academic accomplishments:

- Principal's List As in all classes
- Honor Roll As and Bs in all classes and a quarter GPA of at least 3.0
- Most Improved Students who demonstrate the most growth between quarters
- Highest Achiever Students with the highest overall average in a class

Earned high school academic accomplishments include:

- Principal's List As in all classes
- Honor Roll A's and B's in all classes and a quarter GPA of at least 3.0

In addition to the honor roll awards listed above, high school students can earn acceptance into the Beta Club and/or the National Honor Society based on their GPA, teacher recommendations, extracurricular activities, leadership roles, and meeting the value, service and leadership criteria for each of the national organizations. Juniors and seniors are eligible for membership in the National Beta Club. Transfer students are eligible after they have been at Gaston College Preparatory for one semester. To be considered for membership a student must have an unweighted cumulative grade point average of at least a 3.0. In addition to scholarship a student must demonstrate excellence in the areas of leadership, service and scholarship. Eligible students must submit a complete application and teacher recommendations to the Beta Club advisor. National Beta Club members graduate wearing gold cords. Students who do not maintain their GPA or excellence in the areas of leadership, service, and scholarship may lose their membership to the National Beta Club.

Juniors and seniors are also eligible for membership in the National Honor Society. Transfer students are eligible after they have been at Gaston College Preparatory for one year. To be considered for membership a student must have an unweighted cumulative grade point average of at least a 3.5. In addition to scholarship, a student must demonstrate excellence in the areas of character, leadership, and service. Students must have lived by the KPHS honor code for every year of high school and should not have honor code violations.

Character involves behavior in and out of school, honesty, and personal integrity. Leadership is demonstrated through willingness to assume positions of responsibility in one's class, on teams, in clubs, and other organizations. Service is shown in a student's willingness to participate in activities: to join clubs and organizations, to donate time to class activities, to provide service in the community. Those students who meet the criterion of scholarship are further evaluated on the basis of character, leadership, and service. The faculty evaluates students they know and work with in terms of character. Students submit an activity packet in which they describe their contributions in the areas of leadership and service. The advisor checks and summarizes the information available for each candidate and presents it to the Faculty Advisory Council. The faculty council is given the responsibility of making the final decision decisions about a student's membership into the National Honor Society. Although students are to be commended for maintaining a high scholastic average, they need to understand that membership is not guaranteed to anyone. The final decision for membership is made by the National Honor Society Faculty Council. Students elected to the National Honor Society are expected to model the academic, leadership and character traits. Membership in the National Honor Society is the highest honor given at Gaston College Preparatory. National Honor Society members graduate wearing gold stoles. Students must maintain all of the above requirements to maintain their membership in the National Honor Society.

Prior to commencement, one member of the senior class will be recognized as the valedictorian for earning the highest overall weighted GPA at KPHS. A weighted point will only be awarded for AP courses and college courses. All online courses taken through NCVPS will be included. Students who have transferred to KPHS may only earn this honor if they have been at KPHS for two years and only their KPHS coursework will be included in the calculations. One member of the senior class will also be recognized as the salutatorian for earning the second highest GPA, with all of the same requirements as above.

At the middle school, they may earn acceptance into the Junior Beta Club. At GCP, we are committed to recognizing and promoting high academic achievement, rewarding and nurturing worthy character, fostering leadership skills and encouraging service to others. Through the Junior Beta Club, we promote the ideals of academic achievement, character, service and leadership. To be a member, the students must be a 7th or 8th grade student who maintains all A/B grades in all of his/her class at the semester in January and at the end of the year in June. The student must also maintain a 40 paycheck average after the first two paychecks of the year. Finally, all members must participate in at least one Beta Club activity per semester.

# School Safety

## Transportation

KIPP ENC provides limited bus service for its students in order to have a safe and dependable way to get to school. Your child should appreciate the important part s/he plays in accomplishing safe and efficient school transportation. North Carolina charter schools are not required to provide transportation to their students, and as a result, your child should understand that riding a KIPP ENC school bus is a privilege earned by consistently modeling safe and respectful behavior. Because KIPP ENC provides these services, students are expected to behave in accordance with school expectations. Students should exercise the same discipline on the bus as at school. If the behavior is inappropriate at school, the behavior is inappropriate on the bus. If the behavior warrants adult attention at school, an adult should be informed regarding the behavior on the bus. If students do not exercise the same discipline on a bus as in school, students will have their bus privileges suspended – temporarily or permanently. In such cases, parents are responsible for making transportation arrangements for the student.

- **Riding the Bus:** In order to change their normal bus and/or bus stop, students must turn in a signed letter to the appropriate office. We must have a note on file in order for a student to ride a different school bus; phone messages are not permitted.
- **En Route to the Bus Stop:** Parents and/or guardians are encouraged to review their child's walking route to the bus stop and advise their child of any safety concerns.
- **Be Prompt:** Bus passengers should arrive at the bus stop at least five minutes before the bus is scheduled to arrive. For safety, once bus doors are closed, drivers will not stop for late-arriving students.
- **At the Bus Stop:** While waiting at the bus stop, students are expected to stand at least 10 steps from the street and avoid activities that could injure themselves or others. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.
- **Boarding and Departing the Bus:** It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arm. At regular stops, family members are not permitted to enter a bus. Family and community members should contact the School's transportation leads with any questions or concerns.
- **Exiting the Bus:**
  - Passengers are permitted to leave the bus only at the regular, designated stop. Any change must be made with the parent/guardian's request in writing and must be approved someone in the office.
  - Primary School students may be dropped off only with an authorized adult or sibling. Authorized individuals will show a keychain tag at the driver's request to verify identity.
  - If a student lives on the opposite side of a road from the bus stop, the student should go to the front of the bus and wait until the bus driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.
  - If you leave something on the bus, never return to the bus to get it. The driver may not see you and may begin moving the bus.
  - Make sure that drawstrings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or the door.
  - If you drop something near the bus, tell the bus driver before you attempt to pick it up.
  - Respect the "Danger Zone" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus. Always remain 10 steps from the bus to be out of the "Danger Zone" and where the driver can see you.
  - Never speak to strangers at the bus stop and never get into the car with a stranger. Always go home and tell your parents, the bus driver and principal if a stranger tries to talk to you or pick you up.

- **Accidents/Breakdowns:** Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All bus drivers have a cell phone, and help will be just minutes away. In the event of an accident or breakdown, passage cooperation is essential. In the event of an accident or breakdown, students are expected to follow the directions of the bus driver.
- **Driver Authority:** The driver has full authority over the passengers on the bus. Seating assignments are necessary to ensure passenger safety. If inappropriate behavior is demonstrated by a student, the parent and school office will be contacted to assist the student to modify the behavior of concern.
- **Student Conduct:** Safe, respectful conduct is expected of all passengers to ensure safety:
  - Obey the driver's instructions the first time. The driver of a school bus is in complete charge.
  - Be seated immediately, and remain seated until exiting the bus.
  - Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing, so the driver can hear if a train is coming.
  - Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
  - Refrain from touching the emergency door, fire extinguisher, or other equipment on the bus. If there is an emergency, listen to the driver and follow instructions.
  - Hands should be kept to yourself at all times while riding on the bus.
  - Keep all body parts and all belongings inside the bus at all times.
  - Refrain from writing on or tampering with seat coverings.
  - Keep the bus clean. Throw away any trash.
  - Use appropriate behavior and language at all times.
  - When the bus goes to 0 (zero), make no noise. 0 (Zero) means silent reading, studying or sleeping.
- **Disciplinary Procedures:** When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school or school sponsored activities, as well as to notify parents of the misconduct of their children. Please remember that riding a KIPP ENC bus is a privilege that must be earned through excellent behavior.

Violations of school expectations or endangering the safety of others will result in immediate disciplinary actions. The age and experience of the student will help determine which consequences are appropriate. Egregious activities may result in immediate suspension from bus riding privileges and/or school suspension or expulsions. These include but are not limited to:

- Fighting on the bus or at the bus stop
- Throwing objects in or out of the bus
- Possession of dangerous weapons or articles
- Destroying or defacing property
- Use of sparking devices
- Smoking, or use/possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus driver or others
- Any part of the body extended outside of the bus
- Assault on a bus driver will result in indefinite suspension and possible criminal charges.
- Using a laser pointer will result in suspension from the bus and possibly criminal charges.

- **Items Not Allowed on the Bus:** For reasons of safety and health and in order to comply with state law and district policies, the following items are **not** allowed on a school bus:
  - Glass objects; bottles, jars, etc.
  - Inflated balloons
  - Live animals, bugs, worms
  - Plants, dirt, other growing projects
  - Oversized objects and instruments
  - Weapons; guns, knives, razor blades, etc. (real or toy)
  - Sports equipment which could endanger others; like javelins, pole vaults, shot puts or baseball bats
  - Any item which cannot be transported easily or which creates a safety concern

Please arrange for alternative transportation if any of the above need to go to or from school.

While cell phones are permitted on our buses, the use of such devices will be monitored by our bus drivers for safety and appropriate use. Students should respect each other and the driver by keeping noise down and refrain from videotaping or projecting harmful images. Students should show respect with, and through, their use of technology.

### **Drop Off/Pick Up**

KIPP ENC is committed to being a safe environment for all students. As a result, it is important that students honor our school hours. Students should avoid arriving before 7:15 am; there is no supervision provided before this time. Parents are expected to pick their child up by 5:10pm or at the scheduled time for after school tutorials, club meetings or athletic practices. This expectation applies to athletic events and field trips as well.

### **Parking Lot**

High school students with valid driver's licenses and insurance may opt to park in the school parking lot. Students are expected to park only in the parking lot in front of the school during school hours, and must drive safely and responsibly. A student may lose the privilege to park in the GCP parking lot for failure to follow safety expectations, chronic tardiness to school, or not meeting behavioral expectations at school.

### **School Visitors**

KIPP ENC welcomes those who are interested in the school to visit during school hours. All visitors must sign in and receive a visitor's pass from the receptionist desk in the main office before being allowed around campus.

### **School Closing**

If inclement weather or other hindrances prohibit school from being in session, the school will promptly contact the local TV stations, post on our Facebook page and send out a message using our One Call service. In the event weather conditions or other occurrences heighten while school is in session, the school will make a decision regarding the safety needs of the students. Parents do reserve the right to pick their child up based on the family and child's safety. School will remain in session unless parents are notified otherwise.

### **School Sponsored Activities**

KIPP ENC sponsors dances and other school-sponsored activities for the enjoyment of KIPP ENC students and their guests. Below are parameters for sponsored activities:

- All rules are in effect at all school-sponsored activities both on and off campus.
- For specified events, students may be permitted to invite non-KIPP ENC students. Students will be notified in advance as to whether the event is for only KIPP ENC students or is open to the community.
- Students leaving prior to the end of an activity for any reason may not re-enter the activity.
- KIPP ENC students and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the school handbook. No refunds will be made for those in violation of school rules and policies.
- KIPP ENC staff may refuse a guest for any reason.

## **Closed Campus**

Providing a safe and orderly campus environment is important. Therefore, students are required to stay on campus upon arrival. If it is necessary to leave campus for a doctor or dental appointment or for reasons of illness, students must check out through the appropriate school office. High School students who drive themselves to school must bring a note from home AND the high school office must verify the note before the student can leave campus.

## **Harassment**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of KIPP ENC that all employees, volunteers, parents and students will treat all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including dismissal and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. Harassment can include, but is not limited to, the following:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures, or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering, or picking
- Attempts to kiss or fondle
- Threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

## **Discrimination**

State and federal law prohibits discrimination. KIPP ENC complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and extended day school activities. Inquiries regarding compliance procedures may be directed to the School Leader.

## **Abuse**

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 17 years of age or younger and 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.”

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

## **Media Release**

Throughout the school year, KIPP ENC clubs and organizations as well as outside media representatives may be on campus to videotape, photograph, and/or interview students in academic settings and school-related activities or events. Students should notify the School Leader in writing to request that they or their parents do NOT want to participate in these opportunities.

## **Student Management**

Our school's student management system is designed to identify and correct misconduct, to encourage all students to adhere to their responsibilities as citizens of the KIPP ENC community, to protect students, employees and property, and to maintain essential order and discipline. KIPP ENC students are expected to conduct themselves in accordance to the standards set in our *Commitment to College Excellence*. Any behavior detrimental to the learning environment will be addressed and redirected. If a student chooses to show disrespect toward himself/herself or others, including interference with another's access to a quality education in a safe environment, he/she will be subject to disciplinary action.

### **Dress Code**

The KIPP ENC uniform reinforces our values of Pride and urgency. Uniforms reduce student distractions, bullying, classism, and increase focus. Our mission as a Pride of parents, teachers, and students is to prepare all of our students for college and world-changing careers. The dress codes are outlined below:

#### **Primary School Dress Code**

- A tucked-in Primary School polo shirt and/or sweatshirt must be worn to school each day. Solid white, black, or navy shirts may be worn under uniform polos for added warmth.
- Students must wear navy pants, finger-length shorts or skorts. Uniform pants must be of a size that fits the student's current size and not be of a baggy or an extremely tight fit. Students may wear solid white, black, or navy tights or leggings under skorts during cold weather.
- If bottoms have belt loops, a solid black, navy, or brown belt should be worn.
- Students must wear solid sneakers. Velcro straps are required unless the student can tie her/his own shoes. Primary students are not to wear boots or slippers.
- Only stud earrings may be worn. Other jewelry, hats, head coverings, and accessories should be left at home unless worn for religious purposes.

#### **Middle School Dress Code**

- Khaki, navy, or black slacks must be worn to school each day. Skirts and shorts may be worn, as long as they are knee length. Students will be able to wear appropriate jeans on selected Fridays and Saturday schools. Skinny pants of any kind are not permitted.
- A solid colored belt must be worn each day and pants must be worn above the waist at all times.
- Shirts must be tucked in at all times. Only white, blue, gray or black t-shirts can be worn under the KIPP ENC t-shirt. No other color is allowed.
- Jewelry must be worn professionally. In other words, chains and necklaces should not extend below the collar. Boys and girls are only allowed to wear small earrings in their ears no larger than a quarter. Students are not allowed to wear large charms on their necklaces.
- Hats and any other headgear (bandanas and scarves) cannot be worn inside the building.
- Coats are not to be worn to class; only KIPP ENC sweatshirts can be worn inside the building.
- Students must wear closed-toes shoes that can be worn for physical education.

#### **KIPP Halifax Dress Uniform**

All students are required to wear a dress uniform on special occasions and college visits. The dress uniform includes a KIPP Halifax polo, khaki (tan) pants or skirt, and professional belt. Shoes are to be closed toed and appropriate for the occasion.

## **High School Dress Code**

<b>Pants/Skirts:</b>	Appropriate for business workplace in solid color black, khaki or navy
<b>Shirts:</b>	KIPP-wear or college attire (always tucked into bottoms)
<b>Belts:</b>	Appropriate for business workplace and worn with pants or shorts with belt loops
<b>Sweatshirts:</b>	KIPP-wear or college attire
<b>Jackets:</b>	KIPP-wear or college attire (may be worn inside the classroom) or Individual jacket (not worn inside the building)
<b>Shoes:</b>	Appropriate for business workplace

Seniors and students who have earned a Panther Pin will earn additional dress code privileges. These privileges will be sent home to students and parents in writing once they are earned.

Students who are not in dress code will not be allowed to go to class, until s/he is in proper dress code. Parents will be notified and asked to bring appropriate attire for that student. Students who are repeatedly out of dress code will face additional consequences. During special occasions when students are permitted to wear clothing outside of our dress code (jeans, professional dress, school spirit days), parents will receive written notice.

### **KIPP Pride High School Dress Uniform**

All high school students are required to wear a dress uniform on special occasions. The dress uniform includes a KPHS oxford, black slacks or skirt, professional belt, KPHS tie, and dress shoes. All students will also need a royal blue KPHS polo to wear for certain field lessons and college trips.

### **High School PE Uniform**

All high school students are required to wear a PE uniform (KPHS t-shirt and shorts) during PE classes.

## **High School Honor Code**

KIPP ENC believes that students can and should take responsibility for establishing and maintaining standards for their own behavior. The High School Honor Code serves as a written model for what is expected from students in terms of behavior, as well as a pledge to live by the school's values while maintaining college preparation as the number one priority. At its core, the honor code is based on mutual respect and trust. This code asks that every member of the KIPP ENC community hold each other, with the same rigor in academics, to a standard of personal integrity, honesty, and mutual respect. The Honor Code declares, "As a member of the KIPP ENC community, I pledge my full and steadfast support to the Honor Code and I promise not to lie, to cheat, or steal. Furthermore, I promise not to hurt another member of my Pride or our team and family." Students, parents, and teachers all commit to the honor code by signing the Commitment to Excellence. Teachers may require students to write the full honor code on major assignments. Actions or attempted actions that run counter to these precepts are violations to the honor code as follows:

- A student's word is expected to be the complete truth; therefore, lying and forgery are violations of the honor code.
- A student's work is expected to be his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the honor code.
- A student's work is his/her own and should not be shared with a classmate.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the honor code.
- All students are expected to feel respected and safe on our property (including on the bus or on a school sponsored activity like a trip). Any action or word that hurts or is disrespectful to another member of our Pride is a violation of the honor code.

It is each student's responsibility to check with the appropriate authority regarding the honor code in situations that seem unclear. Ignorance of the honor code will not be an excuse for a violation. Students who witness an honor code violation are strongly encouraged to report the action to a teacher who will notify the School Leader. Witnessing an honor code violation and reporting it constitutes honorable behavior and is expected of our students. Students may opt to report a violation through an anonymous referral to a teacher.

Honor code violations (fighting, lying, cheating/plagiarism, stealing) will be immediately directed to the Honor Council. In cases of cheating/plagiarism, students will automatically receive a zero on the assignment as well as consequences determined by the Honor Council. If a high school student chooses to break the Honor Code a second time, the violation will be recorded on the student's permanent transcript. The Honor Council may choose to utilize existing student management techniques or implement consequences tailored to the offense and the interests of the violator.

## **Student Management Techniques**

We believe in excellent teaching. Excellent teachers match the consequences to the behavior in order to teach the child about consequences and encourage his or her character development while ensuring the safety and sanctity of the school environment. Students are expected to adhere to school expectations while at school and during school sponsored activities and field lessons. The staff may implement, but are not limited to, the following student management techniques:

- loss of privileges and incentives
- mandatory study hall
- parent meetings
- time-out (primary school)
- repeating an activity or procedure correctly (primary school)
- peer presentations
- written apology
- behavior reflection (primary school)
- referral to social services
- referral to honor council (high school)
- silent lunch
- separate classroom seating
- loss of paycheck dollars (middle school)
- removal from the classroom
- lunch detention
- public ownership of the misbehavior
- non-verbal reprimand
- verbal reprimand
- bench (middle school)
- after school detention
- academic probation (high school)
- disciplinary probation (high school)
- short-term suspension
- long-term suspension
- expulsion

## **Primary School Management**

When interacting with students, we use the Love and Logic philosophy because we believe that:

- Building positive relationships with students and treating them with dignity at all times are essential to their social, emotional, and academic well-being.
- Problems are really opportunities to learn and grow, and we can help students build responsibility for solving their problems.
- Logical consequences will be used instead of punishment when possible. There is a connection between the infraction and the consequence.

More information about Love and Logic is available during Open House and in the school office. Serious behavior infractions (i.e. fighting or bringing a weapon to school) are subject to the same consequences (suspension or expulsion) detailed below.

## **Middle School Paycheck**

Paychecks serve several purposes at the middle school:

- Paychecks provide a weekly progress report for parents, students, and teachers about character and academic habits. Paychecks help students see exactly what behaviors they are doing well and which behaviors need to be improved. The weekly paycheck should be an opportunity for reflection and growth.
- Paychecks reinforce our belief that all rewards and privileges are earned and all of us can grow.
- Paychecks provide a measurable way for students, parents, and teachers to see if students have earned rewards and privileges.

## **Middle School Bench**

KIPP ENC provides a safe and productive place for all students to learn. When a student decides to act in a way that harms this environment, the student's actions are treated as a severe offense and the student earns Bench. The Bench is built around the idea that if you aren't ready to be a starter, then you use your time on the bench to reflect, grow and continue to improve. We are a team at KIPP ENC and when a member of the Pride harms the team they must re-earn the right to spend time with their Pride. Bench is an opportunity for students to reflect on poor choices. ·

- Students who earn Bench sit apart from their Pride during class and in the cafeteria.
- Students who earn Bench are the first in line when entering classes to show that they are ready to learn.
- Students who earn Bench take the opportunity of being separate from the Pride to reflect on their choices, which means they do not talk to other members of the Pride or participate in group activities, games, or projects.
- Students who earn Bench recognize the impact of their actions on the Pride and demonstrate remorse.
- Students who earn Bench own their actions to the Pride both when they earn Bench and when they earn their way off of Bench.
- Students who earn Bench actively participate in class lessons and discussions.
- Students who earn Bench wear a white shirt to show that they are currently not representing our Pride and that they are earning their GCP uniform shirt back by represent the values of our Pride.
- Students earn their way off of bench once their bench action plan is completed and students have completed all of the steps above.
- Students who earn Bench will earn an Action Plan which will be sent home to their parent/guardian.

## **Academic Probation at the High School**

Any student who has below a 2.0 GPA will be placed on Academic Probation. Academic Probation will last for a minimum of one semester. Academic Probation will commence with a parent meeting in which student, parents, and teachers draft a contract whereby the student will be mandated to take certain steps to improve their academic performance including. While on academic probation, students should focus their time and effort on making sure they are earning grades to meet expectations in all classes. Students should take advantage of tutorials and office hours. In addition, students are expected to make an extra effort to call teachers with questions about homework or projects and schedule after-school tutorials to meet expectations. If the following semester grades reflect that the student is meeting expectations in all classes, he/she will be released from Academic Probation and will become a student in good standing. If, according to the next report card, the student is continuing to not meet expectations, then the Academic Probation contract will be reviewed at another parent meeting and revised as necessary.

## **Disciplinary Probation at the High School**

Students who consistently or repeatedly fail to adhere to the “Commitment to Excellence” will be placed on disciplinary probation and face more substantial consequences for their actions. Disciplinary Probation will commence with a parent meeting in which the student, parents, and teachers will revisit the “Commitment to Excellence” and determine consequences until behaviors have been corrected. Students and their families will receive a formal, written warning stating that a future disciplinary infraction will result in dismissal from KIPP ENC.

## **After School Detention**

After school detention is given at the discretion of teachers and is automatic for students who have not completed their homework. Detention serves as an opportunity for the teachers or School Leaders to meet with individual students to discuss misconduct and to determine appropriate consequences. Teachers may also assign after school or lunch detention for other infractions at their discretion. Detention may also provide an opportunity for participants to give back in “personal time” (spent picking up trash on property) what they have taken from “community time” with inappropriate behavior. Effort will be made to connect the infraction with the consequence. Examples of behavior that may result in detention include, but are not limited to, unexcused tardies or absences, classroom disruptions and incomplete homework.

## **Short-Term Suspension**

The purpose of suspension is to prevent and correct discipline problems. Suspension is used when other forms of disciplinary action have failed to correct the student’s behavior. The School Leader’s decisions regarding short-term suspensions are final and may not be appealed. In addition, serious offenses such as, but not limited to, the following offenses may result in out of school suspension.

- Leaving school property without permission or skipping a class
- Disrespect to teammates or teachers
- Classroom misbehavior that interferes with the learning environment
- Use of, or possession of, alcoholic beverages or tobacco
- Intimidation, harassment or physical harm (sexual, physical or emotional) or the threat thereof

## **Long-Term Suspension**

Before a student is suspended in excess of 10 days for repeated misconduct or lack of commitment, the school tries several strategies to help the student recommit. If a student does not show notable improvement regarding misconduct or commitment the School Leader may resort to long term suspension in excess of 10 days. Parents must be notified in writing of the incident(s) resulting in the long term suspension by the School Leader. The parents of the student may appeal the decision following the procedures outlined in the Grievance Policy. If space permits, students may be readmitted following year at the discretion of the Board of Directors. The local boards may refuse to admit any student who is suspended or expelled from a charter school due to actions that would lead to suspension or expulsion from a public school under G.S. 115C-391 until the period of suspension or expulsion has expired.

## **Expulsion**

Expulsion is reserved for students committing egregious violations to the community. For safety reasons, expulsion may be immediate, without prior warning for any act that causes an immediate threat or danger to others. The local boards may refuse to admit any student who is suspended or expelled from a charter school due to actions that would lead to suspension or expulsion from a public school under G.S. 115C-391 until the period of suspension or expulsion has expired. The following acts may constitute grounds for expulsion; this is not exhaustive and KIPP ENC reserves the right to expel a student for offenses not included on this list.

- Commission of a felony
- Extortion or intimidation of another student or teacher; assault of another student or teacher
- Possession of drugs or narcotics not prescribed by a physician
- Destruction or defacing of property
- Bomb threats
- Repeated or egregious defiance to school staff; repeated suspensions
- The possession of a weapon (including, but not limited to, a firearm, BB gun, stun gun, mace/pepper spray, air rifle/pistol, ammunition, fireworks, knife, slingshot, metallic knuckles, razors, box cutter) , facsimile of a weapon, instruments, substances, or object that can reasonably be considered dangerous.

The School Leader will provide written notification to the parents of the incident(s) resulting in recommendation for expulsion no later than the end of the first workday following day of the incident(s). The parents of the dismissed student may appeal the decision within 5 days of the incident following the procedures outlined in the Grievance Policy.

## General Operations

### Child Nutrition Program

The state of North Carolina offers free/reduced breakfast and lunch to qualifying families. All families must fill out the designated form, which is distributed in August. If a family qualifies for assistance, a written notification will be sent home. Students who do not qualify may still purchase school provided breakfast and lunch. Students must pay for their meals in advance or at the time of their purchase.

Students not choosing to partake of the school-provided meals should eat breakfast at home and supply their own lunches. There are microwaves in the high school cafeteria for students to use during breakfast and lunch. Students may not have restaurant or fast food breakfasts or lunches. They cannot bring these items in the building or have them delivered by parents. We believe that nourishment is an important part of a student's physical, emotional, and intellectual development. Due to the extended hours, KIPP ENC offers free afternoon snacks on Monday-Thursday. *These snacks are not intended to replace dinner.*

School Meal Prices:

Reduced price for breakfast: .30

Full price for breakfast: \$1.50

Reduced price for lunch: .40

Full price for lunch: \$2.25

### School Property

It is because of the hard work and commitment of numerous people that KIPP ENC has many excellent resources. Students should treat the campus with respect by not damaging property (including restrooms, desks, tables, lockers, sports equipment, textbooks, etc). Students should immediately report any damage or incident causing damage. Student textbooks and school novels are considered school property. *Students are responsible for the school issued textbook or novel; if lost, stolen or damaged, the student and parent is responsible for payment to replace the book.*

### Facilities and AHERA Regulation

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. (AHERA) excludes schools from the inspection requirement if the school was constructed after October, 12, 1988 and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is therefore, exempt from the requirement to conduct an asbestos inspection. The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The management plan is available for your review at any time during normal school hours .

### Computer/ Internet Use

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all computer privileges depend on every student using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use the computer for purpose unrelated to their school work;
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy by accessing their accounts;
- 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 Student Computer Agreement (see appendix). Unacceptable use of the Internet will result in immediate revocation of access privileges until the students has completed a school designated consequence for his/her actions.

### Telephone Use

Students are welcome to use a school phone with the consent of a staff member. Phone calls should be limited to emergency use. Students may also ask staff members' to use their phone in the event of an emergency and phone calls will be made in the presence of a staff member.

## **Cellular Phone and Electronics**

Primary School students are not permitted to carry cell phones, CD players, ipods, toys, games, or gadgets to school. All of these items will be confiscated and *only returned to adult family members*. **Families must come to the office to pick up confiscated items from the office manager.** Because many of our older students are traveling a significant distance each day, parents may want their children to carry cell phones for safety reasons. For middle and high school students, while at school and on the bus, the student must keep the cell phone in his/her backpack with the power turned off. If a student needs to make a phone call from school, s/he must go to the main office and use the school's phone or ask to use a teacher's phone. If a cell phone rings or vibrates or is used during the day the cell phone will be confiscated. Cell phones will be returned at the school's discretion. **Any unapproved device that is used in class can be confiscated. Parents will be required to pick up these items if they are confiscated.** Repeated violation and disregard of this policy may result in suspension. In addition, the school is not responsible for any items that are lost, misplaced or stolen during the day. If a student chooses to bring an electronic device to school, they are 100% responsible for that item.

## **School Supplies**

Primary school families are asked to donate school supplies to the school in August and throughout the year. Supplies will be shared, so please do not label them with your child's name. The only required supplies are an extra change of clothes including socks and underwear to be kept at school and pencils and crayons that stay at home for homework. Families will be provided with a list of supplies they are asked to donate to their child's classroom.

All middle school students are issued their school supplies at school. For a flat cost of \$35 middle school students receive their binders, academic planner, pencil pouch, pencils, colored pencils, and paper. Supplies should be purchased before school begins in the middle school office. All students must purchase their supplies through the school. We do this to promote consistency for our students as well as the teachers. Extra materials, such as clipboards and large organizers are not permitted. If replacements are needed throughout the year, the students may purchase them through the school as well if extras are available. Additionally, throughout the year, students will have the option to purchase the novels they are reading in class and we highly recommend that students obtain their own copies of the books.

All high school students are expected to independently purchase their school supplies. At the beginning of the year supply lists will be available at local stores. In addition all students will receive a syllabus on the first day of school detailing their necessary school supplies for each course. Students should have all necessary supplies within the first two weeks of school.

## **Field Lesson Fees**

All students in grades 5-8 will be asked to make a \$60 contribution to the end of year field lessons. Each grade level will contact parents and send grade specific information about end of year trips and the fees associated with each trip. Parents and families who are able are always encouraged to contribute extra to help those families who need financial assistance or who have multiple children enrolled in the school. If your family is unable to contribute the trip free, please be sure to contact the appropriate office manager or School Leader to make alternative arrangements.

## **Class Dues**

All students in grades 10-12 are asked to pay a \$20 class due, and 9th graders are asked to pay \$30, which helps to cover the cost of the college trips, Pride Time activities, lockers and earned incentive trips taken throughout the year. The additional \$10 for 9th graders covers a portion of cost of the North Carolina graduation requirement of earning CPR certification. The total class due may be paid at the beginning of the year or may be made in \$10 payments during the first two months of schools. The class due must be paid before the first earned trip.

## **Grievance Policy**

KIPP ENC is committed to a positive learning environment and has established the following grievance protocol to solve disputes or complaints in a fair and prompt manner. Notably, the formal procedures described below may be implemented only *after* the parties have engaged in an earnest attempt to resolve the matter(s) informally. Complaints are taken seriously by KIPP ENC and should proceed as follows:

1. Complainants should first schedule a conference with the immediately-involved teacher, grade level chair, bus driver, coach or School Leader to discuss the issue. The school reserves the right to redirect complainant(s) to the appropriate personnel if this step has not been followed.
2. If complainant(s) conclude that the initial response/course of action was insufficient, a meeting may then be scheduled with the School Leader. Prior to the scheduling of any such meeting, complaint(s) must first provide to the School Leader a Grievance Letter that identifies: (a) the issue/concern/complaint; (b) what steps have been taken to resolve the situation; and (c) proposed solutions. The School Leader will acknowledge the receipt of a Grievance Letter within three calendar days and attempt to respond to all Grievance Letters within 10 calendar days of their receipt.
3. If a resolution cannot be reached through a discussion with the School Leader, complainants(s) may submit a formal Grievance Packet to the Executive Director within five days of notification of the School Leader's decision. The Executive Director will review the complaint to determine whether the School Leader has fairly complied with School policies and/or the law. This packet must include the information and materials outlined below. The Executive Director will issue a response within 10 school days of receiving the packet.
4. The KIPP ENC Board of Directors will consider appeals that it is required to consider under N.C. Gen Stat. Sec. 115C-45(c). In order for the Board of Directors to consider an appeal of the Executive Director's decision an updated Grievance Packet must be submitted to the Board of Directors within 10 days of the Executive Director's Decision. The appeal must be submitted to the Executive Director. The Board of Director will respond to the appeal within 30 days of the receipt of a complete Grievance Packet. The KIPP ENC Board of Directors or its designee shall:
  - Research the nature of the complaint;
  - Interview the concerned parties; and
  - The Board of Directors shall render a final ruling on the Grievance within 30 days or at its next regularly scheduled Board of Director's meeting, whichever is later.

Anonymous complaints may receive acknowledgement but not a resolution from the Board.

## **Grievance Packets**

A Grievance Packet must be submitted in writing first to the School Leader and then, if necessary, to the Executive Director within 5 days of the conduct that triggered the grievance and must specify:

1. The nature and date of the grievance, the related School policies or laws which have been violated, and any related or supporting documents;
2. The results of previous discussions to resolve the conflict, including any correspondence;
3. The reason for the complainant(s)' dissatisfaction with the decisions previously rendered; and
4. A description of the relief sought.

# **KIPP Gaston College Preparatory Parent and Student Handbook Appendix**

# KIPP Primary Commitment to Excellence

STUDENT'S COMMITMENT I promise that:

- 1.) I will come to school every day before 8 a.m. or board a bus at the scheduled time.
- 2.) I will come to school in my uniform (tucked in school polo, khaki/black/navy bottoms, and sneakers).
- 3.) I will come to Family Saturdays, evening events, and summer school.
- 4.) I will work hard so I get smarter – in class and on my homework.
- 5.) I will follow my teachers' instructions to keep myself and others safe.
- 6.) I will show care for my teammates, teachers, and school materials.
- 7.) I will show care for myself by never giving up and asking for help if I need it.
- 8.) I will tell the truth, take responsibility for my actions, and apologize if I make a mistake.

*I will keep these promises and work to earn a college degree, a successful life, and the power to make the world a better place. I understand that if I don't do these things I will lose privileges and it will be harder for me to reach my goals.*

FAMILY'S COMMITMENT We fully commit in the following ways:

- 1.) We will make sure our child arrives at school every day before 8 a.m. (or boards a bus at the scheduled time) and stays until 5 p.m. (Monday - Thursday) or 2 p.m. (Friday).
- 2.) We will make sure our child follows the KIPP Primary dress code.
- 3.) We will come to Family Saturdays and evening events (once a month) and ensure our child attends summer school in August.
- 4.) We will do **whatever it takes** to help our child prepare for college, including checking our child's homework daily and reading with our child every night.
- 5.) We will communicate with the school openly. This means that we will read all the information that the school sends home and notify the school if our contact information changes.
- 6.) We will always make ourselves available to our children, the school, and any concerns they might have.
- 7.) We understand that our child must follow the KIPP Halifax Primary rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

*By keeping these promises we know we will see our child earn a college degree and a successful life. We understand that not fulfilling these commitments will result in consequences for our child's academic progress, growth as a student, and his/her privileges at school.*

TEACHERS' COMMITMENT We fully commit in the following ways:

- 1.) We will arrive at school every day by 7:15 a.m. and remain until 5:45 p.m. (Mon – Friday).
- 2.) We will teach at school on Family Saturdays (8:30 a.m. - 12:30 p.m.), during evening family events, and teach summer school.
- 3.) We will be constant learners working to improve our teaching.
- 4.) We will do **whatever it takes** to ensure that our students develop the knowledge, skills, and character necessary to succeed in the colleges of their choice and to pursue a life of joy and purpose.
- 5.) We will communicate openly with students and families and make ourselves available to address questions or concerns.
- 6.) We will always show care to students, families, and staff to make sure our school family members feel valued and respected.
- 7.) We will always protect the safety, interests, and rights of all individuals in the classroom.

*By keeping these promises we know our students will be prepared for extraordinary lives. Failure to adhere to these commitments can lead to our removal.*

# **KIPP Middle School Commitment to Excellence**

## **Student's Commitment**

*I promise to always work hard, behave well, and think. I promise to work towards a college degree, a successful life and the opportunity to positively improve our world in the following ways:*

1. I will always behave so as to protect the safety, interests, and rights of all members of our Pride.
2. I will always work, think, and behave in the best way I know, and I will make whatever sacrifices are necessary for me and my Pride to learn.
3. I will follow the KIPP ENC dress code. This means I will wear a tucked in KIPP ENC uniform shirt or sweatshirt; khaki, navy blue or black pants/shorts/skirt; and a belt every day.
4. I will always complete all of my homework, class work, projects and tests neatly, carefully, and thoughtfully.
5. I will find a smart solution or get help when I have a problem.
6. I will raise both of my hands to ask and answer questions in class when I am confused, curious, or want to show what I know.
7. I will follow the directions of all adults at school because I understand that they want me to do well.
8. I will be honest with others and myself at all times, and I will accept responsibility for my behaviors and actions. I want my parents, teachers, and Pride to trust me, so I will choose to behave in a trustworthy way.
9. I will always be nice or neutral, and nothing else, to my Pride. This means I will always show everyone respect.
10. I understand all rewards at KIPP ENC are earned through hard work and excellent conduct.
11. I understand all consequences at KIPP ENC are earned. When I make a poor choice, I will accept the consequences.

*I will do my best to keep these promises and work to earn a college degree, a successful life, and the power to make the world a better place. If I do not keep these promises, I know I will not earn rewards, I will earn consequences, and I may lose privileges.*

## **Parent/Guardians' Commitment**

*We promise to support our child's education. We promise to help our child work towards a college degree, a successful life and the opportunity to improve our world in the following ways:*

1. We know that our child must follow KIPP ENC's rules to protect the safety, interests, and rights of all members of the Pride.
2. We will always help our child in the best way we know how; we will make whatever sacrifices are necessary for our child to learn.
3. We will always make ourselves available to our child and the school; we will address any concerns either might have.
4. We will make sure our child arrives at KIPP ENC every day by 8am or boards a KIPP ENC bus at the scheduled time and we will make arrangements so our child can learn at KIPP ENC until 5pm (Monday - Thursday) and 2pm (Friday). In addition, my child will attend New Student Orientation and scheduled Saturday Schools from 8am and remain until 2pm
5. We will check our child's homework and planner, let him/her call the teacher if there is a problem with the homework, and provide time for him or her to read for thirty minutes every night.
6. We will notify the school if our child is going to miss school.
7. We will carefully read, and sign when appropriate, all the papers that the school sends home to us and we will attend school events and parent meetings.
8. We understand all rewards at KIPP ENC are earned through hard work and excellent conduct.
9. We understand all consequences at KIPP ENC are earned. When our child makes a poor choice we will support the school's consequences.
10. We will allow our child to earn and participate in all KIPP ENC field trips and activities that he or she earns. We will make arrangements so our child can participate in all trips he or she earns.
11. We will make sure our child follows the KIPP ENC dress code. This means he or she will wear a tucked in KIPP ENC uniform shirt or sweatshirt; khaki, navy blue or black slacks/shorts/skirt; and a belt every day.

If we keep these promises we know we will see our child earn a college degree and a successful life. If we do not keep these promises, we know our child will lose rewards, earn consequences, and may lose privileges.

## **Teachers' Commitment**

*We promise to prepare all of our students with the skills they need to succeed now, in high school, in college, and in life. We promise to help our students work towards a college degree, a successful life and the opportunity to improve our world in the following ways:*

1. We will always protect the safety, interests, and rights of all members of the Pride.
2. We will always teach in the best way we know; we will make whatever sacrifices are necessary for our students to learn.
3. We will model professional dress and enforce the KIPP ENC dress code.
4. We will ensure we are well-prepared for class and that we provide meaningful feedback on student homework, class work, projects and tests.
5. We will find a smart solution or get help when we have a problem.
6. We will build meaningful relationships with students and families.
7. We will be honest with others and ourselves at all times. We will accept responsibility for our actions.
8. We will always model respect to our Pride and their families.
9. We will always make ourselves available to students and parents, and we will address any concerns they might have.
10. We will arrive at KIPP ENC every day by 8am and remain until 5pm.
11. We will constantly work to become better teachers.

# **KIPP High School Commitment to Excellence**

## **STUDENT'S COMMITMENT**

### **I fully commit to college preparation as my number-one priority in the following ways:**

1. I will always behave so as to protect the safety, interests, and rights of all members of our Pride.
2. I will always work, think, and behave in the best way I know, and I will make whatever sacrifices necessary for me and my Pride to learn.
3. I will enroll in challenging courses that will fulfill KPHS graduation requirements and prepare me to succeed in the college of my choice.
4. I will actively participate in tutorials when I need help, if I am not meeting or exceeding expectations in any course, or if recommended by my parents or teachers.
5. I will contact my teachers when I need academic assistance or in case of emergency that forces me to miss an appointment, class, or meeting.
6. I will participate in at least one enrichment program at any given time, and I will try to become outstanding in at least one such activity.
7. I will participate in at least one summer program including internships, academic programs, volunteer opportunities, and camps.
8. I will actively strengthen my community by volunteering in community service opportunities.
9. I will follow the school's expectations, including discipline and dress code, as detailed in the KPHS student handbook.
10. I will be honest with others and myself at all times, and I will accept responsibility for my behavior and actions.
11. I will avoid people, places, and things that I know will not help me have a successful future. I will seek out teachers, mentors, and friends who will guide my educational development and personal growth.
12. I will always make myself available to my parents and teachers, and I will address forthrightly any concerns they might have. I will actively communicate with my parents and teachers regarding my progress, difficulties, and successes.
13. I will contact my teachers, advisor or college counselors if I have a problem that may jeopardize my college preparation.
14. As a member of the KPHS community, I pledge my full and steadfast support of the Honor Code, and I promise not to lie, cheat, or steal. Furthermore, I promise not to hurt another member of my Pride or our team and family.

*Failure to adhere to these commitments may cause me to lose privileges.*

## **PARENTS'/GUARDIANS' COMMITMENT**

### **We fully commit to our child's college preparation as our number-one priority in the following ways:**

1. We know that our child must follow the KPHS' rules to protect the safety, interests, and rights of all members of the Pride.
2. We will always help our child in the best way we know how; we will make whatever sacrifices necessary for our child to learn.
3. We will always make ourselves available to our child and the school; we will address any concerns either might have.
4. We will encourage our child to enroll in challenging courses that will prepare him/her for college entrance and that will fulfill KPHS graduation requirements.
5. We will always read and respond to our child's academic reports.
6. We will allow our child to go on KPHS field lessons, participate in internships, and visit colleges.
7. We will support the school's policies, including discipline and dress code, as detailed in the KPHS handbook.
8. We will always listen to all our KPHS team and family members and give everyone our respect.
9. We and our child-not the school- are responsible for our child's behavior and actions.
10. We will always strive to represent our best selves in all personal and professional interactions.
11. We will communicate with our child and his/her teachers regarding our child's progress, difficulties, and successes.
12. We will contact our child's advisor if our child has a problem that may jeopardize his/her college preparation.
13. We will support our child's efforts in high school both inside and outside the classroom, and we will participate in high school events when appropriate.

*Failure to adhere to these commitments may cause our child to lose privileges.*

## **TEACHERS' COMMITMENT**

**We fully commit to our students' college preparation as our number-one priority in the following ways:**

1. We will always protect the safety, interests, and rights of all members of the Pride.
2. We will always teach in the best way we know; we will make whatever sacrifices necessary for our students to learn.
3. We will always make ourselves available to students and parents, and we will address any concerns they might have.
4. We will ensure that our students enroll in challenging courses that will prepare them for college entrance and that will fulfill KPHS graduation requirements.
1. We will provide our students and parents with academic reports each quarter.
2. We will sponsor and/or chaperone KPHS events on appropriate weekdays, evenings, and weekends.
3. We will support the school's policies, including discipline and dress code, as detailed in the KPHS handbook.
4. We will always listen to all our KPHS team and family members and give everyone our respect.
5. We will always strive to represent our best selves in all personal and professional interactions.
6. We will communicate with students, parents, and fellow teachers regarding students' difficulties and successes.
7. We will contact our students' advisors if our students have problems that may jeopardize their college preparation.
8. We will support our students' efforts in high school both inside and outside the classroom, and we will participate in high school events when appropriate.

*Failure to adhere to these commitments may cause us to lose privileges and may result in our removal from KPHS.*

# KIPP ENC Regional Calendar

## 2017-2018

August 9-11	Freshman Orientation at William Peace University
August 14-18	New Student Orientation (specified by each school)
August 21–September 1 (8am-2pm)	Summer Session for Students
September 4	No School: Labor Day
September 5	Teacher Work Day
September 6 (8am-5pm)	Students Return to School
September 23 (8am-2pm)	Saturday School
October 12	Primary Schools Family Night
October 20	End of First Quarter
October 23	Teacher Work Day
November 4	Primary Schools Family Saturday
November 10	End of Primary Schools Trimester 1
November 10	No School: Veteran’s Day
November 20-24	No School: Fall Break
November 27	Teacher Work Day
December 16-January 2	No School: Winter Break
January 3	Teacher Work Day
January 4	Students Return
January 15	No School: MLK Jr. Holiday
January 18	Primary Schools Family Night
January 19	End of Second Quarter
February 16-19	No School: Presidents’ Day Holiday
February 24	Primary Schools Family Saturday
March 2	End of Primary Schools Trimester 2
March 29	End of Third Quarter
March 30 - April 6	No School: Spring Break
April 9	Teacher Work Day
April 14 (8am-2pm)	Official Campus Saturday School
May 28	No School: Memorial Day
June 8	Last Day of School
June 9	Pride of 2018’s Commencement
June 11-15	Teacher Work Days

# Student Computer Agreement

## What is Possible?

Access to e-mail and the internet will enable students to explore thousands of libraries, databases, museums and other repositories of information and to exchange business communication with their teachers, peers, mentors, future employers and admission directors of summer programs and colleges. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use the internet resources for constructive educational goals, students may find ways to access other materials.

We believe the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with pride high standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

## What are the rules?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communication to maintain system integrity and insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within the allocated disk space and delete e-mail or other material which take up excessive disk space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or computer hard disks. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers or parents to see. Should students encounter such material by accident, they must report it to a teacher immediately.

## Rules of Appropriate Computer Use

These are the guidelines to follow to prevent the loss of network privileges at school.

- I will not use the computer to harm other people or their work.
- I will not damage the computer or the network in any way.
- I will not interfere with the operation of the network by installing illegal software or shareware.
- I will not violate copyright laws.
- I will not view, send or display offensive messages or pictures.
- I will not share my password with another person.
- I will not waste limited resources such as disk space or printing capacity.
- I will not trespass in another's folders, work, or files.
- I will notify, immediately, if by accident, I encounter materials which violate the rules.
- I will be prepared to be held accountable for my actions and for the loss of privileges if the rules of appropriate use are violated.

## Parent Permission Form and User Agreement

As a parent or guardian of a student at Pride High, I have read the above information about the appropriate use of computers at Pride High and I understand this agreement will be kept on file at the school.

My child may use e-mail and the internet while at school according to the rules outlined.

Parent name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a user of the School computer network, I agree to comply with the above states rules and to use the network in a constructive manner.

Student name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acknowledgement of Receipt of Handbook

We, the undersigned, have read the KIPP ENC Public Schools handbook and we accept the policies and procedures contained within it. As members of our learning community, we understand that our failure to follow the expected policies and procedures may result in disciplinary action, loss of privileges, and possibly result in our removal from KIPP ENC.

<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Date:</b>	
<b>Parent/Guardian Signature:</b>	
<b>Parent/Guardian Signature:</b>	
<b>Date:</b>	

*DISCLAIMER: The policies and procedures listed in this student handbook are solely for the guidance of students and parents and are subject to change at any time at the sole discretion of the KIPP ENC Public Schools Board of Directors. Any changes will be sent home through students and emailed to parents in the Pride Post weekly newsletter.*

