

KIPP DC: PUBLIC SCHOOLS

Student & Family Policies 2022-2023 School Year

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Discipline Policy

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

ST OSS	Short-Term Out-of-School Suspension 1-5 Days
LT OSS	Long-Term Out-of-School Suspension 5-10 days (not applicable for 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	Referral
Disrupting the Learning Environment	Attending class without required class materials or assigned work	PK3 - PK4						
		K - 8						
		9 - 12						
	Disrespectful communication with staff or peers, including the use of profanity and obscene gestures	PK3 - PK4						
		K - 8						
		9 - 12						
	Dress code violation	PK3 - PK4						
		K - 8						
		9 - 12						
	Gambling	PK3 - PK4						
		K - 8						
		9 - 12						
	Inappropriate or disruptive physical contact between students	PK3 - PK4						
		K - 8						
		9 - 12						
	Leaving classroom or school without permission	PK3 - PK4						
		K - 8						
		9 - 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	Referral
Discrimination	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	PK3 - PK4						
		K - 8						
		9 - 12						
	Repeated classroom disruptions including failure to follow staff instructions	PK3 - PK4						
		K - 8						
		9 - 12						
	Recording or photographing students or staff members without prior knowledge and consent	PK3 - PK4						
		K - 8						
		9 - 12						
	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 or 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	PK3 - PK4						
		K - 8						
		9 - 12						
	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 or 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	PK3 - PK4						
		K - 5						
		6 - 8						
		9 - 12						
Commission or attempted commission of any act of sexual assault or sexual aggression	PK3 - PK4							
	K - 5							
	6 - 8							
	9 - 12							

Infraction Category	Infraction Type	Grade Levels	In Class Response	ISS	ST OSS	LT OSS	Expulsion	Referral
Assault or physical attack on student or staff	PK3 - PK4							
	K - 5							
	6 - 8							
	9 - 12							
Fighting (including inciting, participating in a planned or unplanned group fight that causes major disruption to school functions or bodily injury)	PK3 - PK4							
	K - 5							
	6 - 8							
	9 - 12							
Bullying or cyberbullying (see <i>Bullying Prevention Policy</i>)	PK3 - PK4							
	K - 5							
	6 - 8							
	9 - 12							
Coercing or inciting any infraction type in this category	PK3 - PK4							
	K - 5							
	6 - 8							
	9 - 12							
Engaging in behavior that demonstrates affiliation with a criminally motivated organization	PK3 - PK4							
	K - 5							
	6 - 12							

Infraction Category	Infraction Type	Grade Levels	In Class Response	ISS	ST OSS	LT OSS	Expulsion	Referral	
Other Types of Violence	Intentionally contaminating food	PK3 - PK4							
		K - 5							
		6 - 12							
	Other violent misconduct that endangers the safety or 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	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Possession of fireworks or explosives	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Retaliation against students who make bullying or harassment complaints	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Verbal, written, or physical threat or intimidation	PK3 - PK4							
K - 5									
6 - 8									
9 - 12									

Infraction Category	Infraction Type	Grade Levels	In Class Response	ISS	ST OSS	LT OSS	Expulsion	Referral
Drugs and Alcohol	Weapons: Possession of a firearm	PK3 - PK4						
		K - 5						
		6 - 8						
		9 - 12						
	Weapons: Possession of a 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 includes replicas, toys, and fakes)	PK3 - PK4						
		K - 5						
		6 - 8						
		9 - 12						
	Weapons: Use or threatened use of a 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 includes replicas, toys, and fakes)	PK3 - PK4						
		K - 5						
		6 - 8						
		9 - 12						
	Possesses or uses illegal drugs (including marijuana)*	PK3 - PK4						
		K - 8						
		9 - 12						
	Possesses or uses prescription drugs not specifically prescribed for the individual	PK3 - PK4						
		K - 8						
		9 - 12						
	Possesses or uses tobacco or alcohol	PK3 - PK4						
		K - 8						
		9 - 12						

Infraction Category	Infraction Type	Grade Levels	In Class Response	ISS	ST OSS	LT OSS	Expulsion	Referral	
Property Related	Sells or distributes tobacco, alcohol, prescription drugs, or illegal drugs	PK3 - PK4							
		K - 8							
		9 - 12							
	Arson (Note: Multiple infractions in the aggregate may be considered for LTS or Expulsion)*	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Biohazard*	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Destruction of property or vandalism	PK3 - PK4							
		K - 8							
		9 - 12							
	Robbery* (Theft or attempted theft using force, threat of force, or intimidation)(Note: Multiple infractions in the aggregate may be considered for LTS or Expulsion)	PK3 - PK4							
		K - 5							
		6 - 8							
		9 - 12							
	Trespassing	PK3 - PK4							
		K - 8							
		9 - 12							

Infraction Category	Infraction Type	Grade Levels	In Class Response	ISS	ST OSS	LT OSS	Expulsion	Referral
Dishonesty	Unauthorized use of personal electronics during the school day	PK3 - PK4						
		K - 8						
		9 - 12						
	Unauthorized use of school equipment, electronics, technology, supplies, or facilities	PK3 - PK4						
		K - 8						
		9 - 12						
	Academic dishonesty	PK3 - PK4						
		K - 8						
		9 - 12						
	Forgery, false information, or lying	PK3 - PK4						
		K - 8						
		9 - 12						
	Tampering with, changing, or altering an official school record or document	PK3 - PK4						
		K - 8						
		9 - 12						

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

DUE PROCESS PROCEDURES FOR STUDENTS WITH DISABILITIES

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.

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, 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 Receipt and Review Acknowledgement Form 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 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
- Class 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
- In-school suspension

How is an 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, or
- Earn money on their paycheck (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 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 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 suspension and the reason(s) and (ii) notify the parent/guardian by—
 - o Communicating the decision to them directly via telephone or in-person.
 - o Sending a Notice of Disciplinary Action, by the end of the school day when possible, via email, that includes:
 - o The length of the suspension.
 - o The student's right to return to school at the end of the suspension.
 - o 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 a 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 an 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.
 - 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) determine if the initial decision was made on unreasonable grounds or without proper consideration of the consequences, 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?

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 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 disciplinary hearing and the reason(s) and (ii) notify the parent/guardian by—
 - o Communicating the decision to them directly via telephone or in-person.
 - o Sending a Notice of Disciplinary Action, by the end of the school day, via email, 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.
 - A copy of this notification will also be included in the student's cumulative file.
4. Conduct Disciplinary Hearing.
 - See description above under "conduct appeal hearing" on page 35 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 Disciplinary Hearing outcome notification shall:
 - o Inform the student and parent/guardian of the Disciplinary Hearing outcome—long-term suspension or expulsion—and the reason(s) for the decision.
 - o 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.
 - o 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 long-term suspension or expulsion is 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 a request to appeal in writing.
 - Parents/guardians must submit a Written Request to Appeal Disciplinary Decision Form to the Director of Student Policy within three 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 return to KIPP DC and participate in school activities once the suspension has been served even if 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.
 - o Requests to audio record an appeal hearing must be submitted to a member of the school leadership team no less than 48 hours before 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) determine if the initial decision was made on unreasonable grounds or without any proper consideration of the circumstances 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 suspension or expulsion is upheld, the original disciplinary decision will be imposed, and the decision will be final.

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 emergencies, 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 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 30th 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 Intervention and Family Support
4	<ul style="list-style-type: none"> • Initiate attendance intervention plan
8	<ul style="list-style-type: none"> • Initiate attendance intervention plan
10	<ul style="list-style-type: none"> • KIPP DC is legally obligated to submit Child and Family Services Agency Referral (for students 5-13)
15	<ul style="list-style-type: none"> • KIPP DC is legally obligated to submit Referral to Court Social Services and Office of the Attorney General-Juvenile Division (for students age 14-17) • Initiate attendance intervention plan
18	<ul style="list-style-type: none"> • Initiate attendance intervention plan
20 Consecutive	<ul style="list-style-type: none"> • Unenrollment

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, 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.

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 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.

Grievance Policy

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* below. 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 a 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 the written summary. For complaints involving student-on-student acts, students will be notified contemporaneously.

Ashley Ogbonna, Director of Student Policy and Title IX Coordinator

Phone: (202) 265-5477

E-mail: ashley.ogbonna@kipppdc.org

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

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.

Susan Toth, Chief Academic Officer

Phone: 202-223-4505

Email: susan.toth@kipfdc.org

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

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. 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.

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, the District of Columbia School Safety Omnibus Amendment Act of 2018 (SSOAA), 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.

KIPP DC's detailed Title IX policy can be found on KIPFDC.org's Title IX page.

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.
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
- Parent/guardian 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.

Admission Preference Policy

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 2022 – 2023 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 waitlist on a first-come first-served basis. For more information regarding My School DC, visit <http://www.myschooldc.org/>.

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.