

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, classroom distractions and 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. 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 (i) *Commitment to College Completion Contract* and (ii) *Handbook 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

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

What do in-school disciplinary consequences involve?

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

- Behavior Plan
- Alternative Volunteer Service (e.g., soup kitchens, shelters)
- Behavior/Academic Contract
- Cafeteria Duty
- Community Conferencing/Restorative Justice
- Conference-Parent, Student, Counselor, Teacher, and/or Administrator

- Detention-Before or After School, During Lunch
- Homeroom Change
- Loss of Incentives
- Lunch Detention
- Office Visit
- Parent/Guardian Shadowing
- Peer Mediation
- Phone Call to Parent/Guardian
- Reflective Essay (topic to be selected by teacher or administrator)
- Reprimands and Warnings
- Restriction of Participation in After School and/or Extracurricular Activities
- Time Outs
- Bench
- In-School Suspensions

How are In-School Suspension (ISS) and the Bench different from the other in-school disciplinary consequences?

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

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

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

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

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

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

OUT-OF-SCHOOL DISCIPLINARY CONSEQUENCES

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

SHORT-TERM SUSPENSIONS

What is a Short-Term Suspension?

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

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 substantial evidence standard of proof, and 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, that includes:
 - The length of the suspension.
 - The student's right to return to school at the end of the suspension.
 - The right to appeal and information regarding KIPP DC's appeal procedures.
 - If it is not possible to provide written notification by the end of the school day, KIPP DC will arrange for notification to be hand-delivered or sent via certified mail within 24 hours.

4. *Include a copy of this notification in the student's cumulative file.*

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

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

1. *Submit request to appeal in writing.*

- Parents/guardians 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 pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.
 - i. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.
- During the Appeal Hearing, a school staff member may take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.

4. *Communicate final decision.*

- After the Appeal Hearing, a member of the school leadership team (who was not involved in the original discipline decision) will (i) review the evidence, (ii) apply an arbitrary and capricious standard

- of review when determining whether to uphold or overturn the initial decision, and (iii) 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 school and taking part in any school function.

How does KIPP DC implement a Long-Term Suspension or Expulsion involve?

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

1. *Inform the student of the infraction(s).*
2. *Conduct a thorough investigation.*
 - See description above for details.
3. *Notify the parent/guardian.*
 - Once the school leadership team determines a long-term suspension or expulsion is warranted, a member of the school leadership team will timely (i) inform the student of the suspension pending 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.
 - If it is not possible to provide written notification by the end of the school day, KIPP DC will arrange for notification to be hand-delivered or sent via certified mail within 24 hours.
 - A copy of this notification will also be included in the student’s cumulative file.
4. *Conduct discipline hearing.*
 - A member of the school leadership team will conduct the Discipline Hearing, which may include the presentation of evidence, testimony, and questioning of those present.
 - Parents/guardians and one additional adult may represent the student at the Discipline Hearing. Requests to appoint a third-party individual to attend the hearing in the parent/guardian’s absence must be submitted in writing no less than 24 hours before the hearing.
 - Discipline Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with

Disabilities Act or Section 504 of the Rehabilitation Act. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.

- During the Discipline Hearing, a school staff member will take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.
5. *Communicate decision.*
- After the hearing, a member of the school leadership team (who was not involved in the original suspension decision) will review the evidence, make a decision about the incident in question using a substantial evidence standard of proof, and will typically communicate the Disciplinary Hearing outcome within three school days.
 - The 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.
 - For long-term suspensions, the notification shall include the length of the suspension and the student’s right to return to school at the end of the suspension.
 - Include the right to appeal and information regarding KIPP DC’s appeal procedures.
 - A copy of this notification will also be included in the student’s cumulative file.

If I disagree with the decision on appeal, do I have further recourse?

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

1. *Submit request to appeal in writing.*
 - Parents/guardians of KIPP DC students must submit a *Written Request to Appeal Disciplinary Decision Form* to the Director of Student Policy within two school days of being notified of the 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. If the parent/guardian fails to respond to attempts to schedule this hearing or 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.
 - The student subject to suspension, parents/guardians and **one additional adult** may represent the student at the hearing.
 - Requests to appoint a third-party individual to attend the hearing in the parent/guardian’s absence must be submitted in writing no less than 24 hours before the hearing.
 - Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.
 - i. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 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) apply an arbitrary and capricious standard of review when determining whether to uphold or overturn the school leadership team’s appeal decision, and (iii) communicate the final decision within three school days.
- If the suspension is overturned, the student’s cumulative record and any other school-maintained records will reflect that conclusion.
- If the suspension is upheld, the suspension shall 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 to be counted as part of the suspension time (e.g. holidays, parent/teacher conferences).
- If a Discipline or Appeal Hearing is postponed for any reason, the additional days the student remained out of school will be taken into consideration when determining the hearing outcome.
- If a parent/guardian prevents their student from returning to school once a suspension is complete and does not provide a valid excuse pursuant to KIPP DC’s *Attendance Policy*, those absences will be recorded unexcused.

Can students make up 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.**

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.**

BANNED ITEMS AND 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 all 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. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. School staff will first attempt to contact the student's parent/guardian, but in the event the parent/guardian is unreachable, 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 facility, etc.;
- Involve MPD for infractions that pose a serious and immediate threat to school safety as indicated below; and,
- Take disciplinary action against students who are present during and witness to any of the below infractions if they do not cooperate with school administration during the course of investigation.

KEY OF TERMS

ECE	Early Childhood School	ST OSS	Short-Term Out-of-School Suspension- 1 to 5 Days
ELEM	Elementary School	LT OSS	Long-Term Out-of-School Suspension- 6-10 days (not applicable to grades PK3-5)
SEC	Middle/High School	REF	Referral to Outside Agency (CFSA, drug rehabilitation center, unless otherwise indicated*.)

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
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-5/6-12						
	Inappropriate or Disruptive Physical Contact Between Students	ALL						
	Leaving Classroom or School Without Permission	K-5/6-12						
	Lewd or Indecent Public Behavior	PK3-PK4						
		K-5						
6-12								

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
DISRUPTING THE LEARNING ENVIRONMENT (cont'd)	Non-violent misconduct that conflicts with KIPP DC culture and occurs off school grounds, including at stores or businesses outside of school hours, within 1/2 mile of the school, and without staff permission	6-12						
	Repeated classroom disruptions including failure to follow staff instruction	PK3-5						
		6-12						
	Recording or Photographing Students or Staff Members without Prior Knowledge and Consent	ALL						
DISCRIMINATION* <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
DISCRIMINATION (cont'd)*	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						
OTHER TYPES OF VIOLENCE*	Assault/Physical Attack on Student or Staff	PK3-PK4						
<i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>		K-5						
		6-12						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
OTHER TYPES OF VIOLENCE (cont'd)*	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-5						
		6-12						
	Bullying/Cyberbullying (See <i>Bullying Prevention Policy</i>)	PK3-PK4						
		K-5						
		6-12						
	Coercing or Inciting Infraction Type in this Category	PK3-PK4						
		K-5						
		6-12						
	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, within 1/2 mile of the school, and without staff permission	K-12						
	Possession of Fireworks or Explosives	PK3-PK4						
		K-5						
		6-12						
	Retaliation against students who make bullying or harassment complaint	K-12						
	Verbal, Written, Physical Threat or Intimidation	PK3-PK4						
		K-5						
		6-12						

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
OTHER TYPES OF VIOLENCE (cont'd)*	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>)	PK3-5						
6-12								
	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						
DRUGS AND ALCOHOL <i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>	Possesses or Uses Illegal Drugs (including marijuana)*	PK3-5						
		6-12						
	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**						
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**For these infractions, OSS or expulsion will only be considered for grades PK3-5 in cases of bodily injury or emotional distress

INFRACTION CATEGORY	INFRACTION TYPE	GRADE LEVELS	IN CLASS RESPONSE	ISS	ST OSS	LT OSS	EXPULSION	REF
PROPERTY-RELATED	Arson* <i>Note: Multiple infractions in aggregate may be considered for LTS or Expulsion</i>	ALL						
	Biohazard*	ALL						
	Destruction of Property/Vandalism	ECE/ELEM						
		SEC						
	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	ECE/ELEM						
		SEC						
	Trespassing	ECE/ELEM						
		SEC						
	Unauthorized Use of Personal Electronics During the School Day	ELEM/SEC						
	Unauthorized use of School Equipment, Electronics, Technology, Supplies, or Facilities	ELEM/SEC						
DISHONESTY	Academic Dishonesty	ELEM/SEC						
	Forgery/False Information/Lying	ELEM/SEC						
	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.**

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, flood, or violence in the home.
- Mandatory court appearance.

When is an absence unexcused?

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

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

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

- Engage with your 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 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 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">• 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 <i>Child and Family Services Agency</i> Referral (for students age 5-13)
15	<ul style="list-style-type: none">• KIPP DC 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)
18	<ul style="list-style-type: none">• Initiate attendance intervention plan
20 Consecutive	<ul style="list-style-type: none">• Unenrollment• KIPP DC is legally obligated to submit <i>Child and Family Services Agency</i> Referral (for students age 5-13)

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

When is retention considered?

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

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

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

What is Saturday School?

Throughout the school year, early childhood and elementary schools will offer two-hour long parent/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.

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
- 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?

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. KIPP DC's Formal Complaint form can be obtained from a member of the school leadership team (including a Principal, Vice Principal, or their designee) or from the Family Resources tab on KIPP DC's website.

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

What happens after I file a Formal Complaint?

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

1. *Determine Whether a Meeting is Necessary.*

KIPP DC will assess whether clarity is needed regarding the Formal Complaint. If so, KIPP DC strives 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.

If Headquarters staff cannot resolve the issue alone, families may contact Susan Schaeffler, Chief Executive Officer and Board member. She can be reached at susan.schaeffler@kipfdc.org.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION

NOTICE OF NON-DISCRIMINATION

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

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

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

PROHIBITED HARASSMENT

Harassment is a form of discrimination.

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

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

PROHIBITION AGAINST RETALIATION

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

REPORTING PROCEDURES

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

Shaundricka Ranel, Director of Student Policy and Title IX Coordinator
Phone:
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

For more information, please contact OCR at:

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

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

CONFIDENTIALITY

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

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
 - 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.

KIPP DC

PUBLIC SCHOOLS

KIPP DC TRANSPARENCY POLICY

KIPP DC's Board of Directors is a diverse and passionate group of partners, investors, parents, teachers, and staff members who share a common vision of improving life outcomes for the next generation of Washingtonians. Board members serve as trusted advisors to KIPP DC's leadership team and maintain important financial and administrative oversight of the organization.

KIPP DC commits to publishing on KIPP DC's Public Information Page:

- The names of KIPP DC's Board of Directors
- Contact information for KIPP DC's Board Chair
- Approved board meeting minutes
- KIPP DC's annual board meeting schedule

Further, KIPP DC commits to meeting with KIPP DC students, parents and staff to address any proposed campus closure, location change, or charter relinquishment.

KIPP DC Headquarters

2600 Virginia Avenue NW, Suite 900 Washington, DC 20037

Tel: 202.223.4505 | Fax: 202.333.3266 | www.kippdc.org



KIPP DC Board of Directors

Board Calendar - 2019-2020

May 22, 2019

The following are proposed KIPP DC Board meeting dates for the 2019-2020 school year. All meetings are scheduled from 3:00-6:00pm in the KIPP DC Headquarters office. This number of meetings is in accordance with requirements in our bylaws.

Wednesday, September 11th, 2019

Wednesday, December 11th, 2019

Wednesday, February 26th, 2020

Wednesday, May 20th, 2020

While none of the above meeting are open, KIPP DC commits to meeting with KIPP DC students, parents and staff to address any proposed campus closure, location change, or charter relinquishment. Dates for these meetings will be made public at the time that they are scheduled.

KIPP DC Headquarters

2600 Virginia Avenue NW, Suite 900 Washington, D.C. 20037
Tel: 202-223-4505 | Fax: 202-333-3266 | www.kippdc.org