

## 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 9/30/21	Maximum Age on 6/2/21
PK3	3	4
PK4	4	5
K	5	6
1		8
2		9
3		10
4	promotion from previous grade	11
5		12
6		13
7		14
8		15

\*\*If a student is retained, and as a result becomes too old to attend, the student must withdraw. \*\*

### LOTTERY AND PREFERENCES

KIPP DC participates in the My School DC lottery process and will use the common timeline and lottery for enrollment. 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 with a KIPP DC student enrolled during the 2021 – 2022 school year), and (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 accepted to a KIPP DC school, 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 Online Registration Packet;
5. Final report card 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 criterion for acceptance).

## RESIDENCY REQUIREMENTS

The enrolling parent/guardian must be a resident of Washington, DC and able to prove so 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, a residency investigation will be conducted by OSSE. During a residency investigation, families will have two business days to provide the appropriate documentation to prove residency. 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 the OSSE. 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 2021 – 2022 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 well before 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, KIPP DC will provide a withdrawal form to the parent/guardian. Once a parent/guardian makes a verbal request to withdraw their student from a KIPP DC school, KIPP DC will attempt to contact the parent/guardian three times over two modalities. If the parent/guardian validates their request or does not respond, KIPP DC will consider the withdrawal to be confirmed. Withdrawal forms can be obtained from the campus 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 CFSA. The parent/guardian who enrolled the student must be the same parent/guardian to complete KIPP DC's withdrawal forms. When a student is enrolled with OSSE's Other Primary Caregiver form, the enrolling adult may withdraw the student unless the parent/guardian with legal custody expresses an intent to keep the student enrolled. Once withdrawn, a student must complete a new application and go through the lottery process to return to KIPP DC.

## 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 student 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 5 notes to excuse illnesses. After 5 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, or flood.
- 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
- Non-KIPP DC sponsored events

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

- Engage with your student about the importance of a good education to their future.
- Encourage good sleeping and eating habits.
- Work with your student 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 student 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 the 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>• KIPPDC is legally obligated to submit <i>Child and Family Services Agency</i> Referral (for students age 5-13)</li></ul>
15	<ul style="list-style-type: none"><li>• KIPPDC is legally obligated to submit Referral to <i>Court Social Services</i> and <i>Office of the Attorney General-Juvenile Division</i> (for students age 14-17)</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><li>• KIPPDC is legally obligated to submit <i>Child and Family Services Agency</i> Referral (for students age 5-13)</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.

### What is Tardy or Released Early Absence?

If a student misses half the school day, OSSE and Public Charter School Board policy prohibits us from counting their attendance as present for that day. Therefore, if a student arrives at school after 12pm, they will be marked as a Tardy Absence due to missing the first half of the school day. If a student arrives on time but leaves school before 12pm, they will be marked as a Released Early Absence due to missing the second half of the school day. A Tardy or Released Early absence will not count towards any truancy interventions for your child, including any reporting to the Child and Family Services Agency.

All students arriving tardy or leaving early, regardless of what time, must sign in or out at their school's front desk before reporting to class or leaving the building.

### 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. 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 may offer two-hour long parent/student Saturday School sessions, which will expose students to many extracurricular and enrichment activities. The purpose of the parent/student 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.

**What is KIPP DC's policy on high school visits?**

All high school visits must be pre-approved by the school Principal/designee at least 24 hours in advance. Please notify the school Principal/designee as soon as you have scheduled a visit. Students need to be at school for any part of the day that they are not on their visit.

**How does KIPP DC's attendance policies apply to students with disabilities?**

KIPP DC's attendance policies apply to all students, regardless of disability; the only exception to this rule is when a student's absences are directly related to their 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.

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

### **DEFINING SCHOOL PROCEDURES**

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, unsafe behavior are prohibited during and at the following:

- On school property.
- At any school-sponsored or supervised activity.
- 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 at [www.kippdc.org](http://www.kippdc.org). KIPP DC also teaches students and families about our school values, procedures, and discipline policies throughout the school year. The KIPP DC Orientation Team (KOT) provides 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 *Receipt and Review Acknowledgement Form* at the beginning of each school year. In so doing, students, teachers, and families 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 OR INTERVENTIONS

KIPP DC's *Discipline Policy* 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 intervention or 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 agreement
- Cafeteria duty
- Community conferencing/restorative justice
- Conference with parent, student, counselor, teacher, and/or administrator
- Detention- before- or after-school, or during lunch
- Homeroom change
- Loss of incentive
- Office visit
- Parent/Guardian shadowing
- Peer mediation
- Phone call to parent/guardian
- Reflective essay (topic to be selected by teacher or administrator)
- Reprimand and warnings
- Restriction of participation in after-school and/or extracurricular activities
- Time outs
- In-school suspension

### **How is in-school suspension (ISS) 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.

An ISS may be issued the same day as the disciplinary infraction, and the length of the ISS depends on the type and severity of disciplinary infraction. School staff will notify parents/guardians when the decision to issue an ISS is made. If a student is placed on ISS, KIPP DC may ask the parent/guardian to attend a school conference within 48 hours.

A student on ISS will not be permitted to:

- Attend field trips
- Eat lunch at student tables in cafeteria
- Socialize with other students during class or during free time
- Participate in non-academic classes
- Earn points on their PBIS report (middle schools)

## 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.

### **How does KIPP DC implement a short-term suspension?**

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, (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 preponderance of the evidence standard of proof. If the school leadership team determines a short-term suspension is warranted, a member of the school leadership team will timely (i) inform the student of the short-suspension and the reason(s) for the disciplinary action 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, via email, 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.
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 of KIPP DC students 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

- 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 Appeal Hearing, a member of the school leadership team (who was not involved in the original discipline decision) will (i) review the evidence, (ii) determine if the initial decision was made on unreasonable grounds or without any proper consideration of the circumstances, and (iii) 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?**

A long-term suspension prohibits a student from attending school and taking part in any school function for six to ten school days (not applicable for grades PK3-5). 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 a KIPP DC school and taking part in any KIPP DC function.

### **How does KIPP DC implement a long-term suspension or expulsion?**

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 a discipline hearing and the reason(s) for the disciplinary action 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 Discipline Hearing.
        - The school leadership team will attempt to schedule the Discipline 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.
      - A copy of this notification will also be included in the student’s cumulative file.

4. *Conduct discipline hearing.*
  - See description above under “conduct appeal hearing” on page 32 for details.
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 preponderance of the evidence standard of proof, and will typically communicate the Disciplinary Hearing outcome within three school days.
  - The Discipline Hearing outcome notification will:
    - Inform the student and parent/guardian of the Discipline Hearing outcome—long-term suspension or expulsion—and the reason(s) for the decision.
    - Include the length of the suspension and the student’s right to return to school at the end of the suspension, for long-term suspensions.
    - 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 short-term suspension on appeal, a long term suspension, or expulsion, do I have further recourse?**

Yes. If any short-term suspension is upheld on appeal by the school leadership team, a short-term or long-term suspension are issued, the parent/guardian may 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 of KIPP DC students must submit a *Written Request to Appeal Disciplinary Decision Form* to the Director of Student Policy within three days of being notified of the school leadership team’s appeal decision. (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 HDQ 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.
  - 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 24 hours before to the hearing.
  - During the appeal hearing, a Headquarters representative 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 in a timely manner.*

- After the hearing, the Discipline Committee will (i) review the evidence, (ii) determine if the initial decision was made on unreasonable grounds or without any proper consideration of the circumstances when deciding whether to uphold or overturn the initial decision, and (iii) communicate the final decision within three school days.
- If the suspension or expulsion is overturned, the student's cumulative record and any other school-maintained records will reflect that conclusion.
- If the suspension or expulsion is upheld, the original disciplinary decision will be imposed, and the decision will be final.

### ***SPECIAL NOTES CONCERNING SUSPENSION AND EXPULSION***

#### **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 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 as unexcused.

#### **Can students make up classwork 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 or expelled participate in school-related activities?**

No. Students who are 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 DISABILITIES***

#### **How do KIPP DC's discipline policies apply to students with disabilities?**

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 and a disciplinary consequence consistent with the policies outlined in this section will be issued. 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*

Students in grades 5 and above are permitted to carry cell phones for emergency use only; during the school day, students' cell phones must be turned OFF—not on vibrate or silent—and out of sight. School staff will confiscate all phones that are on, visible, or making noise, take them to the office, and **require the student's parent/guardian to pick the student's phone up.**

Students who need to call a parent/guardian for a school-related issue can ask permission to use phone in the school office. Students who make/receive a call or send/receive a text message are subject to the disciplinary consequences listed below. KIPP DC also reserves the right to remove any and all cell phone privileges from students that are abusing the cell phone policy. **KIPP DC in no way assumes any responsibility for and will not replace any damaged, lost, or stolen personal devices.**

To protect the privacy of students, staff and the KIPP DC community, parents and students may not record video, audio or take photographs of other students or staff unless there is prior notice and consent of the person(s) being recorded.

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

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

Please contact your student's homeroom teacher in advance if he/she is bringing an electronic device, toy, game, or gadget for show and tell. 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

KIPP DC prohibits the following items on school grounds. This list is not all-inclusive, and KIPP DC reserves the right to prohibit any item 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
  - Mace/ Pepper Spray
  - Taser/Stun guns
- Tobacco/alcohol
- Illegal drugs

KIPP DC reserves the right to take one or more of the following actions when a student is found in possession of prohibited items:

- Confiscation of the items, without return
- Implementation of restorative justice practices
- Appropriate disciplinary measures, including suspension or expulsion
- Referral to MPD

### 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 the school leadership team in the presence of a witness, except where the circumstances render the presence of a witness impractical.

When 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.

## CONTINUUM OF MINIMUM & MAXIMUM CONSEQUENCES

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 center, 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

ST OSS	Short-Term Out-of-School Suspension- 1 to 5 Days
LT OSS	Long-Term Out-of-School Suspension – 5 to 10 days (not applicable to grades PK3-5)
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
DISRUPTING THE LEARNING ENVIRONMENT	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	K-12						
	Inappropriate or Disruptive Physical Contact Between Students	ALL						
	Leaving Classroom or School Without Permission	K-12						
	Lewd or Indecent Public Behavior	PK3-PK4						
K-8								
9-12								

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 non-school sponsored events, where the student willfully causes, attempts to cause, or threatens to cause bodily injury or emotional distress	K-12						
	Repeated classroom disruptions including failure to follow staff instruction	PK3-8						
		9-12						
	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.	K-12						
	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	PK3-PK4						
<i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>		K-8						
		9-12						

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)	PK3-PK4						
		K-8						
		9-12						
	Bullying/Cyberbullying (See <i>Bullying Prevention Policy</i> )	PK3-PK4						
		K-8						
		9-12						
	Coercing or Inciting Infraction Type in this Category	PK3-PK4						
		K-8						
		9-12						
	Engaging in behavior that demonstrates affiliation with criminally motivated organization	PK3-5						
		6-12						
	Intentionally Contaminating Food	K-12						
	Other violent misconduct that endangers safety/welfare of others and occurs off campus, including at stores or businesses outside of school hours, including non-school sponsored events where the student willfully causes, attempts to cause, or threatens to cause bodily injury or emotional distress	K-12						
	Possession of Fireworks or Explosives	PK3-PK4						
		K-8						
		9-12						
	Retaliation against students who make bullying or harassment complaint	K-12						
	Verbal, Written, Physical Threat or Intimidation	PK3-PK4						
		K-8						
		9-12						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
<b>OTHER TYPES OF VIOLENCE (cont'd)*</b>	Weapons: Possession of a firearm	ALL						
	Weapons: Possession of Weapon or a Lookalike (including, but not limited to, knives, razor blades, mace/tear gas/pepper spray, incendiary devices, or any other dangerous objects; also <i>includes replicas, toys, and fakes</i> )	PK3-8						
9-12								
	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> )	ALL						
<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)*	PK3-8						
		9-12						
	Possesses or Uses Prescription Drugs Not Specifically Prescribed for the Individual*	PK3-PK4						
		K-12						
	Possesses or Uses Tobacco/Alcohol	PK3-PK4						
		K-12						
	Sells or distributes Tobacco, Alcohol, Prescription Drugs and/or Illegal Drugs*	K-12						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	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>	ALL						
	Biohazard*	ALL						
	Destruction of Property/Vandalism	PK3-8						
		9-12						
	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>	ALL						
	Theft of School or Personal Property Without Force	PK3-8						
		9-12						
	Trespassing	PK3-8						
		9-12						
	Unauthorized Use of Personal Electronics During the School Day	K-12						
	Unauthorized use of School Equipment, Electronics, Technology, Supplies, or Facilities	K-12						
<b>DISHONESTY</b>	Academic Dishonesty	K-12						
	Forgery/False Information/Lying	K-12						
	Tampering With, Changing, or Altering an Official School Record or Document	ALL						

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

## EQUAL OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION

### NOTICE OF NON-DISCRIMINATION

KIPP DC is committed to ensuring that all of its employees and students 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 (Title IX), 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 complainant of an intrafamily offense, place of residence or business, or credit information.

KIPP DC's detailed Title IX policy can be found on [KIPPDC.org's Title IX page](https://www.kippdc.org/title-ix).

### PROHIBITED HARASSMENT

Harassment is a form of discrimination.

- *Prohibited harassment* includes any unwelcome physical, verbal, nonverbal, or electronic conduct based on the aforementioned protected traits.
- *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 (including sexual assault) 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.
- *Prohibited stalking* includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- *A hostile 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).

### PROHIBITION AGAINST RETALIATION

Retaliation includes any adverse action taken against an individual because they reported sexual harassment, dating violence, or discrimination, provided information, witnesses, assisted, participated, or refused to participate in an investigation or proceedings in relation to any of those acts. 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. Any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible to school staff or the Title IX Coordinator.

Sexual harassment, sexual assault, and dating violence are defined differently in local and Federal law. KIPP DC will consider both definitions in determining whether a violation has occurred.

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

1. On KIPP DC grounds and adjacent property, at KIPP DC related events, at any transit stops or vehicle used for KIPP DC business, or through the use of any electronic devices owned or leased by KIPP DC.
2. At a location or function unrelated to KIPP DC, or through the use of **any** electronic devices, if the act(s) of discrimination create a hostile environment at KIPP DC for the complainant or witnesses, infringe on their rights at KIPP DC or substantially disrupt the orderly operation of KIPP DC.

Employees or students found to have engaged in prohibited harassment will be subject to disciplinary action. Pursuant to the D.C. School Safety Omnibus Amendment Act of 2018, KIPP DC will not assist an individual in obtaining new employment involving direct interactions with minors, where KIPP DC knows or has probable cause to believe the individual engaged in sexual misconduct or sexual abuse regarding a child or student.

#### REPORTING PROCEDURES

Any individual, including a student, parent/guardian, or visitor, who believes conduct that violates this policy has occurred should promptly report the alleged acts to a teacher, counselor, the school Vice Principal, the school Principal/designee, Deputy Chief Academic Officer, or KIPP DC's Title IX Coordinator. Reports do not have to be made by the complainant. Such reports can be made in person, by mail, by telephone, or by email, through KIPP DC's online formal complaint form or using the contact information listed below. A school employee who receives a report of harassment, sexual harassment, dating violence, stalking, or retaliation, has acknowledged, or who should reasonably know about the aforementioned violations of this section shall promptly notify KIPP DC's Title IX Coordinator.

Shaundricka Ranel, 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.

### INFORMATION FOR COMPLAINANTS

Upon receipt of a complaint, KIPP DC will provide information to complainants about available services and advocacy organizations, about the investigation process, about their rights under Title IX of the Education Amendments of 1972, the School Safety Omnibus Amendment Act of 2018, the District of Columbia Human Rights Act of 1977, and crime victims' rights.

### INVESTIGATING INCIDENTS OF HARASSMENT

Once a report of discrimination, harassment, or retaliation has been received the school Principal/designee and/or Title IX Coordinator/designee will offer supportive measures to ensure the safety of the alleged complainant referenced in a reported discrimination incident, all staff and students, and restore or preserve equal access to KIPP DC's education program or activity. These steps will be designed to restore a sense of safety to the complainant and to protect them from further incidents, if necessary. Examples of such steps taken include designating a staff member to serve as that complainant's "safe" person, altering the respondent/complainant's seating or schedule to reduce access between the respondent and the complainant, creating individual safety plans, and consultation with the school's Mental Health Practitioner. Once an investigation is concluded, further steps will be taken, as needed, to interrupt or stop each specific act of harassment, prevent recurrence, address its effects, and remedy the alleged violation regardless of whether the incident is the subject of a criminal investigation. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The investigation will be conducted by the Title IX Coordinator/designee in a prompt and equitable manner to remedy the alleged violation. The investigation will address all incidents of harassment that school personnel have actual knowledge or reasonably should have known are occurring. Once a report of harassment has been received by KIPP DC, 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 the complainants, respondent, and if appropriate, witnesses to an incident of alleged harassing 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 complainants and respondent in an incident of harassment to ensure that youth are not victimized across schools and that comprehensive service and protection can be provided to respondent and complainant(s).
- Protection and Enforcement agencies: If KIPP DC determines that the reported behavior cannot be safely and appropriately handled through school-based disciplinary action or present indicators of child abuse or neglect the information about the incident may be conveyed to District of Columbia Child and Family Services Agency and/or the Metropolitan Police Department pursuant to mandatory reporting requirements. As part of making this determination the Title IX Coordinator, Investigator, or designee may consult with either a law enforcement officer or legal counsel.

As part of the investigation, the Title IX Coordinator/designee will interview, as necessary, any involved or relevant parties (including complainant(s), the respondent, witnesses, staff, and parents/guardians), obtain documents, and allow the complainant and respondent to present evidence. The Title IX Coordinator/designee will take steps to provide the complainant and the respondent with periodic

updates on the status of the investigation. The complainant and respondent will have the same opportunity to be accompanied to any school disciplinary hearing by an advisor or advocate of their choice. Within one-hundred and twenty (120) days of receiving a report of discrimination, the Title IX Coordinator/designee will respond to the parents/guardian of the students involved, in writing, summarizing the course and outcome of the investigation and remedial measures that have/will be taken. Extensions of this timeline will be permitted for good cause.

KIPP DC will inform all relevant parties that retaliation for reporting acts of discrimination is prohibited. Written records of the investigation process will be maintained and may be included in the prevention database to generate a more accurate picture of student-on-student discriminatory behaviors at KIPP DC. Where necessary, provisions will be made to include the advice of legal counsel.

The Title IX Coordinator/designee is charged with making determinations as to whether a reported incident constitutes a Title IX violation. These determinations will take into account all of the facts and the circumstances surrounding the incident. KIPP DC will use a preponderance of the evidence standard (i.e., more likely than not that harassment occurred) when resolving complaints. If the Title IX Coordinator/designee determines that an incident of discrimination has occurred, they should take prompt and effective steps to end the discrimination, eliminate its effects, including response steps listed in KIPP DC's Discipline Policy to prevent the recurrence of an incident and restore the safety of a complainant.

#### 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. KIPP DC will notify individuals/agencies of incidents of discrimination only to the extent allowed by law. Any notifications to other parties will be made only to ensure that services are provided to the complainant(s) and respondent and to protect the complainant(s) from further or sustained victimization. The Title IX Coordinator/designee conducting the investigation will be responsible for making determinations about confidentiality.

## **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 school staff informally. Informal complaints should be directed to one or more of the following school personnel:

- Teacher
- 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?**

You may file a Formal Complaint at any time if you are (i) dissatisfied with 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 can be obtained from a member of the school leadership team (including a Principal, Vice Principal, or their designee) or from the 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 will attempt 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 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 preponderance of the 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; and
- 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@kipppdc.org](mailto:susan.schaeffler@kipppdc.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@kipppdc.org](mailto:shaundricka.ranel@kipppdc.org)  
Mail: 2600 Virginia Ave NW, Suite 900, Washington, DC 20037

Susan Toth, Chief Academic Officer  
Phone: 202-223-4505  
Email: [susan.toth@kipppdc.org](mailto:susan.toth@kipppdc.org)  
Mail: 2600 Virginia Ave NW, Suite 900, Washington, DC 20037

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their student's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The full text of the FERPA statute can be found at 20 U.S.C. § 1232g and the FERPA regulations can be found at 34 CFR Part 99. For additional information, please see the FERPA Notice of Rights and opt-out forms at Appendix F.

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.

Note: 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).

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.**

In limited circumstances FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without prior written consent of the parent or eligible student, if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations. Parents and eligible students have a right to inspect and review the records that have been disclosed.

In the following situations 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
- Parent/guardian’s email address
- Student’s 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.)

For additional information, please see the *Release of Student Directory Information Opt-Out Form* at the end of this Handbook.