

# **KIPP DC:** PUBLIC SCHOOLS

**High School Student & Parent Handbook  
2019-2020 School Year**

<b>CONTENTS</b>	<b>PAGE</b>
<b>About KIPP DC and Our Mission .....</b>	<b>4</b>
<b>Logistics .....</b>	<b>5-6</b>
School and Campus Directory	
Website and Media Release	
Student Contact List	
Calendar and Important Dates	
School Hours	
Inclement Weather Policies	
<b>Enrollment .....</b>	<b>7-8</b>
Who May Enroll a Student?	
Age Requirements	
Lottery	
Required Documentation for New Students	
Residency Requirements	
Re-Enrollment Procedures	
Withdrawal	
Transfers	
<b>Attendance Policy.....</b>	<b>9-10</b>
<b>Dress Code.....</b>	<b>11</b>
<b>Academics, Enrichment Activities, and Other Programs .....</b>	<b>12-20</b>
Common Core Instruction	
High School	
Special Education and Individualized Education Plans (IEPs)	
Grading Policy	
College Readiness Reports and Merit/Demerit System	
Graduation Requirements	
Promotion Policy	
Credit Recovery Programs	
Physical Education	
Enrichment Activities	
School Events	
Field Trips	
Walking	
Local Field Trips	
Out-of-State-Trips	

Chaperone and Volunteer Policy	
Student Transportation Policy	
<b>Communication with Staff and Families</b> .....	21
Electronic Communication	
Teacher Cell Phones	
Teacher Meetings	
Student Cell Phones	
Communication with Students During the School Day	
<b>Family Engagement</b> .....	22-24
Parental Involvement Policy	
KIPP DC Parent Organization	
KIPP DC Board of Trustees	
<b>Student Records</b> .....	25
Student Privacy	
Viewing Student Records	
Releasing Student Records	
Student Fees	
<b>Health, Safety, and Security</b> .....	26-27
Immunizations	
Medication	
Meals and Healthy Eating	
Bathroom Policy	
DC Mandated Reporter Law	
Fire and Safety Drills	
<b>Safety, Order, and Student Discipline</b> .....	28-35
Defining School Procedures and Behavior Expectations	
In-School Disciplinary Consequences	
Out-of-School Disciplinary Consequences	
Special Notes Concerning Suspension	
Due Process Procedures for Students with Disabilities	
Student Cell Phones and Electronic Devices	
Student Cell Phones	
Electronic Devices, Toys, Games, and Gadgets	
Banned Items and Searches	
<b>Continuum of Minimum and Maximum Consequences / Disciplinary Sanctions</b> .....	36-41
<b>Bullying Prevention Policy</b> .....	42-45

Objectives and Purpose	
Definition	
Prohibition Against Bullying and Retaliation	
Code of Conduct	
Reporting Incidents of Bullying or Retaliation	
Investigating Incidents of Bullying	
Consequences of Bullying and Retaliation	
Appeals	
Publication and Contact Information	
<b>Equal Opportunity and Non-Discrimination in Education Policy</b>	46-48
<b>Complaints</b>	49-51
<b>Visitors and Meetings</b>	52-55
Visitor Security Check-In Procedures	
Visitor Code of Conduct	
Video Surveillance	
Barring Notices and Procedures	
Parent/Guardian Classroom Visits and Meetings with School Staff	
Visitors Participating in IEP/504 Meetings and Observations of Students with Disabilities	
<b>Other Legally Mandated Notifications</b>	56-65
Technology Acceptable Use Policy and Internet Safety	
Notification of Rights under FERPA	
Notification of Rights under PPRA	
Education of Homeless Children and Youth Program	
Asbestos Management Information	
<b>Forms</b>	66-68
Handbook Receipt and Review Acknowledgement Form	
Release of Student Directory Information Opt-Out Form	
Consent to Release Student Information (for parents/guardians of new students)	

## **ABOUT KIPP DC**

KIPP DC is a network of high-performing, public, college-preparatory charter schools in Washington, DC, which serves the city's most educationally underserved communities. At KIPP DC, there are no shortcuts: outstanding educators, more time in school, a rigorous college-preparatory curriculum, and a strong culture of achievement and support all help our students make significant academic gains and continue to excel in high school and college.

In 2001, founder Susan Schaeffler and a team of dedicated educators established KIPP DC's first school, KEY Academy middle school, in a church basement in Anacostia. Beginning with 80 fifth graders, KEY Academy has grown to become one of the highest-performing public middle schools in the District. Due to the outstanding success of KEY Academy, KIPP DC expanded to reach more students, and now serves over 5,000 students in prekindergarten through 12<sup>th</sup> grades, on 6 campuses in Wards 5, 6, 7, and 8.

## **Our Mission**

Our mission is to create and sustain the highest quality school system for the most educationally under-resourced communities in Washington, DC.

- KIPP DC students will develop the knowledge, skills, and character necessary to become thoughtful, influential, and successful citizens in the competitive world.
- KIPP DC will raise expectations of public education in under-served communities by cultivating high-performing educational leaders and by serving as a model of excellence.
- KIPP DC will double the college graduation rate of the students we serve.

## LOGISTICS

### SCHOOL AND CAMPUS DIRECTORY

#### **SNOW AND EMERGENCY INFORMATION LINE – 202-253-6921**

<b>KIPP DC College Prep</b>	<b>KIPP DC Somerset College Prep</b>
School Leader: Andhra Lutz 1405 Brentwood Parkway NE Phone: 202-678-2527	School Leader: Lauren Catalano 3301 Wheeler Road SE Phone: 202-562-9170

### WEBSITE AND MEDIA RELEASE

KIPP DC's website ([www.kippdc.org](http://www.kippdc.org)) contains useful information for families including a calendar, announcements, enrollment details, after school program opportunities, and more! You can also follow us on Facebook, Twitter, and Instagram:

- <https://www.facebook.com/KIPPDC>
- [https://twitter.com/KIPP\\_DC](https://twitter.com/KIPP_DC)
- <https://www.instagram.com/kippdcschools/>

During the online enrollment period, the parent/guardian of each student is asked to complete a Student Media Release Form, which grants permission for KIPP DC and any school-approved partner to take and use photographs of our students for school-related reasons.

### STUDENT CONTACT LIST

Parents and Guardians are required to provide their student's school with an up-to-date contact list for each student. The list must include contact information for the student's parent/guardian and all other individuals authorized to pick the student up and drop the student off at home and school. In the event of an emergency, school staff will first contact the student's parent/guardian. If the parent/guardian is unreachable or their contact information is inaccurate, school staff will contact the other individuals on the student's student contact list. Please let school staff know if any of the information on your student's contact list changes as soon as possible.

### CALENDAR AND IMPORTANT DATES

#### **First Days of School**

- Monday, August 5<sup>th</sup> – Freshman Orientation Starts
- Thursday, August 8<sup>th</sup> – First Day of School for Students in 12<sup>th</sup> Grade
- Monday, August 12<sup>th</sup> – First Day of School for Students in Grades 10<sup>th</sup>-11<sup>th</sup>

#### **No School**

- Friday, August 30<sup>th</sup> – Professional Development - No School for Students
- Monday, September 2<sup>nd</sup> – Labor Day – No School for Students
- Friday, September 27<sup>th</sup> – Professional Development - No School for Students
- Monday, October 14<sup>th</sup> – Columbus Day – No School for Students
- Friday, November 1<sup>st</sup> – Parent Teacher Conference Day – No School for Students in Grades 9<sup>th</sup>-11<sup>th</sup>
- Friday, November 11<sup>th</sup> – Veteran's Day – No School for Students
- Monday, November 25<sup>th</sup> – Friday, November 29<sup>th</sup> – Thanksgiving Holiday – No School for Students

- Friday, December 6<sup>th</sup> – Professional Development - No School for Students
- Monday, December 23<sup>rd</sup> – Friday, January 3<sup>rd</sup> – Winter Holiday – No School for Students
- Monday, January 20<sup>th</sup> – Martin Luther King, Jr. Holiday – No School for Students
- Friday, February 17<sup>th</sup>– Monday, February 18<sup>th</sup> – President’s Day Holiday – No School for Students
- Friday, March 20<sup>th</sup> – Parent Teacher Conference Day - No School for Students in Grades 9<sup>th</sup> -11<sup>th</sup>
- Friday, March 27<sup>th</sup> – Professional Development – No School for Students
- Monday, April 13<sup>th</sup> – Friday April 17<sup>th</sup> – Spring Break – No School for Students
- Friday, May 22<sup>nd</sup> – Monday, May 25<sup>th</sup> -- Memorial Day Holiday – No School for Students
- Friday, June 12<sup>th</sup> - Last Day of School (1:00 PM Dismissal)

**Early Release Dates (1:00 PM Dismissal)**

- Friday, August 23<sup>rd</sup>
- Wednesday, September 11<sup>th</sup>
- Wednesday, October 9<sup>th</sup> (full day for seniors)
- Wednesday, October 23<sup>rd</sup> (full day for seniors)
- Thursday, October 31<sup>st</sup>
- Wednesday, November 6<sup>th</sup> (full day for seniors)
- Wednesday, January 29<sup>th</sup>
- Friday, February 14<sup>th</sup>
- Wednesday, February 27<sup>th</sup>
- Wednesday, March 18<sup>th</sup>
- Wednesday, April 8<sup>th</sup>
- Wednesday, April 29<sup>th</sup>

**Staggered Exam Dismissal**

- Wednesday, December 18<sup>th</sup> – Thursday, December 19<sup>th</sup> – Semester 1 Final Exams
- Monday, June 8<sup>th</sup> – Tuesday, June 9<sup>th</sup>– Semester 2 Final Exams

**SCHOOL HOURS**

The KIPP DC school day is from 8:00 AM to 4:00 PM. Please be aware of the appropriate times for drop off and pick up. KIPP DC staff does not supervise students outside of school hours, and is not responsible for students who are dropped off before the school day begins, nor picked up after school the school day ends.

**INCLEMENT WEATHER POLICIES**

**ONE AND TWO HOUR DELAYS AND EMERGENCY EARLY DISMISSALS**

- If DCPS opens one hour late, KIPP DC will open at 9:00 AM.
- If DCPS opens two hours late, KIPP DC will open at 10:00 AM.
- However, please note that KIPP DC does not necessarily dismiss students early when DCPS does. Please call (202) 253-6921 after 12:00 PM and listen to the recording to hear current closing information.
  - For early dismissal, all regular bus riders will take the bus unless we receive directions from a parent/guardian telling us otherwise.
  - Walkers will be sent home immediately.
  - Carpool riders will wait at school until they are picked up in a timely fashion.

**EMERGENCY SCHOOL CLOSINGS**

- If DCPS is closed, KIPP DC will be closed.
- If DCPS is open, KIPP DC is open.

If KIPP DC needs to open, close, delay, or close early when DCPS does not, we reserve the right to do so. Please watch channels NBC 4, ABC 7, and News Channel 8 for KIPP DC closings, and keep your contact information up to date so you receive robo-calls.

## ENROLLMENT

### WHO MAY ENROLL A STUDENT

KIPP DC's enrollment forms must be completed in their entirety by one parent or guardian with legal custody. A parent includes a biological parent whose name is listed on the student's birth certificate or an adoptive parent with valid legal documentation. A guardian or third party custodian is an individual appointed by the court as stated in valid legal documentation.

In the absence of either of these documents, KIPP DC accepts the *Attestation of Other Primary Caregiver*, when verified by the Office of the State Superintendent of Education (OSSE), on a case-by-case basis. This form can be obtained from each campus Compliance Manager.

### AGE REQUIREMENTS

Grade	Minimum Age on 9/30	Maximum Age on
9	-	16
10	-	17
11	-	18
12	-	19
	Family must provide proof	
	promotion from	
	grade	

### LOTTERY

If the number of applications exceeds the number of spaces available, a lottery is held to determine the order in which students are offered seats. Per the District of Columbia School Reform Act, KIPP DC recognizes four lottery preferences during the open enrollment period: (1) children of staff, (2) current KIPP DC students interested in transferring to a different KIPP DC campus, (3) siblings of current KIPP DC students (students who share a biological parent), enrolled during the 2018 – 2019 school year, (4) siblings of students who were offered a lottery or waitlist spot for the upcoming school year. Students applying after the open enrollment period will be added to the wait list on a first-come first-served basis. For more information regarding My School DC, visit <http://www.myschooldc.org/>.

### REQUIRED DOCUMENTATION FOR NEW STUDENTS

After a student is enrolled, parents/guardians must provide the following documentation when completing registration:

1. Verification of Residency in the District of Columbia;
2. Birth Certificate
3. Immunization and Health Records;
4. KIPP DC Registration Packet;
5. Official transcript from previous school(s);
6. Standardized test scores; and
7. Individual Education Plan (IEP) or Section 504 Plan (504 plan), if applicable (used for course placement, not as a criteria for acceptance).



### Transcript Review for New Students

Any offer of enrollment in grades 10 through 12 is contingent upon a transcript review. This review is to ensure the student has earned enough credits and completed all necessary courses to enroll in the desired grade and graduate on time. Newly enrolling students cannot make up missed credits from previous schools in credit recovery at KIPP DC. If a student is not on track for the desired grade level, his or her My School DC application must be adjusted to reflect the appropriate grade. This action may mean the student is placed back on a waitlist and the original offer rescinded.

### RESIDENCY REQUIREMENTS

The enrolling parent/guardian must be a resident of Washington, DC and able to prove residency using the documents outlined in OSSE's *Residency Verification Guidelines* by the deadlines specified by the school, both during initial enrollment, and on each subsequent re-enrollment. If at any time KIPP DC has reason to believe that a student is not a resident of the District of Columbia, KIPP DC is required to inform OSSE of this information, and OSSE will conduct a residency investigation. During a residency investigation, families will have two business days to provide OSSE with the appropriate documentation to prove residency. Due to demand for seats at KIPP DC from Washington, DC residents, we are unable to accept out-of-state tuition-paying students, and a non-resident finding will result in mandatory withdrawal and a referral to OSSE. Presentation of false, forged, or doctored proof of residency will also result in immediate withdrawal and a referral to OSSE for adjudication. KIPP DC, OSSE, and the DC Office of the Attorney General (OAG) are required by law to pursue retroactive tuition for all students who are found to be non-residents for the period of time they were enrolled.

### RE-ENROLLMENT PROCEDURES

Parents/guardians of current students wishing to attend KIPP DC during the 2019 – 2020 school year must notify KIPP DC by completing re-enrollment by the spring deadline and all applicable related paperwork by the school specified deadline. Forms and reminders will be sent home in advance of the deadline. Parents/guardians of current students who miss the deadlines must submit an application to be considered for re-enrollment. Former students do not receive preference in the lottery or on the waitlist.

### WITHDRAWAL

When a family moves from Washington, DC or decides to withdraw their student for any reason, they must complete a withdrawal form. Withdrawal forms can be obtained from each campus's Compliance Manager. Parents/guardians must indicate the new school of enrollment within ten school days of withdrawal, or KIPP DC is required by law to contact DC's Child and Family Services Agency (CFSA). If a current student withdraws but decides to return to KIPP DC, the student must complete a new application and go through the lottery process again.

### TRANSFERS

Due to the high demand for spaces at KIPP DC, and the rules governing the maintenance and use of our lottery and waitlists, KIPP DC is generally unable to honor transfers between KIPP DC schools during the school year. Families interested in transferring to another KIPP DC campus are encouraged to complete an application via My School DC during the open enrollment window. Current KIPP DC students receive a transfer preference in the lottery, but only if they submit their application before the My School DC lottery deadline. Families who apply to transfer after the lottery deadline will be added to our waitlist on a first-come-first-served basis.

**KIPP DC reserves the right to initiate an internal transfer of a student for safety or disciplinary reasons at KIPP DC's sole and absolute discretion.**

## **ATTENDANCE POLICY**

KIPP DC is committed to providing our students with a high-quality education. Research shows that students who regularly attend school have the most academic success. Accordingly, KIPP DC strives to ensure that every student attends school consistently and is on time.

We understand that students get sick and that emergencies come up, but consistent attendance is critical to a student's education. KIPP DC staff will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues.

### **How do I report that my child will be absent from school?**

Please report all absences to the school's Office Manager as soon as the need for absence is known. If we do not receive advance notice of an absence, we will call the student's parent/guardian to determine the reason for the absence.

### **When is an absence excused?**

An absence is excused when a student (i) has a valid excuse, and (ii) provides a written note from a parent/guardian (or doctor) within five days of the absence. If a valid excuse note is not provided within five days of the absence, the absence may be considered unexcused. All excused absence notes are subject to monitoring and verification.

Here are some examples of excused absences:

- Student illness (parents can write up to five notes to excuse illnesses. After five illnesses a doctor's note is required).
- Medical appointments (students are expected to attend school before/after the appointment).
- Religious holidays (up to five cumulative days).
- Death in the family.
- Family emergency, such as house fire, flood, or violence in the home.
- Mandatory court appearance.

### **When is an absence unexcused?**

An absence is unexcused when a student fails to attend school without a valid excuse (whether or not they have parent/guardian approval). Here are some examples of unexcused absences:

- Lengthy vacations
- Sports camps or outings
- Oversleeping
- Babysitting
- Skipping class

### **How can families help establish consistent and on-time attendance for their students?**

- Engage with your child about the importance of a good education to their future.
- Encourage good sleeping and eating habits.
- Work with your child to come up with a consistent morning routine that includes plenty of time to get ready for school.
- Leave extra time for transportation issues, like metro delays and traffic.
- Make sure your child arrives at school at least fifteen minutes before class starts.
- Schedule medical/dental appointments before or after school, where possible.

Is school attendance required?

Yes. All students who are five years or older on or before September 30<sup>th</sup> of the current school year are legally required to attend school each day until they meet high school graduation requirements or turn 18 years old.

**What happens if a student misses school?**

Again, KIPP DC staff will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues. Our goal is that each student successfully completes his or her school year with KIPP DC, however, as permitted by DC law, we reserve the right to unenroll a student who reaches 20 consecutive, unexcused absences.

KIPP DC will not unenroll a student without first (i) making a good faith attempt to hold at least three attendance meetings, and (ii) sending home three attendance letters. In most cases, KIPP DC will implement attendance interventions when students reach the following unexcused absence thresholds:

Unexcused Absences Threshold	KIPP DC Interventions and Family Support
4	<ul style="list-style-type: none"> <li>Initiate attendance intervention plan</li> </ul>
8	<ul style="list-style-type: none"> <li>Initiate attendance intervention plan</li> </ul>
10	<ul style="list-style-type: none"> <li>KIPP DC is legally obligated to submit <i>Child and Family Services Agency Referral</i> (for students age 5-13)</li> </ul>
15	<ul style="list-style-type: none"> <li>KIPP DC is legally obligated to submit Referral to <i>Court Social Services and Office of the Attorney General-Juvenile Division</i> (for students age 14-17)</li> <li>Initiate attendance intervention plan</li> </ul>
18	<ul style="list-style-type: none"> <li>Initiate attendance intervention plan</li> </ul>
20 Consecutive	<ul style="list-style-type: none"> <li>Unenrollment</li> </ul>

**NOTE:** Students who are unenrolled from KIPP DC are not eligible to return during the school year in which they are unenrolled. If an unenrolled student wishes to return to KIPP DC, they will be required to reapply for enrollment through the My School DC Common Lottery.

**When is retention considered?**

Students may be considered for retention where their cumulative number of absences results in insufficient course work to meet the requirements for earning the necessary course credits, as explained in the Graduation Requirements section. Retention for missed course credits would result in a student repeating their current grade level.

**What should I do if my child will be absent for an extended period of time?**

If you know that your child will be absent for a week or more, please contact the office immediately and make arrangements with your child’s classroom teacher for assignment completion. Depending upon the nature of the illness or emergency, children will be responsible for keeping up with their class work. KIPP DC will make reasonable efforts to assist a child in keeping up with class work for children who are out for extended periods of time due to illness.

**What is Saturday School?**

Throughout the school year, early childhood and elementary schools will offer two-hour long parent/child Saturday School sessions, which will expose students to many extracurricular and enrichment activities. The purpose of the parent/child Saturday School session is to build a strong bridge between school and home, so that our students get the support that they need to succeed in school and in life. Please contact your school Principal/designee for additional information.

**How does KIPP DC’s attendance policies apply to disabled students?**

KIPP DC’s attendance policies apply to disabled and non-disabled students alike; the only exception to this rule is when a student’s absences are directly related to his or her disability. Parents/guardians of students with

disabilities should contact the campus Student Support Services' Compliance Manager for an individualized determination regarding the appropriate documentation to excuse an absence.

## **DRESS CODE**

At KIPP DC we believe our dress expectations promote community and belonging, maximize learning, reflect our college and career aspirations, and encourage student expression and choice.

KCP students and staff commit to refraining from wearing any article of clothing, accessory, or markings on clothes or skin that: exhibit curse words or slurs, or display emblems, symbols, signs, or other things which are clear evidence of affiliation with illegal drugs, alcohol, violence, or criminally motivated organizations.

- **Tops:**
  - Students may wear school-approved KCP tops, including:
    - KIPP DC polos
    - KIPP DC sports team t-shirts
    - KIPP DC club/event t-shirts
    - KIPP DC hoodies or sweatshirts
  - Students may also wear college/university shirts and t-shirts. College/university sweatshirts and hoodies are encouraged as well. Other appropriate sweatshirts and hoodies are allowed.
  - All tops must cover midriff, shoulders, upper arms, and chest areas. Tank tops and spaghetti strap tops are not allowed.
- **Bottoms:**
  - Students should wear solid color pants, including jeans with no rips, tears, patches, embellishments, excessive zippers, or discoloration.
  - Pants must be worn at the waist.
  - Shorts, skirts, sweatpants, leggings, and overalls are not allowed.
- **Shoes:**
  - Students should wear shoes with a flat sole that cover the entire foot (including toes and heels).
- **Headgear:**
  - Students may wear headbands, hair bows, barrettes, hairclips, etc. that are decorative or functional in nature.
- **Outerwear:**
  - Outerwear must be placed in student lockers during the day. This includes: coats, jackets (including denim/jean or track jackets), winter accessories (including gloves, mittens, earmuffs, ear warmers), and vests.
- **Note:** KIPP DC respects and protects students' religious, ethnic and cultural expression. Students may wear any religiously, ethnically, or culturally specific head coverings or hairstyles, including but not limited to hijabs, yarmulkes, head/hair wraps, braids, locs, and cornrows.

## ACADEMICS, ENRICHMENT ACTIVITIES, AND OTHER PROGRAMS

### COMMON CORE AND INSTRUCTION

Instruction at KIPP DC schools is aligned to the Common Core State Standards. Teachers have spent a significant amount of time preparing for the instructional shifts that need to happen in order to ensure that students master these more rigorous standards. Parents/guardians with questions about KIPP DC and the Common Core State Standards, should feel free to reach out to Susan Toth, Chief Academic Officer, at [susan.toth@kipfdc.org](mailto:susan.toth@kipfdc.org). The standards themselves are available at <http://www.corestandards.org/>.

### HIGH SCHOOL

At our high school, we offer rigorous college-preparatory classes, designed to prepare our students for success at the nation's best colleges and universities. Advanced Placement (AP) classes push our most ambitious students, while our top-notch arts, music, sports, community service, and extracurricular programs provide ample time for students to pursue their interests outside the classroom. Our college counseling program starts their freshmen year, ensuring that 100% of our students will be college bound.

### SPECIAL EDUCATION AND INDIVIDUALIZED EDUCATION PLANS (IEPS)

KIPP DC believes that all students can learn with the right supports. KIPP DC is committed to partnering with parents to foster a positive educational experience for each student, no matter what the student needs.

At KIPP DC, students are educated in the least restrictive environment that meets their unique academic and social/emotional needs. To support the needs of each individual learner, KIPP DC has created a robust system of supports across the network, which includes specialized instruction, counseling, behavioral supports, speech, occupational therapy, and physical therapy. KIPP DC's mental health practitioners routinely provide resources, services, and information for students and families affected by adverse experiences. Families with specific concerns should contact their school's mental health practitioner.

KIPP DC's Student Support Services Team serves all KIPP DC students, and provides support and training to school leaders and teachers such as on child find obligations and how to recognize when parents may be inquiring about identification but may not know to ask for evaluation.

KIPP DC continuously identifies and evaluates students with disabilities between ages of three and 22, including students who are homeless or in CFSA custody. Each campus's Student Support Services Compliance Manager Procedures makes referrals, conducts evaluations, communicates with families, writes and reviews Individualized Education Plans (IEPs), maintains student records, and reports on student progress.

For more information regarding Special Education Services at KIPP DC, please contact your school's Principal/designee or Student Support Services Compliance Manager.

### GRADING POLICY

KCP has two semesters and four quarters. Each semester grade is an average of both quarters and includes a final semester exam score (20%).

Exams are 20% of your grade because this most closely mirrors college-level expectations. This is also a chance to show what you have learned and retained over the semester.

**Quarter 1 (40%) + Quarter 2 (40%) + Final Exam (20%) = Semester Grade**

Grading Period	Time
Semester 1	August 13-January 18

Quarter 1	August 13 – November 8
Quarter 2	November 9 - January 11
Final Exams	January 17 - January 18
Semester 2	January 22 - June 13
Quarter 3	January 22 - March 22
Quarter 4	March 25 - June 6
Final Exams	June 10 - June 11

KCP uses a “Mastery Based Grading” system which means all of your grades show what you know and have learned. Teachers grade multiple assignments and assessments per week and update grades regularly so you know exactly what you have “mastered” and what you still need to learn. *To pass a class, you must “master” at least 60% of all material (earn a D- or higher).*

### Grading Scale

KCP uses the following grading scale:

PERCENT GRADE	LETTER GRADE	GPA POINTS	AP POINTS
98-100%	A+	4.3	5.3
94-97%	A	4.0	5.0
90-93%	A-	3.7	4.7
88-89%	B+	3.3	4.3
84-87%	B	3.0	4.0
80-83%	B-	2.7	3.7
78-79%	C+	2.3	3.3
74-77%	C	2.0	3.0
70-73%	C-	1.7	2.7
68-69%	D+	1.3	2.3
64-67%	D	1.0	2.0
60-63%	D-	0.7	1.7
Below 60%	F	0.0	0.0

Pass/Fail classes are issued “P” or “F” and earn credit; however, they do not factor into grade point averages. Advanced Placement classes earn weighted grades meant to honor the additional rigor of the course.

### Report Cards

- KCP no longer distributes report cards directly to students. Parents/guardians must attend quarterly report card conferences throughout the school year to obtain their student’s report cards.

- Parents/guardians may also make appointments to pick report cards up from their student’s advisor if they are unable to attend conferences. This allowance will only be made *after* quarterly report card conferences are held.
- Final quarter report cards will be mailed home at the end of the school year.

## COLLEGE READINESS REPORTS AND MERIT/DEMERIT SYSTEM

### COLLEGE READINESS REPORTS

Each week, students receive a “College Readiness Report” during Advisory period, which includes current grades, attendance, and merits/demerits. (Please see example below.) Students and parents/guardians can also log into PowerSchool to view student grades and to set up notifications for when grades are updated.

Vice Principal's Contact Info		GPA Summary		Daily Attendance			Behavior Summary		
V/P	Stephanie Young	Current Term	1.41	Absent to School	This Week	This Year	Merits	This Week	This Year
Phone	(202) 384-6274	Previous Term	1.45	Tardy to School (-5)	1	16	Demerits	0	260
Email	stephanie.young@kippdc.org	Cumulative	1.83		0	1	Detentions	0	0

  

Weekly Summary									
Day	Class	Teacher	Grade	Tuesday	Wednesday	Thursday	Friday	Monday	Total
	Attendance			"A" Absent Unexcused	Present	Present			0
509	English II - 1(A-B) (509)	Ms. Muzzi		A					0
514	Composition I - 2(B) (514)	Dr. Yates							0
401	Reading Skills - 2(A) (401)	Mr. Lu							0
409	Algebra II - 3(A-B) (409)	Miraglia		A					0
109	Music Appreciation - 4(B) (109)	Mr. Taylor							0
501	World History & Geography II - 4(A) (501)	Ms. Taylor							0
420	Chemistry - 5(A-B) (420)	isaac							0
414	Advisory I - 2(A-B) (414)	Ms. Loveridge		A					0
414	Advisory II - 6(A-B) (414)	Ms. Loveridge		A					0
				0	0	0	0	0	0

  

Behavior Values		
Character	Professionalism	Work Ethic
Citizenship (C) = 2	Inappropriate Response (IR) = -3	Incomplete Homework(H) = -3
Gift (G) = 2	Food or Gum (FG) = -1	Not Prepared (NR) = -2
Ownership (Ow) = 2	Improperly Dressed (ID) = -1	Not Participating (NA) = -2
	Inappropriate Classroom Behavior (ICB) = -1	

### MERIT/DEMERIT SYSTEM

KCP uses a Merit/Demerit System to track the choices students make during the school day. Students may earn merits for positive choices and demerits for negative ones. Students may use merits to earn privileges like dress down days or field trips. Demerits can lead to consequences like detention.

Below are examples of how students earn merits and demerits:

Character Traits	Major Merits (+5)	Merits (+3)	Demerits (-2)	Major Demerits (-5)
<b>Work Hard.</b>	<ul style="list-style-type: none"> <li>• High-Quality Work</li> <li>• Using Academic Language</li> <li>• Insightful Classroom Participation</li> <li>• Attention to Detail</li> <li>• Risk Taking</li> <li>• Work Habit Growth/Development</li> </ul>	<ul style="list-style-type: none"> <li>• Being Prepared</li> <li>• Taking Initiative by Beginning Tasks without Teacher Prompting</li> <li>• High-Quality Work</li> <li>• Paying Attention and Focused on Classwork</li> <li>• Transitioning Between Classes without Incident</li> <li>• Answering Questions</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Prompting to Get/Remain on Task</li> <li>• Unprepared for Class</li> <li>• Uniform Violations</li> </ul>	<ul style="list-style-type: none"> <li>• Refusal to Complete Work</li> <li>• Failure to Follow Directions</li> <li>• Sleeping During Class</li> <li>• Classroom Disruptions</li> <li>• Late to Class</li> </ul>
<b>Be Nice.</b> <ul style="list-style-type: none"> <li>• Personal Interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Defusing Conflict</li> <li>• Helping Peers without Teacher Prompting</li> <li>• Peer Encouragement and Accountability</li> <li>• Assisting a Teacher</li> <li>• Building Positive Relationships with Teachers and Peers</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging Peers to use Positive Behavior</li> <li>• Lending Materials to Peers</li> <li>• Helping to clean when it's not your mess</li> <li>• Using Appropriate Language</li> </ul>	<ul style="list-style-type: none"> <li>• Sucking Teeth</li> <li>• Sighing</li> <li>• Food and Gum</li> <li>• Using Inappropriate Language</li> </ul>	<ul style="list-style-type: none"> <li>• Cursing</li> <li>• Name-Calling</li> <li>• Exhibiting Defiant Behavior</li> <li>• Throwing Items</li> </ul>
<b>Give Back.</b> <ul style="list-style-type: none"> <li>• Community Interactions:</li> <li>• Leadership</li> <li>• Ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Helping Peers without Teaching Prompting</li> <li>• Setting a Good Example</li> <li>• Volunteering</li> <li>• Helping Peers Problem Solve</li> <li>• Initiating Peer-to-Peer Tutoring without Teacher Prompting</li> <li>• Taking Lead During Group Work</li> <li>• Random Acts of Kindness</li> </ul>	<ul style="list-style-type: none"> <li>• Helping Peers When Asked</li> <li>• Encouraging Peers to Do the Right Thing</li> <li>• Volunteering in Class/at School Helping Absent Students</li> <li>• Lending Materials to Peers</li> <li>• Community Beautification</li> </ul>	<ul style="list-style-type: none"> <li>• Food and Gum</li> <li>• Littering</li> </ul>	<ul style="list-style-type: none"> <li>• Instigating</li> <li>• Vandalizing Classroom/School Property</li> </ul>



### Are You 100?

Each week, students receive a baseline 100 merits for simply arriving on time to school every day. Here are a few examples about how to measure student merits:

- **69 or less merits/week:** off track, intervention tracking program required
- **70-120 merits/week:** on track and meeting expectations
- **121+ merits/week:** college-ready behavior, eligible for privileges like dress down days

Please ask your student's dean for additional information on KCP's Merit/Demerit System.

### GRADUATION REQUIREMENTS

COURSES	CREDITS	NOTE(S)
English	4.0	
Mathematics	4.0	Must include Algebra 1, Geometry, and Algebra II at a minimum.
Science	4.0	Must include three lab sciences.
Social Studies	4.0	Must include World History I and II, United States History, and United States Government/District of Columbia History
Foreign Language	2.0	
Art	0.5	
Music	0.5	Participation in KCP's Spring Musical can satisfy this requirement.
Physical Education; Health	1.5	Participation on a KCP Athletic Team (one season) can satisfy 0.5 credits of the physical education requirement; two seasons of athletics participation are required to satisfy the physical education requirement in its entirety.
General Electives	3.5	
<b>TOTAL</b>	<b>24</b>	

- KCP students must take an English, math, science, and history course each year, regardless of how many Carnegie credits they may have earned in middle school or before transferring from another high school.
- The District of Columbia requires that two of the 24 credits students earn are either *college-level* or *career-preparatory*. At KCP students can fulfill these requirements by taking the following courses: all technology courses, Advanced Placement (AP) courses, College Counseling, Honors classes, and dual enrollment classes.
- KCP students must earn 100 community service hours in order to graduate. Students who earn 120 community service hours may use the hours to count toward one general elective credit.

- KIPP DC Board of Trustees may grant exceptions to these requirements for extenuating circumstances (e.g. long-term illness, international transfers).
- ***Students must meet all graduation requirements in order to participate in the graduation ceremony and receive a diploma.***

#### PROMOTION POLICY

Students with eight or less credits at the end of their 10<sup>th</sup> grade are required to meet with their grade-level dean to (i) determine whether the student will be promoted to 11<sup>th</sup> grade and (ii) develop a promotion plan. This is an opportunity for the student, parent/guardian, and KCP staff to collaborate on how best to support the student in earning the necessary graduation requirements. A promotion plan will likely include a proposed core course, elective, and credit recovery schedule.

#### CREDIT RECOVERY PROGRAMS

KCP offers credit recover programs after school and during the summer.

#### **When is a student eligible for credit recovery?**

- After School Credit Recovery. Students in grades 9-12 who failed one to two core courses (English, math, science, history, and Spanish) during the 2017-2018 school year will have an opportunity to participate in this credit recovery program.
- Summer Credit Recovery. Students in grades 9-11 (classes of 2019-2021) who failed one to two core courses during the 2018-2019 school year will have an opportunity to participate in this credit recovery program. Students who failed three or more courses during the 2018-2019 school year and/or did not recover credit from previous school years will be required to create a separate promotion plan with their grade-level dean or KCP administrator.

#### **How does a student enroll in a credit recovery program?**

- Eligible students should ask their grade-level dean about enrolling in a credit recovery program. A KCP administrator will review all student requests to enroll in credit recovery on a case-by-case basis.

#### **What program of study does KCP use for credit recovery?**

- KCP uses *Edgenuity*, a blended learning online curriculum that is aligned with the Common Core.

#### **What credit recovery courses are offered?**

- KCP offers credit recovery for core courses (English, math, science, history, and Spanish).

#### **When is credit recovery offered?**

- After School Credit Recovery. This credit recovery program is offered each academic semester on Mondays and Tuesdays, from 4:20-6:00 pm.
- Summer Credit Recovery. This credit recovery program is offered over a four week period during the summer, with daily, four hour classes. A detailed Summer Credit Recovery schedule will be available to students and parents/guardians by the end of the first academic semester.

#### **How many credit recovery courses can a student take per year?**

- After School Credit Recovery. Eligible students can take one after school credit recovery course per academic semester (up to two courses per school year).
- Summer Credit Recovery. Eligible students can take up to two credit recovery courses during the summer.

#### **Can students complete credit recovery coursework outside of credit recovery program hours?**

- Yes. Students are able to complete coursework online, outside of credit recovery program hours, via *Edgenuity*.
- Students who successfully complete the credit recovery program early will be exited from the program at

that time.

**Is there a fee for credit recovery courses?**

- Yes. There is a non-refundable fee of \$25 per course. Students should ask their grade-level dean for additional details.

**When is credit awarded for recovery courses?**

- Credit is awarded to students who complete 100% of the course and earn a D- (60%) or higher.

**How is a recovery course listed on a student's transcript?**

- All credit recovery courses are listed on student transcripts as "CR".

**Can a student be removed from credit recovery?**

- Yes. Students may be removed from credit recovery for (i) violations of KCP's *Discipline Policy* and/or (ii) accumulating three or more unexcused absences.

**PHYSICAL EDUCATION (PE)**

The purpose of physical education (PE) is to provide students with a short break, fresh air, and participation in positive social and physical activities. PE will be held outside, except in extreme weather conditions. Students should dress appropriately for the weather. If there is a medical reason a student cannot participate, please contact the PE teacher, school nurse, and provide written notification explaining why the student cannot participate in outdoor PE.

**Physical Education (PE) Credit through KCP Athletics**

Students who participate on a KCP Athletic team may earn 0.5 physical education credits per season; this credit is pass/fail. To receive a physical education credit by participating on a KCP Athletic team, students must meet the following requirements:

- Attendance. Student attendance at all practices, games, and post-season tournaments/meets is mandatory.
- Active Participation. Students must actively participate on the athletics team, i.e. warm ups, work outs, other physical activity. Credit will not be awarded for attendance only. (This does not include Sports Managers.)

Excused absences from school are also excused absences from athletics. If a student is absent for no more than two periods with a legitimate excused absence, they may participate in after school athletics on that day. Only the following are considered excused absences:

- Documented illness
- Religious observance
- Family emergency or event (i.e., wedding, funeral, birth)

Notification after the absence will not be excused.

In extenuating circumstances, a KCP administrator may grant a student leeway to miss practices or games; in these instances, a KCP administrator will inform the Athletic Director. If an athlete is injured, they must see the Athletic Director. A student may not participate in practice or a game when they are serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension. A SUSPENSION OF ANY TYPE WILL RESULT IN AN UNEXCUSED ABSENCE. Three unexcused absences from practice may result in immediate removal from a team and loss of credit for the season. Failure to meet any of the requirements set forth by the school, Athletic Director, and/or coaches may also result in immediate removal from a team and loss of credit for the season.

**ENRICHMENT ACTIVITIES**

Enrichment activities are integral to students' academic and character development as they foster self-expression,

creativity, and relationship-building. Each KIPP DC school offers its students a diverse set of activities such as:

- *Clubs*: reading, chess, and student government.
- *Athletics*: basketball, soccer, and track and field.
- *Other activities*: dance, theater, and choir.

Please ask your school Principal/designee for further details on the enrichment activities at your school.

### **Music Credit through Participation in KCP's Spring Musical**

Students who participate in KCP's spring musical may earn 0.5 music credits; this is a pass/fail credit. The production of KCP's musical—from auditions through the closing night production—typically lasts from January-April, with two hour rehearsals, at least three times a week during this period. Student attendance at all rehearsals and performances is mandatory. To receive a music credit for participating in KCP's spring musical, students must meet this attendance requirement and participate in the closing night production.

Excused absences from school are also excused absences from musical rehearsals. If a student is absent for no more than two periods with a legitimate excused absence, they may participate in spring musical rehearsals and/or performances on that day. Only the following are considered excused absences:

- Documented illness
- Religious observance
- Family emergency or event (i.e., wedding, funeral, birth)

Notification after the absence will not be excused.

In extenuating circumstances, a KCP administrator may grant a student leeway to miss rehearsals or performances; in these instances, a KCP administrator will inform the Musical Director. A student may not participate in a rehearsal or performance when they are serving an in-school or out-of-school suspension. The student may participate in rehearsal or performance on the next school day following the suspension. A SUSPENSION OF ANY TYPE WILL RESULT IN AN UNEXCUSED ABSENCE. Three unexcused absences from rehearsal or performance may result in immediate removal from and loss of music credit for the spring musical production. Failure to meet any of the requirements set forth by the school and/or the Musical Director may result in immediate removal from and loss of music credit for the spring musical production.

### SCHOOL EVENTS

Throughout the school year, each KIPP DC school hosts events for students, families, and school staff like student plays, back-to-school nights, parent and teacher conferences, and promotion ceremonies. Please ask your school Principal/designee for further details on upcoming school events.

### FIELD TRIPS

Field trip participation is one of the many privileges that students may earn over the course of the school year through their paycheck balances, homework completion, attendance, grades, excellent behavior, and/or other criteria as established by each teacher. The school reserves the right to exclude students from field trips.

- **Local Field Trips**
  - No student will be permitted to leave the school for a field trip if they have not first earned the privilege to do so and second, have not turned in a signed permission slip. Please sign all permission slips and return them in a timely manner. Your student will not be allowed to attend the field trip and will remain at school under adult supervision, unless they satisfies the requirements established by their teacher **and** the teacher receives a signed permission slip.
- **Mid- and End- of- Year Trips**
  - These trips are culminating activities, designed to inspire and encourage KIPP DC students to explore the world and to get in to and matriculate at college. These trips will give the students a clearer understanding of the larger world around them and the opportunity to apply their

learning in areas outside of their home community. However, these trips remain a privilege that each student must earn. For example, students with poor attendance, who exhibit safety concerns, or who do not demonstrate professionalism and strong work ethic, may lose the privilege to attend a trip. Parents/guardians who are either disruptive or exhibit behavioral problems/issues on end-of-year trips will be excluded from future end-of-year trips.

- **Out-of-State Field Trips**
  - Parents/guardians must attend the pre-trip meeting and sign all relevant documents in order for their student to go on the out-of-state trips. Please sign all permission slips in a timely manner.
  
- **Chaperone and Volunteer Policy**
  - KIPP DC takes pride in welcoming parents/guardians into our schools and are always grateful for parent/guardian volunteers who can spend time with us during field trips, in the classroom, or on Saturdays. These interactions are beneficial and rewarding to parents/guardians, students, and KIPP DC staff.
  - In order to maintain a safe environment for students, staff and our community, parents/guardians who volunteer on a regular basis (in schools for 10 hours or more per month), coach, chaperone field trips, or are otherwise with KIPP DC students without KIPP DC staff supervision, must undergo a background check (which are valid for five years). Please call the school office for additional details.
  
- **Student Transportation Policy**
  - KIPP DC staff are prohibited from transporting students in their private vehicles for any reason.

## COMMUNICATION WITH SCHOOL STAFF AND FAMILIES

We encourage families to express any questions or concerns they have to school staff as they arise.

### ELECTRONIC COMMUNICATION

Parents/guardians may email teachers and administration directly. School staff will make every effort to respond within 24 hours.

### TEACHER CELL PHONES

All teachers are provided with cell phones and a monthly cell plan. The purpose of these phones is to provide parents/guardians and students increased access to teachers. Teachers are available from 7:00 AM to 9:00 PM, but their phones are off during the school day, so it is best to call them in the evening. Students may call for help with homework or in the case of an emergency. If a teacher is unable to answer their phone, please leave a message with your name, telephone number, the reason for the call, and allow 24 hours for the teacher to return your call. In the case of an emergency, you can try calling the school Principal/designee or Vice Principal as well. Teachers are explicitly instructed to end any parent/guardian call where profanity is used, threats or inappropriate comments are made, and immediately report such conversation to the school Principal/designee.

### TEACHER MEETINGS

We encourage our parents/guardians to have frequent contact with their students' teachers. Questions or concerns relating to your student specifically, or their classroom instruction, should be directed to their teacher. Teachers and administrators are often in their classrooms or the hallways and lobby during arrival and dismissal and may be available for a short conversation. To minimize interruptions to classroom instruction, parents will not be allowed to meet with teachers during instructional times. If you have a question or concern that may take more than a few minutes to discuss, please schedule a meeting in advance so we can be sure to devote adequate time and attention to your feedback. Feel free to email teachers, as necessary to schedule an appointment.

### STUDENT CELL PHONES

Student cell phones should be turned off and put away during the school day. If for any reason a student has their phone out during the day, it will be confiscated and turned into the main office where the student's parent/guardian must pick it up on Monday through Friday before 5:30PM. **KIPP DC in no way assumes any responsibility for and will not replace any damaged, lost, or stolen personal devices.**

### COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY AND MESSAGES FOR STUDENTS

KIPP DC is committed to keeping the school phone lines open for school-related business and emergencies. Please try to make plans with your student before they come to school to minimize the need for using the school phones during or at the end of the school day. Should an emergency arise, students are only permitted to use the office phones, and not the school phones in the classrooms. Please do not call the school or a teacher's cell phone during the day to leave messages for students. If your student has a cell phone (which MUST be turned off during the day), we encourage you to leave a voicemail or text message on their phone for them to receive after school. We can only take messages in the case of emergencies, such as police, fire, or ambulance emergencies; a death in the family; or a car accident. Examples of non-emergencies include, but are not limited to: change of family plans; lost keys, or after school pick up changes.

## **FAMILY ENGAGEMENT**

KIPP DC recognizes that parent/guardian and family involvement is vital to achieve maximum educational growth for students. In compliance with the Title funding requirements of Every Student Succeeds Act (ESSA), KIPP DC schools shall meet with parents/guardians and families to provide information regarding their school's participation in ESSA and its requirements. (Title funds may be provided for transportation, child care, home visits, or other parental involvement services, as appropriate.)

Throughout the school year families are provided multiple opportunities to participate in their student's education, receive updates on their student's progress and provide feedback to their school leaders and KIPP Parent Organization (KPO) about their experiences as a KIPP DC family. KIPP DC will ensure that such meetings are held annually, at a convenient time, and that all parents/guardians and families of participating students are invited to attend, including parents/guardians with disabilities and/or limited English proficiency. KIPP DC will also ensure that translations of key documents and translators for families who do not speak English are provided at family meetings when appropriate. Families shall let school administration know if they are or know of a family in need of these services.

Information and school reports will be provided in a format and language parents/guardians understand. KIPP DC shall, to the extent practicable, also provide full opportunities for the participation of parents/guardians:

- With limited English proficiency.
- With disabilities.
- Of homeless students.
- Of migrant students.

### PARENTAL INVOLVEMENT POLICY

A parent/guardian and family engagement policy shall be developed jointly and agreed upon with parents/guardians and families of participating students. Parents/guardians and families shall be informed of their right to be involved in the development of the KIPP DC's parent and family engagement policy, overall Title I plan, and school-parent compact. KIPP DC shall ensure:

1. Involvement of parents in the joint development of the KIPP DC overall Title I plan and the process of school review and improvement.
2. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. Development of activities that promote the schools' and parents' capacity for strong parent involvement.
4. Coordination and integration of parental involvement strategies with appropriate programs, including the requirements of other NCLB title programs, as provided by law.
5. Involvement of parents in the annual planning, distribution of funds, and evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
6. Barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority are identified.
7. Findings of annual evaluations are used to design strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy.
8. Parents are involved in the activities of schools served under Title I and are provided a flexible number of meetings.
9. A minimum of 1 percent of the Title IA allocation will be designated for parental involvement activities. When applicable, a minimum of 95 percent of these reserved funds shall be distributed to the Title I identified schools.

KIPP DC's policy shall be adopted by the KIPP DC Board of Trustees, reviewed annually, and updated periodically to meet the changing needs of parents/guardians and the schools. The parental involvement policy will be distributed to parents/guardians of participating students in an understandable and uniform format and, to the

extent practicable, in a language the parents/guardians can understand. The policy will be made available to the local community as well.

#### KIPP DC PARENT ORGANIZATION (KPO)

All parents/guardians are encouraged to participate in the KIPP DC Parent Organization (KPO). The mission of the KPO is to support the students, teachers, and administration of KIPP DC. Please contact the school Principal/designee for additional information on that school's KPO.

#### KIPP DC BOARD OF TRUSTEES

KIPP DC's Board of Trustees provides operational oversight and support to the KIPP DC network. Two parent/guardian representatives sit on the Board, and serve as the liaison between KIPP DC families and the Board itself.



## STUDENT RECORDS

### STUDENT PRIVACY

KIPP DC complies with all DC and federal laws regarding student privacy. Please see the attached Family Educational Rights Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) notices for more information.

### VIEWING STUDENT RECORDS

To view student records, parents/guardians must submit a written request to the school Principal/designee. The school will then schedule an appointment within 15 school days of the written request. Records must be viewed under the supervision of the school Principal/designee and may not be removed from the school's main office. Special education records are filed separately from general education student records. Requests to view these records should be made directly to the campus Student Support Services' Compliance Manager. Copies may be provided upon request.

FERPA does not restrict KIPP DC's obligations under federal civil rights laws. For example, a student who reports harassment may view the outcome of their investigation, which includes any sanctions the school imposes on their harasser that "directly relate" to the harassed student (e.g., a no-contact order).

In the case of a withdrawal, once the completed withdrawal form and records request from the receiving school are submitted, the student's records will be transferred directly from KIPP DC to the receiving school.

### RELEASING STUDENT RECORDS

Consistent with FERPA, KIPP DC is prohibited from providing access to confidential student records to an individual who is not that student's parent/guardian absent written consent from the student's parent/guardian or a valid court order dated within one year the request to release student records. The school Principal/designee shall contact a member of KIPP DC's legal team with any questions related to FERPA, requests to release student records, and interpreting the terms of a court order.

### STUDENT FEES

If there are outstanding fees on any student account – lunch, activity fees, orchestra fees, or any other fees – transcripts and report cards will not be released to the student, parent/guardian, or another school, nor will that student be permitted to participate in any overnight trips or field trips. Once the balances have been paid, transcripts, report cards, and records will be released and the student may attend the trip if there is still space available. KIPP DC accepts credit cards, cash and money orders, and **does not accept** personal checks.

## HEALTH, SAFETY, AND SECURITY

### IMMUNIZATIONS

It is essential that parents/guardians cooperate with the school in bringing all medical records, including doctor's visits, dentist's visits, and immunizations, up to date annually. Unless parents/guardians obtain a medical or religious exemption, DC law requires students to receive immunizations against diphtheria, tetanus, pertussis, mumps, measles, rubella, polio, Haemophilus influenza type (Hip), hepatitis B, and varicella (chicken pox) in order to attend school. Students in grades 6<sup>th</sup> through 12<sup>th</sup> are also required to receive a Human Papillomavirus (HPV) vaccine or submit an opt-out form, which is available from your school nurse. **Students will be sent home if proof of the required vaccines is not provided within ten days of written notification.**

### MEDICATION

KIPP DC strongly encourages families to administer temporary and/or maintenance medications outside of school hours, and therefore recommends asking your physician for a medication schedule that takes this into consideration. If this is not possible, please bring the medication to the school nurse. **The medication needs to be in the original container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form.** We store the medicine in a secure location and will administer it from the school nurse's office. Please be aware the medication cannot travel back and forth to school – once it's given to us for your student's use, it must remain with us until it needs to be refilled. We therefore strongly encourage you to ask for two separate prescriptions while at your physician's office. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession while at school. Students who have asthma or issues with anaphylaxis may benefit from an Anaphylaxis and/or Asthma Action Plan and your campus Compliance Manager can provide you with the appropriate form for your physician to complete. For further information on medication or any health related issues, please call the school nurse.

### ILLNESS POLICY

To prevent the spread of illness and maintain a healthy learning environment, students exhibiting any of the following symptoms should not attend school:

- Fever over 100 degrees (student may return to school when fever-free for 24 hours, without the use of fever-reducing medication)
- Persistent cough
- Sore throat with fever and/or white spots on the throat
- Rash with fever indicating signs of chicken pox, measles, etc.
- Nausea, vomiting, or diarrhea (student may return to school when symptom-free for 24 hours)
- Red, itchy, draining eyes
- Head lice (student may return to school when nit-free)
- Swelling or pain at a level that may interfere with learning

If a student displays any of these symptoms during the school day, the School will call the parent or Emergency Contact to request that the student be taken home.

### BATHROOM POLICY

Students who need to use the bathroom during class should request to use the bathroom by raising their hand. Students are allowed to use the bathroom at the teachers' discretion and are encouraged to go during independent work time. Students must use the closest bathroom to their classroom and may not use a bathroom that is further away based on personal preference. Students who abuse their bathroom privileges may be put on a bathroom plan. Parents/guardians should notify their school in writing if their student has unique bathroom needs.

All students may choose to use the bathroom or locker room for the gender with which they identify. Students may also choose to use a separate space, such as a single-stall bathroom or a separate changing schedule in the locker room.

#### MEALS AND HEALTHY EATING

KIPP DC participates in the National School Lunch Program, School Breakfast Program and Healthy Schools Act. All KIPP DC's schools are participating in a federal program as part of the National School Lunch Program called Community Eligibility Provision (CEP). Participation in CEP means that all students attending KIPP DC schools are eligible to receive breakfast, lunch and afternoon snack free of charge. KIPP DC provides high-quality, nutritionally balanced meals that meet the USDA guidelines for healthy school meals. KIPP DC Early Childhood and Elementary Schools participate in the Fresh Fruits and Vegetable Program and have a healthy snack policy; please see your school Principal/designee for guidelines.

#### DC MANDATED REPORTER LAW

Our student's safety is our first priority at KIPP DC. All school staff are mandated reporters of child abuse and neglect and are legally required to call CFSA's Hotline if:

- **A student reports:**
  - being abused at home.
  - witnessing drug use in the home.
  - being sexually abused.
  - engaging in child pornography or prostitution.
  - witnessing domestic abuse.
  - being threatened at home.
  - being afraid to go home.
  
- **The staff member suspects or witnesses:**
  - physical abuse
    - such as bruises, burns, fractures, etc.
  - other potential indicators of abuse
    - such as wariness of adult contact, behavioral extremes (aggression, withdrawal), fear of parents/guardians or going home, difficulty walking or sitting.
  - neglect
    - including lack of basic food and clothing, poor hygiene, consistent hunger, fatigue or falling asleep in class, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
  - suicidal ideation
  - threats to kill or seriously harm another person.
  - engagement in risky behavior (including sexual behavior, drug use, etc.) where the parents/guardians are either unable or unwilling to intervene.
  - absence from school to care for family members or to do chores/work around the house.
  - absence from school to hold down a job.
  - the accrual of ten or more unexcused absences.
  
- **Parents/guardians:**
  - repeatedly fail to return phone calls, respond to notes/letters home, or attend school meetings.
  - withdraw a student and fail to provide documentation enrolling the student in another education institution within ten days.

#### FIRE AND SAFETY DRILLS

KIPP DC has monthly drills to practice safe, speedy, and calm evacuations of the building in the case of an emergency. If you are in the building at the time of an emergency, please be aware of our safety procedures.

## **SAFETY, ORDER, AND STUDENT DISCIPLINE (“DISCIPLINE POLICY”)**

### DEFINING SCHOOL PROCEDURES AND BEHAVIOR EXPECTATIONS

Safety, order, and student discipline are fundamental to learning at KIPP DC. In addition to a challenging curriculum, dedicated teachers, and proper materials, a secure learning environment is also vital to students’ academic success. KIPP DC is therefore committed to maintaining a safe school environment in which each student has an equal and appropriate educational opportunity, and, shall provide a fair, consistent, progressive and developmentally-appropriate approach to student discipline, within the context of students’ rights and responsibilities. Pursuant to this commitment, classroom distractions and unsafe behavior are prohibited during and at the following:

- On school property.
- At any school-sponsored or supervised activity.
- In transit to and from school (including on the bus or train, by foot or car).
- Off school property and outside of school hours if such conduct limits or denies another student’s ability to participate in or benefit from their education on school property or at any school-sponsored or supervised activity.

The ultimate goal is that through high-quality instruction, problem-solving, and teaching KIPP values, the majority of classroom infractions can be handled using the in-school disciplinary consequences listed below in the *In-School Disciplinary Consequences* section. When necessary, however, KIPP DC staff will use the out-of-school disciplinary consequences listed below in the *Out-of-School Disciplinary Consequences* section. These violations and the associated out-of-school consequences are outlined in the *Continuum of Minimum & Maximum Consequences/Disciplinary Actions (“Discipline Continuum”)* also located below.

### **When are parents/guardians notified and trained on KIPP DC’s discipline policies and behavior expectations?**

A copy of this Student & Parent Handbook is always available online. KIPP DC also teaches students and families about our discipline policies, school values, and school procedures throughout the school year. The KIPP DC Orientation Team (KOT) will provide new families with an orientation that includes the opportunity to (i) ask questions about KIPP DC’s high expectations and (ii) discuss plans for how their students will meet these expectations. The KOT will also coordinate scheduling orientation with families who have a student who (i) enrolls after the school year has begun, (ii) already has a sibling enrolled at KIPP DC, or (iii) is transferring from another KIPP DC school.

In addition, all students, teachers, and parents/guardians must read and sign KIPP DC’s (i) *Commitment to College Completion Contract* and (ii) *Expectations for a Violence-Free School* at the beginning of each school year. In so doing, students, teachers, and parents/guardians all agree on KIPP DC’s behavioral expectations for students during the school year. KIPP DC faculty and new families should also expect to have regular parent/guardian conferences throughout the school year as their students become familiar with KIPP DC’s *Discipline Policy*.

### IN-SCHOOL DISCIPLINARY CONSEQUENCES

KIPP DC’s *Discipline Policy* and *Commitment to College Completion* are guidelines for classroom learning and behavior expectations. Students who violate these guidelines are subject to the in-school disciplinary consequences set forth below.

### **What do in-school disciplinary consequences involve?**

In-school disciplinary consequences can include, but are not limited to:

- Behavior Plan
- Alternative Volunteer Service (e.g., soup kitchens, shelters)
- Behavior/Academic Contract
- Cafeteria Duty
- Community Conferencing/Restorative Justice
- Conference-Parent, Student, Counselor, Teacher, and/or Administrator
- Detention-Before or After School, During Lunch
- Homeroom Change
- Loss of Incentives
- Lunch Detention
- Office Visit
- Parent/Guardian Shadowing
- Peer Mediation
- Phone Call to Parent/Guardian
- Reflective Essay (topic to be selected by teacher or administrator)
- Reprimands and Warnings
- Restriction of Participation in After School and/or Extracurricular Activities
- Time Outs
- Bench
- In-School Suspensions

### **How are ISS and the Bench different from the other in-school disciplinary consequences?**

An ISS is the temporary removal of a student from one or all of the student's classes for a period of time. While on ISS, the student remains in school, continues their academic work, and is under adult supervision.

The Bench is an in-class consequence designed to remove earned privileges while keeping the student in class with their peers and academically on task.

An ISS or time on the Bench may be issued the same day as the disciplinary infraction, and the length of the ISS or time on the Bench depends on the type and severity of disciplinary infraction, and whether or not the student takes responsibility for their actions. School staff will notify parents/guardians when the decision to issue an ISS or the Bench is made. If a student is placed on ISS or the Bench, KIPP DC may ask the parent/guardian to attend a school conference within 48 hours.

A student on ISS or the Bench will not be permitted to:

- Attend field trips,
- Eat lunch at student tables in cafeteria,
- Speak with other students during class or during free time,
- Participate in non-academic classes, or
- Earn money on their paycheck (middle schools).

Please ask a member of your school leadership team for further details on how the Bench and is used at your school.

### **OUT-OF-SCHOOL DISCIPLINARY CONSEQUENCES**

KIPP DC uses short and long-term out-of-school suspensions and expulsions as a last resort for egregious violations of its *Discipline Policy*. It is within the sole discretion of the school leadership team to implement out-of-school disciplinary consequences for these violations.

### SHORT-TERM SUSPENSIONS

#### **What is a Short-Term Suspension?**

A short-term suspension prohibits a student from attending school and taking part in any school function for up to and including five days.

#### **What does the decision to implement a Short-Term Suspension involve?**

When a student commits an infraction that is eligible for a short-term suspension, the school leadership team will timely:

1. *Inform the student of the infraction.*
2. *Conduct a thorough investigation.*
  - Investigations may include but are not limited to (i) gathering statements from the student involved and any other individual(s) with knowledge of the incident and (ii) determining the accuracy of the infraction(s) based on this information, and (iii) searching a student’s locker, desk, cubby, etc. if potentially relevant to the incident.
3. *Communicate the decision.*
  - Once the investigation is complete the school leadership team will review the evidence, make a decision about the incident in question using a substantial evidence standard of proof, and timely (i) inform the student of the suspension and the reason(s) and (ii) notify the parent/guardian by—
    - Communicating the decision to them directly via telephone or in-person.
    - Sending a Notice of Disciplinary Action, by the end of the school day when possible, that includes:
      - The length of the suspension.
      - The student’s right to return to school at the end of the suspension.
      - The right to appeal and information regarding KIPP DC’s appeal procedures.
      - If it is not possible to provide written notification by the end of the school day, KIPP DC will arrange for notification to be hand-delivered or sent via certified mail within 24 hours.
4. *Include a copy of this notification in the student’s cumulative file.*

**Do students have a right to appeal Short-Term Suspensions?**

Yes. The short-term suspension appeal process is as follows:

1. *Submit request to appeal in writing.*
  - Parents/guardians must submit a *Written Request to Appeal Disciplinary Decision Form* to a member of the school leadership team within one school day of being notified of the suspension. (A member of the school leadership team can provide you with a copy of this form.)
2. *Schedule Appeal Hearing.*
  - A member of the school leadership team will attempt to schedule the Appeal Hearing within one day of receiving the written request to appeal. If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand.
3. *Conduct appeal hearing.*
  - A member of the school leadership team will conduct the Appeal Hearing, which may include the presentation of evidence, testimony, and questioning of those present.
  - The student subject to suspension, parents/guardians and one additional adult may represent the student at the hearing.
  - Requests to appoint a third-party individual to attend the hearing in the parent/guardian’s absence must be submitted in writing no less than 24 hours before the hearing.
  - Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.
    - i. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.
  - During the Appeal Hearing, a school staff member may take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.

4. *Communicate Final Decision.*

- After the hearing, a member of the school leadership team (who was not involved in the original discipline decision) will (i) review the evidence, (ii) apply an arbitrary and capricious standard of review when determining whether to uphold or overturn the initial decision, and (iii) when possible, communicate the final decision within three school days to the parent/guardian.
- If the suspension is overturned, the student's cumulative record and any other school-maintained records will reflect that conclusion.

#### LONG-TERM SUSPENSIONS AND EXPULSIONS

##### **What is a Long-Term Suspension? What is an Expulsion?**

A long-term suspension prohibits a student from attending school and taking part in any school function for six or more school days. KIPP DC reserves the right to suspend students for up to three days pending the completion of (i) the school leadership team's investigation and/or (ii) a disciplinary hearing.

##### **What is an expulsion?**

An expulsion permanently prohibits a student from attending school and taking part in any school function.

##### **What does the decision to implement a Long-Term Suspension or Expulsion involve?**

When a student commits an infraction that is eligible for long-term suspension or expulsion, a member of the school leadership team will timely:

1. *Inform the student of the infraction(s).*
2. *Conduct a thorough investigation.*
  - See description above for details.
3. *Notify the parent/guardian.*
  - Once the school leadership team determines a long-term suspension or expulsion is warranted, a member of the school leadership team will timely (i) inform the student of the suspension pending disciplinary hearing and the reason(s) and (ii) notify the parent/guardian by—
    - Communicating the decision to them directly via telephone or in-person.
    - Sending a Notice of Disciplinary Action, by the end of the school day when possible, that includes:
      - The disciplinary infraction.
      - The date and time for the Disciplinary Hearing.
        - The school leadership team will attempt to schedule the Disciplinary Hearing within three days of the disciplinary infraction
        - Once scheduled, the Discipline Hearing can be postponed for not more than five days at the parent/guardian's request.
        - The student may not return to KIPP DC and participate in school activities before the Discipline Hearing is conducted.
      - If it is not possible to provide written notification by the end of the school day, KIPP DC will arrange for notification to be hand-delivered or sent via certified mail within 24 hours.
      - A copy of this notification will also be included in the student's cumulative file.
4. *Conduct Disciplinary Hearing.*
  - A member of the school leadership team will conduct the Discipline Hearing, which may include the presentation of evidence, testimony, and questioning of those present.

- Parents/guardians and one additional adult may represent the student at the Discipline Hearing. Requests to appoint a third-party individual to attend the hearing in the parent/guardian’s absence must be submitted in writing no less than 24 hours before the hearing.
  - Discipline Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.
  - During the Discipline Hearing, a school staff member will take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.
5. *Communicate Decision.*
- After the hearing, a member of the school leadership team (who was not involved in the original suspension decision) will review the evidence, make a decision about the incident in question using a substantial evidence standard of proof, and will typically communicate the Disciplinary Hearing outcome within three school days.
  - The Disciplinary Hearing outcome notification shall:
    - Inform the student and parent/guardian of the Disciplinary Hearing outcome—long-term suspension or expulsion—and the reason(s) for the decision.
    - For long-term suspensions the notification shall include the length of the suspension and the student’s right to return to school at the end of the suspension.
    - Include the right to appeal and information regarding KIPP DC’s appeal procedures.
    - A copy of this notification will also be included in the student’s cumulative file.

**If I disagree with a disciplinary decision on appeal, do I have further recourse?**

Yes. If any short-term suspension, long-term suspension, or expulsion is upheld on appeal by the school leadership team, and the parent/guardian wants to request a final appeal by the KIPP DC Headquarters Discipline Committee (“HDQ Discipline Committee”), the process is as follows:

1. *Submit request to appeal in writing.*
  - Parents/guardians must submit a *Written Request to Appeal Disciplinary Decision Form* to the Director of Student Policy within two school days of being notified of the suspension or expulsion. (A member of the school leadership team can provide you with a copy of this form.)
2. *Schedule Appeal Hearing.*
  - The Director of Student Policy will attempt to schedule the Appeal Hearing before the Discipline Committee within one week of receiving the written request.
  - Once scheduled, the Appeal Hearing can be postponed for not more than five days at the parent/guardian’s request.
  - The student may not return to KIPP DC or participate in school activities while an appeal is pending. The parent/guardian may request academic assignments from the school leadership team while an appeal is pending.
  - If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand.
3. *Conduct Appeal Hearing.*
  - The Discipline Committee will conduct the Appeal Hearing, which may include the presentation of evidence, testimony, and questioning of those present.
  - Parents/guardians and one additional adult may represent the student at the hearing. Requests to appoint a third-party individual to attend the hearing in the parent/guardian’s absence must be submitted in writing no less than 24 hours before the hearing.



- Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.
  - During the hearing, a Headquarters representative will take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.
4. *Communicate Final Decision.*
- After the hearing, the Discipline Committee will (i) review the evidence, (ii) apply an arbitrary and capricious standard of review in determining whether to uphold or overturn the school leadership team’s initial decision, and (iii) when possible, the Director of Student Policy will communicate the final decision within three school days to the parent/guardian.
  - If the suspension or expulsion is overturned, the student’s cumulative record and any other school-maintained records will reflect that conclusion.
  - If the Discipline Committee upholds the suspension or expulsion, the original disciplinary decision will be imposed, and such decision will be final.

SPECIAL NOTES CONCERNING SUSPENSION

**How are suspension days counted?**

Suspension days shall be counted as follows:

- If the student is suspended before 12:00 PM, that day shall be counted as a part of the suspension.
- The suspension terminates at 12:00 AM on the day identified as the last day of suspension on the Notice of Disciplinary Action letter.
- Days when school is officially closed shall not to be counted as part of the suspension time (e.g. holidays, parent/teacher conferences).
- If a Discipline or Appeal Hearing is postponed for any reason, the additional days the student remained out of school will be taken into consideration when determining the hearing outcome.
- If a parent/guardian prevents their student from returning to school once a suspension is complete and does not provide a valid excuse pursuant to KIPP DC’s *Attendance Policy*, those absences will be recorded unexcused.

**Can students make up working during out of school suspensions?**

Yes. School staff will work with families to develop a plan for continued education to ensure students are provided with make-up classwork during out of school suspensions. Upon returning to school, students will also have the opportunity to complete classwork missed during out of school suspensions.

**Can students who have been suspended participate in school-related activities?**

No. Students who have been suspended from school shall not be eligible to participate in any school functions and are prohibited from being on KIPP DC property for the duration of the suspension. Students who are expelled from school are permanently barred from participating in school functions and/or being on KIPP DC property, even as a spectator or visitor.

DUE PROCESS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

**How do KIPP DC’s discipline policies apply to students with special needs?**

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed in the *Discipline Continuum*. A multidisciplinary team will hold a manifestation meeting to determine whether (i) the incident was a manifestation of their disability and (ii) the student is approaching their tenth suspension day or shows a pattern of behavior(s).

If it is determined that the student’s behavior is a manifestation of the student’s disability, the student—absent extenuating circumstances—will receive consequences consistent with 34 CFR § 300.530(f), including the return of

the student to the educational placement as appropriate. If it is determined that the student's behavior is not a manifestation of their disability, the student's file will be reviewed to determine disciplinary action consistent with the policies outlined in this section. If a student with a disability is suspended, KIPP DC will make up specialized instruction and related services following that student's suspension, consistent with 34 CFR § 300.530(d), and, if necessary, provide services at its administrative offices following that student's expulsion, pending their enrollment in another public agency. Parents/guardians with questions should contact the campus Student Support Services' Compliance Manager.

#### STUDENT CELL PHONES

As mentioned in the beginning of this handbook, KCP partners with *Yondr*, to ensure classrooms are cell-phone free. If for any reason a student has their phone out of the *Yondr* pouch during the school day, it will be confiscated and turned into the main office where the student's parent/guardian must pick it up on Monday through Friday before 5:30PM. Students who need to call a parent/guardian for a school-related issue can ask permission to use a school phone in the office. **KIPP DC in no way assumes any responsibility for and will not replace any damaged, lost, or stolen personal devices.**

#### ELECTRONIC DEVICES, TOYS, GAMES, AND GADGETS

Students in grades 5 and above are only permitted to carry electronics, toys, games, and gadgets to school when they are turned off, kept in the students' backpack or purse, and out of sight.

School staff will confiscate all electronics, toys, games and gadgets in plain view and take them to the office, and **require the student's parent/guardian to pick them up. KIPP DC in no way assumes any responsibility for and will not replace any damaged, lost, or stolen personal devices.**

#### PROHIBITED ITEMS

The following is a list of items that are prohibited from KIPP DC's campus. This list is not all-inclusive, and KIPP DC reserves the right to prohibit any items KIPP DC staff determines in its sole discretion is unsafe or otherwise inappropriate:

- Fireworks or explosives
- Weapons, including but not limited to:
  - Firearms
  - Knives
  - Razor blades
  - Incendiary devices
- Tobacco/alcohol
- Illegal drugs

#### STUDENT SEARCHES

To protect the safety of all students, school staff, and visitors, KIPP DC reserves the right to search a student, a student's personal property, and school property assigned to a student when there is a reasonable suspicion that the student violated KIPP DC's *Discipline Policy*, local or federal law, or if the search is part of the overall effort to maintain the security and safety of KIPP DC schools. Student and school property includes, but is not limited to, lockers, cubbies, backpacks, purses, and cell phones. All searches shall be authorized and conducted by a member of KIPP DC's leadership team in the presence of a witness, except where the circumstances render the presence of a witness impractical.

Where an individual student is searched, KIPP DC will make a reasonable effort to conduct the search out of the sight and hearing of other students. In addition, unless there is a reasonable suspicion of an immediate safety concern, KIPP DC staff will first attempt to contact the student's parent/guardian. In the event the parent/guardian is unreachable, KIPP DC will proceed with the search.

### **BANNED ITEMS**

When students are found to be in possession of prohibited items, KIPP DC may take any of the following actions:

- Confiscation of the items
- Imposition of restorative justice practices
- Referral to MPD
- Suspension or expulsion as appropriate based on KIPP DC's *Discipline Policy*

## CONTINUUM OF MINIMUM & MAXIMUM CONSEQUENCES/ DISCIPLINARY SANCTIONS

The continuum below, represented by the shading, shows the minimum and maximum consequences for each infraction. The school Principal/designee will determine the appropriate consequence within this continuum based on the severity of the infraction, the student's record, and whether or not this is a first-time or repeated infraction. Please note that KIPP DC reserves the right to:

- Involve outside agencies as necessary, including CFSA, a drug rehabilitation facility, etc.;
- Involve MPD for infractions that pose a serious and immediate threat to school safety as indicated below; and,
- Take disciplinary action against students who are present during and witness to any of the below infractions if they do not cooperate with school administration during the course of investigation.

### KEY OF TERMS

ECE	Early Childhood School	ST OSS	Short-Term Out-of-School Suspension- 1 to 5 Days
ELEM	Elementary School	LT OSS	Long-Term Out-of-School Suspension- 6+ Days
SEC	Middle/High School	REF	Referral to Outside Agency (CFSA, drug rehabilitation center, unless otherwise indicated*.)

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF	
<b>DISRUPTING THE LEARNING ENVIRONMENT</b>	Attending Class Without Required Class Materials or Assigned Work	ALL							
	Disrespectful communication with staff or peers, including the use of profanity and obscene gestures	ALL							
	Dress Code Violation	ALL							
	Gambling	ELEM/SEC							
	Inappropriate or Disruptive Physical Contact Between Students	ALL							
	Leaving Classroom or School Without Permission	ELEM/SEC							
	Lewd or Indecent Public Behavior	ECE							
		ELEM							
SEC									

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>DISRUPTING THE LEARNING ENVIRONMENT (cont'd)</b>	Non-violent misconduct that conflicts with KIPP DC culture and occurs off school grounds, including at stores or businesses outside of school hours, within 1/2 mile of the school, and without staff permission	ELEM/SEC						
	Repeated classroom disruptions including failure to follow staff instruction	ECE						
		ELEM/SEC						
	Recording or Photographing Students or Staff Members without Prior Knowledge and Consent	ALL						
<b>DISCRIMINATION*</b> <i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>	Communicating slurs based on actual or perceived race, color, religion, national origin, sex (including sexual harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, marital status, personal appearance (including body type/size), sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or credit information	ALL						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>DISCRIMINATION (cont'd)*</b>	Harassment based on actual or perceived race, color, religion, national origin, sex (including sexual harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, marital status, personal appearance (including body type/size), sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or credit information.	ELEM/SEC						
	Commission or Attempted Commission of Any Act of Sexual Assault or Sexual Aggression	ALL						
<b>OTHER TYPES OF VIOLENCE*</b>	Assault/Physical Attack on Student or Staff	ECE						
<i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>		ELEM						
		SEC						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>OTHER TYPES OF VIOLENCE (cont'd)*</b>	Fighting (including inciting, participating in a planned or unplanned group fight that causes major disruption to school function and/o bodily injury)	ECE						
		ELEM						
		SEC						
	Bullying/Cyberbullying (See <i>Bullying Prevention Policy</i> )	ECE						
		ELEM						
		SEC						
	Coercing or Inciting Infraction Type in this Category	ECE						
		ELEM						
		SEC						
	Engaging in behavior that demonstrates affiliation with criminally motivated organization	ALL						
	Intentionally Contaminating Food	ELEM/SEC						
	Other violent misconduct that endangers safety/welfare of others and occurs off campus, including at stores or businesses outside of school hours, within 1/2 mile of the school, and without staff permission	ELEM/SEC						
	Possession of Fireworks or Explosives	ECE						
		ELEM						
		SEC						
	Retaliation against students who make bullying or harassment complaint	ELEM/SEC						
	Verbal, Written, Physical Threat or Intimidation	ECE						
		ELEM						
		SEC						

INFRACTION CATEGORY	INFRACTION TYPE	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>OTHER TYPES OF VIOLENCE (cont'd)*</b>	Weapons: Possession of Weapon or a Lookalike (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, incendiary devices, or any other dangerous objects; also <i>includes replicas, toys, and fakes</i> )						
	Weapons: Use or Threatened Use of Weapon or a Lookalike (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, incendiary devices, or any other dangerous objects; also <i>includes replicas, toys, and fakes</i> )						
<b>DRUGS AND ALCOHOL</b>							
<i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>	Possesses or Uses Illegal Drugs (including marijuana)*						
	Possesses or Uses Prescription Drugs Not Specifically Prescribed for the Individual*						
	Possesses or Uses Tobacco/Alcohol						
	Sells or distributes Tobacco, Alcohol, Prescription Drugs and/or Illegal Drugs*						



INFRACTION CATEGORY	INFRACTION TYPE	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>PROPERTY-RELATED</b>	Arson* <i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>						
	Biohazard*						
	Destruction of Property/Vandalism						
	Robbery * (Theft or Attempted Theft Using Force, Threat of Force, or Intimidation)  <i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>						
	Theft of School or Personal Property Without Force						
	Trespassing						
	Unauthorized Use of Personal Electronics During the School Day						
<b>DISHONESTY</b>	Unauthorized use of School Equipment, Electronics, Technology, Supplies, or Facilities						
	Academic Dishonesty						
	Forgery/False Information/Lying						
	Tampering With, Changing, or Altering an Official School Record or Document						

**\*INFRACTION CATEGORIES AND TYPES FOR WHICH KIPP DC RESERVES THE RIGHT TO INVOLVE MPD.**

## **BULLYING PREVENTION POLICY**

### OBJECTIVES AND PURPOSE

KIPP DC expects students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with KIPP DC's ability to educate our students in a safe and productive environment and the rights and abilities of students to learn. Acts of bullying, harassment and intimidation directly contradict KIPP DC values. Therefore, in an effort to further this missions, KIPP DC, families, students and staff members worked together to establish this comprehensive Bullying Prevention Policy. This policy protects the dignity and safety of the KIPP DC community and describes KIPP DC's prevention strategies to identify and prevent incidents by connecting youth to necessary services. KIPP DC will promptly investigate all incidents of bullying, harassment, and intimidation and provide appropriate remedies for victims of an incident.

### DEFINITION

KIPP DC defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics;
2. Can reasonably be predicted to:
  - a. Place the youth in reasonable fear of physical harm to their person or property;
  - b. Cause a substantial detrimental effect on the youth's physical or mental health;
  - c. Substantially interfere with the youth's academic performance or attendance; or
  - d. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by KIPP DC.
3. Includes cyberbullying, defined as:
  - a. Sending, posting, or sharing negative, harmful, or false content about someone else via text messaging or on social media platforms
  - b. Sharing personal or private information online about someone else causing embarrassment or humiliation.

### PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, including cyber bullying, whether by youth, volunteers or staff, are prohibited:

1. On KIPP DC grounds and immediately adjacent property, at KIPP DC-sponsored or related events on and off KIPP DC grounds, on any vehicle used for KIPP DC business, at any transit stop at which youth wait to be transported to KIPP DC business, or through the use of any electronic devices owned by KIPP DC, leased by KIPP DC or used for KIPP DC business.
2. At a location or function unrelated to KIPP DC, through the use of any electronic devices, including those not owned or leased by the KIPP DC, if the acts of bullying or cyber bullying create a hostile environment at KIPP DC for the victim or witnesses, infringe on their rights at KIPP DC or materially and substantially disrupt the orderly operation of KIPP DC.

Retaliation against a youth, volunteer or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

### CODE OF CONDUCT

KIPP DC expects youth to behave in a way that supports KIPP DC's objective to provide a safe and welcoming

environment for other youth, KIPP DC staff, and community members. Youth who are part of the KIPP DC community are expected to:

1. Treat all members of the KIPP DC community with respect;
2. Respect the property of KIPP DC, its staff, and other youth connected to KIPP DC; and
3. Respond appropriately to instructions from KIPP DC staff.

#### REPORTING INCIDENTS OF BULLYING OR RETALIATION

KIPP DC expects all staff members and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such incidents to the school Principal/designee.

Youth, parents, guardians, and community members are encouraged by KIPP DC to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the school Principal/designee or directly to KIPP DC's Director of Student Policy, Shaundricka Ranel at shaundricka.ranel@kipfdc.org, or 202-750-5903.

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by KIPP DC solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information.

#### INVESTIGATIONS OF INCIDENTS OF BULLYING

Prior to the investigation of an incident, the school Principal/designee, will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's "safe" person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by an agency, the following groups will be notified as needed by the school Principal/designee:

- Parents/guardians: The school Principal/designee, will, when appropriate, notify the parents/guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. The school Principal/designee will determine if parents/guardians should be informed prior to or after the investigation of an incident.
- Schools: KIPP DC may notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.
- Law enforcement agencies: If KIPP DC determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination the school Principal/designee may wish to consult with either a law enforcement officer or legal counsel.

KIPP DC will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. KIPP DC will make every effort to protect the confidentiality of those who report bullying incidents.

The school Principal/designee, is responsible for investigating reports of bullying and can be reached by email or phone. An investigation of an incident will be initiated no more than one day after the school Principal/designee

receives a report of bullying and will conclude no later than 30 days after the receipt of such a report. In some circumstances, investigations may require an additional 15 days to be completed thoroughly. Investigations will take no longer than 45 days in total. As part of the investigation, the school Principal/designee will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, and parents/guardians.

KIPP DC will provide confidentiality as far as possible to relevant parties as part of the investigation, and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained and may be included in the prevention database to generate a more accurate picture of bullying behaviors at KIPP DC. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, the school Principal/designee will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus when investigating a reported incident the school Principal/designee, will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred, and preventing future such instances. If the victim reports few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The school Principal/designee is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the school Principal/designee determines that an incident of bullying has occurred, they should take the response steps enumerated in KIPP DC's *Discipline Policy* to prevent the recurrence of an incident and restore the safety of a victim.

#### CONSEQUENCES OF BULLYING AND RETALIATION

KIPP DC recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, KIPP DC shall ensure that staff follows these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the youth involved, and the age and developmental status of the youth involved.

Responses to incidents of bullying are outlined in this student handbook. Potential consequences of bullying include, but are not limited to:

- Reprimand.
- Deprivation of privileges.
- Bans on participating in optional KIPP DC activities.
- Ban or suspension from KIPP DC facilities.
- Suspension or expulsion.

Sanctions will be applied within one day of the determination that an incident of bullying has occurred, unless an appeal of the incident by the bully has been received in that time as described in the Appeals section of this policy. To ensure that single incidents of bullying do not become recurring problems, KIPP DC will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies. KIPP DC does not endorse the use of punitive strategies associated with "zero-tolerance" policies when applying sanctions to an incident of bullying.

KIPP DC shall communicate to youth in contact with KIPP DC the consequences that youth can expect for participating in bullying behavior.

Retaliatory behavior in response to a bullying investigation or finding is also prohibited for all employees, volunteers, and youth at KIPP DC. Consequences for retaliation may include, but are not limited to:

- Reprimand.
- Deprivation of privileges.

- Bans on participating in optional KIPP DC activities.
- Ban or suspension from KIPP DC facilities.
- Suspension or expulsion.

#### APPEALS

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the prevention specialist to KIPP DC's Director of Student Policy. This appeal should be submitted in writing no later than 30 days after the initial determination. Upon receipt of an appeal, the Director of Student Policy must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended by up to an additional 15 days if the Director of Student Policy sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Director of Student Policy must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

#### PUBLICATION AND CONTACT INFORMATION

This policy will be made available on KIPP DC's website and in all Student-Parent handbooks. The policy, and age appropriate versions thereof, will be distributed annually to all KIPP DC youth and parents of youth. KIPP DC will also emphasize that the policy applies to all KIPP DC-sponsored functions and their participants.

Shaundricka Ranel, Director of Student Policy, is responsible for coordinating KIPP DC's bullying prevention efforts. All questions, comments and concerns about the KIPP DC's *Bullying Prevention Policy* and prevention efforts should be directed to Shaundricka Ranel at shaundricka.ranel@kipfdc.org or (202) 750-5903.

## EQUAL OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION

### NOTICE OF NON-DISCRIMINATION

KIPP DC is committed to ensuring that all of its employees act in conformity with federal and District of Columbia non-discrimination laws, including Titles IV and VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act, the Age Discrimination Act of 1975, and the District of Columbia Human Rights Act of 1977.

Accordingly, KIPP DC provides educational opportunities without regard to, and does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex (including sexual harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, marital status, personal appearance (including body type/size), sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or credit information.

Employees found to have engaged in prohibited discrimination will be subject to disciplinary action.

### PROHIBITED HARASSMENT

Harassment is a form of discrimination.

- *Prohibited harassment* includes:
  - Any unwelcome physical, verbal, nonverbal, or electronic conduct
  - Based on an individual's actual or perceived race, color, religion, national origin, sex (including sexual harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, marital status, personal appearance (including body type/size), sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or credit information
  - That is so severe, persistent, or pervasive that it adversely affects a student's ability to participate in or benefit from an educational program or activity (e.g., greater difficulty concentrating or studying, fear of going to class, lower grades, skipping a class or activity to avoid a harasser).
- *Prohibited sexual harassment of a student by another student* includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature that adversely affects the student in the ways set forth above.
- *Prohibited dating violence against one student by another student* includes abusive or coercive behavior where a dating partner uses threats of, or actually uses physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner.
- *Prohibited sexual harassment of a student by a school employee* includes both welcome **AND** unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature.
- *A hostile work environment* exists if the harassment is sufficiently serious that it denies or limits the complainant's ability to participate in or benefit from the school's program (e.g., skipping class, dropping out of an activity, having trouble concentrating in class).

Employees or students found to have engaged in prohibited harassment will be subject to disciplinary action. KIPP DC will not assist individuals who we know or have a probable cause to believe engaged in prohibited harassment with finding employment, except as required by law.

### PROHIBITION AGAINST RETALIATION

Retaliation includes any adverse action taken against an individual because they reported discrimination, provided

information about an act of discrimination, or witnessed an act of discrimination. KIPP DC prohibits retaliation against any individual who has made a complaint pursuant to this policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. KIPP DC also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor of harassment.

#### REPORTING PROCEDURES

Any individual, including a student, parent/guardian, or visitor, who believes conduct that violates this policy has occurred should report the alleged acts pursuant to KIPP DC's *Complaint* Policy. Individuals should report potential violations of this policy to a teacher, counselor, the school Vice Principal, the school Principal/designee, or Deputy Chief Academic Officer. A school employee who receives a report of harassment or who should reasonably know about an incident of harassment shall notify KIPP DC's Director of Student Policy and Title IX Coordinator.

Shaundricka Ranel, Director of Student Policy and Title IX Coordinator  
Phone: 202-750-5903  
E-mail: shaundricka.ranel@kipfdc.org  
Mail: 2600 Virginia Avenue NW, Suite 900  
Washington, DC 20037

Inquiries about disability discrimination should be directed to:

Abigail Gifford, Assistant General Counsel  
Phone: 202-223-4505  
Email: abigail.gifford@kipfdc.org  
Mail: 2600 Virginia Avenue NW, Suite 900 Washington, DC 20037

The U.S. Department of Education's Office for Civil Rights (OCR) prohibits KIPP DC from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination with OCR, contact OCR at:

Mail: Office for Civil Rights, District of Columbia Office  
Attention: Director  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

Fax: (202) 453-6021

Web: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html)

For more information, please contact OCR at:

(202) 453-6020 (voice);  
800-877-8339 (TDD); or  
[ocr.dc@ed.gov](mailto:ocr.dc@ed.gov)

The U.S. Department of Agriculture (USDA) policy prohibits KIPP DC from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

#### CONFIDENTIALITY

To the greatest extent possible, KIPP DC shall respect the privacy of individuals who report potential violations of this policy, individual(s) against whom a report is filed, and witnesses. Limited disclosures may be necessary in

order to conduct a thorough investigation and comply with applicable laws.



## **COMPLAINTS**

This policy explains the process for bringing informal and formal complaints, and how KIPP DC seeks to address and respond to complaints. This complaint process does not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

### **Who can make a complaint?**

Anyone can make a complaint, including students, parents, guardians, visitors, or other third parties.

### **What kind of complaints can I make?**

You may lodge a complaint about any topic pertaining to KIPP DC's schools, programs or activities, such as concerns about:

- The educational environment.
- Interpersonal conflicts.
- Discrimination, including prohibited harassment as defined in the *Equal Opportunity and Non-Discrimination in Education Policy* above.

### **How do I make a complaint?**

You may make either an informal or a formal complaint as described below.

### **When should I make an Informal Complaint?**

Ideally, you will first attempt to resolve a complaint by bringing it to the attention of staff informally. Informal complaints should be directed to one or more of the following school personnel:

- Teacher
- Counselor
- Vice Principal
- Principal/designee
- Deputy Chief Academic Officer

These individuals will seek to resolve the complaint through an informal process of cooperative agreement among the affected individuals.

### **When should I make a Formal Complaint?**

A formal complaint may be brought if you are (i) unable to satisfactorily resolve a complaint through the informal process, or (ii) prefer to raise a complaint directly with KIPP DC Headquarters.

### **How do I make a Formal Complaint?**

In order to bring a formal complaint, you **MUST fill out and submit KIPP DC's Formal Complaint form**. KIPP DC's Formal Complaint form can be obtained from a member of the school leadership team (including a Principal, Vice Principal, or their designee) or from the Family Resources tab on KIPP DC's website.

Once completed, you must submit the Formal Complaint form, along with any relevant documents, by mailing, emailing, or handing it to KIPP DC's Director of Student Policy and Title IX Coordinator (contact information provided below). You should submit this form within 90 days of (i) the alleged issue, or (ii) receiving an unsatisfactory resolution of an informal complaint. We recommend that you keep a copy of these documents for your records.

### **What happens after I file a Formal Complaint?**

After receiving a complaint, KIPP DC will take the following steps. Please note that additional steps may be required for complaints involving prohibited harassment as defined in the *Equal Opportunity and Non-Discrimination in Education Policy* above. These steps are also listed below.

1. *Determine Whether a Meeting is Necessary.*

KIPP DC will assess whether clarity is needed regarding the Formal Complaint. If so, KIPP DC strive to meet with you by telephone or in person within ten business days after receipt of the Formal Complaint.

2. *Inform You of Your Rights.*

KIPP DC will notify you (the “complainant”) of your rights, including:

- The right to a prompt, thorough, and impartial investigation.
- The right to report a crime to law enforcement.
- Any relevant civil rights laws (e.g., Title IX, Title VI, Title II, Section 504).

KIPP DC will also inform the respondent of their rights and the allegations made against them.

For Complaints Involving Prohibited Harassment (as defined above)

KIPP DC will also notify you of:

- The right to request interim measures such as protecting the complainant from retaliation by the alleged aggressor (“the respondent”) and/or third parties, schedule changes, and, counseling.
- That if the alleged harassment also constitutes child abuse, the Title IX Coordinator is required to notify CFSA or MPD.
- Resources, services, and information for students and families, including counseling and intervention strategies if necessary.
- Specific training that KIPP DC’s Director of Student Policy and Title IX Coordinator has undergone to conduct investigations of this type.

3. *Conduct an Investigation.*

KIPP DC will conduct a prompt, thorough, and impartial investigation of the issues raised by the complainant, including interviewing witnesses, obtaining documentation, and allowing parties to present evidence.

For Complaints Involving Prohibited Harassment (as defined above)

KIPP DC will investigate regardless of:

- Whether the police are also investigating.
- Where the alleged harassment occurred (e.g., on-campus, off-campus, online).
- Who the respondent is (e.g., student, employee, non-KIPP DC student or employee).

4. *Make a Determination.*

KIPP DC will determine whether the complaint was substantiated based on the totality of the facts and the circumstances.

For Complaints Involving Prohibited Harassment (as defined above)

KIPP DC will not infer or suggest that a complainant consented to the harassment because of:

- The complainant’s appearance (e.g., clothing, makeup, body type, pregnancy).
- The complainant’s alcohol or drug use.
- The complainant’s sexual history with the respondent or third parties.
- The time or place of the incident.

KIPP DC will determine if the alleged harassment occurred and whether it created a hostile environment using a substantial evidence standard of proof. In determining whether a hostile environment exists, KIPP DC will also evaluate additional factors such as:

- The degree to which the conduct affected one or more students’ education.
- The type, frequency, and duration of the conduct.
- The age, sex, and other protected traits of the alleged harasser(s) and subject(s) of harassment.

5. *Provide a Written Summary of Findings.*

KIPP DC shall provide a written summary of findings, including the rationale for the determination, and how to file an appeal. If the complaint is substantiated; these findings will also include proposed resolutions, and sanctions, as appropriate. KIPP DC strives to provide this summary within 30 business days after receipt of the Formal Complaint.

If you do not receive written response from KIPP DC within 30 business days, you should contact the Director of Student Policy and Title IX Coordinator (contact information provided below) by email or phone regarding the status of written summary. For complaints involving student-on-student acts, students will be notified contemporaneously.

**Can I appeal KIPP DC's findings?**

Yes. If you are not satisfied with KIPP DC's findings, you may submit a written request for appeal to the Chief Academic Officer (contact information provided below) within 15 business days of the receiving the decision to KIPP DC's Director of Student Policy and Title IX Coordinator.

A written request for appeal must include:

- The Formal Complaint form.
- Any relevant evidence.
- An explanation of the reason for seeking an appeal.

The Chief Academic Officer shall contact you to schedule a telephone or in-person meeting. This meeting will usually take place within ten business days after the written request for appeal was received.

The Chief Academic Officer shall provide a final written response explaining the outcome of the appeal. This final written response will typically be provided within 30 business days after receiving a written request for appeal.

**Can I appeal the Chief Academic Officer's findings?**

Yes. If you are dissatisfied with the CAO's findings, the next and last step in this process is to contact Susan Schaeffler, KIPP DC's CEO and Board of Trustees member via email at [susan.schaeffler@kipfdc.org](mailto:susan.schaeffler@kipfdc.org). You should only contact the CEO after taking the steps outlined above. We anticipate that very few concerns, if any, will be referred to the CEO.

**Contact Information**

Shaundricka Ranel, Director of Student Policy and Title IX Coordinator

Phone: 202-750-5903

E-mail: [shaundricka.ranel@kipfdc.org](mailto:shaundricka.ranel@kipfdc.org)

Mail: 2600 Virginia Ave NW, Suite 900, Washington, DC 20037

Susan Toth, Chief Academic Officer

Phone: 202-223-4505

Email: [susan.toth@kipfdc.org](mailto:susan.toth@kipfdc.org)

Mail: 2600 Virginia Ave NW, Suite 900, Washington, DC 20037

## VISITORS AND MEETINGS

### VISITOR SECURITY CHECK-IN PROCEDURES

All visitors shall use the main entrance to enter and exit the school building, except in cases of fire or emergency. Every visitor shall adhere to the following *Security Check-In Procedures*:

- Before being granted access to the school building, **all** visitors must report to the security desk to:
  - Identify themselves and present proper identification.
  - Sign the visitor log book.
  - Receive a visitor's badge that must be worn for the duration of the visit.
- Please note—
  - Only visitors with school-related business will be granted access to the school.
  - The school Principal/designee may, at their discretion, direct school security to limit the areas and time during which the visitor may access the school building.
  - Visitors who violate these *Check-In Procedures* shall be immediately reported to the Principal/designee or security officer, who will determine what, if any, further action is necessary.

### VISITOR CODE OF CONDUCT

It is KIPP DC's expectation that during school visits, all parent/guardian and other visitors are engaged in activities directly related to the purpose of their visit. If any visitor is disruptive or displays threatening or inappropriate behavior towards any person on KIPP DC property, the school Principal/designee, at its discretion, can-

- Remove the individual from the campus.
- Bar the individual from the building and/or attending future KIPP DC events.
- Call the MPD (see *Barring Notices and Procedures Policy* below).

Examples of disruptive, threatening, or inappropriate behavior include, but are not limited to:

- Disturbing the school environment or operations, including congregating in hallways, lobbies, stairwells, and other public places.
- Compromising the health, safety, security or welfare of the school, its students, or school staff.
- Refusing to identify oneself to school staff members or comply with staff instructions.
- Failure to model and support KIPP DC values.
- Being rude to any school staff members.
- Falsely accusing school staff members.
- Trespassing on school property while school is not in session.
- Refusing to leave a classroom when asked to do so by the teacher.
- Speaking to any other student that is not their own.
- Public intoxication.
- Using profanity or raising of one's voice.

### VIDEO SURVEILLANCE

KIPP DC schools are secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Video footage is the property of KIPP DC, is not considered a school record, and will not be released to any individual with the exception to law enforcement. Additionally, to ensure the privacy of all students, the school will not honor any requests to view video footage by anyone except law enforcement.

### BARRING NOTICES AND PROCEDURES

KIPP DC reserves the right to deny an individual's access to a school building for violating the *Visitor Code of Conduct* set forth above. The school Principal/designee shall issue a Barring Notice if such circumstances arise. A Barring Notice, at a minimum, shall include:

- The name of the barred individual.
- The name of the school Principal/designee issuing the barring notice.
- The school from which the individual is barred.

- The reasons for which the individual is barred.
- Notice that—
  - The barred parents/guardians may request a review meeting not earlier than eight weeks after the barring notice is issued by contacting the school Principal/designee.
  - Meeting will be held at the school with the Principal/designee.
  - The barring notice is for a minimum of 8 weeks and up to the duration of the current school year (unless cancelled in writing).

PARENT/GUARDIAN CLASSROOM VISITS AND MEETINGS WITH SCHOOL STAFF

**What is KIPP DC’s policy for parent/guardian classroom visits and meetings?**

- Parents/guardians are welcome at school to visit their student’s classroom and meet with their student’s teacher/other school staff. Parents/guardians are subject to the same *Visitor Security Check-In Procedures* and *Code of Conduct* outlined above. While at school parents/guardians should silently observe their student in the classroom or in a scheduled meeting with their student’s teacher/school staff.
- KIPP DC reserves the right to limit classroom visits as necessary for violations of the *Code of Conduct* (e.g. daily visits that disrupt the learning environment).

**How do I schedule a classroom visit or meeting?**

- Teachers and school staff are happy to schedule time to meet before or after school, when possible.

**Who can participate in classroom visits and meetings?**

- *Parents and guardians*
  - Note: access to students will be consistent with valid court orders dated within the calendar year that delineate parent, guardian, or third party rights regarding the student.
  - School staff will consult with a member of KIPP DC’s legal team for guidance on interpreting the terms of a court order and any accompanying request for records.
- *Educational surrogate parents appointed by OSSE of the Family Court of the DC Superior Court*
- *Relatives and caretakers*
  - Relatives and caretakers who are not the student’s parent/guardian will be allowed to visit the student’s classroom if they (i) are accompanied by the student’s parent/guardian or (ii) received permission from the parent/guardian and the school principal/designee in advance of the visit.

## VISITORS PARTICIPATING IN IEP/504 MEETINGS AND OBSERVATIONS OF STUDENTS WITH DISABILITIES

Educational advocates, attorneys, social workers, guardian *ad litem* attorneys (GALs), and evaluators may contact school staff to schedule IEP/504 meetings with the appropriate Student Support Services team member, conduct classroom evaluations/observations, or request student records. All visitors shall (i) adhere to *Visitor Security Check-in* and *Code of Conduct* outlined above, (ii) only remain in the building for the purpose and duration of their visit, and (iii) not roam the school or evaluate/observe other students during their visit. Visitors shall also observe the following protocols:

### IEP/504 MEETINGS

#### **Who can participate in IEP/504 meetings and what type of authorization is required?**

- *Parents and guardians*
- *Social workers and GALs*
  - Authorization: valid court order dated within the calendar year that clearly states the student's name, the name of the individual, and the individual's relationship to the student.
- *Evaluators, education advocates, and attorneys*
  - Authorization: written consent from the student's parent/guardian dated within the calendar year.
- *Note*: Individuals who are barred from a school but need to participate in an IEP meeting may participate via telephone.

#### **How do I schedule an IEP/504 meeting?**

- All meetings must be scheduled prior to the day of arrival at the school with the Student Support Services team and all attendees must have been issued the proper notice. KIPP DC reserves the right to reschedule the meeting without prior notice of additional attendees.
- School staff **are not** obligated to meet with an attorney, educational advocate, or observer or to allow them access to the school, if prior arrangements have not been made.

### CLASSROOM OBSERVATIONS/EVALUATIONS

#### **Who can conduct a classroom observation or evaluation and what type of authorization is required?**

- *Parents and guardians*
- *Parent-appointed designee*
  - Authorization: complete the *Observation Designee Form* in which the designee agrees that they will not disclose nor use any information obtained during the course of the observations for the purpose of seeking or engaging clients in litigation against KIPP DC.
- *Professional evaluators*
  - Authorization: letter that indicates what assessment the evaluator is conducting and include the parent/guardian's signature giving permission to conduct the assessment of the student at school.
- *Note*: attorneys have no legal right to observe any class and will not be permitted to do so.

#### **How do I schedule an observation or evaluation?**

- All observations/evaluations must be scheduled prior to the day of arrival at the school. Please make an appointment with the school Principal/designee.

#### **What else should I expect?**

- All observers/evaluators must sign the *Confidentiality Agreement* and give it to the school Principal/designee before the start of the observation/evaluation.
- School staff may accompany an individual during a classroom observation/evaluation, at KIPP DC's discretion.
- Not more than three individuals shall be allowed in a classroom during the observation/evaluation and shall be two hours or less. Any request for an extension must be made in advance and granted at KIPP DC's discretion.

- Observers/evaluators shall have no direct interaction with students, including the student who is the subject of the classroom observation/evaluation, and must refrain from engaging the attention of the teacher or other students.

#### REQUESTS FOR DOCUMENTATION

If an educational advocate, attorney, social worker, GAL, or observer/evaluator wishes to review and/or copy student records, the Principal/designee must first contact a member of KIPP DC's legal team for guidance on whether or not to release educational records or other student data.

## LEGALLY MANDATED NOTIFICATIONS

### TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET SAFETY

#### COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

KIPP DC adheres to the federal requirements and guidelines stipulated under TITLE XVII—Children’s Internet Protection Act (CIPA). Visit <http://www.ifea.net/cipa.html> to view this document in its entirety.

#### INTERNET SAFETY POLICY

KIPP DC’s policy of Internet safety is enforced and includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are:

- Obscene.
- Child pornography, or, with respect to use of computers with Internet access by minors.
- Harmful to minors.

An authorized person must be able to disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose.

#### EDUCATIONAL PURPOSE

KIPP DC’s Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use KIPP DC’s network for entertainment purposes (except for those periods of time that the school has designated as "open access" – when school is not in session).

KIPP DC has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in KIPP DC’s *Disciplinary Policy* and the law in your use of the network.

Pursuant to CIPA, students shall receive education about the following:

- Maintaining safety and security while using the Internet.
- The inherent dangers associated with disclosing personally identifiable information when online.
- The consequences for students who engage in other unlawful and/or inappropriate activities online.

Principal/designees are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. KIPP DC expects that staff members will provide guidance and instruction to students on the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents/guardians if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

#### INTERNET MANAGEMENT

Embracing the Internet as a critical and essential component in today’s world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we content filter using OpenDNS. OpenDNS provides KIPP DC with the ability to block objectionable material and captures the window when questionable material is accessed.

#### STUDENT INTERNET ACCESS

The World Wide Web is a global database system that provides access to information from around the world. Students may have access to Web information resources through their classroom, library, or school computer lab.



E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world. Students may, under teacher supervision, establish web e-mail accounts through the KIPP DC network. KIPP DC students should not expect that these email accounts are private or unmonitored.

#### UNACCEPTABLE USE

The following uses of the KIPP DC Internet system are considered unacceptable:

1. **Providing Personal Information:** Students shall not post personal contact information about yourself. Personal contact information includes, but is not limited to, home address, telephone number, and school address. This information may not be provided to an individual, organization, or company, including through e-mail, websites that solicit personal information, social networking websites, or internet chat rooms. Students shall not agree to meet with someone they meets online. Students shall promptly disclose to their teacher or other school employee any message they receives that is inappropriate or makes them feel uncomfortable or unsafe, including any instances of cyberbullying.
2. **Illegal Activities:** Students shall not attempt to gain unauthorized access to the KIPP DC network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students shall not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
3. **System Security Violations:** Students are responsible for their individual account and must take all reasonable precautions to prevent others from being able to use their account. Under no condition should students provide their password to another person. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students shall not go looking for security problems, because this may be construed as an illegal attempt to gain access. Students shall avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.
4. **Inappropriate Online Behavior:** Students shall not use obscene, profane, lewd, vulgar, rude inflammatory, threatening, or disrespectful language while on any websites online. Students shall not post information on any websites that could cause damage or a danger of disruption. Students shall not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, that student must stop immediately. Students shall not knowingly or recklessly post false or defamatory information about a person or organization on any websites. Restrictions against inappropriate online behavior apply to all public messages, private messages, and material posted through e-mail or on all websites, including, but not limited to, social networking websites and internet chat rooms.
5. **Privacy Violations:** Students shall not transmit via e-mail or re-post on any website a message that was sent to them privately without permission of the person who sent them the message. Students shall not transmit or post private information, including personal contact information, about another person through e-mail or on any websites.
6. **Excessive Use:** Students shall use the internet system for educational and career development activities and limited, high-quality, self-discovery activities only. Students shall not download large files to the computer desktop. Students shall not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Students shall check their e-mail frequently, and delete unwanted messages promptly. Students shall subscribe to high-quality discussion group mailing lists that are relevant to their education or career development only.

7. **Plagiarism:** Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
8. **Copyright Infringement:** Students shall respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students shall follow the expressed requirements. If a student is unsure whether or not they can use a work, they should request permission from the copyright owner. If a student has questions, they should ask a teacher.
9. **Inappropriate Access to Material:** Students shall not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If students mistakenly access inappropriate information, they should immediately tell their teacher. This will protect students against a claim that they have intentionally violated this Policy. Students' parents/guardians shall instruct them if there is additional material that they think it would be inappropriate for them to access. The school fully expects that students shall follow parent/guardian instructions in this matter.

#### DISCIPLINARY ACTIONS

The KIPP DC Internet system is a limited forum; therefore the school may restrict your speech for valid educational reasons. The school will not restrict student' speech on the basis of a disagreement with the opinions they are expressing.

Students should expect only limited privacy in the contents of their personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that students have violated this policy; KIPP DC's *Discipline Policy*; or the law. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy; KIPP DC's *Discipline Policy*; or the law.

The school Principal/designee and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Parents/guardians have the right to request to see the contents of students' e-mail files.

KIPP DC will cooperate fully with local or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that a student has violated this Policy or KIPP DC's *Discipline Policy* in their use of the network, that student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in KIPP DC's *Discipline Policy*.

#### LIMITATION OF LIABILITY

The school makes no guarantee that the functions or the services provided by or through the KIPP DC Internet system will be error-free or without defect. KIPP DC will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. KIPP DC is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents/guardians can be held financially responsible for any harm to the system as a result of intentional misuse.

The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available at <http://netizen.uoregon.edu>.

#### STUDENT USE OF KIPP DC COMPUTERS AND CLASSROOM TECHNOLOGY

KIPP DC computers and classroom technology shall be used for academic purposes only. Students shall not engage in any of the unacceptable use activities outlined in the *Unacceptable Use Policy* outlined above. Students are prohibited from

taking KIPP DC computers and classroom technology home at the end of the school day. Each student shall be responsible for taking care of their computer during the school day.

KIPP DC students may be assigned a KIPP DC computer to be used during the school day. Each student shall also be responsible for any material that is either sent from their account and/or from the KIPP DC computer assigned to them. Students shall report any computer damage or malfunction to their teacher immediately. Parents/guardians may be held financially responsible for fixing and/or replacing a computer if their student damages it. The ability to use a KIPP DC computer during the school day is a privilege not a right. Accordingly, KIPP DC reserves the right to restrict or deny a student access to a KIPP DC computer during the school day for violations of KIPP DC's *Discipline Policy*.

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. 20 U.S.C. § 1232g; 34 CFR Part 99, *et seq.* These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the school Principal/designee [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student 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 or eligible student believes are inaccurate. Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school Principal/designee [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student 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/guardian or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office responsible for administering FERPA is:

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

**See the list below of the disclosures that elementary and secondary schools may make without consent.**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, section 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. KIPP DC may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- A. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. KIPP DC will forward such records upon request.
- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of section 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to section 99.38.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (i) develop, validate, or administer predictive tests; (ii) administer student aid programs; or (iii) improve instruction.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- I. To comply with a judicial order or lawfully issued subpoena.
- J. To appropriate officials in connection with a health or safety emergency.
- K. To an agency caseworker or other representative of a State or local child welfare agency or authorized tribal organization when that organization is legally responsible for the care and protection of the student, pursuant to the Uninterrupted Scholars Act of 2013.
- L. Information the school has designated as "directory information" unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior

consent. Directory information at KIPP DC includes:

- Student Name; Mailing Address and Telephone Listing
- Photograph
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Honors and Awards Received
- Major Field of Study
- Dates of Attendance, Grade Level, and Enrollment Status
- Most recent prior school of attendance
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot and will not be used for this purpose.)

## **NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole, or in part, by a program of the U.S.

Department of Education (ED)–

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of–**

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

KIPP DC has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KIPP DC will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. KIPP DC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. KIPP DC will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys.

Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH PROGRAM**

### **Educational Rights Public Notice**

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters and the community; and to heighten awareness of homeless issues. Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to Title X of No Child Left Behind; McKinney-Vento Homeless Assistance Act federal law.

### **What is the definition of homeless children and youths?**

- Children and youth who lack a fixed, regular, and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter (including DC transitional housing); are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above.

### **Can a homeless child enroll in school?**

**Yes.** The child may continue enrollment in the school of origin for the duration of homelessness. The school of origin is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed 15 days. The local school must provide the parent, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

### **Whom should be contacted if a dispute arises regarding enrolling a homeless child or youth in school or if other assistance is needed?**

The Education of Homeless Children and Youth Program has been designed to assist children and youth who are experiencing homelessness and their families regarding educational issues. If a homeless child or youth is experiencing difficulty in enrolling in school, please contact the Education of Homeless Children and Youth Office at (202)741-0470.

### **What services are provided by the Homeless Children and Youth Program?**

The Homeless Children and Youth Program provides the following services: transportation assistance; dispute resolution; emergency school enrollment assistance; special projects; Homeless Awareness Month; staff development; and interagency collaboration.



In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code § 2-1402.11 (2006), as amended) states the following:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

DC Code § 2-1402.11.

#### **ASBESTOS MANAGEMENT INFORMATION**

This information (dated June 1, 2014) is provided as partial fulfillment of the Asbestos Hazard Emergency Response Act's (AHERA) rules requiring annual notification of workers and building occupants or their legal guardians of inspections, response actions, and post response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

A periodic surveillance of asbestos containing materials is performed in all district buildings. This is done to ensure that asbestos containing materials are maintained in good condition. A complete inspection of all KIPP DC buildings has been conducted.

A copy of the AHERA Management Plan is available in the office of the school and at the KIPP DC Headquarters. If you have any questions regarding asbestos or the district's asbestos program, please call KIPP DC Headquarters.

# KIPP DC:

Smart Schools. Proven Results.



# KIPP DC

## 2019 - 2020 HANDBOOK RECEIPT AND REVIEW ACKNOWLEDGMENT FORM

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 2018- 2019 KIPP DC Student & Parent. We are aware that this handbook contains information and policies for our review. We have reviewed the information contained in this handbook, including the following policies:

- Drop Off, Pick Up, and Early Dismissals
- Attendance
- Discipline
- Bullying
- Equal Opportunity and Non-Discrimination in Education
- Complaints
- Visitors, Meetings, and Volunteers

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, pursuant to the *Student Use of KIPP DC Computers and Classroom Technology Policy*, that all students shall be responsible for taking care of the KIPP DC computer and/or other classroom technology assigned to them during the day, and that we may be liable for replacing a KIPP DC computer and/or other classroom technology that is damaged while in my student's care.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student & Parent Handbook, KIPP DC policies, regulations, and guidelines.

We are aware that KIPP DC reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook. We are also aware that the 2018 -2019 Student & Parent Handbook is accessible online at [www.kippdc.org](http://www.kippdc.org), and that any changes or updates to this handbook will be posted on the KIPP DC website.

Directions for return of this form:

1. Student and Parent/Guardian review handbook.
2. Parent/Guardian sign handbook acknowledgement below.
3. Student returns this page to homeroom teacher by (insert date). New and transfer students registering after the start of the 2019 -2020 school year must return acknowledgement page within one week after receipt.

**Student Name:** \_\_\_\_\_ **Student School:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

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

# KIPP DC

## RELEASE OF STUDENT DIRECTORY INFORMATION OPT-OUT FORM

To: All Parents/Guardians and Adult Students (18 years of age and older)

---

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires KIPP DC, with certain exceptions, to get your permission before disclosing Personally Identifiable Information (PII) from education records. However, KIPP DC may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information is to allow KIPP DC to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of KIPP DC. You have the right to instruct KIPP DC that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year.

A new Release of Student Directory Information form must be completed each school year.

Student Name, Address, Telephone Listing	Weight and Height of Members of Athletic Teams
Name of School Attending	Diplomas and Awards Received
Major Area of Student	Student’s Date and Place of Birth
Student ID Number/User ID	Names of School Previously Attended
Participation in Officially Recognized Activities and Sports	Dates of Attendance, Grade Level, Enrollment Status

By signing below, I am giving written notification to KIPP DC that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by KIPP DC if disclosure is otherwise permissible under FERPA.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student School**

\_\_\_\_\_  
**Name of Parent, Guardian, or Participating Adult**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature, if at least 18 years old**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

***This information will be designated as directory information for the 2018-2019 school year if this form is not completed at the time of enrollment.***

# KIPP DC

To: All MIDDLE SCHOOL Parents/Guardians

---

At KIPP DC, our goal is that 100% of KIPPsters make it to and through college. In order to further this goal, KIPP DC has assembled a dedicated team of professionals in the KIPP Through College office (“KTC”). KTC is dedicated to helping every student and family on the journey to and through college. The KTC team goes beyond helping families and students with high school placement—we also provide families and students with resources and support after high school enrollment, including academic coaching and on-campus visits.

As students make the transition from high school to college, KTC aids in the admissions and selection process, and then works to visit and support former KIPP DC students once they actually reach college. This ongoing support sometimes means connecting with the school/university staff and personnel on students’ behalf.

This consent form will allow KTC to obtain the necessary information from those school/university staffs and personnel so that we can connect your child with great opportunities, including summer enrichment programs, internships, and scholarships.

Please provide your consent below so we might gather the appropriate information as needed.

---

---

**Please provide academic information, financial records and on-campus contact to KIPP Through College for:**

\_\_\_\_\_ (Print student’s name)

**Relationship:** Secondary Institution & Post-Graduation Service Provider; **Agency Tax ID:** 74-2974642

*I understand the information may be released orally or in the form of copies of written records, as preferred by the requestor. I have the right to inspect any written records released pursuant to this consent (except for those excluded under law).*

*I authorize the release of this information at each educational institution \_\_\_\_\_ may attend.* (Print student’s name)

*I understand that this release is valid for the duration of the student’s high school and college career and may be rescinded at any time.*

**Parent or Guardian Name (please print):** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Date of Expiration:** June 30, 2022