

# STUDENT AND PARENT HANDBOOK

*2023-24 School Year*  
Together, A Future Without Limits.



*#NoMatterWhat*

UPDATED FEBRUARY 2024



**KIPP**•**Jacksonville**  
PUBLIC SCHOOLS

*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 Public Schools.*

# INTRODUCTION

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 Jacksonville Public 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. Black, Ms. Coffee, Mrs. Woods, and Ms. Penkala

## MEET OUR SCHOOL LEADERS

Meet our four school leaders across our campuses.



**Dominique Keys**  
**KIPP Impact Academy**

Dominique Keys joined KIPP Impact in 2013 as a 7th-grade science teacher. During his time he has served in various capacities, including Grade Level Chair, Content Lead, Assistant School Leader, and Principal in Residence. He is a native of Washington, D.C., and is passionate about the educational advancement of students of color. He enjoys working out, reading, and traveling with his family and friends when he is not writing for his Doctoral program at UNF.



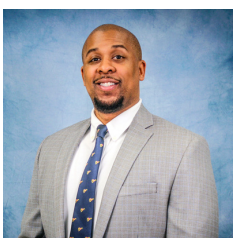
**LYNNESHIA COFFEE**  
**KIPP Bessie Coleman Academy**

Lynneshia joined the KIPP Jacksonville team in 2015. Her professional experiences span over 14 years, which include teaching and instructional coaching in Tennessee and Georgia. During her free time, she enjoys reading, traveling and spending time with her family and friends.



**RICHELE WOODS**  
**KIPP VOICE Academy**

Richele joined the KIPP Jacksonville team in 2020. She has provided 18 years of service and dedication to educating amazing children, who she affectionately refers to as "her babies". Her educational career includes teaching, instructional coaching and leadership in her hometown Paterson, NJ and currently in Jacksonville, FL. During her free time she enjoys listening to music and dancing, reading and most of all spending time with her family.



**De-Shazo Wilkinson**  
**KIPP Bold City High School**

De-Shazo joined the KIPP Jacksonville team in 2015. He began his journey with KIPP as a physical education teacher and since then he has served in many capacities to include teacher, leader and coach. His love for traveling was influenced by his childhood experiences as an Air force Dependent. He also enjoys dancing, laughing and spending time with his family.

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## Important Dates and Times to Remember

Event	When?	What?	Who?
First Day of School	August 9th, 2023	The first day of school will be an early release day for all students. See below for the schedule.	All students
Early Release Wednesdays	Every Wednesday	8:00 a.m. - 1:30 p.m. (K-8) 7:15 a.m. -12:30 p.m. (9-12) All Wednesdays throughout year.	All students
Report Card Conferences	Nov 1st, 2023 Jan 24th, 2024 Apr 10th, 2024	2:00-5:00 p.m. (K-8) 1:00 -4:00 p.m. (9-12)	All parents (as desired)

# I. MISSION

## 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.

# II. ACADEMIC REQUIREMENTS

## CURRICULUM OVERVIEW

At KIPP Jacksonville Public Schools, 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 twelfth grade, emphasis is placed on mastering the Florida BEST Standards. Teachers use regular assessments to measure how well students are mastering the standards.

Grades	ELA	Math	Science	SS/Humanities
K-3	Fundations Wheatley	Eureka	Amplify	World Cultures
4-8	Wheatley Top Score	Eureka	Amplify	History Alive Florida Civics
9-12	AP for All	Reveal	Florida Biology	AP for All

We use knowledge about student development and 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.

## STUDENT PROGRESSION PLAN HIGHLIGHTS

KIPP Jacksonville Public 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 Public Schools’ Student Progression Plan. This plan has been approved by the Duval County School Board.

### Requirements for Student Promotion: K-8

Grade Level	Reading	Math	Science/Humanities
K-2	Yearly average of N/D or higher	Yearly average of N/D or higher	
3 <sup>rd</sup> Grade	Score of 2 or higher on ELA FSA*	Yearly average of D or higher	
4 <sup>th</sup> -5 <sup>th</sup> Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science <u>OR</u> Humanities
6 <sup>th</sup> -8 <sup>th</sup> Grade	Yearly average of D or higher	Yearly average of D or higher	Yearly average of D or higher in Science <u>AND</u> Humanities

### Requirements for Student Promotion: 9-12

To Grade	Requirements for Promotion
10	5 credits, including 1 English or 1 mathematics
11	12 credits, including 2 English and any combination of 2 mathematics and/or science
12	18 credits, including 3 English and any combination of 4 mathematics and/or science 1.5 GPA or above



High school students cannot have more than one class to make up in the subsequent academic year. Therefore, any student who fails three courses in each year, or fails two courses and is dragging one from a prior year will not be promoted but instead will repeat the entire grade.

High school students who fail Performing Arts, Physical Education/Health (or HOPE) may be required to take a supplemental online course or find an alternative program. Electives courses do not allow students to artificially pass for the year. High school students must pass 3 out of the 4 core academic classes (Math, ELA, Science, Social Studies) each year to be promoted to the next grade. Midyear promotions requests must be submitted by mid-February, and will only be considered for students who have been retained in high school and meet the promotional criteria for a higher grade level.

## High School Graduation Requirements

Subject	24 Credit Standard Diploma Requirements
English	4 Credits: English I, II, III, IV
Math	4 Credits: Algebra I (required), Geometry (required), 2 other <u>maths</u>
Science	3 Credits: Biology (required), 2 other sciences
Social Studies	3 Credits: World History (required), US History (required), ½ Credit American Government (required), ½ Credit Economics (required)
World Language	2 Credits, must be in the same world language
Performing Art	1 Credit: This may be in fine or performing arts, speech and debate, or practical arts
PE	1 Credit: HOPE
Elective	6 Credits
Online Class	1 course must be taken online by students
Tests	Must pass Grade 10 ELA Assessments and Algebra 1 End of Course Exam

## The K-12 Academic School Year is Broken into Four Quarters:

**End of Quarter 1: October 11, 2023**

**End of Quarter 2: December 15, 2023**

**End of Quarter 3: March 14, 2024**

**End of Quarter 4: May 29, 2024**

*At the end of each grading period, students will receive a report card reflecting grades in all classes.*

## The Grading Scale for Grades K-12 is as Follows:

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

*\*Note: Kindergarten and 1st grade is E-U scale; 2nd through 12th grade is A-F scale*

## PARENT COMMUNICATION

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 K-8 student behavior throughout the year in the form of weekly Live School paycheck/ClassDojo reports. Parents will receive progress reports bi-weekly 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.

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 has set aside specific days for Report Card Conferences. These conferences will be held on the following Wednesdays from 2:00 p.m. to 5:00 p.m. for grades K-8 and 1:00 p.m. to 4:00 p.m. for grades 9-12:

**November 1, 2023**

**January 24, 2024**

**April 10, 2024**

## 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 Lead:**  
**DeVega Walton ([Dwalton@kippjax.org](mailto:Dwalton@kippjax.org))**

**KIPP Bessie Coleman Academy Special Education Lead:**  
**Porscha Christopher ([pchristopher@kippjax.org](mailto:pchristopher@kippjax.org))**

**KIPP Impact Academy Special Education Lead:**  
**Jalencia Singleton ([jsingleton@kippjax.org](mailto:jsingleton@kippjax.org))**

**KIPP Bold City High School Special Education Lead:**  
**Jamie Raisor ([Jraisor@kippjax.org](mailto:Jraisor@kippjax.org))**

## 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.

## 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 Public 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. Florida Virtual Schools will only be utilized as a recovery option for middle school students. We will not approve FLVS course for any reason other than recovery at the middle school level. Students who fail to meet the promotion requirements in kindergarten through second grade, and fifth grade will be considered for retention.

At the high school level, students who have failed 1-2 classes can recover credits during the summer via Florida Virtual School and/or during the school year as an additional class. The decision as to which option will be offered will be made by the school counselor/school administrative team on a case by case basis and will be determined by the student's academic transcripts and credit needs.

## STANDARDIZED TESTING (K-8)

KIPP Jacksonville Public Schools administers three kinds of standardized tests during the school year: the Measures of Academic Progress (MAP) and DIBELS tests in grades K-8 and the FSA/FCAT in third through eighth grade. The MAP and DIBELS assessments are used to establish how much growth each child has accomplished in one year's time.

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

- **3rd Grade: Math, Reading**
- **4th Grade: Math Reading, Writing**
- **5th Grade: Math, Reading, Writing, Science**
- **6th Grade: Math, Reading, Writing**
- **7th Grade: Math, Reading, Writing and Civics**
- **8th Grade: Math or Algebra, Reading, Writing, and Science**



## STANDARDIZED TESTING (9-12)

KIPP Bold City High School administers the following standardized tests during the school year: the PreAct in grades 9-10, the ACT in grade 11, and the FSA/FCAT in ninth through eleventh grades.

The PreACT Assessments are used to measure growth and impact on student learning against the ACT, as well as determining a students' overall college and career readiness. The ACT is designed to determine if students are ready for college, and provides colleges with one common data point with which to compare all applicants. In addition, all public schools in the state of Florida must give the FSA test. The following shows which FSA tests are given at each grade level:

- **9th Grade: Reading, Writing, Algebra 1 or Geometry, Biology**
- **10th Grade: Reading, Writing, Algebra 1 or Geometry, US History**
- **11th Grade: US History (if not taken in tenth grade)**

## III. ATTENDANCE REQUIREMENTS

### SCHOOL HOURS

- K-8 - 8:00 a.m. - 3:30 p.m.
- 9-12 - 7:05 a.m. - 2:30 p.m.

Campus supervision and student drop-off begins 15 minutes before school. All students should be picked up no later than 15 minutes after school ends each day. Students who remain more than 30 minutes past dismissal will:

- 1) Receive a verbal warning
- 2) Receive a written warning
- 3) School staff will request meeting to discuss interventions
- 4) School will notify the Department of Children and Families and the Jacksonville Sheriff's Office

### WEDNESDAYS - EARLY RELEASE EVERY WEDNESDAY

In order to allow our faculty time for professional development, we dismiss at 1:30 pm EVERY Wednesday for grade K-8 and 12:30 pm EVERY Wednesday for grades 9-12.

### TARDIES

Students who arrive at or after 8:00 a.m. (K-8) or 7:15 am (9-12) are considered late to school and must report to the main office to receive a tardy pass.

### CHECK IN/CHECK OUT

KIPP Jacksonville Public 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.

For K-8: 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

For 9-12: No transportation changes or student check-outs will be approved after 1:30 p.m. on Monday, Tuesday, Thursday, Friday, and after 11:15 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

At KIPP Jacksonville Public Schools we believe EVERY DAY COUNTS! Students simply can't learn if they are not in school. Research shows that students who attend school regularly achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement is especially important early in a child's school career.

To be considered in good standing to keep your child's seat at KIPP Jacksonville Public Schools, students must be present for at least 90% of the school days in an academic year. We recommend all doctor visits and other appointments be scheduled on an early release Wednesday or a day school is closed. See calendar at the end of this handbook.

## ABSENTEE PROCESS

Please expect a phone call for each absence as we care about each and every school day. 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. PLEASE NOTE THESE DAYS ARE STILL COUNTED AS ABSENCES AND COUNT TOWARD THE OVERALL TOTAL. If students must miss school due to sudden illness or a family emergency, such as a death in the family, the school should 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 Public Schools that students can not be picked up after 2:30 p.m. (K-8) or 1:30 pm (9-12) on Monday, Tuesday, Thursday, or Friday and 12:15p.m.(K-8) or 11:15 pm (9-12) 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.

- 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.

- 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

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 expect calls from a variety of staff members as we take attendance very seriously.

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 contact 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 your child picked up from school within the hour for the following illnesses and emergencies:

- Fever (100.6 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 Public 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 Public Schools.

## BUS PRACTICES

We take great pride in offering transportation for our students and families. KIPP Jacksonville Public Schools buses are an extension of our classrooms. Bus riding is a privilege, which may be revoked. Misconduct by any student while riding a KIPP bus represents a serious threat to the safety of all occupants on the bus as well as the other motorists, pedestrians, and members of the community. Due to the importance of safety on the bus, at any time, the bus riding privilege may be revoked at the discretion of KIPP Jacksonville staff.

### ***Safety Procedures and Responsibilities of Students Being Transported:***

- Arrive at the bus stop 10 minutes prior to the scheduled pick-up time.
- Take responsibility for your behavior and conduct yourself in a respectful, orderly manner on the bus and at the bus stop. Be respectful to the bus operator, monitor, and all other passengers.
- Wait until the bus comes to a stop before attempting to get on or off.
- Enter or leave the bus only at the front door, except in the case of an emergency as directed by the driver. Leave the bus only with the consent of the driver.
- Enter bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip.
- Follow directions given by the bus driver.
- Face forward and remain in your seat until you get off at your bus stop.
- Always keep all parts of the body and objects inside the bus window.
- Keep hands, legs, and belongings to yourself.
- Eating, drinking, and smoking is not allowed.
- You may talk quietly. However, be silent when approaching or crossing railroad tracks.
- Always keep the aisle and stair well clear.
- Do not tamper with door handles, windows, or other safety equipment.
- Do not use wireless communication devices, or electronic devices. Exceptions:
- Field trips in which the school administration approves the use of these devices
- As a planned intervention for special needs students
- In an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or 30 minutes or more in a route delay).

### ***Responsibilities of Parents and Guardians of Transported Students:***

- To ensure the safe travel of students to and from school and home when students are not under the custody and control of KIPP, including to and from home and the assigned bus stop.
- To ensure that students ride only in their assigned school bus and get off only at assigned bus stop, students can only be assigned to one bus.
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.

## TRANSPORTATION CHANGES

To make a transportation request we strongly encourage you to email our transportation department at [transportation@kippjax.org](mailto:transportation@kippjax.org).



*\*Anyone requesting transportation will be asked a series of questions on student info if the email is not sent from a SchoolMint listed email.*

- There are no temporary bus changes. All permanent bus changes will be granted on a case-by-case basis, subject to availability.
- No transportation changes can be made within the last 60 minutes of the school day.
- If students are brought back to KIPP on the bus for any reason they may receive a bus suspension and/or a call to JSO.
- KIPP follows the district policy of letting 1st - 9th graders get off the bus without an adult present.
- Buses are only allowed to pick up and drop off students at assigned bus stops, no exceptions.

## IV. GENERAL INFORMATION

### MEALS

All students at KIPP Jacksonville Public Schools are eligible for free breakfast, lunch, and snack through the 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.

Because USDA provides cost-free meals, federal law prohibits sodas, candy, fast food. Food deliveries are not permitted throughout the day.

Please note that if a student arrives after 8:00 a.m. (K-8) or 7:15 (9-12) he/she will NOT receive breakfast that day. Please plan accordingly.

### 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.

### PROCEDURES 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 should be submitted to the Parent Liaison.*
- *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.*
- *Any problems that are not resolved with the Executive Director should be submitted to the Board. At this time the Executive Director will share the contact information of the Board.*

### 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.



## WITHDRAWING STUDENTS

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.

### Kindergarten - 8th Grade

Required	Optional
<ul style="list-style-type: none"> <li>• KIPP Polo</li> <li>• Bottoms must be navy, tan, or black. No leggings allowed.</li> <li>• Closed-toed shoes without a heel</li> <li>• For PE: sneakers</li> <li>• Clear or mesh bookbag</li> </ul>	<ul style="list-style-type: none"> <li>• For PE: KIPP Shirt or plain white shirt</li> <li>• KIPP branded outerwear options</li> <li>• Approved school-designed shirts may be worn instead of the uniform any day</li> <li>• Jeans or any sort of denim, are allowed only when a student has a jeans pass or it's part of a dress-down day</li> <li>• Students are permitted to wear college t-shirts on Fridays. School leaders may also designate other dress-down or out-of-uniform days.</li> </ul>

### 9th - 12th Grade

Required	Optional
<ul style="list-style-type: none"> <li>• KIPP Polo (grey), KIPP button down (Teal or White)</li> <li>• Khaki material pants, shorts or skirts in tan, navy, or black</li> <li>• Closed-toed shoes (no heels)</li> <li>• For PE: sneakers, basketball shorts and a KIPP PE shirt or plain white shirt</li> <li>• Clear or mesh bookbag</li> </ul>	<ul style="list-style-type: none"> <li>• Belt</li> <li>• KIPP Branded jacket, sweatshirt, fleece, or sweater</li> <li>• Long Sleeve solid color shirt under polo</li> <li>• Jewelry</li> <li>• Approved school-designed shirts may be worn instead of the uniform any day</li> <li>• Crocs</li> </ul> <p>On Friday students have the same dress code as Monday - Thursday but may add</p> <ul style="list-style-type: none"> <li>• Jeans (no rips)</li> </ul>

### Not Allowed for All Students

- Tights, leggings, yoga pants or any style of skin-tight pants, unless under a skirt
- Ripped jeans
- Slides or boots; Crocs are only allowed for Bold City High School students
- Hats, Bandanas (including bandana bows), durags, bonnets, and sunglasses

Please note: Monday-Friday, all high school students must adhere to the following dress code policies:

- Shorts/skirts must be no shorter than inches above the knee. Bottoms must not be too baggy or too tight. Sagging will not be tolerated.
- Tights, leggings, yoga pants, or any style of skin-tight pants may only be worn under a skirt.
- Jeans, or any sort of denim, are only allowed if students have a jeans pass. Jeans may not be ripped.
- Students may wear earned shirts (honor roll, character shirts, etc...) instead of the polo on Wednesdays.
- No hats or bandanas (including bandana bows) are to be worn. Hats may not be brought to school.
- Loud distracting bracelets, excessively large hoop or dangling earrings, and necklaces that are large are not permitted.
- Smartwatches/Apple Watches may be worn but the texting notifications must be disabled during school hours.

## PERSONAL BELONGINGS/UNNECESSARY ITEMS

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

- Gum/Candy
- Cellular Phones\*
- Toys including electronic toys
- Any illegal substance
- Weapons and toy weapons
- Excessive Cash
- Radios
- iPods, MP3 Player, or tablets

## VII. CELL PHONES & ELECTRONIC DEVICE POLICY

### Unauthorized Use of Cell Phone & Electronic Devices

Possession of a wireless communication device is not a violation of the Code of Student Conduct. However, it is in violation of the Code of Student Conduct when the possession of a wireless communication device disrupts the educational process. If students possess a wireless communication device, it must be turned off and kept out of sight, unless being used for instructional purposes as determined by the Principal or teacher. Parents/Guardians should contact students through the school office during school hours. Schools will not be held liable.

Anytime, regardless of the number of occurrences, the teacher notifies front office of phone being used by student and logs occurrence in "Phone/Electronic Device Log". Admin, security, dean, and/or support staff will retrieve phone from classroom. Phone will be brought to central secured location for it to be labeled, placed in a Ziploc, and stored in locked area with return at end of the day to the student for the first/second offense and the parent for the third offense and beyond. If a parent does not retrieve the phone by Friday, or the last day of the school week when Friday is a school holiday, phone will be released to student to avoid backlog of phones being stored on campus.

# V. DISCIPLINE

## CODE OF CONDUCT HIGHLIGHTS

The character choices students make and school culture are inextricably linked. At KIPP Jacksonville Public Schools, we believe that each classroom should be characterized by a joyful, affirming 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 Public Schools Team and Family.

KIPP Jacksonville Public Schools' will follow Duval County Public Schools' code of conduct. 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 Public 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 Public 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 Public Schools.

Code of Conduct Links

[Elementary - 2023-2024](#)

[Secondary - 2023-2024](#)

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

- 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.
- 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.
- Make a record of when, where, and how you were mistreated using bullying forms; include witnesses (if any), direct quotes, and other evidence.
- 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.
- 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.



## VIII. EQUITY & CULTURE

In 2020 the KIPP National Network pledged to become an anti-racist organization. In addition to adopting the National KIPP Vision & Mission Statement, KIPP Jacksonville has created vision statements for Equity & Culture to ensure we have a healthy, productive environment to make our Mission possible.

### KIPP JACKSONVILLE EQUITY VISION

As an organization that serves a student population that is over 90% Black, we center and value the experiences and perspectives of students, families, staff of color, and the surrounding community. We also work to dismantle white supremacy.

### KIPP JACKSONVILLE CULTURE VISION

At KIPP Jacksonville all children and adults feel joy and pride in being a KIPPster. Everything we do reflects the interests of our students and the culture of the community, creating a true Team & Family. We are student-centered and equipped with the knowledge and tools to respond to and support our students with care, consistency, and high expectations. There is productive conversation, active collaboration and thorough communication. We seek to understand, hold each other mutually accountable, and take ownership for our outcomes.

## IX. COMMITMENT TO EXCELLENCE

*\*Note: You will receive an additional copy of the Commitment to Excellence and Handbook Acknowledgement to submit to the school*

### FAMILY INVOLVEMENT

KIPP Jacksonville Public 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 Rooms at each campus. All visitors must sign in with the front office first.

**Principal/ School Leader Commitment*****KIPP Jacksonville Public Schools 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 Public 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 Public 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 Public Schools 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 Public 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 Public Schools 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 Public 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 Public Schools' 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 Public Schools 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 Public Schools' 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:** \_\_\_\_\_

KIPP Jacksonville Public Schools Academic Calendar

2023 to 2024

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

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

Oct 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

Dec 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Mar 2024						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2024						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend:

	First (ER) & Last Day of School
	Early Release (ER) Days
	Schools/Regional Offices Closed
	End of Grading Period
	PD Days *5/30-31 if weather days not used
	Parent Report Card Conferences (no school)

	Weather Days - if not used, these are days off
	New KIPP Employee Orientation – 7/12
	New Teacher PD 7/18-19
	Grade Level Chair PD 7/15
	Content Team Leader PD 7/16-17
	Schools Closed (Year-Round Staff Only)





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



**KIPP**• Jacksonville  
PUBLIC SCHOOLS