FORMAL ACKNOWLEDGEMENT OF 2014 - 2015 HANDBOOK & NOTIFICATIONS

RECEIPT AND REVIEW

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 2014 – 2015 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 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 2014 -2015 student handbook is accessible online at 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 throughout the 2014 - 2015 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page to homeroom teacher by September 5, 2014. New and transfer students registering after the start of the 2014 -2015 school year must return this acknowledgement page within one week after receipt.

Student Name: ____________________________________________________________
Student Grade: ____________________________________________________________
Student School: ____________________________________________________________
Parent Name: ______________________________________________________________
Parent Signature: __________________________________________________________
Date: _____________________________________________________________________
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<td>Local, State and Federal Police Officers/Investigators and Investigators from the DC Office of the Inspector General (OIG)</td>
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KIPP DC is a network of high-performing, public, college-preparatory charter schools in Washington D.C., which serves the city’s under-resourced 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 helps 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 5th 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. Now, KIPP DC reaches over 4,500 students at five campuses in Wards 2, 5, 7, and 8.

Our mission is to create and sustain the highest quality school system for the communities most under-served in Washington, D.C.

- KIPP DC students will develop the knowledge, skills, and character necessary to become thoughtful, influential, and successful citizens in the competitive world.
- KIPP DC will raise expectations of public education in under-served communities by cultivating high-performing educational leaders and by serving as a model of excellence.
- KIPP DC will double the college graduation rate of the students we serve.
Please refer to your school issued calendar for additional conference days and other important dates.

**SCHOOL & CAMPUS DIRECTORY**

<table>
<thead>
<tr>
<th>Early Childhood</th>
<th>LEAP Academy</th>
<th>Douglass Academy</th>
<th>Grow Academy</th>
<th>Connect Academy</th>
<th>Arts &amp; Technology</th>
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<td>202-583-5377</td>
<td>202-677-7735</td>
<td>202-796-4679</td>
<td>202-396-5477</td>
<td>202-398-6811</td>
</tr>
<tr>
<td>Principal</td>
<td>Abraham Clayman</td>
<td>Philonda Johnson</td>
<td>Stacie Kossy</td>
<td>Donnie Tientum</td>
<td>Allison Artis</td>
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<tr>
<td>Grades</td>
<td>PK3, PK4, K</td>
<td>PK3, PK4, K</td>
<td>PK3, PK4, K</td>
<td>PK3, PK4, K</td>
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<tr>
<th>Elementary</th>
<th>Promise Academy</th>
<th>Heights Academy</th>
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<tr>
<td>Phone Number</td>
<td>202-582-1390</td>
<td>202-610-5323</td>
<td>202469-3300</td>
<td>202-397-5477</td>
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</tr>
<tr>
<td>Principal</td>
<td>Andhra Lutz</td>
<td>Gaelan Galleher</td>
<td>Mekia Love</td>
<td>Lindsey Hoy</td>
<td>Cherese Brauer</td>
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<tr>
<td>Grades</td>
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<td>1</td>
<td>1, 2, 3, 4, 5</td>
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<table>
<thead>
<tr>
<th>Middle</th>
<th>KEY Academy</th>
<th>AIM Academy</th>
<th>WILL Academy</th>
<th>Northeast Academy</th>
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<tbody>
<tr>
<td>Phone Number</td>
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<td>202-678-5477</td>
<td>202-328-9455</td>
<td>202-398-5477</td>
</tr>
<tr>
<td>Principal</td>
<td>David Ayala</td>
<td>Kristy Ochs</td>
<td>Tiffanie Williams</td>
<td>John Barnhardt</td>
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<tr>
<td>Grades</td>
<td>5, 6, 7, 8</td>
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<thead>
<tr>
<th>High School</th>
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<th>Washington, DC 20002</th>
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<tbody>
<tr>
<td>Phone Number</td>
<td>202-678-2527</td>
<td></td>
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<tr>
<td>Principal</td>
<td>Jessica Cunningham</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td>9, 10, 11, 12</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT DATES**

- Monday, September 1st – Labor Day – No School for Students
- Monday, September 8th – Professional Development – Douglass Campus (Discover, Heights, & AIM) Closed for Students
- Monday, September 15th – Professional Development – Shaw & Webb Campus (Grow, Lead, WILL, Connect, Spring & Northeast) Closed for Students
- Monday, September 22nd – Professional Development – Benning Campus (LEAP, Promise, KEY) Closed for Students
- Monday, October 13th – Columbus Day – No School for Students
- Friday, October 24th – Professional Development – No School for Students
- Friday, October 31st – Professional Development – ½ Day for Students
- Tuesday, November 11th – Veteran’s Day – No School for Students
- Monday, November 24th – Friday, November 28th – Thanksgiving Holiday – No School for Students
- Monday, December 22nd – Friday, January 2nd – Winter Holiday – No School for Students
- Monday, January 19th – Martin Luther King, Jr. Holiday – No School for Students
- Friday, January 23rd – Professional Development – ½ Day for Students
- Friday, February 13th – Professional Development – No School for Students
- Monday, February 16th – President’s Day Holiday – No School for Students
- Friday, March 13th – Professional Development – No School for Students
- Friday, April 10th – ½ Day for Students
- Monday, April 13th – Friday, April 17th – Spring Break – No School for Students
- Friday, May 22nd – Monday, May 25th – Memorial Day Holiday – No School for Students
- Wednesday, June 10th – Last Day for High School (½ Day)
- Thursday, June 11th – Last Day for Middle School (½ Day)
- Friday, June 12th – Last Day for Early Childhood and Elementary (½ Day)

**Please refer to your school issued calendar for additional conference days and other important dates**
ENROLLMENT

WHO MAY ENROLL A STUDENT

Students must be enrolled by either a biological parent or a legal guardian. A biological parent must be listed on the child’s birth certificate; a legal guardian must have court documentation of legal guardianship. In the absence of either of these documents, KIPP DC accepts the Attestation of Other Primary Caregiver, when verified by a 3rd party government official, on a case by case basis. This form can be obtained from each campus Compliance Manager.

WITHDRAWAL

When a family moves from Washington, D.C. or decides to withdraw their child for any reason, they must complete a withdrawal form. Withdrawal forms can be obtained from the Compliance Manager at each school. Parents must indicate the new school of enrollment within 10 school days of withdrawal, or KIPP DC is required by law to contact D.C. Child and Family Services. No student records will be released to subsequent schools if a withdrawal form is not completed. Once withdrawn, a student must complete a new application and go through the lottery process to return to KIPP DC.

AGE REQUIREMENTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Age on 9/30</th>
<th>Maximum Age on 6/2</th>
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<tbody>
<tr>
<td>PK3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>PK4</td>
<td>4</td>
<td>5</td>
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<td>K</td>
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<td>18</td>
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<tr>
<td>12</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>

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

LOTTERY

If the number of applications exceeds the number of spaces available, a lottery is held to determine the order in which students are offered seats. Per the District of Columbia School Reform Act, siblings (students who share a biological parent) of current KIPP DC students (enrolled during the 13 – 14 school year) receive preference in the lottery should they apply during the open enrollment period. Students applying after the open enrollment period will be added to the wait list on a first-come first-served basis. KIPP DC participates in MySchoolDC and will use the common timeline and lottery for enrollment.

RE-ENROLLMENT PROCEDURES

Parents of current students wishing to attend KIPP DC during the 2014 – 2015 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 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.
RESIDENCY REQUIREMENTS

The enrolling parent or guardian must be a resident of Washington, D.C. and able to prove so using the documents outlined in the Office of the State Superintendent'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. During a residency investigation, families will have two business days to provide the appropriate documentation. Due to demand for seats at KIPP DC from Washington, D.C. 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 the Office of the State Superintendent of Education. Attorney General’s Office 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. Presentation of false, forged, or doctored proof of residency will also result in immediate withdrawal and a referral to the Office of the State Superintendent of Education.

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.

ACADEMICS

Instruction at KIPP DC schools is aligned to the Common Core State Standards. Teachers have spent many hours preparing for the instructional shifts that need to happen in order to ensure that students master these more rigorous standards. If you have any questions about KIPP DC and the Common Core State Standards, feel free to reach out to Susan Toth, Chief Academic Officer. 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.

High School

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

EARLY CHILDHOOD

Early childhood school report cards are comment based, with end of the year guidelines and expectations clearly defined for parents.

1ST AND 2ND GRADE

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 AND HIGH SCHOOL

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

Core academic classes (math, reading, writing, science, and social studies) in the middle schools are double weighted for GPA calculations. High school classes receive differential weights based on credits and honors/AP. (More information is available in the College Prep Student Life Handbook.)

Minimum honors requirements are a GPA of 3.0 with no grade below a C-.

REPORT CARDS & MIDTERMS

KIPP DC issues report cards quarterly at parent-teacher conferences. In addition, KIPP DC sends home grade updates at the mid-point of each quarter for elementary, middle, and high school. Some schools and grade levels within schools may provide even 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.

HOMEWORK

KIPP DC takes homework seriously. Homework is assigned on a weekly basis at the early childhood level, and a nightly basis in elementary school and beyond. In addition to homework, students will receive a work packet for all school breaks. The purpose of homework is to reinforce what has been taught; generally new skills are not introduced through homework. In Early Childhood, parents are required to check all homework assignments and sign the take home folder every night once the assignments are complete. In elementary and middle schools, parents are required to check all homework assignments and sign the student agenda nightly. In high school, parents must sign a weekly College Readiness Report that will indicate student grades as well as homework completion. If a student is having a problem with completing the homework assigned, they must call a teacher for assistance.
STUDENT ORGANIZATION

Organizational skills are explicitly taught to students. A school wide system will help students to reinforce the proper organization of a notebook. When a student is absent, he or 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 provide students in the younger grades with some of the school supplies required for their classes or students will able to purchase them through the school. As students deplete their supplies during the year, they can purchase replacement supplies. In addition, each student will be given a book bag and take-home folder (early childhood and elementary schools) or a School Agenda (middle and high schools) to keep track of their homework assignments. If a student needs a replacement book bag, folder, or agenda, they must purchase one for $10. Students are expected to arrive at school with the proper supplies daily, including a book bag, pencils, pens, and paper. Students who arrive unprepared may be sent home to get their materials.

HOMEROOMS

Each student will be assigned to a homeroom at the beginning of the year. Summer school homerooms are temporary. We carefully choose homerooms for students based on academic needs and social dynamics. Because switching homerooms mid-year is very disruptive to not only that student, but to all of the other students in the homeroom, we do not honor parent requests to move students’ homerooms. The only homeroom switch by parent request that we can honor is if there is a restraining order against another student in their homeroom. KIPP DC reserves the right to move any student to a new homeroom at any time.

STANDARDS FOR PROMOTION

Attendance
If a child has 20 or more excused or unexcused absences per school year, the school reserves the right to retain that student.

Academic (PK3 - 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 child is not meeting social/emotional standards, the school also reserves the right to retain the student.

Academic (Grades 1 & 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:

- If the child earns 2 or more U’s in any one (or more) subject areas, the school reserves the right to retain the student.
- If the child earns N’s in more than 2 subject areas for 2 or more advisories, the school reserves the right to retain the student.
- If the child is not meeting social/emotional standards, the school also reserves the right to retain the student.

Academic (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. In addition:

- If the child fails (Ds or Fs) either math or reading language arts, then the school reserves the right to retain the student.
- If the child fails (Ds or Fs) two classes (for example: science and social studies), then the school reserves the right to retain the student.

KIPP DC considers Ds and Fs failing grades (anything below 70%).

Academic (High School)
High school standing is related to credit accumulation. Please see the College Prep Student Life Handbook for more information.

Standardized Test Scores
These scores will be included in the child’s cumulative file. Standardized test scores are taken into consideration when making retention and promotion decisions.
COMMUNICATION OF ACADEMIC PROGRESS

Notification methods may include at least one of the following:

- Attendance alerts (3 absences per advisory)
- Weekly paychecks to students reporting on behavior, homework, and class performance
- Parent conferences scheduled at the discretion of the parent, a teacher, or the Principal
- Quarterly report cards
- Tests and quizzes given in class are signed by parents

Teachers will make notification that a child has met one or more of the criteria for retention to the Principal and parents. Parents may schedule an appointment to discuss the matter with the teacher(s) and Principal. The Retention Committee (grade level committee and an administrator) will consider each individual on a case-by-case basis to assess the contributing factors to the situation. The Retention Committee decision regarding promotion or retention will be based on the totality of the circumstances and is final and binding.

SLIDES

If any student fails math or reading during summer school or during the first advisory, they can automatically be slid back into the lower grade. Students may also be considered for a slide if their standardized test scores indicate that they are significantly below grade level. Students may be slid back later in the year if the school’s administration determines that retention at the end of the year is probable.

EARLY CHILDHOOD INTERVENTION POLICY

At KIPP DC, we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. We do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students. KIPP DC utilizes an early intervention model to provide supplementary support for students who need it 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 foundational skills necessary for future success.

As a part of the intervention model, KIPP DC Early Childhood and Elementary Schools follow the Response to Intervention System (RtI). RtI will provide students with the interventions needed at appropriate times during the year. Parents will be notified if interventions are necessary for their child.

INDIVIDUALIZED EDUCATION PLANS AND SPECIAL EDUCATION

Parents of new students should advise the school of any previous IEPs or special services their child received in the past. If a student received special education services at his or her old school, he or she will not be officially enrolled until KIPP DC has the complete IEP and evaluations. All parental requests for evaluations must be made in writing. If a teacher or parent believes a student should be evaluated for special education services, written parental permission must be obtained before any formal evaluation is undertaken. Any requests for evaluation that are made contemporaneously to a disciplinary incident will be granted expedited evaluation consistent with 34 CFR 300.534(d). Evaluations will begin with an in-school committee consisting of the Principal or designee, a regular teacher, the referring teacher, and the parent. If warranted, the evaluation will continue with a specialized external team provided by KIPP DC, which will also involve the parent. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment. For more information regarding Special Education Services at KIPP DC please contact the campus Special Education Department. Please note, end of year referral requests have no impact on retention decisions.
EARLY CHILDHOOD SCHOOL READINESS POLICY

KIPP DC defines school readiness as a child’s 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 given 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 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 acts of physical harm to themselves, their peers, and their teachers; running away from school staff; and 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)

SCHOOL READINESS DECISIONS

Prior to making a decision regarding school readiness, the school will monitor a child’s progress on any of the above elements and implement a school readiness plan. If a child is not making progress or their behaviors are increasing despite the school readiness plan, the child will be deemed not prepared to function appropriately within a KIPP DC early childhood classroom. A final parent meeting will be held at which point the school will recommend that the parent(s) continue to work on school readiness at home or at a childcare setting, rather than a school setting, for the remainder of the school year and encouraged to reapply for the following year when the child 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 and is dependent upon the severity of the concern(s). This policy does not apply to special education students or students with special education concerns.**
FIELD TRIPS

Field Trips are one of the many privileges that students may earn. Students must earn field trips either through their paycheck balances, homework, attendance, grades, behavior, or other criteria. The school reserves the right to exclude students from field trips.

Walking
When your child first enrolls at KIPP DC you will be asked to sign a walking permission slip which allows your child 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 child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school, if written permission is not received or if the child has not satisfied the requirements made by the teacher.

Out-of-State (Middle and High School Students Only)
No child will be permitted to leave the school for an out-of-state field trip if they do not have written permission or they have an outstanding fee balance. Please sign all permission slips in a timely manner. Parents must attend the pre-trip meeting and sign all relevant documents in order for their student to go on the out-of-state trips.

Local and End of Year Field Lessons
Our local field lessons during the year, as well as our field lessons, serve as culminating activities, which the students must earn through excellent behavior and outstanding homework.

Mid and End of the Year Trips
Trips are designed to inspire the KIPP DC students to want to matriculate into college and explore more of the wondrous sites in our world. These trips open up their eyes to the numerous and different places they can explore later in life. 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, the students must earn the privilege of attending the trip. The trip will be earned throughout the year and will be reflected through gains on the student’s paycheck or merit totals. Not all students will attend these trips. Students can earn the trip through their paycheck balances, merit totals, or by teacher invitation. Students will not be allowed to attend the trip due to low paycheck balances, merit totals, attendance problems, or due to behavior issues (suspensions, repeated disruptions, any incidents that cause the teachers to feel they cannot take the student on the trip), or outstanding student balances. If there are any behavior problems or issues with disruptive parents on the end of the year trips, students will be excluded from future end of the year trips.

Middle School Note: The money that the students must earn to attend the trips is the balance of their paychecks that they returned on time during the year. Late and unreturned paychecks will not be counted towards the end of the year total. In addition, purchases made at the school store will not be deducted from the students’ end of the year trip balance. We actively encourage students to spend their KIPP Cash at the school store as a reward, and it will not be deducted from their trip balance.
STUDENT RECORDS AND RECORD KEEPING

Student Privacy
KIPP DC complies with all D.C. and federal laws regarding student privacy. Please see the attached FERPA and PPRA notices for more information.

Viewing Student Records
Parents or legal guardians may request to view their child’s records. Requests should be made in writing to the school principal. The school will schedule an appointment within 15 school days of the written request. Records must be viewed under the supervision of the school principal or their designee and may not be removed from the school’s main office. Special education records are filed separately from regular student records. Requests to view these records should be made directly to the Special Education Compliance Manager.

In the case of a withdrawal, records will be transferred directly to the receiving school from KIPP DC upon the completion of the withdrawal form, and receipt of a records request from the receiving school. Under no circumstances will cumulative files be released to parents or guardians.

Health Records
It is essential that parents cooperate with the school in bringing all medical records, including doctor’s visits, dentist’s visits, and immunizations, up to date annually. Children whose records are not up to date in accordance with state guidelines by deadlines set by the school may be excluded from school until records are brought up to date. Thank you for helping us protect your child’s health.

Student Fees
If there are still student fees outstanding on any student account – lunch, activity fees, high school fees, orchestra fees, or any other fees – transcripts and report cards will not be released to the student, parent, 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. KIPP DC does not accept personal checks.
# ATTENDANCE POLICY

## ATTENDANCE

Students are expected to attend school **every day** that we are in session. Excessive absences will be considered as a factor in any retention decision. Students are expected to be on time every day. For every three times a student is late it will be considered an absence. If a student arrives after 11:00 AM or leaves prior to 1:00 PM, the student’s daily attendance will be recorded as an absence. Students are expected to complete all class work and homework they miss while absent.

## CONSEQUENCES OF ABSENCES

We understand that children get sick and that emergencies come up, but good attendance is critical to their education. Please be aware that the following are part of the KIPP DC attendance policy:

- If a student has 20 or more unexcused absences, they will be automatically un-enrolled.
- If a student has 20 or more excused or unexcused absences, retention will be considered.
- If a student has 20 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Court Social Services and or the OAG-Juvenile Division
- If a student is absent for 10 consecutive days, unexcused, they will be automatically un-enrolled.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services. We will report the situation again if there are 15 or 20 unexcused absences.
- If a student has 3 or more unexcused absences during summer school, they will be automatically un-enrolled.
- Students who reach 3 absences in one advisory, or 5 absences during the year, will be required to complete an attendance intervention plan with the school.

## REPORTING ABSENCES

Parents need to report all absences to the school’s office manager as soon as the need for absence is known. Additional information will be required for the absence to be excused (see below). If we do not receive notification of the absence in advance, we will call the parents to ascertain the reason for the absence. All documentation of excused absences must be received no later than 5 days following the absence. If documentation is not received in the appropriate timeframe, the absence will be considered unexcused.

## EXCUSED ABSENCES

All absences will be reported as unexcused absences unless the school receives the following documentation:

- For the first three, single day, absences due to illness, KIPP DC will accept a parent’s note. If an illness is longer than one day, or has exceeded three days during the school year, then a doctor’s note specifying the excused days is required. Students who have regularly scheduled visits to a doctor or dentist, only the portion of the day spent at the appointment plus travel is excused, students are expected to be in school before and/or after the appointment
- Religious holidays;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. An emergency is defined by the presence of an emergency response team (fire, ambulance, police, CPS, etc...). Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

## LONG TERM ABSENCES

If your child is absent for a week or more, please contact the office immediately upon return and make arrangements with your child’s classroom teacher for assignment completion. Depending upon the nature of the illness or emergency, children will be responsible for keeping up with their class work. While KIPP DC will make reasonable efforts to assist a child in keeping up with class
work, KIPP DC does not provide homebound instruction or private tutors for children who are out for extended periods of time due to illness. If a student is absent for any reason for 10 consecutive days without parent notification or 20 days with notification, the student will be automatically dropped from the roster and withdrawn. If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services.

TARDIES, EARLY DISMISSALS & APPOINTMENTS

If your child has a medical or dental appointment or a family emergency, requiring you to come to school requesting an early dismissal, please write a note to the teacher ahead of time. All early dismissals are made from the office, not from the classroom. Parents are required to sign-out students from the office. Please try to arrange appointments for after school whenever possible. A child will be dismissed early only to a parent or other properly authorized and identified adult. A letter from you properly identifying another adult whom you authorize to pick up your child is required. An early dismissal counts as a tardy and three early dismissals or tardies equal one absence. KIPP DC only excuses the portion of the day required for the appointment and transportation to and from the appointment. It is KIPP DC’s expectation that that the remainder of the day be spent in class. If a student arrives after 11:00 AM or leaves prior to 1:00 PM, the student’s daily attendance will be recorded as an absence.

SUMMER SCHOOL ATTENDANCE

Students are expected to attend every day that we are in session during the summer. Every three tardies will be considered an absence. Students are expected to complete all class work and homework they missed while absent. If students are absent for 3 or more days the student will be automatically dropped from the roster and will be unenrolled from KIPP DC. Preschool students do not have a summer session.

SATURDAY SCHOOL ATTENDANCE FOR EARLY CHILDHOOD

Starting in September, there will be a once a month Saturday School session held for two hours. During this time, students will be exposed to many extracurricular and enrichment activities. At KIPP, we believe that more time in school equals more success in life, thus Saturday School is a large component of our program and attendance is mandatory. Preschool students do not have Saturday School sessions.

In the early childhood schools, Saturday School will be a chance for our students to share their learning and their progress with their parents. In doing so, each parent is required to attend and to participate in the once a month Saturday session with their child. If there is a family emergency or a work conflict, the parent must call the Saturday School principal by Friday afternoon to let them know. In that situation, the student is allowed to be accompanied by a family member over the age of 16 years old. If the student and the parent miss a Saturday School, the parent in question will then owe two hours of volunteer time at KIPP DC in the coming month. Please note that tardiness at Saturday School is a disruption to our classrooms, teachers and families who arrived on time. Thus, if you arrive after the grade period, you will not be admitted to your first period class. You and your child will be asked to wait in the lobby until second period begins. If you choose to leave, your absence will be noted and unexcused.

The purpose of the parent/child Saturday School session is to build a strong bridge between school and home, so that our students get the support that they need to succeed in school and in life.

SATURDAY SCHOOL ATTENDANCE FOR ELEMENTARY AND MIDDLE SCHOOLS

Starting in September, there will be a Saturday School sessions scheduled from 1 to 3 times a month. During this time, students will be exposed to many extracurricular and enrichment activities. At KIPP, we believe that more time in school equals more success in life, thus Saturday School is a large component of our program and attendance is mandatory.

HIGH SCHOOL AND COLLEGE VISITS

All high school visits must be pre-approved by the principal at least 24 hours in advance. Please notify the principal 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. Once the office has that
information, they will excuse the visit. College visits will be scheduled by the counseling team and will have to be approved by an administrator.

**ARRIVAL**

Students in grades PK3 through 4 are expected to be accompanied by an adult or a responsible sibling on the way to school. Children will not be supervised or allowed into the building before the school’s official arrival time. At that time, teachers will report for their respective morning duties and students will be escorted into the building. Teachers will be at the carpool station so that parents do not have to spend time parking and entering the building.

**DISMISSAL**

Students in grades PK3 through 4 will be dismissed to an approved adult or a responsible sibling. Students are dismissed at the school’s official dismissal time. We schedule dismissal in order to provide flexibility to parents. Please make sure that someone is here to pick up your child at the end of dismissal time. Any late arrivals will be recorded in the office and a parent/principal conference will be scheduled if any family abuses dismissal times repeatedly. Preschool and Prekindergarten parents will need to come into the school to get their child each afternoon. All persons picking up early childhood and elementary students will need to be on the child’s “safe list,” KIPP DC reserves the right to check identification if staff does not recognize the adult(s).

**LATE PICK-UPS**

Teachers and staff at early childhood schools are officially off duty fifteen minutes after the school dismissal time. If your child has not been picked up by that time, and the school offers aftercare, they will escort your child to aftercare, and you will be billed accordingly. If you accumulate $100 in unpaid aftercare fees, or the school does not offer aftercare and we are unable to reach you or an emergency contact, we are required to notify Child and Family Services. Your child will be picked up by an MPD officer and taken to the CFSA agency. Please make sure that you call the front office in the event of an emergency.
SAFETY, ORDER, & STUDENT DISCIPLINE

Safety, order and student discipline are fundamental to learning at KIPP DC. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. It is the policy of KIPP DC that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students. KIPP DC does not tolerate the following behaviors: fighting; classroom distractions; possessing, using, or threatening to use weapons; or the unlawful possession, use, or distribution of drugs by KIPP DC students on school properties or at any school sponsored or supervised activity. KIPP DC will notify our School Resource Officers or MPD directly, for any action that violates local or federal laws.

Students may be subject to disciplinary action if they engage in prohibited conduct either while on school property, while attending any school-sponsored activity, or while in transit going to or returning from a KIPP DC campus, whether on foot, or via train, bus, or car. Such disciplinary action may include but not be limited to the following measures: suspension, expulsion, and/or exclusion from school and all school sponsored activities. Students may also be disciplined for conduct committed away from school property and outside school hours if the conduct is detrimental to the best interests of KIPP DC, adversely affects overall school discipline, and/or results in a criminal charge or conviction. KIPP DC shall provide a fair and consistent approach to student discipline, within the context of students’ rights and responsibilities.

Defining School Procedures

All students, teachers, and parents will sign the KIPP DC Commitment to College Completion Contract and the KIPP DC Expectations for a Violence-Free School. By doing so the children, parents and teachers are clear on the expectations of the school before the school year begins. The KIPP Orientation Team (KOT) take the KIPP DC Commitment to College Completion Contract and the Expectations for a Violence-Free School to the homes of the newly enrolled students to explain the expectations of the school, face to face, prior to the opening of school. The students and parents will have ample time to ask questions of the teachers about the high expectations at KIPP DC and discuss plans for meeting those expectations. If a child enrolls after the school year has begun, is a sibling of a current KIPP DC student, or matriculating from one KIPP DC school to another, the KOT may be conducted at the school instead of in the home.

Summer school classes focus heavily on acclimating students and parents to school procedures, values, and discipline. During the regular school year, students attend a KIPP class that is taught by a Principal and is focused on issues relating to discipline, organization, school values, and school procedures.

Expectations for Time on Task

KIPP DC does not tolerate classroom distractions because of its belief that one or two students should not be permitted to hold back an entire class. During the summer, we will introduce the students to a zero tolerance policy on classroom disruptions. If students are being disruptive or are off-task, they will be subject to the disciplinary actions listed below. The ultimate goal is that through high quality instruction, problem solving, and teaching KIPP values the majority of issues are handled by the classroom teacher. The faculty and families should expect to have parent conferences regularly during the school year as children become familiar with KIPP DC procedures.
IN CLASS DISCIPLINE

KIPP DC will adhere to the Commitment to College Completion as guidelines for in-class learning and behavior expectations. Alternative disciplinary actions (i.e. actions other than benching, suspension, expulsion, etc.) can include, but are not limited to:

- Administrator/Parent/Student conference
- Administrator/Student conference
- Behavior Plan
- Before or after school detention
- Alternative volunteer service (e.g., soup kitchens, shelters)
- Behavior/Academic contract
- Cafeteria duty
- Community Conferencing/Restorative Justice
- Counselor/Parent conference
- Counselor/Student conference
- Counselor/Teacher conference
- Demerits (please see the KIPP DC College Prep Student Life Handbook for more information)
- Exclusion From Classes
- Grade Level Switch
- Guidance/Counselor referral
- Homeroom Switch
- In-School work detail
- In-School suspension
- Loss of Incentives
- Lunch detention
- Office Visit
- Parent Shadowing
- Peer Mediation
- Phone Call to Parent/Guardian
- Referral to the Pupil Personnel Worker
- Referral to the SST
- Reflective Essay (topic to be selected by teacher or administrator)
- Reprimands and Warnings
- Restriction of participation in after school and/or extracurricular activities
- Saturday School
- Schedule adjustment(s) – Including late arrival or early dismissal
- Time Outs
- Teacher/Parent conference (e-mail, letter, telephone)
- Teacher/Student conference

IN SCHOOL SUSPENSION AND THE BENCH

In School Suspension or the Bench is used when a child continues to misbehave or disregards school expectations. Parents will be notified when the decision to invoke in-school suspension or the Bench is made. The parent/guardian may be expected to come to school for a conference within 48 hours if their child is placed on in-school suspension or on the Bench. The length of the in-school suspension or time on the Bench is directly related to the offense, whether the student has taken responsibility for their actions, and whether a parent has come up for a conference.

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).
SHORT TERM SUSPENSIONS

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including four days.

PROCEDURES FOR SHORT TERM SUSPENSIONS

When a student is suspended, the school shall (not necessarily in this order):

INVESTIGATION

- Notify the student of the infraction
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the infraction(s) based on this information.
- A short-term suspension shall be imposed solely at the discretion of the Principal or the Principal’s Designee based on the information gathered.

IMPLEMENTATION OF A SHORT TERM SUSPENSION

Once the Principal or Principal’s Designee have determined that a short-term suspension is warranted, he/she shall proceed as follows:

- Inform the student of the suspension and the reason(s)
- Notify the parent by telephone or in person
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension, the length of the suspension, the right to appeal, and the student’s right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student’s cumulative folder in the school.

SHORT TERM SUSPENSION APPEALS

A parent or guardian may make a written request to the school Principal to appeal a short-term suspension within one school day of receiving notification of the suspension. The Principal will generally schedule the Appeal Hearing within two school days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.

If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian should make a written request to the KIPP DC Board of Trustees Designee, stating why the suspension should be reversed or modified within two school days of being notified of the KIPP DC Principal Appeal Hearing decision. The Board of Trustees Designee will generally schedule the Appeal Hearing within two school days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult. The hearing will be conducted by the KIPP DC Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Board of Trustees will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the KIPP DC Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.
A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time equal to or exceeding five school days. An expulsion is the denial to a student of the right to attend school and to take part in any school function permanently.

**PROCEDURES FOR LONG TERM SUSPENSIONS AND EXPULSIONS**

When a student commits an offense that is eligible for long-term suspension or expulsion, the school shall (not necessarily in this order):

**INVESTIGATION**

- Notify the student of the infraction(s)
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the infractions(s) based on this information.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within one school day informing him or her of the disciplinary infraction, the date and time for the Suspension or Expulsion Hearing, the right to appeal the outcome of the Suspension or Expulsion Hearing, and the student’s status pending the hearing. A copy of this notification is filed in the student’s cumulative folder in the school.
- The Principal will generally schedule the Suspension or Expulsion Hearing within two school days of the disciplinary infraction. The student may be represented at the hearing only by parents or guardians and one additional adult. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will normally notify the parent or guardian of the discipline decision within one school day of the Suspension or Expulsion Hearing.

**IMPLEMENTATION OF A LONG TERM SUSPENSION OR EXPULSION**

Once the Principal or Principal’s Designee have determined that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the student of the decision and the reason(s).
- Notify the parent by telephone or in person.
- Send written notification, within one school day of the Suspension or Expulsion Hearing to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension or expulsion, the length of the suspension, the right to appeal, and the student’s right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student’s cumulative folder in the school.

**LONG TERM SUSPENSION & EXPULSION APPEALS**

A parent or guardian may make a written request to the Board of Trustees Designee to appeal a long-term suspension or expulsion within two school days of receiving notification of the suspension or expulsion. The Board of Trustees Designee will generally schedule the Appeal Hearing within two school days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult. The hearing will be conducted by the KIPP DC Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Board of Trustees will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the KIPP DC Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.
SPECIAL NOTES CONCERNING SUSPENSION

Counting of Suspension Days
Suspension days shall be counted as follows:
- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be cancelled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

Make Up Work for Suspension
Students who are suspended shall be offered make-up work assignment. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work. All IDEA mandates will be followed for student with disabilities.

Participation at School and School Related Activities
Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

Repeat Offenders
Students who continue to be suspended whether in-school or short or long term may be expelled from KIPP DC. Students who have been suspended 3 or more times in their entire duration at KIPP DC may be expelled.

DUE PROCESS PROCEDURES FOR 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 above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability if the student is approaching their 10th suspension day or shows a pattern of behavior(s).

If it is determined that the student’s behavior was a manifestation of the student’s disability, the student – absent extenuating circumstances – will have consequences consistent with 34 CFR §300.530(f), including return of the student to the educational placement as appropriate. If it is determined that the student’s behavior was not a manifestation of his/her disability, the student’s file will be reviewed to determine disciplinary action in accordance with the policies contained in this section. If a student with a disability is suspended, KIPP DC will make-up specialized instruction and related services following that student’s suspension, consistent with 34 CFR 300.530(d); and, if necessary, provide services at its administrative offices following that student’s expulsion, pending their enrollment in another public agency.
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<th>Disciplinary Infractions</th>
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<tr>
<td><strong>Infraction</strong></td>
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<td>Bomb/Facsimile Possession or Bomb Threat</td>
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<tr>
<td>Possession of a Weapon (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) <strong>including</strong> replicas, toys, and fakes</td>
</tr>
<tr>
<td>Physical Attack on a Student or Staff Member</td>
</tr>
<tr>
<td>Weapons Used to Cause Bodily Harm / Injury</td>
</tr>
<tr>
<td>Disrespect (including, but not limited to, eye-rolling, teeth , sucking, disrespectful non-verbal behaviors, gossiping, teasing, talking about mess, hurtful language, obscene language or gestures)</td>
</tr>
<tr>
<td>Disruptive Behavior (including, but not limited to, in the classroom, hallways, lunchroom, at dismissal or drop-off, at the bus or metro stop, and while in transit to or from school)</td>
</tr>
<tr>
<td>Dress Code Violations</td>
</tr>
<tr>
<td>Exposed Tattoos with Racist, Sexist, or Bigoted Meanings, or Allusions to Drugs, Sex, or Violence</td>
</tr>
<tr>
<td>Failure to Return School Documents Signed</td>
</tr>
<tr>
<td>Insubordination (including, but not limited to, not responding to all-call clap, running away from a staff member, refusal to follow</td>
</tr>
<tr>
<td>Behavior</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>directions, refusal to identify oneself to school personnel</td>
</tr>
<tr>
<td>Playing in the Hallways or Bathroom</td>
</tr>
<tr>
<td>Two Incomplete Homeworks in One Week</td>
</tr>
<tr>
<td>Unsafe Behavior (including, but not limited to, running in the building, unsafe pedestrian behavior, talking or being disruptive during an emergency drill)</td>
</tr>
<tr>
<td>Dishonesty/Lying to Staff Members</td>
</tr>
<tr>
<td>Throwing Projectiles of Any Kind</td>
</tr>
<tr>
<td>Abuse of or Destruction of Property/Vandalism</td>
</tr>
<tr>
<td>Academic Dishonesty/Plagiarism/Forgery</td>
</tr>
<tr>
<td>Arson/Firesetting/Posession of Matches and/or Lighters or Any Other Incendiary Device</td>
</tr>
<tr>
<td>BioHazard</td>
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<tr>
<td>Bullying (including Electronic Bullying)</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Commit any behavior not specifically listed above which an administrator believes warrants a suspension or expulsion</td>
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<tr>
<td>Offense</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Computer Abuse and/or Use of Computers for Non-School Related Use, Including Viewing or Accessing Prohibited Sites</td>
</tr>
<tr>
<td>Contaminating the Food of Others</td>
</tr>
<tr>
<td>Engage in conduct which disrupts school or classroom activities and culture, or endangers or threatens to endanger the health, safety, welfare, or morals of others, including behavior outside of the school and school day (including any behaviors that)</td>
</tr>
<tr>
<td>Evidence of Intent to Distribute or Distribution of Intoxicants Possession, Sale, or Use of Intoxicants (including, but not limited to alcohol, illegal drugs, prescription drugs, tobacco products)</td>
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<tr>
<td>Extortion</td>
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<tr>
<td>Fight Another Student, On or Off Campus, Within or Outside the School Day</td>
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<tr>
<td>Gambling</td>
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<tr>
<td>Gang-Related Incidents and/or Evidence of Gang Affiliation (including, but not limited to, engaging in gang-related activities, gang-related attire, gang-related graffiti, evidence of gang-affiliation, the writing of anything gang-related)</td>
</tr>
<tr>
<td>Going to Stores or Businesses Before or After School within 1/2 Mile of the School without prior permission from the school principal (parental permission is insufficient)</td>
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<tr>
<td>Hate Based Incidents</td>
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<tr>
<td>Misconduct</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Hazing</td>
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<tr>
<td>Instigating a Fight</td>
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<tr>
<td>Leaving the Classroom, School Building, School Property, or School</td>
</tr>
<tr>
<td>Related or Sponsored Activity without Permission</td>
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<tr>
<td>Profanity</td>
</tr>
<tr>
<td>Online Behavior that Creates a Disruptive Environment and/or Does Not</td>
</tr>
<tr>
<td>Model KIPP DC Values</td>
</tr>
<tr>
<td>Possession of a Weapon Replica or Toy (including, but not limited to,</td>
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<tr>
<td>firearms, knives, razor blades, mace/tear gas/pepper spray, or any other</td>
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<tr>
<td>dangerous objects) including replicas, toys, and fakes</td>
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<tr>
<td>Pull a False Emergency Alarm</td>
</tr>
<tr>
<td>Record or Photograph Students or Staff Members without their Prior</td>
</tr>
<tr>
<td>Knowledge and Consent</td>
</tr>
<tr>
<td>Repeatedly Commit Minor Behavior Infractions, Which, In Aggregate,</td>
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<tr>
<td>May Be Considered an Infraction Subject to Expulsion. Students who</td>
</tr>
<tr>
<td>accumulate three suspensions during their time at any one KIPP DC school</td>
</tr>
<tr>
<td>are subject to expulsion.</td>
</tr>
<tr>
<td>Sexual Activity (Consensual)</td>
</tr>
<tr>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Theft/Intent to Steal/Possession of Stolen Property</td>
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<td></td>
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<tr>
<td>Threat (Electronic, Verbal, or Written)</td>
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<td>----------------------------------------</td>
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<tr>
<td>Trespassing (including, but not limited to, being on school grounds while school is not in session, being in unauthorized areas of the building, and use of the bathroom without permission)</td>
</tr>
<tr>
<td>Truancy/Skipping Class/Skipping School/Skipping Detention</td>
</tr>
<tr>
<td>Unwanted physicality (including, but not limited to, kicking, pushing, hitting, spitting, pinching, slapping, or biting)</td>
</tr>
<tr>
<td>Use of Pagers, Beepers, Portable/Cellular Phones, or any other Personal Electronic Communication Device on School Property, During School Hours, or During School Functions</td>
</tr>
<tr>
<td>Verbal Abuse</td>
</tr>
<tr>
<td>Violate a behavior contract that stipulates expulsion for further violations</td>
</tr>
</tbody>
</table>

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 POLICY

OBJECTIVES & 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 the rights and abilities of students to learn and KIPP DC’s ability to educate our students in a safe and productive environment. Acts of bullying, harassment and intimidation are an attack on core KIPP DC values. Thus, to facilitate our mission, KIPP DC, in consultation with youth, families and staff, has established 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; and
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

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; and
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.

PUBLICATION & CONTACT INFORMATION

This policy will be made available on KIPP DC’s website. The policy, and age appropriate versions thereof, will be distributed to youth and parents of youth in contact with KIPP DC annually, and KIPP DC will emphasize that the policy applies to participation in functions sponsored by KIPP DC.

Irene Holtzman, Policy Director, is responsible for coordinating KIPP DC’s bullying prevention efforts. All questions, comments and concerns about the bullying policy and KIPP DC prevention efforts should be able to be directed to Irene Holtzman at irene.holtzman@kippdc.org or 202-223-4505.
**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;
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.

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 or directly to KIPP DC headquarters by calling 202-223-4505 or emailing irene.holtzman@kippdc.org.

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, or 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, or designee:

- **Parents and guardians:** The school principal, or designee, will, when appropriate, notify the parents or 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, or designee, will determine if parents or 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, or 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, or 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, or 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, or designee, will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or 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, or 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, or 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 a 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, or 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 or designee determines that an incident of bullying has occurred, they should take the response steps enumerated in the KIPP DC Discipline Code 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 the 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 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 Policy Director (irene.holtzman@kippdc.org). This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Policy Director 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 Policy Director sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Policy Director must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.
DRESS CODE

Academic are our primary concern; we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their teammates are wearing. Listed below is our uniform policy. These items listed, plus anything that the administration feels is inappropriate or distracting, may also be added to this policy.

The uniform consists of a variety of KIPP DC shirts available for sale at cost from the school. Families may pay cash for the uniform shirts, or students can buy them from the school store with their KIPP Cash. Families that are unable to purchase KIPP DC shirts should encourage their students to buy shirts with KIPP Cash or contact the Principal.

EARLY CHILDHOOD, ELEMENTARY, AND MIDDLE SCHOOL DRESS CODE

The KIPP DC Dress Code consists of the following regulations:

- A student must have a KIPP DC uniform shirt on at all times, including Saturday School.
- Only tan and khaki pants, shorts, and skirts are permitted. (For Preschool, elastic waistbands are required.)
- Belts must be worn if there are belt loops on the student’s pants, shorts, or skirts.
- All KIPP DC shirts must be fully tucked in (fully tucked in means the belt or the waist-band is visible).
- All pants, skirts and shorts must be an appropriate size and fit.
- Students need to wear comfortable shoes, preferably sneakers or tennis shoes. Shoes must be tied at all times. (For Preschool, Velcro is required, no shoestrings.)
- Skirts and shorts must be worn no more than two inches above the knee.

Students may not wear the following:

- Jeans/Denim of any color.
- Pants, shorts or skirts that are not tan or khaki.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts, or undershirts that have patterns, lace, polka dots, stripes, holes, or words.
- Pants that are made of spandex, Lycra, or any other stretch material.
- Open toed shoes, flip-flops or shoes or boots with high heels.
- Boots that have excessive fur, laces, or other distracting items.
- Tight clothing or stretch pants (the student must be able to “pinch an inch” of loose fabric throughout the pants).
- Sweatpants or wind pants.
- Pants that sag below the waist.
- Bandanas.
- Any makeup that has any coloring.
- Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls or jumpers.
- Earrings that are larger or wider than 1 inch, any type of bracelets, and beaded necklaces (one watch is permitted).
- Any chains – wallet chains or chains worn as jewelry.
- Suspenders, either worn properly, down by ones side, or worn as a belt.
- More than one belt or a belt that does not fit in the belt loops.
- Brightly colored tights, leg-warmers, knee-high socks or stockings (no fishnet stockings).
- Non-prescription color contact lenses or non-prescription glasses.
- Any articles of clothing or accessories that have skulls, Playboy bunnies, or that refer to drugs, sex, or death.
- Any article of clothing, accessories, or markings on clothes or skin that could be perceived as gang or crew related.
- Any additional items that the school feels may be distracting to students.
- Fake tattoos. Additionally, students may not have any tattoos exposed while at school or any KIPP function. If they have a tattoo exposed that has a racist, sexist, or bigoted meaning or alludes to drugs, sex, or violence, they will be suspended.

Saturday School Exceptions:

- Sweatpants and wind pants can be worn only on Saturdays.
- Shirts do not need to be tucked in on Saturdays.

KIPP DC reserves the right to change or modify the dress code during the year.
HIGH SCHOOL DRESS CODE

KIPP DC: College Preparatory prepares students for college completion and leadership. It is extremely important that we enforce policies that minimize distractions and promote scholarship. Our dress code is one of many policies that we will strictly enforce as we want to students to focus their attention on what matters most – their intellectual development and academic achievement. Please help support us by making sure that your child adheres to the dress code every day.

Shirts & Sweaters
Students must wear a KCP-issued polo, T-shirt (DC-CAS or SAT only), sweatshirt, or sweater every day. Shirts must be tucked in at all times.

Pants, Shorts, & Skirts
Students must wear solid-colored pants, shorts, or skirts that meet the following criterion:
- Colors - black, khaki, navy blue, or gray
- Fabric – no denim, athletic material, leather, imitation leather, or leather-like material
- Length – shorts and skirts must fall within two inches of the knee
- Fit – pants, shorts, and skirts may not be form-fitting or tight

Shoes
Students may wear any flat, closed-toed, closed-heeled shoe of their choice. No platforms, Crocs, or wedges are permitted.

Tights
Students may not wear fishnets or tights with any type of holes.

Jewelry
Students may not wear distracting or appendage connecting jewelry

Hats & Head Coverings
No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, ear muffs, large headbands, and bandanas anywhere inside the building at any time, except when mandated by legitimate religious requirements.

Outerwear
Students may not wear outwear inside the building. Only KCP or college sweaters or sweatshirts may be worn.

Makeup
Students may not wear heavy or distracting makeup.

_Students may not wear items that are gang related or contain offensive messages._ *Uniform shirts and sweaters are available for sale in the Main Office. KCP reserves the right to modify its Dress Code at any time._
**STUDENT CELL PHONES**

Students in grades 5 and above are permitted to carry a cell phone to school if it is for emergency use only. They must turn the phone OFF during school hours and must keep the phone in their backpack, purse, or pockets. All student cell phones must be OFF, not just on vibrate or silent while in the building. If any phone is on, visible, or making noise during school hours, or in the school building, it will be taken and handed into the office. If the phone is on in the building, it will be confiscated, regardless of whether the phone made noise or was put away.

- The **first** time a student’s phone is confiscated, a parent can pick up the phone at their convenience, during school hours, Monday through Friday;
- The **second** time a student’s phone is confiscated, they will be benched and serve a one day suspension at home or the student may not carry the phone at school for the rest of the school year (parents can choose between those two consequences) and a parent can pick up the phone at their convenience, during school hours, Monday through Friday;
- The **third (or successive)** time a student’s phone is confiscated; they will serve a long-term suspension and will no longer be allowed to carry a phone at school.

If students make calls from a cell phone, receive a call from a cell phone, or send or receive a text message during the school day, or send lewd text messages, photos, or videos that are discovered during the school day, they will automatically be suspended. Students who refuse to give a staff member their phone for any reason will also be suspended. Telephones may be searched at the discretion of the school leader. Students can ask permission to go to the office to use the school phones if they need to call a family member for a school related issue. KIPP DC reserves the right to remove any and all cell phone privileges from homerooms or whole grades that are abusing the cell phone policy.

**ELECTRONIC DEVICES**

Students in grades 5 and above are permitted to carry electronics to school if they are turned off and kept in the students’ backpacks or purses, and are out of sight. If electronics are not in a backpack, bag or purse, or they are in plain view, they will be taken and kept in the office and only returned to parents. If an item is for show and tell, please contact your child’s homeroom teacher to confirm that the item in question is supposed to be brought to school. The school in no way assumes any responsibility for damaged, lost, or stolen devices. **The school will not replace any damaged, lost, or stolen devices.**

**TOYS, GAMES, AND GADGETS**

Students are not permitted to bring toys, games, or gadgets to school. All of these items will be confiscated and **only returned to the parents**. If an item is for show and tell, please contact your child’s homeroom teacher to confirm that the item in question is supposed to be brought to school. The school in no way assumes any responsibility for damaged, lost or stolen items. The school will not replace any damaged, lost, or stolen items.

**BANNED ITEMS AND SEARCHES**

To protect the safety of all students, the administration reserves the right to search any student’s back pack, purse, locker, shoes, cell phone history, photos on cell phones, and any item of theirs that has pockets or any area that could conceal an item or information that is banned from school.
KIPP DC recognizes that parent involvement is vital to achieve maximum educational growth for students in Title I programs. Therefore, in compliance with the No Child Left Behind parental involvement requirements, KIPP DC Title I schools shall meet with parents to provide information regarding their school’s participation in the Title I program and its requirements.

KIPP DC will ensure that such meetings are held annually and at a convenient time. All parents of participating students shall be invited to attend. Title I funds may be provided for transportation, childcare, home visits, or other parental involvement services, as appropriate. KIPP DC will ensure equivalence among schools in teachers, administration, and other staff and in provisions of curriculum materials and instructional supplies.

Parents 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.

Parental Involvement Policy

A parental involvement policy shall be developed jointly and agreed upon with parents of participating students. 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 shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students, and parents of migrant students. Information and school reports will be provided in a format and language parents understand.

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 and the schools. The parental involvement policy will be distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community.

KIPP DC will establish administrative regulations, which include the plan and compact and detail mandatory compliance of all federal and state requirements. The plan and compact will be the working documents, which support the plan in practice.
COMMUNICATION

TEACHER CELL PHONES
All teachers are provided with cell phones and a monthly cell plan. The purpose of the cellular phones is to provide parents and students increased access to teachers. Students may call for help with homework or in the case of an emergency. Teacher cell phones are often turned off while they are teaching so it is best to call teachers in the evenings. Teachers’ cell phones are turned off before 7am and after 9pm. If you or your child is trying to call a teacher but they don’t answer, please leave a message explaining the reason for the call, your name and telephone number, and allow 24 hours for them to return your call. You can also try calling the Vice Principal or Principal if you have an emergency. Teachers are explicitly instructed to end any parent conversation where profanity is used or threats or any inappropriate comments are made. Conversations of this type are immediately reported to the school principal.

MESSAGES FOR STUDENTS
Parents should communicate with their child before and after school. KIPP DC is committed to keeping the phone lines open for emergencies. Please do not call the school during the day or call teachers’ cell phones to leave messages for students. If your child has a cell phone, we encourage you to leave a voice mail or a text on their phone (that MUST be turned off during the day) so that they can receive it after they leave school. We can only take messages in the case of the following emergencies:

- Police, fire, or ambulance emergencies
- A death in the family
- Car accidents

Examples of non-emergencies are a change of family plans, lost keys, directions home, directions for after school, lunch issues, who is picking up students after school, and stopping to get something at the store after school.

STUDENT USE OF SCHOOL PHONES
The school phones are for school related business and emergencies. Children may only use the office phones and may not use the school phones in the classrooms. Please try to make plans with your child before they come to school so that they do not need to use the school phones during or at the end of the day.

PAYCHECKS (MIDDLE SCHOOLS ONLY)
The paychecks serve as a weekly communication system between the homeroom teacher and the parents. The paycheck system will be used to monitor behavior and homework on a daily basis. Each child is given a paycheck weekly. The homeroom teachers will oversee the logistics of the paychecks and will do all of the calculations. The grade level teams will monitor the on-going balance needed for trips and privileges. In each grade the students’ paychecks look different, as we push our students to rely on internal motivation rather than external motivation. Schools vary in how they send home paychecks for signatures. Late or unreturned paychecks will not be added to a student’s balance for the school store or for 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 local field lessons and end of the year field lessons. KIPP Cash has no monetary value, is not transferable and expires at the conclusion of each school year.
SECURITY PROCEDURES FOR ALL VISITORS

The main entrance of the school building shall be used for all exits and entries to the school except in cases of fire or emergency. Anyone found to be violating this rule should be immediately reported to the principal or the school security officer.

- All visitors must report to the security desk or station to identify themselves and receive a visitor’s badge, prior to having access to the building. Proper identification must be presented in order to receive a badge. Proper identification includes a driver’s license or other government issued personal identification card, passport, or a current employee identification card from a local or federal government agency or private entity.
- All visitors must sign the school security visitor’s log. The log shall have appropriate columns so that visitors can provide their name, agency/office, purpose of visit or person they are visiting, times of entry and departure, and badge number if applicable.
- Visitors must follow the instructions provided to them at the security station. As directed by the principal, school security may limit the areas and time during which the visitor may access the building. The scope and duration of the visit will be tied to the purpose of the visit.
- Visitors must wear or display their visitor’s badge at all times while on school premises.
- Upon exiting the building, the visitor shall return the visitor’s badge to the security station.
- All visitors must sign out on the visitor’s log prior to exiting the building.
- All staff members shall relay concerns regarding the presence or conduct of visitors to school security or the principal immediately so that further appropriate action may be taken.

PARENT AND GUARDIAN VISITS

Parents and guardians - including educational surrogate parents appointed by the Office of the State Superintendent of Education (OSSE) or the Family Court - are welcome in school for the purposes of meeting with their child’s teacher or other school staff, or observing their child’s class. However, a parent or guardian’s presence in the school must never cause a disruption to the functioning of the school or the instructional program of their child or any other student or in any way compromise the safety or security of the school, its students or staff. A parent or guardian’s school visit must also not cause any disruption to the school environment or operations.

Relatives or caretakers, who are not the child’s guardian, will be allowed to visit the school if they are accompanied by a parent or guardian or if they have received permission in advance from the child’s parent or guardian and the school principal. If a relative or caretaker appears on the emergency contact list for a student, the relative or caretaker may be allowed access to the school to drop the student off or pick the student up.

In the event that a court order, decree or agreement delineates the rights of parents, guardians and/or other relatives with respect to a child, the access that the school may provide to the child must be consistent with that order, decree or agreement. Applicable court orders, decrees or agreements supersede all other provisions of this directive. School staff will consult with KIPP DC Headquarters for guidance on interpreting the terms of a court order, decree or agreement.

When visiting, we ask that parents not congregate in hallways, lobbies, stairwells, and other public areas, or do anything that may disrupt discipline or instruction. Parent visitors should be in the classroom working with their child, silently observing in their child’s classroom, volunteering at the request of the school, or in a scheduled conference with school administration or a teacher. It is KIPP DC’s expectation that parent and guardian visitors are engaged in activities to support their child’s education. If a parent or guardian visitor is not engaged in such activities, they will be asked to leave the building. To limit distractions, visitors may not be accompanied by children during their visit.
If any visitor, including parents, engages in disruptive, threatening, or inappropriate behavior while on school property, or towards any KIPP student or staff member off of school property, they can be removed from the building, permanently barred from the building, barred from attending KIPP events, the police can be called, and a restraining order can be filed. Disruptive, threatening, or inappropriate behavior includes, but is not limited to:

- Endangering the physical safety of another by the use of force or the threat of force
- Engaging in behavior that endangers or threatens to endanger the health, safety, welfare, or morals of others
- Intoxication
- Failure to model and support KIPP DC values
- Interrupting a class while in session
- Refusing to leave a classroom when asked to do so by the teacher
- Being rude to any KIPP staff members
- Speaking to any other student that is not their own
- Using profanity or raising of one’s voice
- Making threats of bodily harm, violence, or any type of terrorism, bombing, shooting, or murder
- Falsely accusing KIPP staff members
- Refusing to identify oneself to KIPP staff members
- Failure to comply with staff instructions
- Trespassing on school property while school is not in session
- Speaking on a cell phone in public areas of the school

**PARENT MEETINGS**

Due to the longer school days and added responsibilities of KIPP teachers, parents need to schedule all meetings in advance. Please call to schedule a meeting before coming up to school, as the teacher you would like to meet may be teaching or otherwise unavailable. Parents need to come up to school within 3 school days of a teacher or administrator request for a meeting. If the parent cannot come up to school within 3 school days, or refuses to come up, KIPP DC reserves the right to send the student home on a suspension until the parent or guardian has met with school officials.

**VOLUNTEERS**

We at KIPP DC pride ourselves in being a school that is welcoming to parents. We welcome parents as visitors as well as partners. We are always grateful for volunteers who can spend time with us during the day or on Saturdays. This can be rewarding not only for the children, but for you as well. We recognize that not all parents have the time to spend helping out during the day. We are grateful for any time you can give us. Please call the office in advance to plan volunteering days or contact the KPO to see what volunteering opportunities are available. Parents who volunteer on a regular basis, coach, chaperone field trips, or may be in another situation with KIPP DC students without KIPP DC staff supervision must undergo a background check. Background checks are valid for 5 years.

**PARENT ORGANIZATION**

All parents are encouraged to participate in the KIPP DC Parent Organization (KPO). The KPO will meet quarterly. The mission of the KPO is to support the students, teachers, and administration of KIPP DC.

**KIPP DC BOARD OF TRUSTEES**

KIPP DC’s Board of Trustees provides operational oversight and support to the KIPP DC network. Two parent representatives sit on the Board, and serve as the liaison between KIPP DC families and the board itself.
PROFESSIONALS VISITING SCHOOLS

IEP MEETINGS

Visitors may be allowed entry to the school for the purpose of meeting with school staff regarding a student who is receiving special education services pursuant to the *Individuals With Disabilities Improvement in Education Act of 2004 (IDEA)*. Such visitors may include: educational advocates, attorneys, guardian *ad litem* attorneys, and evaluators. However, these visitors should only remain in the building for the purpose and duration of their scheduled IEP meeting, and should not be allowed to roam the school or to observe any students in class except for the circumstances described below. The following guidelines shall apply to visitors in the school for special education matters:

- All security procedures must be observed
- Upon arrival to school, the evaluator, educational advocate, or outside observer must report to a principal or designee
- Individuals who are barred from a school but need to participate in an IEP meeting may participate by phone

CLASSROOM OBSERVATIONS FOR STUDENTS WITH SPECIAL NEEDS

Classroom observations can be conducted by parents as stated in section B above. Professionals completing evaluations of a student at the school will be allowed to observe the child in the classroom. These professional evaluators must present a signed authorization letter. Third party persons (including attorneys and educational advocates) who are not evaluators or parents shall not be allowed to observe classrooms while children are in the classroom.

- All security procedures must be observed.
- All classroom observations must be scheduled prior to the day of arrival at school.
- Prior to observations, any observer must sign and provide to the principal the *Confidentiality Agreement*.
- The evaluator will be limited to two hours. Extensions are at the discretion of KIPP DC and must be requested in advance. The evaluator must act in such a manner that allows the regular school program to continue during the observation by refraining from engaging the attention of the teacher or students through conversation or other means.
- The evaluator may be accompanied by KIPP DC personnel at the discretion of KIPP DC.
- In all instances of professionals visiting the school for special education matters, an appointment should be made with the relevant school staff person or an IEP meeting should be previously arranged and notice issued to all relevant attendees.
- School staff persons are under no obligation or requirement to meet with an attorney, educational advocate, or observer or to allow them access to the school, if prior arrangements have not been made and agreed upon.
- Professionals visiting the school for special education matters shall have no direct interaction with students, including the student who is the subject of the observation.

GUARDIAN AD LITEM ATTORNEYS AND SOCIAL WORKERS

Guardian *ad litem* attorneys and social workers may observe a class if they present a court order which indicates that they be permitted to do so. All guardian *ad litem* attorneys and social workers must provide a valid court document demonstrating their relationship as a guardian *ad litem* or social worker for a particular child. The court document should be signed by a judge, indicate the student’s name, and be dated within one calendar year of the visit.

LOCAL, STATE AND FEDERAL POLICE OFFICERS/INVESTIGATORS AND INVESTIGATORS FROM THE DC OFFICE OF THE INSPECTOR GENERAL (OIG)

Schools should make every effort to cooperate with law enforcement and permit them access to the school but must also ensure that there are no disruptions to the school environment or to class instruction unless absolutely necessary.

- Police officers and government investigators must show their badge and identification at the security station. They must then be directed to the main office to speak with a principal or a designee.
- If the police have come to the school to handle an emergency situation, they shall be given complete authority to resolve the situation and all school staff must provide any necessary support.
- If the police have come to question a student regarding a criminal matter, the police must first obtain consent from the student’s parent, if the student is under 18. The principal or a designee can contact the student’s parent to receive consent for the police to talk to the student or to allow the parent time to come to school to participate in the interview.
- If the police wish to receive documents, the principal or a designee must contact KIPP DC Headquarters to receive clearance to release any educational records or other student data.
• If the police have come to the school to investigate a matter and wish to speak with school staff, the principal and all school staff should cooperate and answer any questions, as long as no undue disruptions are caused to the school environment or to class instruction.

**ATTORNEYS FROM UNITED STATES ATTORNEY’S OFFICE (USAO), OR THE OFFICE OF THE ATTORNEY GENERAL OF THE DISTRICT OF COLUMBIA (OAG), PUBLIC DEFENDER SERVICE, AND PRIVATE ATTORNEYS**

- All attorneys must show their badge and identification at the security station. They must then be directed to the main office to speak with a principal or a designee.
- If an attorney from OAG or USAO has come to question a student regarding a matter, the attorney must first obtain consent from the student’s parent, if the student is under 18. The principal or a designee can contact the student’s parent to receive consent for the attorney to talk to the student or to allow the parent time to come to school to participate in the interview, but is not required to do so.
- If any attorney wishes to receive documents, the principal or a designee must contact the KIPP DC Headquarters to receive clearance to release any educational records or other student data.
- If an attorney from OAG or USAO has come to the school to investigate a matter and wishes to speak with school staff, the principal and all school staff should cooperate and answer any questions, as long as no undue disruptions are caused to the school environment or to class instruction.
- If any attorney (or an attorney’s investigator or process server) wants to serve a subpoena on KIPP DC or a KIPP DC employee, the attorney shall be instructed to serve the subpoena on KIPP DC Headquarters.
- For attorneys from the Public Defender Service (PDS), and Private Attorneys (and their investigators and process servers), the following shall apply:
  - Under no circumstances should these types of attorneys have any direct interaction with students.
  - School staff may cooperate with these attorneys in the investigation of a matter, but are not required to do so unless a valid subpoena has been issued against a particular staff person. School staff must ensure that any cooperation causes no disruptions to the school environment or to class instruction.
  - School staff should contact the KIPP DC Headquarters for guidance before cooperating with PDS and/or private attorneys in any matter.
CONCERNS, COMPLAINTS, AND GRIEVANCES

A quality educational program for students at KIPP DC can be achieved best by all individuals working together harmoniously. There will be times, however, when an individual may feel the need to file a complaint.

When complaints or concerns occur, they should be resolved at the local school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals. However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. Complaints and concerns should be initially directed to the following individuals:

- Teacher
- Vice-Principal
- Principal

Although the first step in resolving concerns is usually taken at the local school, other offices at KIPP DC are available if you have a general inquiry or need assistance.

**General Inquiries**
For general inquiries about the school system and its policies and procedures, contact:

Irene Holtzman, Policy Director & Senior Advisor
Phone: 202-223-4505
E-mail: irene.holtzman@kippdc.org
Mail: 1003 K Street NW – Suite 700, Washington, D.C. 20001

**Discrimination Inquiries or Complaints**
Inquiries or complaints regarding discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation, including issues regarding the Americans with Disabilities Act or Title IX issues such as gender equity and sexual harassment, contact:

Irene Holtzman, Policy Director & Senior Advisor
Phone: 202-223-4505
E-mail: irene.holtzman@kippdc.org
Mail: 1003 K Street NW – Suite 700, Washington, D.C. 20001

**Contacting the Board of Trustees**
If you have a problem, complaint, information, or suggestion to bring to the attention of the Board of Trustees and school officials, or if you need information about general school system procedures or policies, contact:

Irene Holtzman, Policy Director & Senior Advisor
Phone: 202-223-4505
E-mail: irene.holtzman@kippdc.org
Mail: 1003 K Street NW – Suite 700, Washington, D.C. 20001

**Section 504 or IDEA Inquiries**
For inquiries regarding Section 504 of the Rehabilitation Act of 1973 (Section 504) or IDEA contact:

Michael Cordell, Chief Academic Officer
Phone: 202-223-4505
Email: michael.cordell@kippdc.org
FORMAL COMPLAINTS

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.

The first step in the formal process is to obtain a Formal Complaint Form from the school or from any of the offices listed below. Complete Part I and return it to the principal's office. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the principal or designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days.

Within 10 school days of receipt of the written complaint, or this meeting, if any, the principal should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the principal will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 workdays.

If you are not satisfied with the resolution:

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Chief Academic Officer. You must file your request for review within 15 calendar days of the principal's response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Headquarters, with a note explaining the basis for disagreeing with the decision.

KIPP DC Headquarters will respond, using a procedure and time limits similar to those followed by the principal, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of an additional 10 work days if the matter is unusually complicated or otherwise requires additional time.

The Chief Academic Officer, Policy Director, or their designee may respond by phone or in writing.
### CALENDAR & SCHEDULING

#### CALENDAR

KIPP DC’s calendar is distributed annually during the summer and some common important dates are outlined at the beginning of this handbook. While KIPP DC’s calendar is very similar to DCPS, it is not the same, and there are slight differences between schools and campuses. Please be sure to refer to your school calendar for all important dates for your school.

#### HOURS

All KIPP DC schools have both a regular and an extended school day. The regular day is from 8 AM to 2:30 PM. The extended day is from 2:30 PM to 4:15 PM. Most KIPP DC students are extended day eligible. KIPP DC reserves the right to determine a student ineligible for the extended day at any time. Be aware of the appropriate times for drop off and pick up. KIPP DC staff does not supervise students outside of school hours; they should not be dropped off early, nor picked up late.

#### SNOW AND INCLEMENT WEATHER POLICIES

**ONE AND TWO HOUR DELAYS**
- 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

**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.

**EMERGENCY EARLY DISMISSAL**
- If DCPS has an early dismissal: KIPP DC may not dismiss at the same time as DCPS. 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 or 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 INFORMATION LINE**

*If you do not know whether we are delayed, closed, or open during inclement weather, please listen to the recorded message at 202-253-6921.*

**EMERGENCY PLAN**

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.

**BIRTHDAYS (EARLY CHILDHOOD AND ELEMENTARY)**

KIPP DC recognizes the importance of birthdays in a child’s life and will do their best to make each student birthday special. In that regard, the class will honor all student birthdays in a way that is specific to their school. If a parent wishes to celebrate their child’s birthday at school, they must follow up with the school principal for school specific guidelines.
HEALTH, SAFETY, & SECURITY

HEALTH, MEDICATION, & CHILD WELFARE

KIPP DC strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in 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 in the nurse’s office. We will administer the medication 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 child’s use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor’s office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school. Students who have asthma or issues with anaphylaxis may benefit from a plan. Please contact the school Compliance Manager for the appropriate form for your physician. For further information on medication or any health related issues, please call our nurse.

Our student’s safety is our first priority at KIPP DC. Because schools are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that they are being abused at home, there is 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, or don’t want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc...
- A staff member 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 is engaging in risky behavior (including sexual behavior, drug use, etc...) and the parents are not able to or unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem.
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Parents are repeatedly not returning phone calls, responding to notes or letters home, or are not coming up to school for meetings.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.

PHYSICAL EDUCATION

The purpose of physical education (PE) is to provide your child 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. You are expected to ensure that your child is dressed appropriately for the weather. Parent requests for inside recess during cold weather impose a serious supervision problem, as teachers must be outside with the children. If there is a medical reason your child may not participate, please contact the PE teacher and school nurse.

BATHROOM POLICY

EARLY CHILDHOOD INFORMATION

Please note that students must be fully potty 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. We also ask that each child bring two changes of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom emergency. When emergencies arise, we will send home the uniform to be cleaned. Please replace clothing once it’s used, the weather changes, or your child’s size changes. It is the parent’s responsibility to ensure that their child has extra clothing at school (a complete set includes: underwear, socks, shoes, pants/shorts and shirt) at all times. It is not the school’s responsibility.
INFORMATION FOR ALL GRADES
The hand signal for a student who needs to use the bathroom will be to raise his or her hand in a fist. 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 further bathroom because of personal preference. Students can be put on a bathroom plan if they are abusing their bathroom privileges. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

MEALS AND HEALTHY EATING
KIPP DC participates in the National School Lunch Program. Free breakfast is provided to all students, free lunch is provided to all students who qualify for free or reduced lunch under the National School Lunch Program. Other students may purchase school meals (on a monthly basis) or bring meals from home. KIPP DC provides free afternoon snacks to all students. Early Childhood and Elementary Schools have a healthy snack policy; please see your school Principal for guidelines.
NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with KIPP DC are hereby notified that KIPP DC does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning KIPP DC’s compliance with Section 504 or the ADA as it applies to students or who wish to file a complaint regarding such compliance should contact:

Section 504 & ADA Coordinator:
Irene Holtzman
irene.holtzman@kippdc.org
202-223-4505

For inquiries or to file a complaint regarding KIPP DC’s compliance with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact:

Section 504, ADA, Title VI, Title IX, and Age Act Coordinator:
Irene Holtzman
irene.holtzman@kippdc.org
202-223-4505

NO CHILD LEFT BEHIND PARENT’S RIGHT TO KNOW TEACHER QUALIFICATIONS

The Federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, KIPP DC will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

KIPP DC is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact your school’s Compliance Manager.
COMPUTER & 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 Federal law, students shall receive education about the following:

A. Maintaining safety and security while using the Internet;
B. The dangers inherent with the online disclosure of personally identifiable information; and,
C. The consequences of other unlawful or inappropriate activities by students online.

Building principals 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 in 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 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 providing 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.
The following uses of the KIPP DC Internet system are considered unacceptable:

**Personal Safety and Personal Privacy**
You will not post personal contact information about yourself. Personal contact information includes, but is not limited to, your address, telephone number, school address, and home address. This information may not be provided to an individual, organization, or company, including through e-mail or through websites that solicit personal information, social networking websites, or internet chat rooms. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable or unsafe, including any instances of cyberbullying.

**Illegal Activities**
You will 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. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will 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.

**System Security**
You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will 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.

**Inappropriate Online Behavior**
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.
You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online at any websites.
You will not post information on any websites that could cause damage or a danger of disruption. You will not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop immediately.
You will not knowingly or recklessly post false or defamatory information about a person or organization on any websites.

**Respect for Privacy**
You will not transmit via e-mail or re-post on any website a message that was sent to you privately without permission of the person who sent you the message. You will not transmit or post private information, including personal contact information, about another person through e-mail or on any websites.

**Respecting Resource Limits**
You will use the internet system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will check your e-mail frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mailing lists that are relevant to your education or career development.

**Plagiarism**
You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

**Copyright**
You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

**Inappropriate Access to Material**
You will 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 you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents or guardians should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent’s or guardian’s 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 your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the KIPP DC disciplinary code, or the law.

Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your 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 you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the KIPP DC disciplinary code.

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 you 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. Your parents 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.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. 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 or eligible students should submit to the School principal [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 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 or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [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 or eligible student, the School will notify the parent 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 or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(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 that administers FERPA are:

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

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

**Receive notice and an opportunity to opt a student out of**—
1. Any other protected information survey, regardless of funding;
2. 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
3. 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—
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. 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, 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 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 to opt his or her child out of participation of the specific activity or survey. KIPP DC will make this notification to parents 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 will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents 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, D.C. 20202-5901
**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 D.C. 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 child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed fifteen (15) days. The local school must provide the parent, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

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

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

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

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

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

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

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

**Pertinent section of DC Code § 2-1402.11:**

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.
This information (dated June 1, 2014) is provided as partial fulfillment of AHERA (Asbestos Hazard Emergency Response Act) 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.