A Message from the School Leader

Dear KIPP Destiny Elementary School Scholars and Families, Welcome to KDE! Our hard-working scholars are beginning and continuing their journeys to and through college. We value the choice that you have made in selecting our school for your child’s education. I am very proud to be a part of the KDE team and family; you are now members of our family too. Each year, brings about new experiences for our KIPPsters big and small and I look forward to all of them. At the end of this year, we will bid our founding class of scholars a farewell as they transition to middle school. This is a big deal and the thought leaves me in a state of reflection about our school’s future. Within our future I see EXCELLENCE as our standard and a cohesive community united around one mission, so much so that we are ONE TEAM & ONE FAMILY. I envision a school that meets the needs of each scholar, cultivates good character and positive behavior. We will be a school that develops the leaders of tomorrow that will IMPACT our world and make it better. This and more describes our vision at KIPP Destiny Elementary School. In order to achieve our goals—staff, families and scholars must partner together and each of us must do our part to create and maintain an environment in which every child can succeed. I look forward to our partnership!

Best Regards,

Tori Lee

School Leader
About This Handbook

This handbook contains information about the policies, procedures, and practices of KIPP Destiny Elementary. We ask that you read this handbook carefully, as it is a valuable reference. KIPP Destiny Elementary reserves the right to amend any part of this handbook during the 2017-2018 school year.

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Section 1: About KIPP Destiny Elementary

KIPP Destiny Elementary
KIPP Destiny Elementary is a tuition-free, public charter school located in the Oak Cliff section of Dallas. Founded in August 2013, this campus was the first elementary school in the KIPP DFW region. The school currently serves Kindergarten through fourth grade for the 2017-2018 school year. KIPP Destiny Elementary is part of KIPP Dallas-Fort Worth and the national KIPP network of schools.

KIPP Destiny Elementary’s Vision
KIPP Destiny Elementary students will thrive in a safe and challenging learning environment of educational excellence, enabling scholars to both grow as leaders and build capacity to act independently and make choices that will eventually transform our local community and the world as they define their own destiny to and through college.

KIPP Destiny Elementary’s Mission
KIPP Destiny Elementary School will grow scholar-leaders who are empowered to define their own destiny and positively impact the world through superior academic preparation and leadership development.

KIPP Destiny Elementary’s Icon
The stars are KIPP Destiny Elementary’s official visual icon. The stars represent our belief that each KIPPster possesses the power and will to define their destiny and to influence the destiny of their local community as they lead and serve by example. The icon also reminds us that every star shines brightly in their own uniquely significant way, and we honor the diverse strengths that each KIPPster brings to our team & family.
KIPP Destiny Elementary’s Values
We Lead and Serve by Example to Make an IMPACT

- **INQUIRE**: We think deeply about the world, our roles and responsibilities within it, and how it has worked for or against us in the past. We ask questions to understand more about how we can grow. We respectfully challenge the way things are.

- **MAKE IT BETTER**: We seek out ways that we can selflessly make our classrooms, school, and community a better place for others to thrive. We look for solutions to complex problems that we face. We take ownership of our choices and push ourselves to grow constantly.

- **PERSIST TOWARD EXCELLENCE**: We exude resilience in the face of a struggle. We work harder than we think ever thought possible. We show optimism and grit in the darkest trials, and never give up on growing through a challenge.

- **APPRECIATE**: We are grateful for the talents and gifts we each come with in this world, and take time to bring joy to others by celebrating what they bring to our team.

- **CARE**: We treat others the way we would like to be treated. We exude love for the people, places, and things around us. We actively seek out ways to connect with each other with respect and dignity.

- **TAKE A RISK**: We eagerly try new things, and give ourselves a chance to experience the world in a different way that pushes us to see the world with fresh perspective. We encourage one another when daring to be vulnerable in an unfamiliar situation.
KIPP Destiny Elementary’s Commitment to Excellence

Student Name____________________________________________ Date of Initial Meeting____________________

School Leader and Teachers’ Commitments:
We will commit to a partnership at KIPP Destiny Elementary in the following ways:

● We will do whatever it takes to teach the knowledge, skills, and character habits needed for our students to achieve their goals, excel in the competitive world as leaders, and positively impact the Dallas community.
● We will always work to improve our practice to best meet the needs of our students, families, & colleagues.
● We will be reasonably available to parents and students by phone and in person during planning times and afterschool. We will return phone calls, voicemails, and/or texts within 24 hours.
● We will arrive by 7:00am and work hard for our kids and our mission until 5:00pm each day.
● We will model and teach the school values and uphold high standards of professional behavior in all that we do.
● We commit to teaching KIPP Destiny’s extended school day and school year, knowing that this extra time will ensure that our scholars excel at not only meeting character but academic standards of excellence.
● We will participate fully in professional development and leadership activities designed to continuously improve our school.

We understand if these commitments are not met, we will receive consequences immediately, including possibly being released.

x______________________________________________          x______________________________________________

Family Commitments:
We will commit to a partnership at KIPP Destiny Elementary in the following ways:

● We will review our child’s homework, agenda and folder/binder daily.
● We will read with our child every night, and will read and carefully check all papers he/she brings home in their folder or binder. We will call or send a note to the teacher(s) if we have any questions or concerns.
● We will ensure that our child arrives before 7:45 am and gets picked up from school on time every day at 3:30pm (Friday at 1:30pm).
● We will ensure that our child is dressed in the appropriate Destiny uniform every day with pride.
● We will make ourselves available to our children and the school to meet our child’s needs and respond to teachers and the office contact within 24 hours. We will attend conferences and support the school as a valued partner. We will communicate with KIPP Destiny staff respectfully.
● We will actively monitor and work to improve our child’s academic and behavior progress.
● We will participate in service learning, volunteer, and academic night activities, and parent conferences or administrative meetings - recognizing that our partnership in our child’s learning experiences with staff is critical to our child’s academic and character success.
● We recognize that KIPP Destiny commits to protecting the safety, interests, and rights of all individuals in the school. We will be responsible for the choices of our child and will address any concerns that impact the school environment. We, not the school are responsible for the behavior and actions of our child.
● We will reinforce KIPP Destiny’s IMPACT values (Inquire, Make it Better, Persist Toward Excellence, Appreciate, Care, Take a Risk) so that our child achieves his/her highest potential as a scholar leader.
● We will learn and support the systems and procedures of KIPP Destiny Elementary.
● We will support and respectfully communicate with all of the KIPP Destiny Elementary team and family including teachers, office staff, bus drivers, fellow parents and students.

We understand that not fulfilling these commitments will result in consequences immediately, including loss of privileges for our child, and possibly removal of our child from the school.

x______________________________________________          x______________________________________________

Student’s Commitments:
I will commit to taking ownership of my learning at KIPP Destiny Elementary in the following ways:

● I will come to school prepared to work hard, make safe and responsible choices, and live the values of KIPP Destiny Elementary to help all of my team & family to be successful. I will come prepared with my folder/binder and backpack every day.
● I will do my homework and reading every evening. If I need help, I will ask. I will complete my work to the best of my ability. I will participate in class and ask questions if I do not understand something, and will persist through academic challenges.
● I will wear my KIPP Destiny uniform with pride, including a tucked-in shirt and appropriate shoes.
● I will come to school before 7:45am every day. I will attend service learning and academic activities with my family.
● I will take responsibility for my own choices and accept feedback to help me grow into the best scholar leader I can be.
● I will treat others as I want to be treated.

I understand if I do not fulfill these commitments, I will receive consequences immediately, including loss of privileges, and possibly removal from the school.

x______________________________________________
Section 2: KIPP Destiny Elementary’s Academic Program

At KIPP Destiny Elementary, grades are assigned to KIPPsters to accurately reflect their academic effort, growth, and achievement (mastery of grade level learning standard, which are the TEKS - Texas Essential Knowledge and Skills) throughout the school year. Grades in core academic subjects are derived from assignments completed in class and for homework, along with formative and summative assessments, including projects.

<table>
<thead>
<tr>
<th>Type of Assignment or Assessment</th>
<th>Grades K-2 % of Each Quarter Grade</th>
<th>Grades 3-4 % of Each Quarter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
<td>15%</td>
</tr>
<tr>
<td>● Checked for completion weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● 1 homework grade per week checked for accuracy and completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classwork/In-Class Assignments</td>
<td>50%</td>
<td>40%</td>
</tr>
<tr>
<td>● 1-2 grades per week, per class checked for accuracy and growth or mastery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes/Skills Assessments</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>● At least 1 grade every two weeks for a quiz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Assessments/Projects</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>● A minimum of 2 test grades will be collected per quarter, including an Interim Assessment test grade, for each core content area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Kindergarten and 1st Grading Scale

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieving (A)</td>
<td>Student meets grade level standard</td>
</tr>
<tr>
<td>Satisfactory (S)</td>
<td>Student does not yet demonstrate mastery of the grade level standard</td>
</tr>
<tr>
<td>Needs Improvement (N)</td>
<td>Student is not near mastery of the standard.</td>
</tr>
</tbody>
</table>
2nd -4th Grading Scale

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>Demonstrates <em>exceptional</em> mastery of the material (Passing)</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>Demonstrates mastery of the material (Passing)</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
<td>Demonstrates <em>minimum</em> mastery of the material (Passing)</td>
</tr>
<tr>
<td>60 – 69</td>
<td>F</td>
<td>Demonstrates lack of mastery of material (Failing)</td>
</tr>
</tbody>
</table>

*Numerical averages of 0.5 or above shall be rounded up to the next whole number. That is, 77.5 becomes 78, while 77.4 becomes 77.*

KIPPster's School Schedule

Hard copies of the specific school schedule are located in the KDE Front Office upon request.

Late Work

*Late Work Not Related to an Absence*

KIPPsters are expected to complete all assignments. As such, they will be given the opportunity to submit late work that is not related to an absence (i.e., a student forgot to turn in his/her homework assignment). Every day that a KIPPster fails to submit an assignment, he or she will automatically lose five points off the total points allotted for that assignment (notwithstanding any points deducted for incorrect work relative to a rubric or criteria for success that the teacher has provided). If the assignment is never completed and submitted, a grade of 50 will be assigned to the assignment in the gradebook.

*Makeup Work Due to an Absence and Incomplete Grades*

KIPPsters will have the opportunity to complete assignments and tests without grade penalty after an absence. Students will be given two days to make up any assignment or test for every school day missed.

- An Incomplete (I) grade will be recorded on a Progress Report or Report Card if the make-up time has not elapsed prior to the end of the grading period. An Incomplete signifies that a KIPPster has not completed all requisite assignments in a given core subject. An Incomplete grade on a Report Card grade must be made-up prior to the end of the semester.
- An Incomplete grade on a Report Card is not made up by the end of the semester, the grade will be recorded as a 50 (or the actual grade average earned if it is higher than 50). Semester grades of Incomplete must be reviewed by KIPP Destiny Elementary’s Grade Placement Committee. The Committee will determine the method for KIPPsters to remediate the incomplete grade.

Makeup Work and Incomplete Grades

KIPPsters will have the opportunity to complete assignments and tests without grade penalty after an absence.

- A 50 can be recorded only after a parent or guardian call/notification has been made (and documented), and the KIPPster has been given two days to make up the assignment for every school day missed.
- An incomplete (I) grade on a Progress Report or Report Card will be recorded if the make-up time has not elapsed prior to the end of the grading period. An incomplete signifies that a KIPPster has not completed all
requisite assignments in a given core subject. An Incomplete for a Report Card grade must be made-up prior to the end of the semester.

- An Incomplete that is not made up by the end of the semester will be recorded as a 50 (or the actual grade average earned if it is higher than 50).

Grade Reports
KIPP DFW operates on a quarter-based system. Each quarter is approximately 9 weeks in length.

Progress Reports
Progress Reports are issued at least once per Quarter, about half-way through the Quarter.

- Parents/guardians are required to review and sign all progress reports.
- KIPPsters will bring a signed grade report to their advisory the day after progress reports are issued.
- If a parent or guardian has a question regarding their child’s grade report, they are encouraged to contact their child’s teacher directly.

Report Cards
Report Cards are issued at the end of each Quarter, approximately every nine weeks.

- All KIPP parents must attend a quarterly Report Card Night to receive their child’s report card.
- Parents should consult the KIPP Destiny Elementary’s 2017-18 Calendar for Report Card Conference dates and times.
- If a parent has a specific question about his or her child’s academic or character development during the Report Card Night, he or she will schedule a follow-up meeting with the specific teacher(s).

Report Card Conferences
Parents will be contacted for a mandatory conference with their KIPPster’s teacher if their performance is below expectations.
Section 3: KIPP Destiny’s School Culture & Code of Conduct

Code of Conduct: High Standards for Academics, High Standards for Behavior

KIPP Destiny Elementary is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement and strengthen their character. Without a firm and consistent discipline policy, none of what we envision for the school can happen. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows and understands. Students and families have a right to attend a safe and orderly school. Students whose behavior does not meet the School community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Therefore, for every infraction, there will be a consequence. This is the basis of our student Code of Conduct. The School reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

One of KIPP Destiny Elementary’s firm beliefs is that our KIPPsters will be their best selves as they learn to navigate the social and emotional intricacies of human nature, the world around them, and their place in it through our community’s values and expectations. We strive to support our KIPPsters in understanding acceptable and unacceptable actions, choices and words in a variety of settings by encouraging them to persist toward excellence. We seek to assist our KIPPsters in learning to take ownership and responsibility for one’s own actions, and in internalizing socially acceptable behavior and expression. Often times this takes heightened levels of perseverance and a willingness on the KIPPster’s part to ask questions about the situation they are in.

In order to ensure that KIPP Destiny Elementary is a safe, focused environment, we hold high expectations for KIPPster performance and behavior. All of our school-wide expectations are strictly enforced by KDE’s team and family members. We make every effort to clearly communicate our expectations to KIPPsters and parents/guardians before the school year begins at Back To School Night and consistently thereafter. The daily behavior and parent communication folder will reflect where a student ends each day, and families review and sign this every night with their child. The spirit behind which any KDE team and family member reaches out to a parent/guardian about their KIPPster’s actions, choices or words is to collectively determine how we will support the KIPPster in exhibiting more positive actions, choices or words in the future.

Consequences
If a student commits any of the following infractions, the student may receive a classroom or school-based choice management system consequence, detention or suspension in school or at home, or may receive another consequence per the school’s Code of Conduct. Infractions include, but are not limited to:

- Disrespecting a fellow student
- Disrespecting faculty, staff, or other member of school community
- Disrespecting school property
- Disrespecting school rules, including chewing gum, being sent out of class, being out of uniform, and failing to return a signed progress report or report card the day after distribution
- Having an untucked shirt or incomplete uniform
- Having a missing or incomplete homework assignment
- Arriving late to school or class
- Disrupting class
- Talking in the hallway or at inappropriate times
- Being unprepared for class
● Horse playing or play-fighting in class, school, on school-related transportation, or during a school-sponsored activity
● Other behaviors deemed inappropriate by school staff

Students are expected to always respond respectfully to the authority and direction of school staff, and consequences will be issued when disrespect is evident. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over, talking back to a staff member, running away from a staff member, or questioning a staff person’s action or authority. These sorts of disrespectful responses will almost always increase the severity of a consequence.

Appropriate interventions and consequences will be issued every time a KIPPster acts out of disrespect or dishonesty when receiving feedback. Behaviors that suggest KIPPsters are operating out of respect and honesty in tough situations include:

● I tell the truth about and show ownership for my role in a situation. I understand that it is better to tell the truth, even when I have made a poor choice, because part of growing up is taking responsibility for my own actions in all situations.
● My body language shows respect. It says “I am listening and I am internalizing what you are saying,” to others.
● I use words and language that show I care about what the other person has to say.
● I listen when it is the other person’s time to share their voice or perspective.
● I speak when it is my time to share my voice or perspective.

Egregious Behaviors (Severe Behavior Policy)
We recognize that there are many external influences that impact our KIPPsters. To that end, we commit to developing and leveraging a variety of support structures, including but not limited to our counselor to help our KIPPsters make positive choices. Nonetheless, we maintain our belief that there are choices and consequences. We must prepare our KIPPsters for life outside of KIPP DFW and KIPP Destiny Elementary. In the event that a severe behavior occurs inside or outside of a classroom at KIPP Destiny Elementary, the administrator that deals with the situation will notify the parent(s) of any KIPPsters involved and ensure that all parties supporting that KIPPster are well informed of the outcomes and next steps. In addition, stakeholders will hold a meeting with that KIPPster’s grade level and support staff teachers (and parents, when necessary) to ensure that all parties supporting that KIPPster are well informed of the outcomes and next steps.

Below is a list of severe/egregious behaviors that will result in more serious consequences beyond the choice management system. This list is not exhaustive, as a situation may arise that is deemed egregious but not detailed here.

Engaging in Insubordinate and/or Disorderly Conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to:

a) **Cursing, including “accidental” cursing (i.e., it “slipped” out or is a habit outside of school)**: Students may not use profanity, vulgar language or obscene gestures.

b) **Possession of Inappropriate Property**:
   **Possession of Inappropriate Property**: Students cannot possess beepers, walkmen, cellphones, personal tablets, person computers, video games, CD players, iPods, MP3 players, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated until an adult family member comes to the school to retrieve it at a time designated by the school administration.
c) **Cheating, Plagiarism, or Copying Other’s Work, or Allowing Others to Copy Work:** Cheating is unacceptable. Cheating includes, but is not limited to:

- copying the work of another person,
- plagiarizing materials,
- using unauthorized help sheets or materials,
- illegally obtaining tests in advance,
- substituting for a test-taker or having someone substitute for you in a test
- altering records,
- other forms of authorized collusion, or
- assisting another student in any of the above actions.

**Gambling:** Gambling or betting is not tolerated.

d) **Failing to Comply with School-Imposed Consequences:** Students must comply with school-imposed consequences, including but not limited to detention, Homework Center, Saturday School, Summer School, school service, suspension from school and/or temporary or permanent denial of school-provided transportation.

e) **Unauthorized Materials/Sales:** Students may not distribute or post any written material, pamphlets or posters at the school or at a school function without the prior written approval of the Instructional Leader or the Instructional Leader’s Designee, or as specifically approved by the Board of Trustees. Students may also not sell any items or services at the school or at a school function unless they are participating in a school-approved fundraiser for a school-approved event, club, or student council.

Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others. Examples of such conduct include, but are not limited to:

a) **Presence in School Space without Supervision:** Students may not be in any school space that is not being supervised by a staff member.

b) **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, vandalize, or damage the property of the school, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property.

c) **Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. The School does not tolerate attempts to access the school’s files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms or email or to access websites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. Students must not mistreat other school property.

d) **Violating the Civil Rights of Others:** Students may not violate the civil rights of others.

e) **Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

f) **Romantic Behavior:** A student may not engage in romantic behavior, such as kissing.

g) **Lewd Behavior:** Students may not engage in lewd behavior.

h) **Sexual Harassment:** A student may not engage in conduct that constitutes sexual harassment, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.

i) **Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
j) **Gang Membership:** Students may not engage in gang-related behavior (e.g. wearing or displaying gang apparel, writing graffiti, making gestures or signs). In determining whether the behavior is gang-related, school officials may consult with the Office of School and Youth Development’s Gang Unit.

k) **Possessing or Distributing Pornographic Material:** Students may not possess or distribute pornographic material.

l) **Using or Possessing Drugs or Alcohol:** Students may not use, exchange or possess any non-prescribed controlled substance, unauthorized or illegal drug, controlled substances, alcohol or drug paraphernalia or counterfeit or look-alike drugs.

m) **Selling or Transferring Drugs or Alcohol:** Students may not sell, exchange, distribute or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.

n) **Using or Possessing Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing-tobacco, other tobacco products or lighters or matches.

o) **Selling or Transferring Tobacco Products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing-tobacco, other tobacco products or lighters or matches.

p) **Selling, Using, Possessing, or Exchanging a Weapon:** Students may not sell, use, possess or exchange a weapon.

q) **Possession or Release of Dangerous or Noxious Substances:** Students may not possess or release any dangerous or noxious substance(s).

**Engaging in Violent, Disruptive, and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:

a) **Bullying, including Cyberbullying:** Students may not engage in bullying. Bullying can be physical, verbal, emotional, relationship/social, or cyberbullying (http://www.stopbullying.gov/laws/texas.html). Bullying may include repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse. Texas law defines bullying as: Engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

*Note:* Conduct that may not constitute bullying as defined above still may violate expected student standards of conduct and may subject the actor to disciplinary measures.

Please note that bullying (including cyberbullying) that occurs outside of school but interferes with a student’s education or substantially disrupts the operation of the school will be considered an egregious behavior and a violation of the code of conduct.

b) **Harassment:** Students may not engage in harassment, defined as threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.
c) **Making Hit Lists:** Students may not engage in the creation of a “hit list,” defined as a list of people targeted to be harmed, using (a) a firearm, as defined by Section 46.01 (3), Penal Code; (b) a knife, as defined by Section 46.01 (7), Penal Code; or any other object to be used with intent to cause bodily harm.

d) **Drawing Pictures of Weapons, Violence, or Sexual Conduct:** Students may not draw pictures that reference a weapon, acts of violence, or sexual conduct.

e) **Committing a Physical or Emotional Act of Violence on Self or Others:** Students may not cause physical injury of other students, school personnel or their designee(s), or any other person on school property. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students can be disciplined for actions that threaten harm to themselves or others.

f) **Fighting or Unwanted Physical Contact:** The School’s students may not fight with other students or staff members—from the School or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated.

g) **Playfighting, Threatening, and/or Intimidating:** Playfighting and/or the use of threats or intimidation threaten the safety of the community. Students may not playfight, threaten, or intimidate others either through language or behavior.

h) **Possessing Ammunition or Explosives:** Students may not possess ammunition or explosives.

i) **Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object:** Students may not possess, display, use or threaten to use a weapon (including knives, bladed instruments, airguns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, and other dangerous items). No student shall bring a firearm on any portion of any school premises owned or controlled by the School in a Violation of the Gun-Free Schools Act of 1994. In accordance with Gun-Free Schools Act of 1994, as amended, any student who, after discipline procedures are followed, is found guilty of bringing a firearm onto any school premises owned or controlled by School will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Instructional Leader may modify the suspension requirement on a case-by-case basis, considering among other things, the totality of circumstances surrounding the offense and the student’s previous record.

j) **Committing Arson:** Students may not commit arson or create an unauthorized open flame on school property or at a school-sponsored or sanctioned event.

k) **Setting Off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat.

*Note: This list is not exhaustive, as a situation may arise that is deemed egregious but not detailed here.*
Disciplinary Responses and Procedures
Students who are found to have violated the School’s Code of Conduct by committing an act that is deemed egregious may be subject to the following administrative disciplinary responses, either alone or in combination with one another:

1) Oral and/or written warning
2) Written notification to parent(s)/guardian(s)
3) Conference with parent(s)/guardian(s)
4) Confiscation
5) Detention (including Saturday detention)
6) Exclusion and/or removal from a particular class or event
7) Suspension from transportation
8) Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
9) In-school suspension
10) Short-term suspension (10 days or fewer) from school
11) Long-term suspension (greater than 10 days) from school
12) Expulsion from school
13) Notification of the police/law

Suspension Process
A parent/guardian will be required to attend a Recommitment to Excellence meeting and attend school alongside of their KIPPster for a pre-determined amount of school days. This attendance requires a parent to be present in the class at all times to supervise their student and participate in agreed upon interventions for those KIPPsters suspended upon a student’s return to the general learning environment.

Short Term In-School Suspension or Short Term Suspension from School (ten days or less)
When the principal or their designee (referred to as the “suspending authority”), proposes to impose in-school suspension or suspend a student charged with misconduct for ten days or less, the suspending authority must provide notice and the opportunity for an informal conference to the parent(s) of the student involved. However, the student may be removed from class and/or school immediately if the student’s presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. In the event that your child is suspended from school, you or a trusted designee, are expected to pick up your child within the timeframe stated by the suspending authority.

Long Term In-School Suspension or Long Term Suspension from School (more than ten days)
When the principal or their designee (referred to as the “suspending authority”), determines that a suspension for more than ten days may be warranted, the student may be removed from class and/or school immediately if the student’s presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. The School Leader or their designee shall give reasonable notice to the student and the student’s parent(s)/guardian(s) of their right to a fair hearing.

Missed Work During Suspension
A KIPPster shall receive credit for work missed during the period of suspension if the work is completed and submitted by the KIPPster within the same number of school days the KIPPster was absent on suspension. For example, after serving a one-day suspension, a KIPPster will have one day, upon his/her return to school, to complete and submit missed work.
Expulsion Process

Notice
Prior to taking any expulsion action, the principal will provide the KIPPster's parents/guardians with written notice and phone notice of:

1. The reasons for the proposed expulsion; and
2. The date and location for a hearing before the principal and/or KIPP Dallas-Fort Worth regional leader, within five (5) school days from the date of the suspension.

The notice shall further state that, at the hearing, the KIPPster:
1. may be present;
2. shall have an opportunity to present evidence;
3. shall be apprised and informed of the school's evidence;
4. may be accompanied by his/her parents/guardians; and
5. may be represented by an attorney.

Disciplinary Hearing for a Proposed Expulsion
KIPP Destiny Elementary shall make a good faith effort to inform the KIPPster and the KIPPster's parents/guardians of the time and place for the hearing, and KIPP Destiny Elementary shall hold the hearing regardless of whether the KIPPster, the KIPPster’s parents/guardians, or another adult representing the KIPPster attends. The Principal and Regional Academic Leader shall audio record the hearing.

Immediately following the hearing on expulsion, the principal or KIPP Dallas-Fort Worth regional leader will notify the KIPPster and the KIPPster’s parents/guardians in writing of his/her decision. The decision shall specify:
1. The length of the expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Principal’s and/or Regional Academic Leader’s decision to the School's Board.

The notice shall also state that failure to respond to a timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to Board
1. The KIPPster or his/her parents/guardians may appeal the Principal’s/Regional Academic Leader’s decision to the School Board by notifying the Principal/Regional Academic Leader in writing within seven (7) calendar days of the date of receipt of the Principal’s/Regional Academic Leader's decision. The Board will review the audio or transcribed record from the hearing before the Principal/Regional Academic Leader at the next regularly scheduled Board meeting, or at the discretion of the Board, at a specially called meeting. The Board will notify the KIPPster and his/her parents/guardians of its decision, in writing, within five (5) calendar days of the hearing. Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

No Credit Earned
Except when required by law, KIPPsters will not earn academic credit during a period of expulsion.

Restraints
State regulations are intended to ensure that all students are treated with dignity and respect as well as educated in a safe environment. Behavior management techniques and/or discipline management practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint or time-out
is necessary, the state has outlined specific requirements and procedures (see TEC 37.0021 and TAC 89.1053 for further guidance).

**Discipline of KIPPsters with Special Needs**
The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. In the event that your student with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review at the Committee on Special Education. You may contact the on campus Special Education Coordinator for further details.

**Cell Phones and Electronic Devices Policy**
Any devices brought to school must be turned off and must remain in the student’s backpack for the entire duration of the school day.

If a member of the KIPP Destiny Elementary team and family sees or hears a KIPPster’s electronic device, they will immediately request that the KIPPster turn it in. At this point, it remains confiscated by the school staff member until a parent has come to the building to pick up and have a conversation with a staff member regarding this violation of school policy. If a KIPPster refuses to turn in their electronic device, the KDE team and family member requesting the phone will contact the parent or guardian of that KIPPster directly for further disciplinary action. If a KDE parent or guardian feels that their KIPPster’s phone or electronic device was collected without just cause, the following process must be followed:

- The parent or guardian should report their concern to the front office and request a follow up from the Assistant Principal of that grade level.
- The administrator dealing with the situation will review the concern and notify the parent of the outcome within 24 school hours of receipt of the request.
- If the concern is legitimate, the KIPPster’s phone or electronic device will be returned to the parent immediately following the investigation.

Please note the following:
KIPP Destiny Elementary reserves the right to remove cell phones or electronic devices from KIPPsters brought to school that are either seen or heard. Parents or guardians will be asked to come to the school to retrieve a cell phone brought without prior permission for approved school events the second time a KIPPster’s phone is seen or heard.

- **1st Policy Violation** – The first time a student’s phone or device is seen or heard at school, it is confiscated by the school and held by school administration until a parent or guardian can meet for a conference and retrieve it in person.
- **2nd Policy Violation** – The second time a student’s phone or device is seen or heard at school, it is confiscated by the school and held by school administration until a parent or guardian can meet for a conference and retrieve it in person.
- **3rd Policy Violation** – The third time a student’s phone or device is seen or heard at school, it is confiscated by the school and held by school administration for the remainder of the semester.
- **4th Policy Violation** – The fourth time a student’s phone or device is seen or heard at school, it is confiscated by the school and held by school administration for the remainder of the semester.

Please note that phones or other electronic devices confiscated by KIPP Destiny Elementary staff members in accordance with the KIPP Destiny Elementary Cell Phone and Electronic Device Policy will only be returned to a KIPPster’s parent or guardian following an in-person conference. Confiscated electronic devices will not be returned to a KIPPster’s relative, family friend, or another KIPPster.
**KIPP Destiny Elementary Choice Management System**
At KIPP Destiny Elementary, we sweat the “small stuff” before it becomes “big stuff.” Every student is destined to become a great leader, so we hold students accountable for meeting our high expectations (3 school rules, and I.M.P.A.C.T. values) from day one through tenacity of discipline. That starts with clear expectations - done by introducing, practicing, and reinforcing routines and procedures constantly and consistently. We know that, when done to fidelity, this will lead our students toward success in the community as they climb the mountain to and through college. We set firm boundaries to ensure all of our students have a safe, productive learning environment in which they can thrive with academic excellence and anticipate what comes next.

One of the most important partners in this work as we set a strong foundation with students are our parents. Below is the system we use across the school to communicate student’s progress throughout the day regarding their behavior choices.

Parents will receive either written communication on a behavior log located inside of their student’s daily folder that summarize behavior tracked on Dojo for lower school, or in binders/online that share summaries of the Class Dojo points awarded/taken away for upper school. If a student chooses to engage in a severe/egregious behavior, an incident report will be sent home that same day regardless of where they are in points when the incident happens. Parents will be contacted by administrators as well to request a meeting that same day. **If a student chooses to get more than 3 incident reports, this will result in a reverse suspension and re-commitment meeting with the principal and any other stakeholders directed impacted.**

*KIPP Destiny Elementary reserves the right to amend, supplement, or rescind provisions of the expectations and employment of logical consequences at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.*

**School-Wide Expectations**
The following outlines our school-wide high expectations for every KIPPster. When a KIPPster breaches one or more of these expectations they have hurt themselves and our broader KIPP Destiny Elementary community. We have 3 rules that all students follow when on campus, on school-sponsored transportation, or at school-sponsored events:
## KIPP Destiny Elementary’s School Rules

### Rule #1: Work Hard
**I CAN:**
- Track the speaker the whole time (adults and peers)
- Listen, think, then share my ideas openly and respectfully
- Keep working until I am done with a learning task, even when it is tough
- Choose a space to work that helps me focus and do my best
- Take responsibility for my mistakes
- Do my homework and bring my folder and backpack every day
- Keep learning tools organized (folders, book bags, etc.)
- Try new books and activities to grow my brain even bigger

### Rule #2: Be Nice
**I CAN:**
- Lend a hand to a teammate when someone needs help
- Encourage teammates to take a risk by sending them shine
- Use kind words toward all teammates, whether I like them or not
- **Never** laugh at or belittle a teammate who is having a hard time
- Smile 😊
- Include all teammates in the classroom, at lunch, and at recess
- Say “please,” “excuse me,” “thank you,” “sorry”, and “you’re welcome”
- Hold the door for teammates
- Follow teachers and staff directions the first time and right away
- Wait patiently for my turn

### Rule #3: Be Safe
**I CAN:**
- Walk at all times inside the building and go straight to where I need to go
- Only use my hands, feet, body, for helping
- Sit in my chair with my feet and chair legs on the floor
- Sit criss cross on the carpet with spoons in my bowl, inside my own space
- Follow safety directions the first time
- Push in my chair when I leave my table
- Take care of materials and leave it better than I found it
- Stay in my own space unless I have permission to move around

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**Daily Behavior Log + Upholding School-Wide Expectations**

We use the school-wide behavior logs in order to remain in consistent communication with families around how their KIPPsters are developing in, modeling and protecting our school’s values. Daily behavior logs are used to determine which KIPPsters are eligible participate in grade-level or school-wide rewards, incentives, and events. If you have any questions about your KIPPster’s behavior log, please contact his or her teacher.
Folders & Binders
Binders in upper school grades, and folders in lower school grades, are both required to come back to school every day to maintain strong structures for communication between home and school. When student organization and responsibility compromise the integrity of this system, parents and staff will need to come together for a conference to revisit the shared commitment to excellence.

If a folder or binder is lost, a replacement fee of $5 for these school-provided items will be charged within 48 hours after the Front Office staff has been informed by parents or guardians that it was lost.

Dress Code
There are three key principles that inform KIPP Destiny Elementary’s KIPPster uniform policy:

1. We are a team and family. Consistency in uniform demonstrates that we are a community of KIPPsters who value and respect our appearances and acknowledge the importance of first impressions.

2. KIPPsters must learn in an environment that is free from distractions. The work that we have to do is rigorous and requires that KIPPsters are focused at all times. A consistent uniform removes distractions that come with free dress, excessive accessories, etc.

3. Lastly, we are preparing our KIPPsters to be successful beyond KIPP Destiny Elementary, where first impressions can become reality. It is important that our KIPPsters know how to present themselves when interacting with visitors at KDE or interviewing for high schools, colleges, and jobs so that others.
**Uniform Vendor:** Charter Uniform, 1126 S Cedar Ridge Drive, Duncanville, TX 75137

Required uniform items must be purchased through Charter Uniform

Inquiries or concerns about uniform needs based on economic difficulty should be directed to our social worker and the front office.

**Other General Information Regarding Attire at KDE:**

**Change of Clothing**
KIPPsters are required to bring a change of clothing. The change of clothing must be a pair of khaki bottoms and a black polo.

**Headgear**
Scholars may only wear headgear for religious purposes (parents may be asked to complete paperwork identifying this need). In all other cases, headgear including, but not limited to, scarves, hats, rags are not allowed.

**Shoes**
KIPPsters may wear any black shoes that parents choose, with the following exceptions:

1. No Light-up shoes
2. No Flip-flops
3. No Open Toed Shoes
4. No High-Heeled Shoes
5. Kindergarten and First Grade: For Lace-Up Shoes, parents MAY purchase Lock Laces. Should any shoes cause distraction, parents will be notified and may be asked to select a different shoe type for the scholars.
The following items will not be permitted as proper uniforms

1. Leggings – Neither worn as pants or under dresses or skorts
2. Patterned bottoms are not permitted.
3. Colored shorts or long sleeve undershirts. KIPPsters may wear undershirts that are solid black underneath the “scholar” polo only.

Other General Information Regarding Attire at KDE

- **Cleanliness**: KIPPsters and parents should make every effort to ensure that the uniform shirts and bottoms are cleaned regularly. Torn or worn clothing should be replaced. However, efforts should be made to repair (i.e. patch) those clothing items. If your family experiences hardship in replacing torn or tattered uniform items, please see the Social Worker directly so that we may help support your KIPPster and family.
  
  - **Grooming**
    - KIPPsters are expected to come to school groomed and prepared for learning.
    - Combs and brushes are not permitted in class or to be carried in pockets. If a teacher sees a comb or brush, they are permitted to confiscate it.

- **Accessories**
  - KIPPsters are permitted to wear bracelets to a reasonable extent. KIPPsters cannot wear an excessive amount of stackable bracelets or bangles that distract from the learning environment in a classroom or cause noise when writing/moving around. They can earn and wear KIPP bracelets.
  - KIPPsters are permitted to wear rings that are of an appropriate size and design, more specifically KIPPsters cannot wear rings that distract from the learning environment in a classroom or cause noise when writing/moving around.
  - Male and Female students are permitted to wear earrings.

Uniform Violation Consequences

Blatant disregard for uniform policies or consistent violations (e.g. no belt for several days) will result in the parent being contacted immediately to bring the appropriate item and/or the scholars being sent home for the day. We reserve the right to change or modify the dress code and will notify families via phone and writing should any changes occur.

Compulsory Attendance

Compulsory Attendance State law requires that a student between the ages of six and 18 attends school for the entire period the program is offered, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student enrolled in prekindergarten or kindergarten is required to attend school and is subject to the compulsory attendance requirements as long as he/she remains enrolled. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment for the remainder of the school year. The
student’s presence on school property thereafter would be unauthorized and may be considered trespassing. State law requires a student to attend each school day for the entire period the program of instruction is provided. Attendance officers will file a complaint against the parent and/or student in court if the compulsory attendance law is violated. Exemptions from the law may be found in policy FEA (LEGAL). State law also requires attendance in an accelerated reading instruction program when kindergarten, first-grade, or second-grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument. A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area. A student absent without permission from school; from any class; or from required special programs, such as additional special or accelerated instruction assigned by a grade placement committee, will be considered in violation of the compulsory attendance law and subject to legal action. A complaint against the parent and/or student:

1. May be filed in court if the student is absent without excuse on three or more days or parts of days within a four-week period
2. Shall be filed in court if the student is absent without excuse from school on 10 or more days or parts of days within a six-month period in the same school year.

Attendance Policy
KIPP DFW schools, including KIPP Destiny Elementary, take attendance for state reporting daily at 10am through Powerschool. If your KIPPster is not in school at 10am, s/he will be counted absent for the day. If a student has not arrived by 7:35am, they are still marked tardy although they will be present for the 10am state-mandated attendance check. While we recognize that, on occasion, our KIPPsters will need to be out of school for medical appointments, etc., we encourage families, as much as possible, to make appointments and schedule meetings outside of school hours, on days off or on the weekends. It is critical that our KIPPsters are in school learning all day, every day, from 7:35am-3:30pm. Violations in this policy can & will result in a re-commitment to excellence meeting.

Tardiness to class is a disruption to normal school operations and challenges the strong school routines that advance a young student’s academic preparedness, and will be taken seriously. Breakfast is no longer served after 7:35 in order to give students ample time to eat the entire breakfast without rushing and ultimately prepare students to transition into their instructional day in a calm state alongside their peers. A KIPPster is counted tardy if they walk in the door at 7:35am. Parents must check their KIPP Destiny student in at the front office before being allowed to walk to class. A KIPPster is counted tardy if s/he has not entered the front door before 7:35am.

Excused tardies will be issued on rare occasions when, in the judgment of the appropriate staff member (the attendance clerk, counselor, or an administrator), the reasons given indicate an extreme and very unusual circumstance. Such reasons as overslept, did not feel well, had to run an errand, did not have a ride, car trouble, missed bus, etc., will NOT be considered an excused tardy.

● Excessive tardies will be addressed by parents and school personnel.

Students with Disabilities
At KIPP Destiny Elementary, we believe that all KIPPsters should have the opportunity to develop the academic and character skills to be successful in college and careers. KIPP Destiny Elementary complies with all state and federal laws
governing the discipline of KIPPsters, including the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, KIPPsters with disabilities will receive the same due process afforded other KIPPsters.

If your KIPPster has disability services or you have any questions regarding disability services, please contact Anupama Singh at asingh@kippdfw.org

Section 4: General Policies and Information

Arrival and Dismissal
KIPPsters may arrive at KDE as early as 7:15 a.m. Please note that KIPP Destiny Elementary staff are reporting to meetings every morning and thusly will not be available to supervise KIPPsters before 7:15am.

K through 4th grade students may not be dropped off unattended at any of the doors of the Destiny campus before 7:15am. This is extremely unsafe for students as staff are supervising campus entry points until 7:15am. Failure to adhere to this may result in a mandatory meeting with the Principal or Assistant Principal of Operations.

All KIPPsters must leave the school premises immediately following dismissal (3:30 p.m. Monday-Thursday and 1:30 p.m. on Friday) unless they are staying at school for a pre-arranged activity that is authorized and supervised by a KDE staff member with written permission from a parent. There is a 15-minute grace period following regular dismissal times. Students are considered a part of “Late Line Pickup” if they are still on campus after 3:50pm.

If your KIPPster remains at school for more than thirty minutes after dismissal time on any school day, KIPP Destiny Elementary reserves the right to take the following actions, at our discretion:

- A member of our staff may contact the KIPPster’s parents or guardians to address the concern of pickup as it relates to safety and/or request a mandatory conference with the parent.
- A member of our staff may issue a Student Left Unattended Notice.
- A member of our staff may issue a second Student Left Unattended Notice as necessary.
- A member of our staff may call the Dallas Police Department and request an officer to come to KDE to file a report.
- Report chronic lateness to Texas Child Protective Services.

Birthday Celebrations
- Only parents/guardians may bring foods of minimal nutritional value to KIPP Destiny Elementary on the occasion of a KIPPster’s birthday.
- Birthday treats must be store-bought; home-made items will not be served
- Parents/guardians must supply all napkins, cake-cutting utensils, and paper plates.
- All birthday recognition activities will be held during a block of time approved by the Assistant Principal and teacher of your grade level.

Building security
KDE is equipped with security cameras for our big and little KIPPsters’ safety, both inside and outside the campus, as well as automatically locking doors at the front and in the breezeway. The front door remains automatically locked all day and night. The breezeway doors remain unlocked during the operational hours of the school day. KIPPsters are not
allowed to leave the KDE campus during the school day, unless they are being picked up early by their parent/guardian or attending a KDE field lesson. If you have a safety concern, please notify the Assistant Principal and front office staff immediately.

Visitors
KIPP Destiny Elementary will employ the use of the RAPTOR system for all school visitors. RAPTOR is an electronic visitor management system that instantly screens for registered sex offenders while simultaneously managing custody issues, first-time or returning visitors, students, faculty, and volunteers. In order to visit the classrooms or shared spaces during the typical school day, all guests must sign in at KDE’s front office (no entry for KDE visitors will be permitted through the KDM entrance that faces Camp Wisdom Road). **A state driver’s license or identification card must be presented upon arrival before being granted a visitor’s pass.**

Visitors already signed in at the KDM office must sign out and then come through the KDE front office before going back into the building to visit elementary school classrooms or staff members.

In addition, all campus volunteers at KIPP Destiny (including field trip chaperones) must complete a KIPP DFW background check during registration in order for us to thoroughly process all forms. Background check forms must be completed annually.

Starting on May 10, 2017, visitors will not be allowed to come into the building without following the steps below. Please note that some of this has already been in place, while other steps have also been added for security reasons. **This visitor policy will not apply during school-wide celebratory events such as Stepping Up or Field Day, but adherence to the expected decorum within the policy during these times is still expected and enforced.**

- *Bring a state photo ID for our Raptor system to scan all visitors entering the building.*
- *Call the front office or your child’s teacher ahead of time to set up your meeting in advance of your visit.*
- *If you have an urgent matter to discuss, please ask Ms. Lara or Ms. LaFrance for a copy of our staff note page, and then leave this note with them to be taken to the appropriate staff member that same day.*
- *If a meeting is not set up in advance and is urgent, you will need to be escorted by a member of our support or administrative team to a classroom. If one of our staff members is not available, a visitor will be asked to come back at another time, and an alternative time will be scheduled everyone’s quickest convenience.*

Additionally, starting in May, if there is an incident of an adult creating an unsafe feeling on campus, or if there is failure to adhere to the visitor’s guide while on the campus, that individual may be temporarily or permanently suspended from visiting the campus in the future, at the principal’s discretion. Safety is incredibly important to us, and we will continue to take the utmost care in ensuring we all have a nurturing, college-bound learning environment at KIPP Destiny Elementary for our little KIPPsters as one team and family.

Calendar
Copies of the KIPP DFW Calendar are provided to families at the start of the school year and are located in this handbook. Extra copies of the KIPP DFW Calendar can be accessed online at www.kippdfw.org. Hard copies are also available in each school’s Front Office.

Hours of Operation for all KIPP DFW Elementary Schools, Including KIPP Destiny Elementary
August 14, 2017 – August 18, 2018 (Jump Start Week)

- **ELEMENTARY**: Monday through Friday: 7:15am – 1:30pm

August 21, 2017 – June 7, 2018

- **ELEMENTARY**: Monday, Tuesday, Wednesday, Thursday: 7:15am – 3:30pm
- **ELEMENTARY**: Friday: 7:15am – 1:30pm

KDE Front Office

- Monday through Thursday 7:15am – 5:00pm
- Friday 7:15am – 2:00pm

*The Front Office will be closed and locked outside of regular office hours. Please make arrangements to visit the office during its regularly scheduled hours.*

**Communication to Families**

KIPP Destiny Elementary is committed to keeping the lines of communication open between parents and school staff in the spirit of a true partnership committed to every student’s academic success and safety, and to developing positive, productive relationships with all of the families we serve. As such, we have developed clear systems to ensure that families have the most information to support their KIPPsters’ academic and character development.

<table>
<thead>
<tr>
<th>Communication Method</th>
<th>Purpose</th>
<th>Frequency</th>
<th>Owner/Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Remind” App and School Messenger</td>
<td>To communicate automated updates to events, important notes going home in folders, etc. through convenient text messages, emails, and phone calls</td>
<td>As needed</td>
<td>KDE Front Office – contact them if your contact number or email changes throughout the school year</td>
</tr>
<tr>
<td>KDE Facebook Group</td>
<td>To share exciting news, photos, videos, and other information with members who wish to get updates on their own Facebook feed</td>
<td>Weekly</td>
<td>Operations team</td>
</tr>
<tr>
<td>Daily Folder with Behavior Log &amp; Notes OR Class Dojo for Upper School-age students</td>
<td>To communicate KIPPsters’ behavior &amp; other notes</td>
<td>Daily</td>
<td>Teacher</td>
</tr>
<tr>
<td>Progress Report</td>
<td>To communicate KIPPsters’ academic progress</td>
<td>Mid Quarter</td>
<td>Teacher</td>
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</tbody>
</table>
### Academic Nights
- **To discuss parent engagement activities**
- **Quarterly**
- **Grade Level Chairs**

### Monthly Newsletter & Family Calendar
- **To share important dates on the school’s calendar as well as school-wide updates**
- **Monthly**
- **Front Office**

### Coffee Talks
- **To informally meet with the principal & ask one-off questions, provide ideas and suggestions, and discuss relevant updates around the school**
- **Monthly**
- **Parent Liaison Associate**

### KDE Parent Association Meetings
- **To consult with KPA members and staff liaisons to coordinate on celebrations and other activities that promote parents as partners**
- **First Tuesday of every month**
- **Parent Liaison Associate**

### Computer/Campus Technology Device/Internet Policy
Computers are used to support learning and enhance instruction at KIPP Destiny Elementary. KIPPsters will have access to and use computers in their regular classrooms and through specials class in the media lab. However, all of these computer privileges depend on a KIPPster’s ability to use the technology in a responsible, efficient, ethical, and legal manner. A KIPPster may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Instagram, Snapchat, Kik, Twitter, etc.)
- Access websites or listen to music with profane, obscene, impolite or abusive language;
- Use profane, obscene, impolite, or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else’s privacy;
- Share his/her password with anyone except staff at the school.

A KIPPster will not be allowed to access the Internet or email, or use a KIPP Destiny Elementary computer device until KIPP Destiny’s Operations Team has the signed Policy Agreement Statement, which accompanies this handbook. Unacceptable use of the Internet or a computer will result in immediate revocation of access privileges for the school year.

### Safety and Acceptable Use of the Internet by KIPPsters, Staff, and Educators Policy:
**BACKGROUND:**
As the use of telecommunication networks by KIPPsters and educators increases, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA).

**CONTENTS:**
This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.
PURPOSE:
This policy includes the new federal regulations regarding issues of child safety and acceptable use of the Internet.

This policy establishes criteria for the safety and acceptable use of the Internet by KIPPsters, educators, and school personnel at KIPP Destiny Elementary.

1. Scope
The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide KIPPsters and educators with electronic mail, information access and sharing.

With connections to computers and people all over the world also comes the availability of material that may not be considered appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the KIPPster, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

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

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

4. Accountability and Responsibility
The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All KIPPster use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- "Hacking" or any other unlawful online activities.
- Disclosing, using, or disseminating personal information regarding minors.

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

6. Etiquette
Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarity or any other inappropriate language.
- Do not reveal the personal home address or phone number of KIPPsters or colleagues. Please note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

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

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

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

You will be held fiscally liable for any vandalism caused by your KIPPster to KIPP Destiny Elementary’s hardware or software.

10. Safety
Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA and COPPA guidelines.

KIPP Destiny Elementary will organize technical protection by using filtering measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed "inappropriate for minors."

Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.

Safety includes monitoring the online activities of minors.

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

Emergency Preparation
KIPP Destiny Elementary will conduct emergency drills (fire, tornado, and lockdown) in accordance with Texas law. Anyone in the building at the time of the drill is required to participate. **Early pickup from a parent or guardian will not be permitted during the duration of an emergency drill in progress.**

A map detailing the evacuation protocol is posted in every classroom. KIPPsters are to follow their teacher outside in the event of a fire drill, or actual fire; and to stay with their class. KIPPsters must proceed directly to the designated area and wait for instructions.

The instructions will be as follows:

- KIPPsters should walk, not run, when proceeding to the exits.
- KIPPsters are not allowed to talk during fire drills so that they may hear instructions that might be given in the event of a real emergency.
- If a fire alarm sounds while a KIPPster is not in the regular classroom, he or she should exit the building by the quickest route and proceed to the designated meeting place.
- KIPPsters are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded.
- In addition, KIPPsters should familiarize themselves with the location of the interior fire alarm striking stations and should be familiar with how to pull these alarms in the event of an emergency.

Any KIPPster violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. Any KIPPster found guilty of pulling the school’s fire alarm without cause will be subject to strict consequences, including expulsion.

In the event of a tornado warning, KIPPsters will be required to take the necessary precautions to protect themselves. When a tornado warning has been announced by the National Weather Service, the Principal or his or her designee will be responsible for communicating directly with KIPPsters and teachers about the impending danger via an “all-call” or another appropriate means of communication.

When the tornado warning signal has been given by the Principal or his or her designee, KIPPsters should move quickly and quietly to the designated area of the school that has been assigned to their classroom. Teachers will be asked to follow the same procedures as above for Fire Drills, except to bring KIPPsters to the designated area inside the building. Once they have reached their assigned area (in the hallway), KIPPsters will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during tornado drills or tornados.

Emergency Procedures

**Inclement Weather Information**
KIPP Dallas-Fort Worth understands that our decision to open or close schools in bad weather has a significant effect on families. We also understand that our KIPPsters are better served – both academically and socially – by being in school. But as always, our top priority is the safety of our KIPPsters and staff.

**HOW DO WE MAKE OUR DECISION?**
We make the decision to open or close the schools in bad weather based on DISD’s decision to open or close schools.
HOW IS THE PUBLIC NOTIFIED?
Tune to WFAA8, NBC5, FOX4, KTVT11 or KTXA21 television stations for up-to-date information on school closings. KIPP DFW does not recommend that you call the school or district office unless it is an emergency. Information will also be posted on KIPP DFW’s social media accounts (Facebook and Twitter).

WHEN IS THE DECISION MADE?
The Superintendent, Michael Horne, will make the decision to close our schools by 5:00 a.m. or earlier so we can notify TV stations and post the decision on our website.

WILL WE CLOSE SCHOOL EARLY IF CONDITIONS WORSEN?
Keep in mind that, even if weather conditions worsen, we cannot reverse our decision in the morning without endangering KIPPsters. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send KIPPsters right back home, many will return to unsupervised bus stops and empty houses. If conditions get worse during the school day, we may need to have an early dismissal, but we will give adequate notice to all parents first. Although KIPP DFW staff will do its absolute best in this process, we know that often no perfect decision exists. If you do not feel as though it is safe for your KIPPster to attend school, use your best judgment on whether he or she should attend.

WHAT ABOUT AFTER-SCHOOL ACTIVITIES?
If classes are cancelled, all after-school activities are cancelled as well. For situations in which classes are not cancelled, decisions about after-school activities will be made no later than 2 p.m. Look for any updates from the Assistant Principal of Operations.

FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student’s education records. These rights are:
1. The right to inspect and review the student’s education records within 5 days of the day the School receives a request for access. Parents should submit to the School a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent believes are inaccurate or misleading. Parents may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate
educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

For additional information please contact Cara Eng, Director of Regional Operations, at 214-923-7569 or via email at ceng@kippdfw.org.

“Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by KIPP DFW, without additional notice to you, unless you timely “opt out” of such disclosures, in writing. State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. If you do not want KIPP DFW to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must notify us in writing by September 30, 2016. KIPP DFW has designated the following information as directory information:

- Student’s and parents'/guardians' names
- Address
- Phone number
- Date of birth
- Photograph
- Gender
- Grade level
- Dates of attendance
- Participation in officially recognized activities
- Weight and height of athletes
- Awards, honors, and degrees

KIPP Destiny Elementary-Sponsored Field Trips/Field Lessons
Through carefully and thoughtfully planned field trips, our KIPPsters are able to:

➢ Make meaningful connections between skills and concepts taught in class to the real world.
➢ Apply knowledge in unfamiliar contexts.
➢ Develop the soft-skills—cultural capital—needed for high school, college, and life.

For this to take place, it is imperative that we take the necessary steps to plan engaging and safe field trips. All KIPPsters in the grade level participate in field trips. Unlike reward trips, field trips are an essential part of the academic learning experience we offer at KDE, therefore, every KIPPster is entitled to participate.

➢ A field trip must have an objective/aim that KIPPsters are to achieve by the end of the experience. Field trips, unlike reward trips, serve an academic purpose.
➢ A field trip must be aligned to grade level and content curriculum.
➢ A field trip must have a “before, during and after” learning or academic component.
Before KIPPsters go on a field trip, they will engage in pre-work that prepares them with content for and expectations of the field trip. KIPPsters will then engage in writing/problem solving during the field trip. After the field trip, KIPPsters will submit a clear deliverable to their teachers that meets the communicated criteria for success.

Each KIPPster attending a field trip must have a permission slip signed by a parent/guardian and return the permission slip to school by the deadline named. KIPPsters who do not have a signed permission slip submitted by the field trip deadline will not attend. To operate out of fairness and safety, we will not accept verbal confirmation that a KIPPster can attend—no exceptions. If a permission slip is lost or misplaced, a written note turned in by the deadline named for the permission slip will be accepted as proper documentation that the KIPPster may attend.

Field Trip Chaperone Procedure: To ensure the safety of our KIPPsters during field lessons, all field lessons must have a ratio of 1 chaperone for every 10 KIPPsters.

To apply to chaperone a field lesson, contact your KIPPster’s teacher (please see Appendix B) and let them know you are interested at least three weeks before the field lesson. After speaking with the teacher, you must request a background check form from the front staff. Please keep in mind that the background check may take up to a week to be processed. Once the form is processed, your KIPPster’s teacher will contact you letting you know if you were approved to be a volunteer.

Chaperones must actively monitor their assigned group during the field lesson. This includes refraining from extensive talking, engaging in lengthy conversations with other chaperones and wandering off to other parts of the field lesson away from their assigned group.
Health and Safety
School personnel work cooperatively, internally and externally, to maintain a safe and healthy environment for all KIPPsters. Parent and guardian cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for 100% of our KIPPsters. All KIPP DFW Front Office personnel are first aid and CPR certified, and serve as the main point of contact for all health-related issues. KIPPsters are required to report any unsafe or potentially hazardous conditions to their teachers, front office staff, or administrators.

- **Required Immunizations**
  - Every KIPPster’s immunizations must be current to attend KIPP Destiny Elementary as required for compliance by Texas law. The record of these immunizations must appear on the appropriate forms upon enrollment, and the main office must have proof of immunization by **the first official day of school, August 15th**. Failure to do so may mean that your KIPPster will miss important instructional days until immunization records are current and verified. The KDE Operations Team will follow up with you until your KIPPster is up to date on state-required vaccinations.

- **KIPPster Illnesses at School**
  - If a KIPPster becomes ill at school, the parent/guardian will be contacted by the front office staff. If the illness necessitates a call to 911, the parent will be notified using the phone numbers provided on the KIPPster’s enrollment form following the emergency phone call being made.
  - KIPPsters are not allowed to attend school if they have any of the following conditions/illnesses, and will not be permitted to return for at least 24 hours or until a doctor’s note along with proof of treatment and absence of contagiousness have been provided to the front office – **absolutely no exceptions**. If a student is dropped off at school and is found to exhibit any of the following conditions/illness, the Front Office staff will contact parents or guardians. **Parents or guardians must then make arrangements to pick their student up within the hour, if not sooner, in order to protect the safety and health of students and staff in the building who can be exposed.**
    - Flu with Fever or Vomiting/Diarrhea
    - Lice – including nits
    - Ring Worm
    - Hand/Foot/Mouth Disease
    - Pink Eye
    - Fever
    - Strep Throat
    - Poison Ivy/Oak or other contagious rash

- **Health Care Appointments**
  - Whenever possible, all medical and dental appointments are encouraged to be made outside of regular school hours or on Friday afternoons. KIPPsters who are late to school due to medical appointments must bring an official doctor’s excuse from the physician or dentist for attendance purposes. Please be advised that excessive unexcused absences directly impact a KIPPster’s ability to participate in celebrations.
Meal Payments and Prices
Cafeteria meals are outsourced to a local company, Paper Plate which provides all meals for KDE.

Meal payments must be paid in advance using cash, money order, or check, and can be made on a daily, weekly or monthly basis at the front office. If your KIPPster has a negative or low balance (under $5), you will receive a phone call or note informing you that their balance is low one week before reaching a negative balance. For this reason, it is important that you make on-time meal payments for your KIPPster.

During registration, all potentially eligible families are advised to complete and turn in the Free & Reduced Meal Application.

In the case of outstanding meal balances or failure to fully complete Free & Reduced Meal applications, the Front Office will send home pink notes with students. In addition, the counselor and Operations Leader will contact families for mandatory meeting when meal balances remain unpaid by the end of each quarterly grading period. If balances remain unpaid at the end of quarter, consequences will be issued that include exclusion from parties or celebrations throughout the year.

Media Policy
Each year, our school hosts many visitors, including representatives from local media outlets. In the past, KIPPsters have had their pictures in the paper, have been interviewed on the radio, and have appeared on television in commercials for positive ways to spotlight the great academic and character growth our KIPPsters are making. Consequently, all families are asked to complete a general media release form during the registration process at the beginning of the year, in which they can grant or deny permission for their KIPPster to appear in any KIPP media. If you have any questions or concerns about this form, please contact the KIPP Destiny Elementary Front Office.

Medication Policy
The front office personnel are designated to administer medication. The School Operations Manager and Associate have been trained in first aid and CPR techniques. KIPP Destiny Elementary does NOT provide over-the-counter medication to KIPPsters. KIPPsters who are prescribed to take medication are responsible for coming to the office to receive their medication at the appropriate time. At no time will KIPPsters be allowed to have medications in their possession, including any over-the-counter medication. Parents must physically come to the front office to drop off medication for their child and sign all necessary forms with the Operations Leader that will dispense medication. Medication will not be returned to anyone other than a KIPPster’s parent.

- All medication will be placed in a locked cabinet in the main office.
- All medication must be in original container and include the original dosage instructions.
- All KIPPsters taking any kind of medication must have a “medication information” form on file signed by parent/legal guardian at the time of drop-off.
- In order to administer any prescribed medication to a KIPPster, there must be a doctor’s note on file that includes dosage, frequency, and duration (if not specified on the label of the prescribed medication).
- For any over-the-counter medication, the school must have a note signed by the KIPPster’s doctor with specific instructions, including dosage, frequency and duration.
- A log will be kept on file that indicates the following:
  - Name of KIPPster
  - Name of Medication
  - Date
  - Time
Who Dispensed Medication

**KIPPsters with Asthma:**

- If a KIPPster is required to have an inhaler at school, parents must bring the inhaler, spacer, and any other necessary equipment needed to dispense the medication. If he/she is required to have an inhaler, there must be a doctor’s note on file. The doctor’s note must include the KIPPster’s name and the inhaler must be prescribed to that particular KIPPster. It is the KIPPster’s responsibility to come to the front office for the necessary dosage and log in the time and date when he/she uses the inhaler.

**Messages & Drop-Off’s**

At KIPP DFW, we believe instructional time is sacred. As a result, we minimize all interruptions to classes and do not allow visitors to go within the classroom and drop off messages or items such as lunch boxes, backpacks, or daily folders/binders while students are in class. However, if you need to send a message or drop something off to your KIPPster or their teacher during school, please leave a note or the item with the front office and it will be delivered in a timely manner to the teacher or KIPPster.

**Nutrition Policy**

In compliance with State and Federal law, we have developed the below school nutrition policy restricting the distribution and consumption of foods of minimal nutritional value (FMNV) at KIPP Destiny Elementary. As such, we ask that per the below policy, all parents/guardians do not provide the following foods of minimal nutritional value (FMNV) items during school hours.

**Prohibited Foods of minimal nutritional value (FMNV):**

2. Popsicles
3. Chewing Gum
4. Large Bags of Chips or Cookies
5. Cupcakes
6. Energy or Caffeinated Drinks (Monster, Rockstar, etc.)
7. Chocolate
8. Candies:
   a. Hard candy (e.g. lollipops, breath mints, cough drops, starlight mints)
   b. Jellies and gums (e.g. jelly beans, gum drops) or marshmallow candies
   c. Fondant (e.g. candy corn, soft mints)
   d. Licorice
   e. Spun candy (e.g. cotton candy)
   f. Candy coated popcorn

**Parents can provide food of minimal nutritional value on the following days***:

- A school-wide celebration or grade-level specific reward day pre-determined by the Principal
- Winter, Valentine’s Day, or End-of-Year Party Days
- KIPPster’s birthdays (see section “Birthdays” for additional information)

*On these days, KIPPsters can only consume food items after breakfast and lunch has been served and consumed.

**Fast Food Breakfasts or Lunches**
In order to provide the most nutritional lunch possible, we do not permit parents to drop off fast food breakfasts or lunches for their child during the school day. If parents wish to bring a fast food lunch to share with their child for a special treat, they must sign in at the front office and then sit with their child at the designated visitor tables in the center of the cafeteria.

**KDE Parent Association (KPA)**

KPA is KIPP Destiny Elementary’s parent organization. This organization is designed to promote family engagement and identify those activities that can support the school’s mission. This includes fundraising activities, service learning projects, staff appreciation events, community outreach, and school-wide celebrations. Parents interested in joining should attend the meetings as shared on the monthly calendar.

**Volunteers**

Volunteers are integral to the success of KIPP Destiny Elementary, which encourages and promotes the use of school volunteers who are willing to assist our staff and KIPPsters. A “School Volunteer” is defined as an individual who performs a service functioning within KIPP Destiny Elementary without compensation, remuneration or other consideration, and who shall serve under immediate supervision and direction of the professional staff in the school to which he/she is assigned. To volunteer, fill out a background check form at the front office. Volunteer opportunities include but are not limited to field trip chaperones; Reading Partners; mentoring; tutoring; assisting in the classroom preparation of learning materials, decorating or organizing the parent engagement room, cafeteria monitoring, extracurricular activities, etc. All volunteers must pass a criminal background check provided by the KDE Front Office and complete a school volunteer form.

All parents will be provided with a “Family as Partners” card printed for each of the KIPPsters that attend KIPP Destiny Elementary. We ask that parents hold onto this card throughout the year and bring it whenever attending or participating in parent engagement activities. For every event attended or every volunteer event in which a family member volunteers their time, a stamp will be placed on their “Family as Partners” card. At each quarter, as well as at the end of the year, incentives will be awarded to families based on stamps accrued throughout the school year.

Examples of incentives include (but are not limited to):

- KIPP Swag (free t-shirts, sweaters, lanyards, mugs, travel cups, etc.)
- Uniform gift certificates
- Gift cards
- Volunteer Luncheons
- Reserved seating at special KDE events (concerts, musicals, Stepping Up Ceremony)

If a “Family as Partners” card is lost over the course of the year, a new card can be attained from the Front Office but stamps earned will not be re-instated.

**Withdrawal Process**

If, at any time, a parent would like to withdraw his or her KIPPster from KIPP Destiny Elementary, he or she must first contact the front office beforehand to set up an appointment with the principal. All withdrawals require a meeting with the Principal or Principal’s designee, at which point you will complete a withdrawal form in the main office. We request 24-hour notice prior to completing a withdrawal. Unless required by law, the school will not release a KIPPster’s records to another school until a withdrawal card has been completed.
APPENDIX B: KIPP Destiny Elementary 2015-16 Staff Handbook

KIPP Destiny Elementary’s Commitment to Excellence

Student Name___________________________________________ Date of Initial Meeting____________________

School Leader and Teachers’ Commitments:
We will commit to a partnership at KIPP Destiny Elementary in the following ways:
● We will do whatever it takes to teach the knowledge, skills, and character habits needed for our students to achieve their goals, excel in the competitive world as leaders, and positively impact the Dallas community.
● We will always work to improve our practice to best meet the needs of our students, families, & colleagues.
● We will be reasonably available to parents and students by phone and in person during planning times and afterschool. We will return phone calls, voicemails, and/or texts within 24 hours.
● We will arrive by 7:00am and work hard for our kids and our mission until 5:00pm each day.
● We will model and teach the school values and uphold high standards of professional behavior in all that we do.
● We will commit to teaching KIPP Destiny’s extended school day and school year, knowing that this extra time will ensure that our scholars excel at not only meeting character but academic standards of excellence.
● We will participate fully in professional development and leadership activities designed to continuously improve our school.

We understand if these commitments are not met, we will receive consequences immediately, including possibly being released.

Family Commitments:
We will commit to a partnership at KIPP Destiny Elementary in the following ways:
● We will review our child’s homework, agenda and folder/binder daily.
● We will read with our child every night, and will read and carefully check all papers he/she brings home in their folder or binder. We will call or send a note to the teacher(s) if we have any questions or concerns.
● We will ensure that our child arrives before 7:45 am and gets picked up from school on time every day at 3:30pm (Friday at 1:30pm).
● We will ensure that our child is dressed in the appropriate Destiny uniform every day with pride.
● We will make ourselves available to our children and the school to meet our child’s needs and respond to teachers and the office contact within 24 hours. We will attend conferences and support the school as a valued partner. We will communicate with KIPP Destiny staff respectfully.
● We will actively monitor and work to improve our child’s academic and behavior progress.
● We will participate in service learning, volunteer, and academic night activities, and parent conferences or administrative meetings - recognizing that our partnership in our child’s learning experiences with staff is critical to our child’s academic and character success.
● We recognize that KIPP Destiny commits to protecting the safety, interests, and rights of all individuals in the school. We will be responsible for the choices of our child and will address any concerns that impact the school environment. We, not the school are responsible for the behavior and actions of our child.
● We will reinforce KIPP Destiny’s IMPACT values (Inquire, Make it Better, Persist Toward Excellence, Appreciate, Care, Take a Risk) so that our child achieves his/her highest potential as a scholar leader.
● We will learn and support the systems and procedures of KIPP Destiny Elementary.
● We will support and respectfully communicate with all of the KIPP Destiny Elementary team and family including teachers, office staff, bus drivers, fellow parents and students.

We understand that not fulfilling these commitments will result in consequences immediately, including loss of privileges for our child, and possibly removal of our child from the school.

Student’s Commitments:
I will commit to taking ownership of my learning at KIPP Destiny Elementary in the following ways:
● I will come to school prepared to work hard, make safe and responsible choices, and live the values of KIPP Destiny Elementary to help all of my team & family to be successful. I will come prepared with my folder/binder and backpack every day.
● I will do my homework and reading every evening. If I need help, I will ask. I will complete my work to the best of my ability. I will participate in class and ask questions if I do not understand something, and will persist through academic challenges.
● I will wear my KIPP Destiny uniform with pride, including a tucked in shirt and appropriate shoes.
● I will come to school before 7:45am every day. I will attend service learning and academic activities with my family.
● I will take responsibility for my own choices and accept feedback to help me grow into the best scholar leader I can be.
● I will treat others as I want to be treated.

I understand if I do not fulfill these commitments, I will receive consequences immediately, including loss of privileges, and possibly removal from the school.

X__________________________________________________________
Our Staff

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tori Lee</td>
<td>School Leader</td>
</tr>
<tr>
<td>LaQuicia Gill</td>
<td>Lower School AP</td>
</tr>
<tr>
<td>Ahjani Fuller</td>
<td>Upper School AP</td>
</tr>
<tr>
<td>Elmore Shoto</td>
<td>Assistant Principal of Operations</td>
</tr>
<tr>
<td>Allyson LaFrance</td>
<td>School Operations Manager</td>
</tr>
<tr>
<td>Allyson LaFrance</td>
<td>School Operations Manager</td>
</tr>
<tr>
<td>Ana Lara</td>
<td>School Operations Assistant</td>
</tr>
<tr>
<td>Siamara Williams</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Ashley Fuller</td>
<td>Counselor</td>
</tr>
<tr>
<td>Tijera Marshall</td>
<td>Lower School Instructional Coach</td>
</tr>
<tr>
<td>Anupama Singh</td>
<td>Lead Special Education</td>
</tr>
<tr>
<td>Jessica Ijeh</td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>Katie Walker</td>
<td>Interventionist (RTI/ESL)</td>
</tr>
<tr>
<td>Shan Ward</td>
<td>Music Specialist &amp; Specials Dept. Lead</td>
</tr>
<tr>
<td>Angelita Rozier</td>
<td>Dance Teacher</td>
</tr>
<tr>
<td>Jafinis Huggins</td>
<td>P.E.</td>
</tr>
<tr>
<td>Rachel Stotts</td>
<td>Kinder Co-GLC &amp; Lead Teacher</td>
</tr>
<tr>
<td>Vertecia Shoto</td>
<td>Kinder Co-GLC &amp; Lead Teacher</td>
</tr>
<tr>
<td>Shanjula Harris</td>
<td>Kinder Lead Teacher</td>
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<tr>
<td>Lindsey Wells</td>
<td>Kinder Lead Teacher</td>
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<tr>
<td>Quiiana Parks</td>
<td>Kinder Lead Teacher</td>
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<tr>
<td>Jazmin Perez</td>
<td>Kinder Instructional Aide</td>
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<tr>
<td>Dezerea Williams</td>
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<tr>
<td>Merari Miguel</td>
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<tr>
<td>Zakyla Dickerson</td>
<td>Urban Relay Fellow</td>
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<tr>
<td>Jenneh Kamara</td>
<td>Urban Relay Fellow</td>
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<tr>
<td>Kelsey Baxter</td>
<td>1st grade GLC &amp; Lead Teacher</td>
</tr>
<tr>
<td>Kelley Perkins</td>
<td>1st grade Lead Teacher</td>
</tr>
<tr>
<td>Ericka Robinson</td>
<td>1st grade Lead Teacher</td>
</tr>
<tr>
<td>Name</td>
<td>Grade/Position</td>
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<td>--------------------</td>
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<tr>
<td>Jolie Gobert</td>
<td>1st grade Lead Teacher</td>
</tr>
<tr>
<td>Tequita Odom</td>
<td>Relay Fellow</td>
</tr>
<tr>
<td>April Smith</td>
<td>Relay Fellow</td>
</tr>
<tr>
<td>Veronica Jones</td>
<td>2nd grade GLC &amp; Lead Teacher</td>
</tr>
<tr>
<td>Marshall Armstrong</td>
<td>2nd grade Lead Teacher</td>
</tr>
<tr>
<td>Basia Anders</td>
<td>2nd grade Lead Teacher</td>
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<tr>
<td>Ayeesha Birdine</td>
<td>2nd grade Lead Teacher</td>
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<tr>
<td>Charkitta Butler</td>
<td>2nd grade Lead Teacher</td>
</tr>
<tr>
<td>Aleisha Dolls</td>
<td>3rd &amp; 4th Grade GLC &amp; Lead Teacher</td>
</tr>
<tr>
<td>Karina Castro</td>
<td>Relay Fellow</td>
</tr>
<tr>
<td>Michelle Hernandez</td>
<td>3rd Grade Lead Teacher</td>
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<tr>
<td>Kelvin Johnson</td>
<td>3rd Grade Lead Teacher</td>
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<tr>
<td>Saidah Taylor</td>
<td>3rd Grade Lead Teacher</td>
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<tr>
<td>Janetta Mackins</td>
<td>3rd Grade Lead Teacher</td>
</tr>
<tr>
<td>Caren Ishmael</td>
<td>4th Grade Lead Teacher</td>
</tr>
<tr>
<td>Derrick Hicks</td>
<td>4th Grade Lead Teacher</td>
</tr>
<tr>
<td>Elizabeth Jones</td>
<td>4th Grade Lead Teacher</td>
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<tr>
<td>Sunny Korie</td>
<td>4th Grade Lead Teacher</td>
</tr>
<tr>
<td>Laurel Andrews</td>
<td>4th Grade Lead Teacher</td>
</tr>
</tbody>
</table>

**Our Board of Directors**

An updated list of KIPP DFW’s Board of Directors is maintained on the KIPP DFW website (http://www.kippdfw.org/about-kipp-dfw/board-of-directors).
Appendix C: KIPP FW Regional and School Family and Student Handbook Acknowledgement Form

Formal Acknowledgement of 2017-2018 Handbook and Notifications Receipt and Review

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2017-2018 KIPP DFW Student and Family Handbook as well as School Name’s School Specific Student and Family Handbook.

We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, KIPP DFW policies, regulations, and guidelines.

We are aware that KIPP DFW reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook.

Directions for return of this form throughout the 2017-2018 school year: Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page by August 14th 2017.

New and transfer students registering after the start of the 2014-2015 school year must return this acknowledgement page within one week after receipt.

Student Name: ________________________________
Student Grade: ________________________________
Student School: ________________________________
Parent Name: ________________________________
Parent Signature: ________________________________
APPENDIX D: KIPP DFW Fees and Uniform Policy

Fees:

KIPP DFW is a system of open enrollment public schools and does not charge tuition. Like other public schools, we do ask our parents to help with a small part of the above and beyond costs that make KIPP DFW a special place for you and your children. While most of the costs of the school are covered with public government funds, private foundation philanthropy, and school-based fundraising, there are some costs that are covered by the families as options.

- For example, if your child earns the end-of-year field lesson and you choose to send your child on the trip, we ask you to contribute a small portion of the trip’s cost. KIPP DFW covers the rest of the cost for the trip, which typically is several hundred dollars per child depending on the place and length of the trip.
- Similarly, if you choose to have your child participate in an after-school sport or club, we ask you to contribute a small portion of the cost for the program.
- The list and amount of fees will vary depending on the school level (primary school or middle school), co-curricular activities in which your child is engaged, and above and beyond items and activities that your school provides.

Our goal is to ensure your KIPPster climbs the mountain to and through college, and we appreciate your support in reaching this goal. While a more specific list will be given to you by your school, some school fees may include the following:

- Student Fees: Optional consumable workbooks, technology software, fine arts, agendas, binders, and data files
- Athletic Fees: Optional activity fee helps supplement cost for equipment, uniforms, transportation, tournament and league fees
- EOY Trips: Optional activity fee to help cover some of the transportation, hotel, food, and event admission costs
- Field Lessons: Optional activity fee to help cover the cost of transportation
- Replacement technology damage fees, damaged textbooks, and late pick up fees

Per TEA Code [TEC Sec. 11.158 (f)], if a family is experiencing a hardship and cannot pay, the family can work out other arrangements by contacting the School Leader which can include waiving a fee for required uniforms, supplies, or materials as outlined in TEC Sec. 11.158 (c)].

Uniforms:

It is KIPP DFW’s policy that all students wear the appropriate uniform per their school’s requirement (see your school for the specifics).

- For your convenience, your school may provide you with the required uniform items which you may purchase, or your school will provide you with the uniform vendor name and price list which will allow you to purchase the items directly from the vendor.
- If you choose not to purchase uniform items using one of the methods above, you may request from the district a list of vendors of which KIPP DFW Public Schools have an agreement, so that you may purchase from an external vendor if the items are available.
- To request a list of vendors, please contact your school’s main office.