



# **Student & Parent Handbook**

2018 - 2019 School Year

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## **ABOUT KIPP DC**

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

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

## **OUR MISSION**

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

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

**LOGISTICS**

**SCHOOL AND CAMPUS DIRECTORY**

**SNOW AND EMERGENCY INFORMATION LINE – (202) 253-6921**

**CAMPUS DIRECTORY**

**School Year 2017-18**

<p><b>Benning Campus Ward 7</b> 4801 Benning Rd. SE Washington, D.C. 20019</p> <p><b>BM:</b> Erica Newsum <b>CSA:</b> Adamillean Alauade <b>SS:</b> Tiffanie Williams <b>CM:</b> Sarah Theobald</p>	<p><b>Douglass Campus Ward 8</b> 2600 Douglass Rd. SE Washington, D.C. 20020</p> <p><b>BM:</b> Nikita Martin <b>CSA:</b> Marin McLaurin <b>SS:</b> Rebecca Bayr <b>CM:</b> Robyn Alden</p>	<p><b>Shaw Campus Ward 6</b> 421P St. NW Washington, DC. 20001</p> <p><b>BM:</b> Shaun Stewart <b>CSA:</b> Meliza Colon <b>SS:</b> Martha Hoffman <b>CM:</b> Sha'Niece Simman</p>	<p><b>Smilow Campus Ward 7</b> 5300 Blaine St. NE Washington, D.C. 20019</p> <p><b>BM:</b> Barry Williams <b>CSA:</b> Jacqueline Greene <b>SS:</b> <b>CM:</b> Jazzica Walker</p>	<p><b>Webb Campus Ward 5</b> 1375 Mt. Olivet Rd. NE Washington, D.C. 20002</p> <p><b>BM:</b> Chris Baquer <b>CSA:</b> Julia Janor <b>SS:</b> Kristy Ochr <b>CM:</b> Chelsea Wilhelm</p>
<p><b>LEAP</b> PK3-PK4 <b>202-582-5327</b></p> <p><b>Principal:</b> Abe Clayman <b>VP:</b> Shantal Sappleton</p>	<p><b>Discover</b> PK3-K <b>202-678-7735</b></p> <p><b>Principal:</b> Summer Wynn <b>VP:</b> Jazz Grant-Skinner, Sheila Louis</p>	<p><b>Grow</b> PK3-K <b>202-986-4769</b></p> <p><b>Principal:</b> Lauren Ellis <b>VP:</b> Salvatore Negrato, Arhley Peol</p>	<p><b>Arts &amp; Technology</b> PK3-K <b>202-398-6811</b></p> <p><b>Principal:</b> Allison Artur <b>VP:</b> Kaija McIntosh, Keisha Wilkerson</p>	<p><b>Connect</b> PK3-K <b>202-396-5477</b></p> <p><b>Principal:</b> Amy Witherspoon <b>VP:</b> Jazzica Bayd, Katie Gindin</p>
<p><b>Promise</b> K-4th <b>202-582-1390</b></p> <p><b>Principal:</b> Erin Hureby <b>VP:</b> Emily Allogratti, Manique Hardin-Simman, Jazz Meyer <b>Admin*:</b> Emily Harris</p>	<p><b>Heights</b> 1st-4th <b>202-610-5323</b></p> <p><b>Principal:</b> Gaelon Gallagher <b>VP:</b> Stephanie Beltran, Cynthia David <b>Admin*:</b> Jan Ramsey</p>	<p><b>Lead</b> 1st-4th <b>202-469-3300</b></p> <p><b>Principal:</b> Mekiya Love <b>VP:</b> Caroline Frye, Sarah Stram <b>Admin*:</b> Hillary Malter</p>	<p><b>Quest</b> 1st-4th <b>202-398-6811</b></p> <p><b>Principal:</b> John Petozzon <b>VP:</b> Erica Beal, Libby Diamond <b>Admin*:</b> Megan Gantzer</p>	<p><b>Spring</b> 1st-4th <b>202-397-5477</b></p> <p><b>Principal:</b> Danny Tionatum <b>VP:</b> Rene Rodriguez, Javen Taylor <b>Admin*:</b> Caroline Straw</p>
<p><b>KEY</b> 5th-8th <b>202-582-5477</b></p> <p><b>Principal:</b> John Barnhardt <b>VP:</b> Katie Fierolle, Lindsay Loft, Raheed Sarr <b>DOI:</b> Erin Kempen</p>	<p><b>AIM</b> 5th-8th <b>202-678-5477</b></p> <p><b>Principal:</b> Alisha Mayo <b>VP:</b> Kenya Wilson, Shaniqua Wratten <b>DOI:</b> Donna Defina</p>	<p><b>WILL</b> 5th-8th <b>202-328-9455</b></p> <p><b>Principal:</b> Jerry Julliq <b>VP:</b> Stephanie Day-Yuang, Raheed Mack <b>DOI:</b> Kimberly Casper</p>	<p><b>Valor</b> 5th-8th <b>202-398-6811</b></p> <p><b>Principal:</b> Gillian Connor <b>VP:</b> Patricia Billups, Phuong Trinh <b>DOI:</b> Emma Cunningham</p>	<p><b>Northeast</b> 5th-8th <b>202-398-5477</b></p> <p><b>Principal:</b> Caitlin Marshall <b>VP:</b> Lucia Cambria, Kendall Brodare <b>DOI:</b> Meredith Cruikshank</p>
<p><b>Headquarters</b> 2600 Virginia Ave NW Suite 900 Washington, D.C. 20037 202-223-7500; FAX: 202-333-7400</p> <p><b>BM:</b> Tania Hanig-Silbiger <b>HDR Coordinator:</b> Pamela Millidge</p> <p><b>Instructional Leadership</b></p> <p>CAOs: Melissa Kim, Susan Toth ECE: Stacie Koszoy ES: Kate Finley MS: David Ayala, Kimberly Neal Other: Bob Ettinger (STEM), Ed Han (Data), Nancy Meakem (Strategy/Secondary), Liz Stricbel (ELA)</p>	<p><b>The Learning Center</b> K-8th Grade <b>202-610-6545</b></p> <p><b>Principal:</b> Michael Cardell <b>VP:</b> Malaika Defina, Lindsey Walker <b>Opz. Manager:</b> Owen Taylor</p>	<p><b>KIPP DC College Preparatory Ward 5</b> 1405 Brentwood Pkwy NE Washington, D.C. 20002 <b>202-678-2527</b> 9th-12th</p> <p><b>Principal:</b> Andrea Lutz <b>VP:</b> Rashidah Lawson, Tara Miller, Stephanie Young <b>BM:</b> Alycia Vaughn <b>CSA:</b> Levenya Hammond <b>CM:</b> Abby Getzel</p>	<p><b>Student Support Services</b></p> <p><b>MD:</b> Dana Laurie <b>Social Work Manager:</b> Meliza Wade <b>Compliance &amp; Policy:</b> Michael Beare</p> <p><b>KIPP Through College &amp; Career</b></p> <p><b>MD:</b> Tavera Stith <b>Deputy Director:</b> Meghan Bohne</p>	<p><b>BM:</b> Business Manager <b>CSA:</b> Campus Support Associate <b>SS:</b> Student Support Campus Director <b>CM:</b> Compliance Manager <b>VP:</b> Vice Principal <b>Admin*:</b> Additional School Leader <b>DOI:</b> Dean of Instruction <b>CAO:</b> Chief Academic Officer</p>

**WEBSITE AND MEDIA RELEASE**

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

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

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

## STUDENT CONTACT LIST

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

## CALENDAR AND IMPORTANT DATES

Below are some of the most important dates in this year's school calendars. KIPP DC's various school calendars are very similar to each other, but there are important differences between schools and campuses. Please be sure to refer to your school-issued calendar for additional days off, early release days, or other events specific to your student's school.

### **No School**

- Thursday, August 3<sup>rd</sup> – First Day of School for Students in PK4-8
- Monday, August 7<sup>th</sup> – First Day of School for Students in 9th Grade
- Thursday, August 10<sup>th</sup> – First Day of School for Students in PK3
- Monday, August 14<sup>th</sup> – First Day of School for Students in 10th-12th Grades
- Friday, September 1<sup>st</sup> – Professional Development - No School for Students
- Monday, September 3<sup>rd</sup> - Labor Day – No School for Students
- Friday, September 29<sup>th</sup> – Professional Development - No School for Students
- Monday, October 8<sup>th</sup> - Columbus Day – No School for Students
- Friday, October 27<sup>th</sup> – Parent/Teacher Conference Day – No School for Students
- Friday, November 12<sup>th</sup> – Veteran's Day – No School for Students
- Monday, November 19<sup>th</sup> – Friday, November 23<sup>rd</sup> – Thanksgiving Holiday – No School for Students
- Friday, December 1<sup>st</sup> – Professional Development - No School for Students
- Wednesday, December 1<sup>st</sup> – Monday, January 1<sup>st</sup> – Winter Holiday – No School for Students
- Monday, January 21<sup>st</sup> – Martin Luther King, Jr. Holiday – No School for Students
- Friday, January 19<sup>th</sup> – Professional Development - No School for Students
- Friday, February 16<sup>th</sup> – Professional Development - No School for Students
- Monday, February 18<sup>th</sup> – President's Day Holiday – No School for Students
- Friday, March 9<sup>th</sup> – Professional Development - No School for Students
- Monday, March 26<sup>th</sup> – Friday, March 30<sup>th</sup> – Spring Break – No School for Students
- Monday, April 16<sup>th</sup> – Emancipation Day – No School for Students
- Friday, April 27<sup>th</sup> – Parent/Teacher Conference Day – No School for Students
- Friday, May 25<sup>th</sup> – Professional Development - No School for Students
- Monday, May 27<sup>th</sup> – Memorial Day Holiday – No School for Students
- Friday, June 15<sup>th</sup> - Last Day of School

### **Early Release Dates (1:00 pm Dismissal for Students in PK3-8)**

- Friday, August 11<sup>th</sup>
- Friday, August 8<sup>th</sup>
- Friday, August 25<sup>th</sup>
- Tuesday, October 31<sup>st</sup>
- Friday, June 8<sup>th</sup>
- Friday, June 15<sup>th</sup>

## SCHOOL HOURS

All KIPP DC schools have both a regular and an extended school day. The regular day is from 8:00 AM to 3:15 PM; and the extended day is from 3:15 PM to 4:15 PM. Most KIPP DC students participate in the extended day and KIPP DC will work with parents/guardians to make this determination. Please be aware of the appropriate times for

drop off and pick up. KIPP DC staff does not supervise students outside of school hours, and students should not be dropped off early, nor picked up late.

#### DROP OFF, PICK UP, AND EARLY DISMISSALS

##### **How early may I drop off my student at school?**

Each school determines official arrival times. Students will not be supervised or allowed into the building before the school's official arrival time.

PK3 through 4<sup>th</sup> grade students are expected to be accompanied by an adult or a responsible sibling on the way to school. At that time, teachers will report for their respective morning duties and students will be escorted into the building. Staff may be at the carpool station to assist with drop off.

##### **When should I pick my student up from school?**

Each school determines official dismissal times. Any individual picking up PK3 through 4<sup>th</sup> grade students must be listed on the student's contact list, including parents, guardians, approved adults, and responsible siblings. PK3 and PK4 students must be picked up directly from their classroom. Depending on school dismissal policies, principals may require students in older grades to also be picked up directly from their classrooms. KIPP DC reserves the right to check identification if staff members do not recognize any individual attempting to pick up a student.

Please make sure that someone is here to pick up your student by the end of dismissal time. Any late pick-ups will be recorded by the front office. KIPP DC reserves the right to take action if a family continuously abuses dismissal times, including a parent/guardian conference.

##### **How is pick up different for early dismissals?**

All early dismissals are made from the office (not the classroom) once the student is signed out. A student will be dismissed early only to a parent/guardian or another properly identified and authorized adult. A parent/guardian letter that identifies and authorizes another adult to pick the student up must be submitted before the student will be dismissed early.

##### **What is the latest I can pick my student up from school?**

Parents/guardians must pick their students up no later than 4:30 PM.

If a student has not been picked up by that time, and the school offers aftercare, a staff member will escort the student to aftercare, and the parent/guardian will be billed accordingly.

If a family accumulates \$100 in unpaid aftercare fees, or the school does not offer aftercare and is unable to reach the parent/guardian or an emergency contact, the school is required to notify the DC Child and Family Services Agency (CFSA). The student may then be picked up by a Metropolitan Police Department (MPD) officer and taken to CFSA.

#### BIRTHDAYS (EARLY CHILDHOOD AND ELEMENTARY)

##### **How are student birthdays celebrated at KIPP DC schools?**

KIPP DC recognizes the importance of birthdays in a student's life and will do its best to make each student's birthday special. Each student's class will honor student birthdays in a way that is specific to their school. If a parent/guardian wishes to celebrate his/her student's birthday at school, they must follow up with the school Principal/designee for school-specific guidelines.

#### INCLEMENT WEATHER POLICIES

##### **One and Two Hour Delays and Emergency Early Dismissals**

- If DCPS opens one hour late, KIPP DC will open at 9:00 AM.



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

#### **Emergency School Closings**

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

## ENROLLMENT

### WHO MAY ENROLL A STUDENT?

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

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

### AGE REQUIREMENTS

Grade	Minimum Age on 9/30	Maximum Age on 6/2
PK3	3	4
PK4	4	5
K	5	6
1		8
2		9
3		10
4		11
5	Family must provide proof of promotion from previous grade	12
6		13
7		14
8		15

### LOTTERY AND PREFERENCES

KIPP DC participates in the My School DC lottery process and will use the common timeline and lottery for enrollment. If the number of applications exceeds the number of spaces available, a lottery is held to determine the order in which students are offered seats. Per the District of Columbia School Reform Act, KIPP DC recognizes four lottery preferences during the open enrollment period: (1) children of staff, (2) current KIPP DC students interested in transferring to a different KIPP DC campus, (3) siblings of current KIPP DC students (students who share a biological parent with a KIPP DC student enrolled during the 2017 – 2018 school year), and (4) siblings of students who were offered a lottery or waitlist spot for the upcoming school year. Students applying after the open enrollment period will be added to the wait list on a first-come first-served basis. For more information regarding My School DC, visit <http://www.myschooldc.org/>.

### REQUIRED DOCUMENTATION FOR NEW STUDENTS

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

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

## RESIDENCY REQUIREMENTS

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

## RE-ENROLLMENT PROCEDURES

Parents/guardians of current students wishing to attend KIPP DC during the 2017 – 2018 school year must notify KIPP DC by completing re-enrollment by the spring deadline and all applicable related paperwork by the school specified deadline. Forms and reminders will be sent home well before the deadline. Parents/guardians of current students who miss the deadlines must submit an application to be considered for re-enrollment. Former students do not receive preference in the lottery or on the waitlist.

## WITHDRAWAL

When a family moves from Washington, DC or decides to withdraw their student for any reason, they must complete a withdrawal form. Withdrawal forms can be obtained from the campus Compliance Manager. Parents/guardians must indicate the new school of enrollment within ten (10) school days of withdrawal, or KIPP DC is required by law to contact CFSA. Once withdrawn, a student must complete a new application and go through the lottery process to return to KIPP DC.

## TRANSFERS

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

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

## **ACADEMICS, ENRICHMENT ACTIVITIES, AND OTHER PROGRAMS**

### COMMON CORE AND INSTRUCTION

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

- **Early Childhood**

KIPP DC's early childhood schools balance developmentally appropriate instruction in math, literacy, and general knowledge with art, music, play time, and explicit instruction in social skills. Our youngest KIPPsters leave our early childhood schools knowing the year they will begin college and with skills well above their peers, ready to tackle elementary school

- **Elementary School**

KIPP DC's elementary schools expand on the foundations of our early childhood schools and provide expanded math, literacy, science, and social studies instruction. Elementary schools use a balanced literacy model and teach both conceptual and computational math skills. Emphasis is placed on teaching elementary students about the purpose and challenges of college and the hard work that it will take to get there.

- **Middle School**

Our middle schools use a balanced literacy approach with phonics, readers' and writers' workshop, and novel study. Our math teachers use research-based methods to ensure our students are performing at the highest levels in the city. Students are exposed to a well-rounded curriculum including social studies, science, arts, music, languages, sports, and social skills development.

### SCHOOL SUPPLIES AND ORGANIZATION

Organizational skills are taught to and reinforced with students throughout the school year. A school-wide system helps students to reinforce proper notebook organization. When a student is absent, he/she will be able to get back on track as quickly as possible and begin making up missed work.

At the beginning of the year, KIPP DC will either provide students in the younger grades with some of the school supplies required for their classes or students will be able to purchase them through the school. Students are expected to arrive at school every day with the proper supplies, including a book bag, pencils, pens, and paper. Parents/guardians will be called if students consistently come to school without the appropriate supplies.

### HOMEROOM

Each student will be assigned to a homeroom at the beginning of the year. Homerooms are carefully chosen based on academic needs and social dynamics. Because switching homerooms mid-year is very disruptive to that student in addition to the other students in that homeroom, we do not honor parent/guardian requests to move students' homerooms unless there is a mutually agreed emergency or other extenuating circumstances. KIPP DC reserves the right to move any student to a new homeroom at any time.

### HOMEWORK

KIPP DC takes homework seriously. The purpose of homework is to reinforce what has been taught during the school day, as such, new skills are generally not introduced through homework. Homework is assigned on a weekly basis at the early childhood level, and a daily basis in elementary school and beyond. In addition to homework, students will receive a work packet for all school breaks. In early childhood, parents/guardians are required to check all homework assignments every night and sign the take-home folder upon completion. In elementary and middle schools, parents/guardians are required to check all homework assignments nightly and sign the student agenda upon completion. If a student is having a problem with completing the homework assigned, they should call their teacher for assistance.

### EARLY CHILDHOOD INTERVENTION POLICY

At KIPP DC, we believe in doing everything in our power to prepare our students for future academic and social success in school and beyond, and strive to create an academically engaging and socially stimulating environment that meets our students' diverse needs. To that end, KIPP DC utilizes an early intervention model to provide supplementary support for students who need additional help in the areas of social, behavioral, self-help, and academic skills. Through this process, the early childhood intervention team, including early intervention specialists, speech therapists, social workers, and other service providers, may provide social and academic screenings, support services, and recommendations, for students who need additional support toward gaining the foundational skills necessary for future success.

As a part of this intervention model, KIPP DC Early Childhood and Elementary Schools utilize the Response to Intervention System (RtI), a multi-tier approach that promotes the early identification of and support for students with learning and behavioral needs. RtI provides students with the interventions needed at appropriate times during the year. Parents/guardians will be notified if these types of interventions are necessary for their student.

#### EARLY CHILDHOOD SCHOOL READINESS POLICY AND DECISIONS

KIPP DC defines school readiness as PK3 and PK4 students' ability to function in an age appropriate manner in a **school setting** in the following domains:

##### **Communication and Language:**

- Including the ability to express necessary needs and feelings
- Including the ability to follow directions within a reasonable amount of time

##### **Daily Living Skills:**

- Including the ability to perform all necessary toileting needs (fully potty-trained and does not require adult assistance in the restroom)
- Including the ability to feed themselves in an age appropriate manner
- Including the ability to dress themselves in an age appropriate manner

##### **Social and Emotional:**

- Including the ability to separate from parent/guardian with a minimum level of anxiety
- Including the ability to act and react safely with peers and adults
  - Unsafe behavior in a classroom setting includes but is not limited to:
    - Acts of physical harm to themselves, their peers, and/or their teachers.
    - Running away from school staff.
    - Tantrums that exceed a reasonable duration of time and intensity.
- Including the ability to self-regulate by using age appropriate coping mechanisms (i.e. – the ability to soothe self when angry, tired, or emotional)

Prior to making a decision regarding school readiness, the school will communicate with the student's parent/guardian, monitor the student's progress on any of the above elements, and implement a school readiness plan that explains the difficulties the student is having and schedule meetings when the school will update the parent/guardian on the student's progress. If a student is not making progress or their behaviors are increasing despite the school readiness plan, the student will be deemed unprepared to function appropriately within a KIPP DC early childhood classroom. A final parent/guardian meeting will be held during which the school will recommend that, for the remainder of the school year, the parent/guardian continue to work on school readiness outside the school setting (i.e. at home or in a childcare) and encourage the parent/guardian to reapply for the following year when the student is prepared to function in an age appropriate manner in a school setting. **Please note that the school readiness decision is determined by the Principal/designee based upon an evaluation of the skills referenced above. This policy does not apply to special education students or students with special education concerns.**

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

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

At KIPP DC, students are educated in the least restrictive environment that meets their unique academic and social/emotional needs. To support the needs of each individual learner, KIPP DC has created a robust system of supports across the network, which includes specialized instruction, counseling, behavioral supports, speech, occupational therapy, and physical therapy.

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

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

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

GRADE SCALES

- **Early Childhood**  
Early childhood school report cards are comment based and include end-of-the year guidelines with clearly-defined expectations for parents/guardians.
  
- **Grades 1 and 2**  
E = Excellent (Student is exhibiting mastery in that subject matter)  
S = Satisfactory (Student is exhibiting proficiency in that subject matter)  
N = Needs Improvement (Student is working on a basic level in that subject matter)  
U = Unsatisfactory (Student is working below basic in that subject matter)
  
- **Grades 3-8**

Grade	Percentage	GPA Points
A+	98 – 100	4.3
A	94 – 97	4.0
A-	90 – 93	3.7
B+	88 – 89	3.3
B	84 – 87	3.0
B-	80 – 83	2.7
C+	78 – 79	2.3
C	74 – 77	2.0
C-	70 – 73	1.7
D+	68 – 69	1.3
D	64 – 67	1.0
D-	60 – 63	.7
F	Below a 60	0

- Middle school core academic classes (math, reading, writing, science, and social studies) are double weighted for GPA calculations.
- The minimum honors requirements are a GPA of 3.0 and no single grade below a C-.

COMMUNICATION OF ACADEMIC PROGRESS

Your student’s school will communicate your student’s academic progress using at least one of the following methods:

- Weekly paychecks/reports to students reporting on behavior, homework, and class performance;
- Parent/guardian conferences scheduled at the discretion of the parent/guardian, a teacher, or the Principal/designee;
- Reading or homework logs;
- Trimester report cards; and/or
- Tests and quizzes given in class are signed by parents/guardians.

## Report Cards

KIPP DC issues report cards each trimester during parent/guardian-teacher conferences. In addition, KIPP DC sends home grade updates at the mid-point of each trimester for elementary and middle school students. Some schools and grade levels within schools may provide more frequent grade updates. If families have questions about a student's grades, they should contact the appropriate teacher using the information on the school's staff contact sheet, or make an appointment for a conference.

## Paychecks (Middle Schools Only)

The paycheck system is a weekly communication system between the homeroom teacher and parents/guardians, and is used to monitor students' behavior and homework completion on a daily basis. Student paychecks and the method by which they are sent home for parent/guardian signatures vary by school and grade level. The homeroom teachers oversee the logistics and calculations of the paychecks. The grade-level teams will monitor the on-going balance needed for trips and privileges. Late or unreturned paychecks will not be added to a student's balance for the school store, field trips, or other privileges.

Students can spend KIPP Cash at the school store. The school store regularly stocks school supplies, uniform shirts, and fun luxury items. We encourage students to spend their KIPP Cash at the school store as a reward for their hard work. Money spent at the school store does not detract from the balances used to determine eligibility for field trips. KIPP Cash has no monetary value, is not transferable, and expires at the conclusion of each school year.

## PROMOTION AND RETENTION POLICIES

### PROMOTION STANDARDS

#### Attendance

- 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.

#### Academics

- *Grades PK3 through K*
  - Assessments aligned with the Common Core will be given in reading/language arts and in math. A student must demonstrate grade level mastery to be promoted to the next grade. In addition, if the student is not meeting social/emotional standards, the school also reserves the right to retain the student.
- *Grades 1 and 2*
  - Assessments aligned with the Common Core will be given in reading/language arts and in math. A student must demonstrate grade level mastery to be promoted to the next grade. In addition, the school reserves the right to retain a student if:
    - The student earns two or more Us in any one (or more) subject areas.
    - The student earns Ns in more than two subject areas for two or more trimesters.
    - The student is not meeting social/emotional standards.
- *Grades 3 through 8*
  - Assessments aligned with the Common Core will be given in reading/language arts and math. A student must demonstrate grade level mastery to be promoted to the next grade. KIPP DC considers Ds and Fs failing grades (anything below 70%). In addition, the school reserves the right to retain a student if:
    - The student fails (Ds or Fs) either math or reading language arts.

- The student fails (Ds or Fs) two classes (for example: science and social studies).

### **Standardized Test Scores**

- These scores will be included in each student’s cumulative file. Standardized test scores are taken into consideration when making retention and promotion decisions. Ask your Principal/designee for additional information on the specific standardized tests required at that school.

### RETENTION AND SLIDES

#### **Retention**

- Teachers will notify the Principal/designee and parents/guardians if a student has met one or more of the criteria for retention. Parents/guardians may schedule an appointment with the teacher(s) and Principal/designee to further discuss the matter. The Retention Committee (grade-level committee and an administrator) will consider each potential retention decision on a case-by-case basis and assess all contributing factors. The Retention Committee decision regarding promotion or retention will be based on the totality of the circumstances which is final and binding.

#### **Slides**

- The school reserves the right to slide a student back to a lower grade if:
  - The student fails math or reading during the first trimester.
  - The student’s standardized test scores indicate that they are significantly below grade level.
  - The school administration determines that retention at the end of the year is probable.

### PHYSICAL EDUCATION (PE)

The purpose of physical education (PE) is to provide students with a short break, fresh air, and informal participation in positive social and physical activities. PE will be held outside, except in extreme weather conditions. Parents/guardians are responsible for ensuring their students are dressed appropriately for the weather. Parent/guardian requests for inside recess during cold weather impose a serious supervision problem, as teachers must be outside with the students. If there is a medical reason a student cannot participate, please contact the PE teacher, school nurse, and provide written notification explaining why the student cannot participate in outdoor recess.

### ENRICHMENT ACTIVITIES

Enrichment activities are integral to students’ academic and character development as they foster self-expression, creativity, and relationship-building. Each KIPP DC school offers its students a diverse set of activities such as:

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

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

### SCHOOL EVENTS

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

### FIELD TRIPS

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

- **Walking**
  - When your student first enrolls at KIPP DC, you will be asked to sign a walking permission slip



which allows your student to leave the building, on foot, under the supervision of a school employee. This permission slip allows the student to walk to nearby playing fields, libraries, and other educational activities for the duration of their time at KIPP DC.

- **Local Field Trips**
  - No student will be permitted to leave the school for a field trip if they have not first earned the privilege to do so and second, have not turned in a signed permission slip. Please sign all permission slips and return them in a timely manner. Your student will not be allowed to attend the field trip and will remain at school under adult supervision, unless he/she satisfies the requirements established by their teacher **and** the teacher receives a signed permission slip.
  
- **Out-of-State Field Trips (Middle School Students Only)**
  - No student will be permitted to leave the school for an out-of-state field trip if they do not have signed permission or they have an outstanding fee balance. Please sign all permission slips in a timely manner. Parents/guardians must attend the pre-trip meeting and sign all relevant documents in order for their student to go on the out-of-state trips.
  
- **Mid- and End-of-Year Trips**
  - These trips are culminating activities, designed to inspire and encourage KIPP DC students to explore the world. These trips will give the students a clearer understanding of the larger world around them and the opportunity to apply their learning in areas outside of their home community. However, these trips remain a privilege that each student must earn. For example, students with low paycheck balances, merit totals, poor school attendance, outstanding student balances, who exhibit safety concerns, may lose their privilege to attend these trips.
  - Each trip can be earned throughout the year through paychecks that are returned on time, merit gains, and/or by teacher invitation. Please note that late and unreturned paychecks will not be counted towards the end-of-year total. Additionally, because we actively encourage students to spend their KIPP Cash at the school store as a reward, these purchases will not be deducted from the students' end-of-year trip balance.
  - Parents/guardians who are either disruptive or exhibit behavioral problems/issues while chaperoning end-of-year trips will be excluded from chaperoning future end-of-year trips.
  
- **Chaperone and Volunteer Policy**
  - KIPP DC takes pride in welcoming parents/guardians into our schools and are always grateful for parent/guardian volunteers who can spend time with us during field trips, in the classroom, or on Saturdays. These interactions are beneficial and rewarding to parents/guardians, students, and KIPP DC staff.
  - In order to maintain a safe environment for students, staff and our community, parents/guardians who volunteer on a regular basis, coach, chaperone field trips, or are otherwise with KIPP DC students without KIPP DC staff supervision, must undergo a background check (which are valid for five years). Please call the school office for additional details.
  
- **Student Transportation Policy**
  - KIPP DC staff are prohibited from transporting students in their private vehicles for any reason.
  -

## **COMMUNICATION WITH SCHOOL STAFF AND FAMILIES**

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

### ELECTRONIC COMMUNICATION

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

### TEACHER CELL PHONES

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

### TEACHER MEETINGS

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

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

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

## **FAMILY ENGAGEMENT**

KIPP DC recognizes that parent/guardian involvement is vital to achieve maximum educational growth for students. In compliance with the No Child Left Behind Act's parental involvement requirements, KIPP DC Title I schools shall meet with parents/guardians to provide information regarding their school's participation in the Title I program and its requirements. (Title I funds may be provided for transportation, childcare, home visits, or other parental involvement services, as appropriate.)

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

meetings when appropriate. Families shall let school administration know if they are or know of a family in need of these services.

### PARENTAL INVOLVEMENT POLICY

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

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

KIPP DC's policy shall be adopted by the KIPP DC Board of Trustees, reviewed annually, and updated periodically to meet the changing needs of parents/guardians and the schools. The parental involvement policy will be distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. The policy will be made available to the local community as well.

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

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

### KIPP DC Parent Organization (KPO)

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

### KIPP DC BOARD OF TRUSTEES

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

## **STUDENT RECORDS**

### STUDENT PRIVACY

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

### VIEWING STUDENT RECORDS

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

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

### RELEASING STUDENT RECORDS

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

### STUDENT FEES

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

## **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 (absences over three days require a doctor's note).
- Medical appointments (students are expected to attend school before/after the appointment).
- Religious holidays.
- 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 30<sup>th</sup> of the current school year are legally required to attend school each day until they meet high school graduation requirements or turn 18 years old.

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

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

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

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

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

**When is retention considered?**

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

**What 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 disabled students?**

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

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

## DRESS CODE

KIPP DC wants to ensure that students are prepared each day to comfortably participate in and focus on all school activities. Accordingly, KIPP DC asks students to wear the uniform described below.

KIPP DC's Dress Code is as follows:

- Tops:
  - Students must have a KIPP DC uniform shirt on at all times, including Saturday School.
    - Note: Families may purchase KIPP DC uniform shirts at any time, including with KIPP Cash. Families who are unable to purchase KIPP DC shirts for financial or other reasons should contact the school Principal/designee.
- Bottoms:
  - Students must wear tan or khaki pants, shorts, or skirts, which must be appropriately sized.
  - Skirts must be longer than two inches above the knee.
- Shoes:
  - Students should wear comfortable shoes, preferably sneakers.
- Saturday School Exceptions:
  - Sweatpants and wind pants can be worn.
  - Shirts do not need to be tucked in.

The following clothing is prohibited:

- Non-khaki pants, shorts or skirts.
- Shoes that restrict a student's ability to participate in physical education or other activities, including open-toed shoes or flip-flops.
- Any article of clothing, accessory, or markings on clothes or skin that reference drugs, sexual activities, death, or gang/crew affiliation.

**The school administration may, at its discretion, prohibit any other inappropriate or distracting clothing that is determined to be disruptive to students and the learning environment or not in accordance with KIPP DC's values.**



## **HEALTH, SAFETY, AND SECURITY**

### IMMUNIZATIONS

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

### MEDICATION

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

### BATHROOM POLICY

#### **Early Childhood Information**

Please note that students must be fully toilet-trained in order to attend school at KIPP DC. Early childhood students must be able to button/unbutton their pants, fully wipe themselves after using the restroom, and able to change their own clothing after an accident. Parents/guardians must provide two sets of clothes in the event of an accident. A complete set includes underwear, socks, pants/short, and shirt. Please note that it is the parent/guardian's responsibility and not the school's to ensure the student has extra clothing at school. When accidents happen, we will send home the soiled clothing to be cleaned. Please replace clothing once it's used, the weather changes, and/or the student's size changes.

#### **Information for All Grades**

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

### MEALS AND HEALTHY EATING

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

### DC MANDATED REPORTER LAW

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

- **A student tells a staff member that they:**
  - Are being abused at home.
  - Have witnessed drug use in the home.
  - Have been sexually abused.
  - Are engaging in child pornography or prostitution.
  - Have witnessed domestic abuse.
  - Are being threatened at home.
  - Do not want to go home because they are afraid.
- **A staff member:**
  - Sees physical signs of abuse, such as bruises, burns, fractures, etc.
  - Notices signs of neglect, including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- **A student:**
  - Threatens suicide or to kill or seriously harm another person.
  - Is engaging in risky behavior (including sexual behavior, drug use, etc.) and the parents/guardians are either unable or unwilling to intervene.
  - Is being kept from school to care for family members or to do chores/work around the house.
  - Is not attending school because they are holding a job.
  - Has ten (10) or more unexcused absences.
- **Parents/guardians:**
  - Repeatedly fail to return phone calls, respond to notes/letters home, or attend school meetings.
  - Have withdrawn a student and fail to provide documentation enrolling the student in another education institution within ten days.

### FIRE AND SAFETY DRILLS

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

## **SAFETY, ORDER, AND STUDENT DISCIPLINE**

### 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, 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 is detrimental to KIPP DC's best interests, adversely affects overall school discipline and/or results in a criminal charge or conviction.

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

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

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

In addition, all students, teachers, and parents/guardians must read and sign KIPP DC's (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 his/her academic work, and is under adult supervision. The Bench is 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 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 three 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.*
  - a. 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.
- 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.
- **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 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) 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.

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

Yes. If the short-term suspension is upheld on appeal, and the parent/guardian wants to continue the appeal process, 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 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 Policy will attempt to schedule the Appeal Hearing before the KIPP DC Board of Trustees Discipline Committee ("Discipline Committee") within one week of receiving the written request. If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand.
- 3) *Conduct appeal hearing.*
  - The Discipline Committee will conduct the Appeal Hearing, which may include the presentation of evidence, testimony, and questioning of those present.
  - **Parents/guardians and one additional adult may represent the student at the hearing. Requests to appoint a third-party individual to attend the hearing in the parent/guardian's absence must be submitted in writing no less than 24 hours before the hearing.**
  - Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. **Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 24 hours before to the hearing.**
  - During the Appeal Hearing, a Headquarters representative may take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.
- 4) *Communicate final decision in a timely manner.*
  - After the hearing, the Discipline Committee will (i) review the evidence, (ii) apply an arbitrary and capricious standard of review when determining whether to uphold or overturn the school leadership team's appeal decision, and (iii) when possible, the Director of Policy will 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 Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final.

### *LONG-TERM SUSPENSIONS AND EXPULSIONS*

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

A long-term suspension prohibits a student from attending school and taking part in any school function for four or more school days. An expulsion permanently prohibits a student from attending school and taking part in any school function. 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.

#### **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, the student’s right to return to school at the end of the suspension, and any conditions for that return.
  - 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.

## Do students have a right to appeal Long-Term Suspensions and Expulsions?

Yes. The long-term suspension and expulsion appeal processes are 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 Policy within two school days of being notified of the suspension or expulsion. (A member of the school leadership team can provide a copy of this form.)
- 2) *Schedule appeal hearing.*
  - The Director of Policy will attempt to schedule the Appeal Hearing before the Discipline Committee within one week of receiving the written request.
  - Once scheduled, the Appeal Hearing can be postponed for not more than five days at the parent/guardian's request.
  - The student may not return to KIPP DC or participate in school activities while an appeal is pending. The parent/guardian may request academic assignments from the school leadership team while an appeal is pending.
  - If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand.
- 3) *Conduct appeal hearing.*
  - The Discipline Committee will conduct the Appeal Hearing, which may include the presentation of evidence, testimony, and questioning of those present.
  - **Parents/guardians and one additional adult may represent the student at the hearing. Requests to appoint a third-party individual to attend the hearing in the parent/guardian's absence must be submitted in writing no less than 24 hours before the hearing.**
  - Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Requests to audio record an Appeal Hearing must be submitted to a member of the school leadership team no less than 48 hours before to the hearing.
  - During the hearing, a Headquarters representative will take shorthand notes, a copy of which will be provided to the parent/guardian at the conclusion of the hearing.
- 4) *Communicate final decision.*
  - After the hearing, the Discipline Committee will (i) review the evidence, (ii) **apply an arbitrary and capricious standard of review in determining whether to uphold or overturn the school leadership team's initial decision**, and (iii) when possible, the Director of Policy will communicate the final decision within three school days to the parent/guardian.
  - If the suspension or expulsion is overturned, the student's cumulative record and any other school-maintained records will reflect that conclusion.
  - If the Discipline Committee upholds the suspension or expulsion, the original disciplinary decision will be imposed, and such decision will be final.

### *SPECIAL NOTES CONCERNING SUSPENSION 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. (I.e. holidays, parent/teacher conferences).
- **If a Discipline or Appeal Hearing is postponed for any reason, the additional days the student remained**



out of school will be taken into consideration when determining the hearing outcome.

- If a parent/guardian prevents their student from returning to school once a suspension is complete and does not provide a valid excuse pursuant to KIPP DC's *Attendance Policy*, those absences will be recorded unexcused.

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

Yes. Students who receive out of school suspensions are be provided with make-up work assignments. It is the responsibility of the parent/guardian to coordinate with the school for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers shall provide make-up work in two-week increments, and students must complete and return work before receiving additional assignments.

#### **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 being on KIPP DC property, even as a spectator.

#### *DUE PROCESS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS*

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

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed in the *Discipline Continuum*. A multidisciplinary team will hold a manifestation meeting to determine whether (i) the incident was a manifestation of their disability and (ii) the student is approaching their tenth (10<sup>th</sup>) 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 his/her 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 entire homerooms or grades 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 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. KIPP DC reserves the right to involve outside agencies as necessary, including MPD, CFSA, a drug rehabilitation facility, etc.)

### KEY OF TERMS

ECE	Early Childhood School	ST OSS	Short-Term Out-of-School Suspension- 1 to 3 Days
ELEM	Elementary School	LT OSS	Long-Term Out-of-School Suspension- 4+ Days
SEC	Middle School	REF	Referral to Outside Agency (MPD, CFSA, drug rehabilitation center.)

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Academic Dishonesty	ELEM/ SEC					
Activation of False Alarm/Bomb Threat	ECE/ ELEM					
	SEC					
Acts of Exceptional Misconduct at Other Schools	ELEM/SEC					
Arson	ALL					
Assault/Physical Attack on Student or Staff	ECE					
	ELEM					
	SEC					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Assault with a Weapon	ALL					
Attending Class Without Required Class Materials or Assigned Work	ALL					
Behaviors that Disrupt or Interfere with Classroom Teaching and Learning	ECE					
	ELEM/SEC					
BioHazard	ALL					
Bullying/Cyber Bullying* (see bullying/cyber bullying policy in handbook)	ECE					
	ELEM					
	SEC					
Coercing/Inciting Violation of Discipline Policy	ELEM					
	SEC					
Commission or Attempted Commission of Any Act of Sexual Assault or Sexual Aggression	ALL					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, 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, or place of residence or business, including derogatory sexual language	ALL					
Communication with staff or peers that is impolite, discourteous, or disrespectful	ALL					
Destruction of Property/Vandalism	ECE					
	ELEM					
	SEC					
Directing profanity or obscene/offensive gestures towards peers/staff	ALL					
Dress Code Violation	ALL					
Engaging in behavior that demonstrates gang or neighborhood crew affiliation	ALL					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Engaging in conduct which significantly disrupts school or classroom learning, activities and culture, or endangers or threatens to endanger the health, safety, or welfare of others, including behavior outside of the school and school day.	ECE					
	ELEM/ SEC					
Exposed Tattoos with Racist, Sexist, or Bigoted Meanings, or Allusions to Drugs, Sex, or Violence	ALL					
Fighting	ECE					
	ELEM					
	SEC					
Fighting Which Results in Serious Physical Injury	ALL					
Forgery/False Information/Lying	ELEM					
	SEC					
Gambling	ELEM					
	SEC					
Going to Stores or Businesses Before or After School within 1/2 Mile of the School without Principal/designee Permission	ELEM/ SEC					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Inappropriate or Disruptive Physical Contact Between Students (Consensual or Not)	ALL					
Inappropriate Use of Technology	ELEM/ SEC					
Insubordination	ALL					
Intentional Misuse of School Equipment, Supplies, or Facilities	ELEM/ SEC					
Leaving Classroom Without Permission	ELEM/ SEC					
Leaving School Without Permission	ELEM/ SEC					
Lewd or Indecent Public Behavior or Sexual Misconduct	ECE					
	ELEM					
	SEC					
Multiple Infractions which, in aggregate, may be considered for LTS or Expulsion	ALL					
Participating in a Group Fight Which Has Been Planned or Unplanned that Causes Major Disruption to the Function of the School and/or Results in Substantial Bodily Injury	ELEM/ SEC					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Persistent Harassment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, 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, or place of residence or business, including derogatory sexual language.	ELEM/ SEC					
Possesses, Uses Tobacco/Alcohol	ECE					
	ELEM					
	SEC					
Possesses, Uses Prescription Drugs Not Specifically Prescribed for the Individual	ECE					
	ELEM/ SEC					
Possesses, Uses Illegal Drugs (including marijuana)	ECE					
	ELEM/ SEC					
Pornography: Distribution of Obscene or Pornographic Material on School Premises	ALL					
Pornography: Possession of Obscene or Pornographic Material on School Premises	ECE					
	ELEM/ SEC					
Possession of Fireworks or Explosives	ECE					
	ELEM/ SEC					



INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Posting or Distributing Material or Literature that is Disrespectful, Demeaning, Humiliating, or Damaging to Students and/or Staff. This includes posting material on the internet, use of social media, or sending material electronically.	ALL					
Recording or Photographing Students or Staff Members without Prior Knowledge and Consent	ALL					
Running in the Classroom, Hall, or Building	ALL					
Sells or Distributes Tobacco, Alcohol, Prescription Drugs, and/or Illegal Drugs	ELEM/ SEC					
Sexual Harassment	ECE					
	ELEM					
	SEC					
Tampering With, Changing, or Altering an Official School Record or Document	ALL					
Theft of School or Personal Property Without Force	ALL					
Theft or Attempted Theft Using Force, Coercion, Intimidation, or Threat of Violence (Robbery)	ELEM					
	SEC					
Trespassing	ELEM/SEC					
Unauthorized Presence in Hallway During Class Time	ELEM/ SEC					
Unauthorized Use of Portable Electronic Devices During School Hours	ELEM/ SEC					

INFRACTION	GRADE LEVELS	IN SCHOOL RESPONSE	ST OSS	LT OSS	EXPULSION	REF
Using Computer or Office Equipment Without Permission	ELEM/ SEC					
Verbal, Written, or Physical Threat to Person or Property	ECE					
	ELEM/ SEC					
Violating a Behavior Contract that Stipulates Expulsion for Further Violations	ALL					
Weapons: Possession of Weapon or a Lookalike (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, incendiary devices, or any other dangerous objects; also includes replicas, toys, and fakes)						
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 includes replicas, toys, and fakes)						
Willfully and Knowingly Contaminating Food	ELEM/ SEC					

**KIPP DC reserves the right to take disciplinary action against students who are *present during and witness to any* of the above infractions if they do not cooperate with school administration during the course of investigation.**

## **BULLYING PREVENTION POLICY**

### OBJECTIVES AND PURPOSE

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

### DEFINITION

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

- 1) May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics;
- 2) Can reasonably be predicted to:
  - a) Place the youth in reasonable fear of physical harm to their person or property;
  - b) Cause a substantial detrimental effect on the youth's physical or mental health;
  - c) Substantially interfere with the youth's academic performance or attendance; or
  - d) Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by KIPP DC.

### PROHIBITION AGAINST BULLYING AND RETALIATION

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

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

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

### CODE OF CONDUCT

KIPP DC expects youth to behave in a way that supports KIPP DC's objective to provide a safe and welcoming environment for other youth, KIPP DC staff, and community members. Youth who are part of the KIPP DC community are expected to:

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

### REPORTING INCIDENTS OF BULLYING OR RETALIATION

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

Youth, parents, guardians, and community members are encouraged by KIPP DC to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the school Principal/designee or directly to KIPP DC's Director of Policy, Lauren Outlaw at [lauren.outlaw@kipfdc.org](mailto:lauren.outlaw@kipfdc.org) or (202) 223-4505.

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

### INVESTIGATING INCIDENTS OF BULLYING

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

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

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

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

The school Principal/designee is responsible for investigating reports of bullying and can be reached by email or phone provided in the Student-Parent Handbook. An investigation of an incident will be initiated no more than one day after the school Principal/designee receives a report of bullying and will conclude no later than 30 days after the receipt of such a report. As part of the investigation, the school Principal/designee will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents/guardians.

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

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

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

#### CONSEQUENCES OF BULLYING AND RETALIATION

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

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

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

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

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

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

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

#### APPEALS

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the prevention specialist to KIPP DC's Director of Policy. This appeal should be submitted in writing no later than 30 days after the initial determination. Upon receipt of an appeal, the Director of Policy must conduct a secondary investigation within 30 days of the receipt of an appeal. This 30 days may be extended by up to an additional 15 days if the Director of Policy sets forth in writing the reasons why more time is needed to conduct an investigation.

Additionally, upon the receipt of an appeal, the Director of Policy must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

#### PUBLICATION AND CONTACT INFORMATION

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

Lauren Outlaw, Director of Policy, is responsible for coordinating KIPP DC's bullying prevention efforts. All questions, comments and concerns about the KIPP DC's *Bullying Prevention Policy* and prevention efforts should be directed to Lauren Outlaw at [lauren.outlaw@kipfdc.org](mailto:lauren.outlaw@kipfdc.org) or (202) 223-4505.

## VISITORS AND MEETINGS

### VISITOR SECURITY CHECK-IN PROCEDURES

The main entrance of the school building shall be used for all entries and exits to the school, except in cases of fire or emergency. Every visitor shall adhere to the following *Security Check-In Procedures*:

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

### VISITOR CODE OF CONDUCT

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

- Remove the individual from the building.
- Bar the individual from the building and/or
- Call the MPD.
- attending future KIPP DC events.

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

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

### VIDEO SURVEILLANCE

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

### BARRING NOTICES AND PROCEDURES

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

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

- Notice that—
  - The barred parents/guardians may request a review meeting not earlier than eight (8) weeks after the barring notice is issued by contacting the school Principal/designee.
  - The barring notice is for the duration of the current school year (unless cancelled in writing).

#### PARENT/GUARDIAN CLASSROOM VISITS AND MEETINGS WITH SCHOOL STAFF

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

- Parents/guardians are welcome at school to visit their student’s classroom and meet with their student’s teacher/other school staff.
- Parents/guardians are subject to the same *Visitor Security Check-In Procedures* and *Code of Conduct* outlined above. While at school, parents/guardians should be silently observing their student in the classroom or in a scheduled meeting with their student’s teacher/school staff.

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

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

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

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



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

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

### IEP/504 MEETINGS

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

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

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

- All meetings must be scheduled prior to the day of arrival at the school with the Student Support Services team, and all relevant attendees have been issued the proper notice.
- School staff **are not** obligated to meet with an attorney, educational advocate, or observer or to allow them access to the school, if prior arrangements have not been made.

### CLASSROOM OBSERVATIONS/EVALUATIONS

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

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

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

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

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

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

DC's discretion.

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

#### REQUESTS FOR DOCUMENTATION

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

## **COMPLAINTS**

This policy explains the process for bringing informal and formal complaints, and how KIPP DC seeks to address and respond to complaints.

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

Anyone, 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:

- Mistreatment, harassment, or discrimination.
- The educational environment.
- Interpersonal conflicts.

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

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

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

Ideally, you will first attempt to resolve a complaint by bringing it to the attention of school staff informally.

Informal complaints should be directed to one or more of the following school personnel:

- Teacher
- Vice Principal
- Principal/designee
- Managing Director

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 if you are (a) unable to satisfactorily resolve a complaint through the informal process, or (b) 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.

You should fill out and submit a Formal Complaint form, along with any relevant documents, by mailing, emailing, or handing it to KIPP DC's Director of Policy (contact information provided below). You should submit this form within 90 days of (a) the alleged issue, or (b) 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?**

KIPP DC will:

- 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 (10) business days after receipt of the Formal Complaint.
- 2) Conduct an Investigation.

KIPP DC will conduct a thorough and impartial investigation of the issues raised in the Formal Complaint.

3) Provide a Written Summary of Findings.

KIPP DC shall provide a written summary of the investigation findings, including a determination of whether the complaint was substantiated, and if so, a proposed resolution. KIPP DC strives to provide this summary within 30 business days after receipt of the Formal Complaint.

If you do not receive written response from KIPP DC within 30 business days, you should contact the Director of Policy (contact information provided below) by email or phone regarding the status of written summary.

**What if I have filed a formal complaint but am not satisfied with KIPP DC's findings?**

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

A written request for appeal must include:

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

The appropriate Chief Academic Officer shall contact you to schedule a telephone or in-person meeting. This meeting will usually take place within ten (10) business days after the written request for appeal was received.

The appropriate 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.

**What if I am dissatisfied with the Chief Academic Officer's findings and response?**

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

**Prohibition against Retaliation**

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.

**Contact Information**

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

Melissa Kim, Chief Academic Officer of Secondary Schools  
Phone: 202-223-4505  
Email: [Melissa.kim@kipfdc.org](mailto:Melissa.kim@kipfdc.org)  
Mail: 2600 Virginia Ave NW, Suite 900, Washington, DC 20037

Lauren Outlaw, Director of Policy  
Phone: 202-223-4505  
E-mail: [lauren.outlaw@kipfdc.org](mailto:lauren.outlaw@kipfdc.org)

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

## 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, national origin, sex, gender identity or expression, sexual orientation, age, religion, disability, or any other factor prohibited by law in its educational programs and activities.

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

### *PROHIBITED HARASSMENT*

KIPP DC prohibits the *harassment* and *sexual harassment* of a student by school employees or other students. KIPP DC also prohibits romantic, sexual, or otherwise inappropriate social relationships between students and school employees, even if consensual.

*Prohibited harassment* includes physical, verbal, or nonverbal conduct based on an individual's actual or perceived race, color, national origin, sex, gender identity or expression, sexual orientation, age, religion, or disability 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.
- Academic performance.
- Educational opportunities.

*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 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.

Employees or students found to have engaged in prohibited harassment will be subject to disciplinary action.

### *REPORTING PROCEDURES*

Any individual, including a student, parent/guardian, or visitor, who believes conduct that violates this policy has occurred should **immediately** report the alleged acts. Individuals should report potential violations of this policy to a teacher, counselor, the school principal/designee, or other school employee. Individuals may also report potential violations of this policy by filing a complaint pursuant to KIPP DC's *Complaint Policy*.

### *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.

*PROHIBITION AGAINST RETALIATION*

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

Any individual who intentionally makes a false claim or offers false statements regarding discrimination or harassment is subject to appropriate discipline.

*DISABILITY DISCRIMINATION INQUIRIES*

Students, parents, and guardians with inquiries about potential disability discrimination should contact:

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

*ALL OTHER DISCRIMINATION INQUIRIES*

Students, parents, and guardians with inquiries about any other form of potential discrimination should contact:

Lauren Outlaw  
Director of Policy and Title IX Coordinator  
Phone: 202-223-4505  
E-mail: [lauren.outlaw@kipfdc.org](mailto:lauren.outlaw@kipfdc.org)  
Mail: 2600 Virginia Avenue NW, Suite 900  
Washington, DC 20037

Katie Cole  
General Counsel  
Phone: 202-223-4505  
E-mail: [katie.cole@kipfdc.org](mailto:katie.cole@kipfdc.org)  
Mail: 2600 Virginia Avenue NW, Suite 900  
Washington, DC 20037

*OFFICE OF CIVIL RIGHTS*

Complainants also have the right to file a complaint with the Office of Civil Rights (OCR) by:

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

Faxing it to: (202) 453-6021

Filing it electronically at:  
[www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html)

For more information, please contact  
OCR at:  
(202) 453-6020 (voice);  
(877) 521-2172 (TDD); or  
[ocr.dc@ed.gov](mailto:ocr.dc@ed.gov)

## **TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET SAFETY**

### COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

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

### INTERNET SAFETY POLICY

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

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

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

### EDUCATIONAL PURPOSE

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

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

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

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

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

### INTERNET MANAGEMENT

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

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

### STUDENT INTERNET ACCESS

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



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

#### UNACCEPTABLE USE

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

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

frequently, and delete unwanted messages promptly. Students shall subscribe to high-quality discussion group mailing lists that are relevant to his/her education or career development only.

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

#### DISCIPLINARY ACTIONS

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

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

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

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

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

#### LIMITATION OF LIABILITY

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

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

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

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

KIPP DC computers and classroom technology shall be used for academic purposes only. Students shall not engage in any of the unacceptable use activities outlined in the Unacceptable Use Policy found in this handbook. Students are prohibited from taking KIPP DC computers and classroom technology home at the end of the school day. Each student shall be responsible for taking care of his/her computer during the school day.

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

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

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.**

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: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) 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.

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

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

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

Department of Education (ED)–

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

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

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

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

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

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

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

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

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

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

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

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

### EDUCATIONAL RIGHTS PUBLIC NOTICE

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

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

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

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

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

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

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

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

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



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

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

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

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

D.C. Code § 2-1402.11.

#### **ASBESTOS MANAGEMENT INFORMATION**

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

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

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

# KIPP DC:

Smart Schools. Proven Results.





**2018 - 2019 Handbook Receipt and Review Acknowledgment Form**

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2018- 2019 KIPP DC Parent and Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook.

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

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

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

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

Directions for return of this form:

1. Student and Parent/Guardian review handbook.
2. Parent/Guardian sign handbook acknowledgement below.
3. Student returns this page to homeroom teacher by **(insert date)**. New and transfer students registering after the start of the 2018 -2019 school year must return acknowledgement page within one week after receipt.

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

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

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



**Release of Student Directory Information Opt-Out Form**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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