



KIPP:Public Schools

JACKSONVILLE

STUDENT AND PARENT HANDBOOK 2020-21



College begins in kindergarten. We are college prep.

#KIPPJaxReads

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 KIPP Jacksonville Schools.

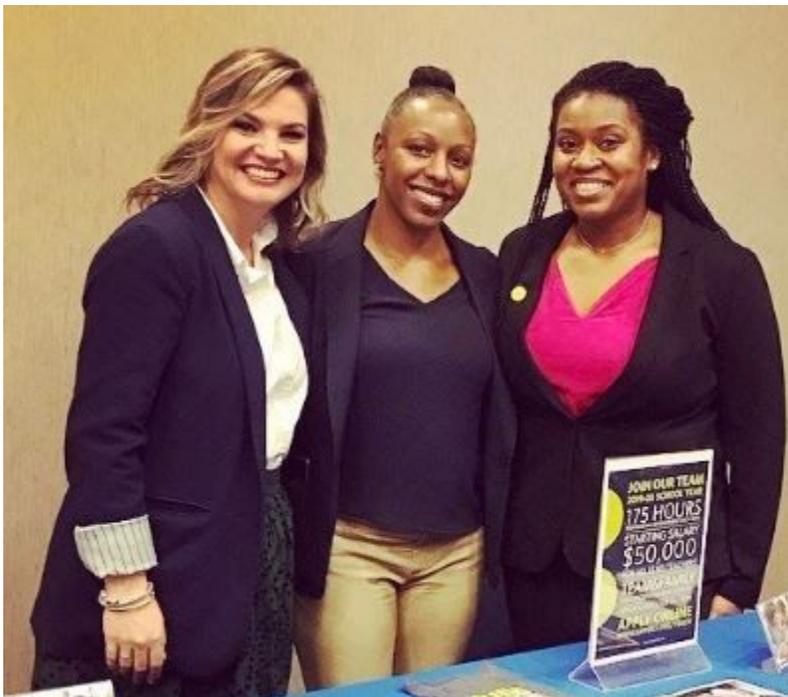
Dear Families,

We are excited to welcome you back for another exciting school year! It is our personal mission to ensure that the student and family experience this year is rooted in partnership. To ensure the safety of and provide the most effective educational environment for all students attending KIPP Public Schools Schools, we ask that you adhere to all school policies. In addition, please review and discuss all pertinent information with your student as they will be expected to adhere to these policies.

Thank you again for your continued support!

Sincerely,

Mrs. Lane, Ms. Coffee, and Ms. Black



IMPORTANT DATES AND TIMES TO REMEMBER

Event	Date	Time	Who?
First Day of School	August 17, 2020	8:00 a.m. - 3:30 p.m.	All students
Early Release Wednesdays	Begins August 19, 2020 (All Wednesdays throughout year)	8:00 a.m. - 1:30 p.m.	All students

I. MISSION AND CORE VALUES

Our Mission

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

Our Core Values

KIPP Jacksonville Schools was established according to the Knowledge Is Power Program "KIPP" educational model. We seek to accomplish our mission by creating strong partnerships with our families and surrounding community while providing our students with the academic and character skills necessary to support them in their journey *to* and *through* college.

- **Commitment to Team:** Students, their parents, and the faculty of KIPP Jacksonville Schools make a choice to be at the school. The only admission requirement to the school is a desire to be here. We value being a Team and Family. Students, parents, and teachers must be willing to uphold the values in the KIPP Jacksonville Commitment to Excellence Pledge.
- **Growth Mindset:** KIPP Jacksonville Schools focus unrelentingly on quantitative results such as student achievement on tests and other objective measures. We do not allow students to say "can't," and we push them to say "not yet." We realize that through the development of a strong curriculum and focus on results, students can achieve high levels of mastering objectives and passing standardized tests as well as further helping our students compete at the district's and nation's best high schools and colleges.
- **High Expectations:** We explicitly define observably high expectations for behavior and academic achievement. We create an atmosphere in which every minute of every day is considered valuable learning time. In order to help our students achieve the high standards that we have set, KIPP teachers are available beyond school hours to provide assistance to students and parents.
- **Joy:** It is our goal that students are excited about coming to school each day. The formative years are the basis for choice-filled life. Students are encouraged to explore different passions around art, music, or sports, both as part of the school day and after school.
- **Sustainability:** We know that there are no shortcuts to academic success. A longer school day and year means more time for students to acquire the knowledge and skills, adopt the

intellectual habits, and assume the character traits that will prepare them for competitive high schools and colleges. In addition, it gives us time to allow enrichment programs (Clubs/Electives) during the day.

- **Trust:** The staff at KIPP Jacksonville Schools will work together with parents and students to make decisions that are in the best interests of our students. We all sign a Commitment to Excellence that delineates our roles in this partnership. We honor the trust that parents put into us by choosing KIPP Jacksonville Schools each day.

II. ACADEMIC REQUIREMENTS

Student Progression Plan Highlights

KIPP Jacksonville Schools is committed to seeing each of our scholars to and through college. Part of that promise is to commit to ensuring the success of our students throughout the entirety of their school career. Below are the highlights of KIPP Jacksonville Schools’ Student Progression Plan. This plan has been approved by the Duval County School Board.

Requirement for Student Promotion: Grades

Grade Level	Reading	Math	Science/Humanities
Kindergarten	Yearly average of N or higher	Yearly average of N or higher	
1 st Grade	Yearly average of N or higher	Yearly average of N or higher	
2 nd Grade	Yearly average of D or higher	Yearly average of D or higher	
3 rd Grade	Score of 2 or higher on ELA FSA*	Yearly average of D or higher	
4 th Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science OR Humanities
5 th Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science OR Humanities
6 th Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science AND Humanities
7 th Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science AND Humanities
8 th Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science AND Humanities

The academic school year is broken into four quarters. At the end of each grading period, students will receive a report card reflecting grades in all classes.

- **End of Quarter 1:** October 9, 2020
- **End of Quarter 2:** December 17, 2020
- **End of Quarter 3:** March 19, 2021
- **End of Quarter 4:** June 2, 2021

The Grading Scale for Grades K-5 is as Follows. K-1 follow the E-U scale and 2-5 follow the A-F scale.

100% - 90%	A/E	Students receiving an A or E 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.
89% - 70%	B/S	Although students receiving a B or S may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
69% - 60%	C/S	Students receiving a C or S have some skill deficits. The quality of their work just meets minimum requirements.
59% - 50%	D/N	Students receiving a D or N have significant skill deficits. The quality of their work does not meet minimum requirements.
49% - Below	F/U	Students receiving an F or U produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

The Grading Scale for Grades 6-8 is as Follows:

100% - 90%	A	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.
89% - 80%	B	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.
79% - 70%	C	Students receiving a C have some skill deficits. The quality of their work just meets minimum requirements.
69% - 60%	D	Students receiving a D have significant skill deficits. The quality of their work does not meet minimum requirements.
59% - Below	F	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

Parent-teacher conferences may be scheduled at any point during the school year. During conferences, parents will have the opportunity to discuss the progress of his or her child with their child’s teacher(s). Working collaboratively, parents, teachers, and students will problem-solve to determine strategies to maximize the performance of the scholar.

To assist parents in keeping abreast of their student’s academic performance, KIPP Jacksonville Schools has set aside specific days for Report Card Conferences . These conferences will be held on the following Wednesdays from 2:00 p.m. to 4:15 p.m.:

- October 28, 2020
- January 27, 2021
- April 14, 2021

Curriculum Overview

At KIPP Jacksonville Schools, we use KIPP Wheatley, Foundations, Eureka Math, and Amplify as our reading, math, and science curriculum in second through eighth grade. All curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. In third through eighth grade, emphasis is placed on mastering the Florida Common Core Standards. Teachers use regular assessments to measure how well students are mastering the standards.

We 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 assess student skills and deficits and then target instruction appropriately.

Teachers give students and parents ongoing feedback about student performance. Teachers often send work home for parents to sign, and teachers contact parents if they see a significant slip in academic performance or the recurrence of an intellectual habit or character trait that inhibits the student to learn. Parents get informal feedback about student behavior throughout the year in the form of weekly Live School paycheck/Class Dojo reports. **Parents will receive progress reports weekly (ES) or bi-weekly (MS) through the Wednesday Folder. Parents are encouraged to log online through their Illuminate Parent Portal to check grades at any time.** Please feel free to reach out to a teacher at any time to gain clarity around grades.

Learning Difficulties and Special Education Options

If a child is experiencing learning difficulties, parents may contact the person listed below to learn about the district's overall general education referral or screening system for support services. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students through our Response to Intervention (RtI) process. The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students. If a child does not respond appropriately to general education interventions, the next step may be a referral for a special education evaluation

KIPP VOICE Academy Special Education Coordinator:

Gabbie Henwood (ghenwood@kipjax.org)

Bessie Coleman Academy Special Education Coordinator:

Tamara Di Paolo (tdipaolo@kipjax.org)

KIPP Impact Academy Special Education Coordinator:

DeAndrea Gregory (dgregory@kipjax.org)

Homework

Preparation is an important part of the curriculum and no student is excused from any assignment without the permission of the teacher prior to the due date. If a student discovers that they have a problem with any part of the homework, then they must contact the teacher by phone for help.

The school asks parents to provide a quiet place for their child to complete homework, to establish a nightly routine at home, to help their child organize all their work, to read and sign all letters sent home from the school, and to check their child's homework every night for completion and quality. Students and parents must call teachers for help or questions on the homework; if a teacher does not receive a call from a student, and the student's assignment is incomplete or completed poorly, then the student will receive consequences. A phone call, however, does not excuse a student from completing all their homework to the best of their abilities. Incomplete, missing, or poor quality assignments will result in a student needing to complete the assignment with quality.

While we encourage parents and/or other family members to assist students with homework, all work must be completed by the student.

Cheating and Plagiarism

At KIPP Jacksonville Schools, we take academic integrity seriously. Cheating is a serious offense. If a student copies another student's work or if a student give another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

The first time this offense happens in a teacher's class, the teacher will notify parents or guardians, and the Assistant Principal. A grade of zero will be given to the student(s) on the assignment, and consequences under the code of conduct will be applied.

If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent or guardian, and an Administrator.

If a student cheats on a test, quiz, or other assignment, the student will receive a grade of zero. Cheating and plagiarism may be grounds for expulsion. This policy applies to both the student cheating and to the student who provided the work to be copied.

Retention Policy

Students who fail to meet the outlined academic requirements will be considered for retention. Recovery options at the elementary level are limited to Third Grade Summer School for students who fail the Reading FSA. The only recovery option at the middle school level is through Florida Virtual School (FLVS). FLVS is only offered for students who have failed one course in sixth through eighth grade. Students who fail to meet the promotion requirements in kindergarten through second grade, and fifth grade will be considered for retention.

Florida Virtual Schools will only be utilized as a recovery option for students. We will not approve FLVS course for any reason other than recovery.

Standardized Testing

KIPP Jacksonville Schools administers two kinds of standardized tests during the school year: the Measures of Academic Progress (MAP) test in all grades and the FSA/FCAT in third through eighth grade.

The MAP assessment is used to establish how much growth each child has accomplished in one year's time in reading, science, and math. In addition, all public schools in the state of Florida must give the FSA/FCAT test. The following shows which FSA/FCAT tests are given at each grade level:

- **Third grade:** Math, Reading
- **Fourth grade:** Math Reading, Writing
- **Fifth grade:** Math, Reading, Writing, Science
- **Sixth grade:** Math, Reading, Writing
- **Seventh grade:** Math, Reading, Writing and Civics
- **Eighth grade:** Math or Algebra, Reading, Writing, and Science

Make-Up Work

All missed work must be completed. It is the student's responsibility to consult with each of his or her teachers upon their return and to make sure he or she is aware of all assignments on days that he or she is absent. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. Excused absences may permit more make-up time. Students assigned to In-School-Suspension (ISS) will be given the opportunity to complete classwork independently while in ISS.

III. ATTENDANCE REQUIREMENTS

School Hours

KIPP believes 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 days students are absent. **Research shows that students who miss 10% or more of the school year are more likely to be retained, or drop out.**

Campus supervision and student drop-off begins at 7:45 a.m. on each campus. Dismissal begins at 3:30 p.m. Buses leave campus by 3:45 p.m.

Wednesdays - Early Release Every Wednesday

In order to allow our faculty time for professional development, we dismiss at 1:30m EVERY Wednesday.

Tardies

Students who arrive at or after 8:00 a.m. are late to school and must report to the main office to receive a tardy pass.

Check-In/Check-Out

KIPP Jacksonville Schools knows that there are no shortcuts to academic success. Please note that a longer school day and year means more time for all students to gain knowledge, skills, adopt the intellectual habits, and assume character traits that will prepare them for competitive high schools and colleges. Therefore, if your student needs to be checked in late or out early, please visit the main office directly to check your child in or out of school. **No transportation changes or student check-outs will be approved after 2:30 p.m. on Monday, Tuesday, Thursday, Friday, and after 12:15 p.m. on Wednesday.**

*Anyone granted permission to pick up a child from school must show proper identification (e.g. driver's license). No child will be released until a government issued I.D is shown.

Attendance

To be in good standing to keep your child's seat at KIPP Jacksonville Schools, students must be present for at least 90% of the school days in an academic year.

Absentee Process

1. Please expect a phone call for each absence as we care about each and every school day.
2. Students must bring in a note on the day they return to school.
3. The note must include:
 - a. The date of the absence(s)
 - b. The reason of the absence(s)
 - c. A phone number where a parent or guardian can be reached
 - d. The parent/guardian signature
4. It is the responsibility of the absent student or family to get any assignments from the day(s) they were absent.

Excused Absences

Students may have an *excused* absence from school for religious holidays, illness confirmed by a doctor, and case-by-case basis for other incidents. If students must miss school due to sudden illness or a family emergency, such as a death in the family, the school must be contacted as soon as possible. We would appreciate it if efforts are made to schedule doctor, dentist, or other appointments on early release days (WEDNESDAY) or school holiday dates.

If scheduling appointments on those days is not possible, it is the policy of **KIPP Jacksonville Schools that students are not picked up after 2:30 p.m. on Monday, Tuesday, Thursday, or Friday and 12:15p.m. on Wednesday due to our early pick up policy.** Upon returning to school, students must provide notification from a licensed doctor/dentist validating the absence.

Messages may be left on KIPP Jacksonville Schools' voicemail any time of the day or night. **The school phone number is (904) 683-6643.** The information will be documented by the front office staff the next school day. When leaving a message for the front office please do the following:

- Please speak slowly and clearly when providing the following information:
 1. State the name of the student.

2. State your name and your relationship to the student.
 3. Give the reason for the absence and the day(s) or time missed.
 4. Provide a working telephone number where student may be reached.
- Non-medical excused absences may be approved on a case-by-case basis and can include:
 - A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin)
 - Court appearance
 - Medical or psychological tests with note from test provider (all medical exams should be made after school hours if possible)
 - Religious holy days as defined by a religious calendar
 - A handwritten note from a parent will be considered as sufficient documentation for an excused absence for a one day absence only.

Unexcused Absences

Absences for family trips, non-school related athletic events, etc. are *unexcused* absences and are strongly discouraged because they do not work in a student's best interest. If a student is absent frequently (excused or unexcused), 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 will, at a maximum, result in the school contacting the local truancy officers to deal with their child's truancy and, at a minimum, will have a devastating effect on learning and therefore may lower a student's grades.

- Unexcused absences include, but are not limited to:
 - Medical absence without a doctor's note
 - Babysitting
 - Family vacation
 - Out-of-town trips during school days

Excessive Absenteeism

In cases of excessive absenteeism (more than 10%), a school counselor will begin an intervention process that may require home visits, attendance contract, and wellness checks. If these interventions are unsuccessful, JSO or DCF may need to become involved.

Illness During School Hours

Parents will be contacted to pick students up from school if students become too ill to remain at school. We use the contact information provided at enrollment to notify parents of student illness. Contact information should be kept current so we are able to contact parents regarding health in a timely manner. To make changes, call the front office at (904) 683-6643.

For the safety and the well-being of your child and others in the building, please make arrangements to have you child picked up from school within the hour for the following illnesses and emergencies:

- Fever (100.00 degrees or higher)
- Diarrhea (Stomach cramps)
- Vomiting
- Severe Asthma (with rapid heartbeat/student is unable to speak)

- Abscess Tooth (with pain)

**Please note:* To ensure your child’s safety, if your student is not picked up within the hour or if the emergency contacts cannot be reached, proper authorities will be notified (i.e. Jacksonville Fire and Rescue, Department of Children & Families, Jacksonville Sheriff’s Office).

Contagious Illnesses

Your child may return to school following a contagious illness under the following circumstances:

Chicken Pox	All lesions are dry (doctor's note required)
Conjunctivitis (Pink eye)	No eye drainage (doctor's note required)
Scabies	Medication (doctor's note required)
Pinworms	Medication (doctor's note required)
Hepatitis	Doctor’s release (doctor's note required)
Strep Throat	Medication (doctor's note required)
Head Lice	Proof of treatment (doctor's note required)
Ringworm	Proof of treatment (doctor's note required)
Skin Lesions	All lesions are dry (doctor's note required)

School Closings

If Duval County Schools are closed due to inclement weather, KIPP Jacksonville Schools will also be closed. Please be sure to follow television, radio, or social media postings for the announcement of the closing of KIPP Jacksonville Schools.

IV. GENERAL INFORMATION

Meals

All students at KIPP Jacksonville Schools are eligible for free breakfast, lunch, and snack through a federal Title I program. No forms must be filled out. Families may choose to have their children eat breakfast at home and/or send a bag lunch. Bag lunches must follow cafeteria guidelines:

- Not allowed:
 - Sodas
 - Candy
 - Fast food

If a student arrives after 8:00 a.m. he/she will **NOT** receive breakfast that day.

Supplies

All students should have all of the required school supplies every day. Students should not bring any items to school that have not been requested by the school or by teachers.

Family Involvement

KIPP Jacksonville Schools recognizes and appreciates the value and perspective that parents bring to the school; therefore, in addition to the duties listed in the Commitment to Excellence, **parents are expected to attend Open Houses, Report Card Conferences, and parent/teacher/student conferences to review their child’s performance.** Showing interest in your child’s education has many benefits including the following: students earning higher grades, a better attitude toward school, and improved

school attendance. We share the responsibility to help our children on the path to college; we cannot do it without your involvement.

There are several ways in which you can get involved in the school. The best way for parents to be involved in their child's education is for them to check their child's homework every night, read the contents of the Wednesday Folder, and reach out to teachers through ClassDojo, your student planner, or on their cell phones when there are questions.

Parents are also welcome to come use the resources in the Parent and Family Engagement Room located on the third floor. All visitors must sign in with the front office first.

Procedure for Parent/Guardian Concerns

While we hope to always have a productive and pleasant experience with all of our families, if a parent has a concern or disagreement, they should adhere to the following chain of communication:

- Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion.
- If there is no resolution to the problem, the parent or guardian should then contact the grade level chair.
- Any problems that are not resolved with the grade level chair will be submitted to the assistant school leader.
- Any problems that are not resolved with the assistant school leader will be submitted to the school leader.
- Any problems that are not resolved with the school leader will be submitted to the chief schools officer.
- Any problems that are not resolved with the chief schools officer will be submitted to the executive director.

Visitors

All visitors must check into the office. The parent/custodial guardian who has educational decision-making power must approve all visitors coming to visit their child. All visitors must present a valid government-issued I.D. to the front office when checking in or checking out a student.

Withdraw

The decision to withdraw a student is not something that we take lightly. Therefore, families are required to have a withdrawal conference with an administrator before any withdrawal paperwork will be signed.

Dress Code

Students are expected to adhere to the dress code every day. Students who are out of dress code will be sent to ISS to call a family member to bring the required dress code. If a family member is not available, the student will not be allowed to attend class with their team.

- **Monday - Friday**
 - Bottoms must be khaki pants, shorts, or skirts (shorts and skirts must be no shorter than 3 inches above the knee) that are not too baggy or too tight. Pants may not be rolled,

- past cuffing. Skirts must be no more than three inches above the knee and worn with shorts underneath for PE. Sagging will not be tolerated.
- Khaki bottoms may be **tan or navy**.
 - Tights, leggings, yoga pants, or any style of skin-tight pants are NOT allowed under any circumstances unless under a skirt.
 - Jeans, or any sort of denim, are not allowed unless student has a jeans pass.
 - KIPP polo shirts must be tucked into pants. Students **may not write on any part of their uniform**.
 - Sneakers with laces that are tied in the front, or shoes with rubber soles must be worn. Shoes and socks must not have inappropriate designs.
 - KIPP outerwear options (fleece, cardigan, or sweatshirt) are permitted when the weather is cooler. Outerwear does NOT replace the polo shirt. Students are expected to come in their polo shirts each day. **Students may not wear non-KIPP pullover sweatshirts or sweaters**.
 - Students are permitted to wear college or KIPP T-shirts on Fridays. These must be tucked in. School leaders may also designate other dress down or out of uniform days.
 - Students may also wear earned shirts (e.g. honor roll shirt, character shirt) instead of the polo on Fridays.
 - No hats or bandanas (including bandana bows) are to be worn. Hats may not be brought to school.
 - Minimal jewelry is allowed, meaning stud earrings, a watch, and a tucked in necklace. Bracelets are okay if they do not make noise, distract others, or pose a risk to others in play. Loud distracting bracelets, excessively large hoop or dangling earrings, and necklaces that excessively large are not permitted.
 - Ladies may bring small purses, but they must stay inside the student's backpack.

Personal Belongings/Unnecessary Items

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

Gum	Bottled drinks
Candy	Any illegal substance
Weapons and toy weapons	Stuffed animals or dolls
Gameboys or any other electronic toys	Radio, iPods, MP3 Player, or tablets
Excessive cash	Cellular phones*

*If a student chooses to bring a cellphone to school, it must be kept out of sight and turned off at all times. If a student is caught using a cellphone, or a cell phone rings, teachers and/or administrators have the authority to confiscate the phone until pick up with a parent is arranged.

The school is not liable for missing, stolen or broken cell phones.

Telephone Use

Students may not use any school phone without permission from a teacher or office staff. Students will only be allowed to use the phone in case of emergency. A teacher must dial the number for students. Students who use a phone without permission from a teacher will be subject to disciplinary procedures.

V. DISCIPLINE

Code of Conduct

The character choices students make and school culture are inextricably linked. At KIPP Jacksonville Schools, we believe that each classroom should be characterized by a loving culture and welcoming climate with a sense of community. We appreciate how individual talents strengthen our team and family. Finally, we believe strongly in commitment to excellence in all things is the optimal environment for students' growth.

We strongly believe that students want to and can meet expectations. We value partnering with parents to help students do well in school and have a positive outlook on being a part of the KIPP Jacksonville Schools Team and Family.

KIPP Jacksonville Schools' code of conduct was implemented in 2017. A copy of our code of conduct will be given to every family and made available when needed. Students are expected to adhere to all school and classroom rules. KIPP Jacksonville Schools will use the code of conduct as a guide if student behavioral expectations are not met. It is our belief that if a student disrupts the educational environment and prevents others from learning then he/she must be appropriately disciplined. We are confident that with your support, together we will be able to be successful at KIPP Jacksonville Schools.

Our behavior continuum consists of restorative practices and punitive consequences. Consequences are based on the level of infraction and can include character education, campus beautification, restorative assignments, behavior referrals, ISS, OSS, mandatory parent conferences, behavior contracts, or dismissal from KIPP Jacksonville Schools.

VI. HARASSMENT/BULLYING

Harassment is any form of uninvited and unwanted physical or verbal behavior, which creates an intimidating, hostile, or demeaning environment for education. Examples of inappropriate behavior include:

- Verbal or physical abuse or threats
- Sexual harassment
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment

Sexual Harassment

KIPP Jacksonville Schools values student safety and has established policies to protect student safety. Everyone should be aware that sexual harassment can be a form of sex discrimination under Title VII of

the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Creating a harassment and bully-free environment requires the diligent effort of every member of our Team and Family. We must continually strive to improve our practices.

Response to Harassment

KIPP Jacksonville Schools is committed to equitable and swift resolution of harassment issues. Any student or parent experiencing harassment should follow any of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize. If you are a student, it is appropriate to notify an adult as a first step.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated using bullying forms; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify the School Leader, Chief Schools Officer, Executive Director, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the School Leader, Chief Schools Officer, or Executive Director, or any member of the board of directors.

As soon as possible, the adult notified will report to the board of directors and the executive director. The executive director will notify the authorities, if necessary. The board of directors will appoint a small group to investigate the matter in a swift and equitable manner. The group will bring a recommendation to the board of directors. The board of directors or the executive director will communicate the final decision directly to the parties involved, and, if necessary, appropriate disciplinary action will be taken up to and including possible expulsion for a student and discharge for an employee.

VII. COMMITMENT TO EXCELLENCE

Principal/ School Leader Commitment

KIPP Jacksonville school leaders commit to:

1. Create an atmosphere that is conducive for positive communication between teachers, parents, and students.
2. Provide a learning environment which is supportive, rigorous, safe, and joyful.
3. Commit to on-going school wide improvement efforts to help all students reach their potential.
4. Encourage and support teachers to provide meaningful classrooms instruction and activities that reinforce learning.

School/Faculty Commitment

KIPP Jacksonville Schools faculty and staff commit to:

1. Protect the safety, interests, and rights of all individuals in the school.
2. Create an environment that promotes academic excellence, fosters an active appreciation of multiculturalism, and develops a sense of personal responsibility.
3. Provide curriculum to nurture life-long learners and establish a respectful learning environment that emphasizes academic fortitude among our scholars.
4. Plan engaging, standards-based units and lessons that teach character through academics, and academics through character.
5. Ensure parents are aware of each scholar's academic and behavioral progress by providing progress reports regularly.
6. Provide families with opportunities to partner with the school to jointly support the growth and development of each scholar. These opportunities include: Parent- Teacher conferences, classroom visits, student shadowing, and volunteering.
7. Continue to learn and grow and become a better teacher through feedback from all stakeholders.
8. Consistently go “**above and beyond**” for all students to prove the possible and to make sure that our students get the quality education that they deserve.

Parent/Guardian Commitment:

KIPP Jacksonville Schools families will commit to:

1. Support the growth and development of my scholar by agreeing to the following: monitoring attendance, ensuring homework completion, participating in decisions relating to my scholar's education.
2. Support the school, understanding that we are on the same team with the same goal.
3. Make myself available to my child and to the school through calls, emails, or conferences.
4. Take the initiative to stay informed about my child's education and communicate with the school by promptly reading all notices from the school received by my child or by mail and responding as appropriate and keeping track of their progress.
5. Support my child's academic growth and encourage development of independent study skills.

6. Allow my child to go on KIPP Jacksonville field trip lessons.
7. Promote a positive school culture by supporting the Code of Conduct and Handbook for student behavior and school expectations.

Student Commitment:

KIPP Jacksonville Schools scholars commit to:

1. Adhere to the academic and behavioral expectations as outlined in the Student Handbook and Code of Conduct.
2. Take responsibility for my behavior.
3. Come to school prepared to work hard, make good choices and live the KIPP Jacksonville values.
4. Respect my property, school property, and the property of others. I will always leave a place better than I found it.
5. Follow all teachers' directions the first time, every time.
6. Actively participate in class by being prepared, listening attentively, offering relevant comments, posing insightful questions and taking notes.
7. Have a positive, helpful attitude at school, and to all members of the school community
8. Contribute to an environment that promotes academic excellence, fosters an active appreciation of multiculturalism, and develops a sense of personal responsibility.
9. Keep my family informed of my progress at school by talking to my family about Wednesday folders.

We will work as a team and family to ensure that every student is successful. We understand that the Student Progression Plan, Code of Conduct, and Student & Parent Handbook outlines academic, behavior and attendance requirements. We understand that not fulfilling these commitments will result in receiving consequences, including loss of privileges, retention and/or being dismissed from KIPP Jacksonville Schools.

Student Name	Student Signature	Date
Parent Name	Parent Signature	Date
School Faculty Name	Faculty Signature	Date

**Student Handbook
ACKNOWLEDGMENT FORM**

I have received my copy of the KIPP Jacksonville's Student and Parent Handbook, Code of Conduct, and Student Progression Plan. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

I understand and agree that nothing in the Student Handbook creates or is intended to create rules or policies that replace the Commitment to Excellence or other non-negotiable expectations for KIPP Jacksonville students. I also understand that policies outlined in the Student Handbook are subject to change at the school's discretion.

I state that I have read and fully understand the KIPP Jacksonville's Student and Parent Handbook and agree to all its terms.

Student's Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian Signature: _____ Date: _____