



# **Parent & Student Handbook**

## **2024-2025 School Year**

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## School Closing

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- KIPP Philadelphia Public Schools makes its own decisions regarding school closures. Our school closures will be announced on all local television and radio news stations, as well as our social media sites. **Our KYW School Closing System Number is 701.**
- In the event that weather conditions become hazardous during the school day, KIPP Philadelphia Public Schools will contact parents and send students home on the bus. If students are walkers or car riders, parents are responsible for arranging transportation for their child.

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## Lunch and Breakfast

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KIPP Philadelphia will be participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP) in the 2024-2025 school year. All enrolled students of KIPP Philadelphia Public Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2024-2025 school year.

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## Uniforms

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All students are required to be in uniform every day unless otherwise noted. Please see your school's uniform policy for specific requirements.

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## Visitor Policy

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KPPS welcomes parents/guardians to visit their children's school and observe their children in the classroom. To visit, parents/guardians/other visitors need to:

1. Make an appointment with the school for a day to visit;
  - i. On the day of the appointment: Show the front desk staff a photo ID;
  - ii. Receive a school visitor badge; and
  - iii. Be escorted by a school employee while in the building.

Please note that some days are not appropriate for visits (e.g., testing days). For this reason, KPPS reserves the right to deny and/or set a timeline for visit requests. Given this, we require you to make an appointment prior to a classroom visit. You can call or email the school ahead of time so that we are aware of the visit and let you know the availability of staff. Additionally, for the safety of our students and staff we do not allow unescorted adults to walk throughout the building.

KIPP reserves the right to remove parents who are disruptive to the educational process. To that end, parents are reminded that the observation of classes does not allow parents to engage with their individual child(ren), participate in classroom lessons or engage teachers/classroom

staff in conversations.

## Attendance

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KPPS requires that school age students enrolled in KIPP schools attend school regularly, in accordance with state laws. It is critically important to the success of your student that he/she attends every day.

KPPS considers the following conditions to be an excused absence:

1. Student illness when the parent/guardian has provided a written description of the illness within three (3) days of its onset and the total days of absence in any one (1) school year does not exceed **ten (10) days**. A doctor's note is required to excuse for any absence for illness **of three (3) or more consecutive school days**;
2. Student illness exceeding ten (10) total school days in one (1) school year, when the parent/guardian provides a note or script signed by a licensed physician describing the illness and substantiating that the illness requires absence from school;
3. Serious illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend);
4. Necessary appointments (doctor, dentist, etc.) that cannot be made outside the school day, upon written request by a parent/guardian and prior approval by the building principal. (KPPS highly encourages scheduling appointments at the beginning or end of the day so that your student misses as little school as possible);
5. Emergencies requiring a student's service or presence at home that can be verified;
6. Required court attendance, upon written request by a parent/guardian and prior approval by the building principal;
7. Educational tours and trips, upon written request by a parent/guardian and prior approval by the building principal;
8. Authorized school activities;
9. Obligatory religious observances of the student's own faith, upon written request by a parent/guardian and prior approval by the building principal; and,
10. Out of school suspension.

All absences will be considered unlawful/unexcused until the school receives a written excuse explaining the reason(s) for the absence, to be submitted within three (3) calendar days of the

absence. It is the responsibility of the Parent/Guardian to ensure that the school receives written excuses within the required time period of three days after absence. Failure to provide a written excuse within three (3) calendar days will result in the absence being counted permanently as unlawful/unexcused

## Truancy

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### **Three (3) Unexcused Absences**

A child having three (3) or more school days of unexcused absence in the current school year is considered **truant**.

- When a student accumulates three (3) unlawful absences, KIPP sends the parent/guardian/student a letter within ten (10) school days of the third unlawful absence notifying them that the student has accumulated 3 unlawful absences.
- KIPP will also report these unlawful absences to the Pennsylvania Department of Education.
- A School Attendance Improvement Conference (SAIC) will be arranged by KIPP personnel to develop a Student Attendance Intervention Plan (SAIP). At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and/or parents/guardians. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of the family and student responsibilities, and levels of performance monitoring that include rewards and consequences. (NOTE: Parents/guardians may be asked to sign a Release of Records form in an effort to collaborate with outside providers in the development of the SAIP)
- A referral to a truancy prevention program may be made for the student.
- Notice of subsequent unlawful absences will be sent home to the child's parent/guardian advising them that a citation may be sent to the District Attorney.

### **Six (6) Unexcused Absences**

A child having six (6) or more school days of unexcused absence is considered **habitually truant**.

- Student will be referred to the Student Assistance Program (SAP).
- A School Attendance Improvement Conference (SAIC) will be arranged by KIPP personnel to develop a Student Attendance Improvement Plan (SAIP). At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and/or parents/guardians. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of the family and

student responsibilities, and levels of performance monitoring that include rewards and consequences.<sup>2</sup>

### **Ten (10) or more school days of unexcused absences**

- Any KIPP student who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by KIPP to the District Attorney's office (DA) for services, which may include addressing family issues that may be responsible for the child's truant behavior, or possible adjudication as a "dependent" child under the Juvenile Act.
- The referral to the DA may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge.
- In its sole discretion, KIPP may decide to refer a family to the DA instead of sending a citation to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP will be forwarded to the DA.

### **10 Cumulative Absences**

A maximum of ten (10) days of cumulative lawful absences is permitted during one school year. KIPP will issue a "Ten (10) Day" letter informing the family when a student accumulates 10 cumulative absences.

- If warranted, a School Attendance Improvement Conference (SAIC) shall be arranged by school personnel to develop a School Attendance Improvement Plan (SAIP). At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and/or parents/guardians.
- The plan could include accessing academic and social/health supports from the school and community organizations, an outline of the family and student responsibilities, and levels of performance monitoring that include rewards and consequences. A referral to a truancy prevention program may be made for the student.

NOTE: Parents/guardians may be asked to sign a Release of Records form in an effort to collaborate with outside providers in the development of the SAIP.

**NOTE: If a student is absent 10 consecutive days, KPPS must drop the student from active membership roll unless a legal excuse is provided. If a student is dropped from the active membership roll, the parent or guardian must apply to re-enroll the student. For the school year in which the student was dropped, the student will be placed on the wait list. For subsequent school years, the student must apply again to the school's lottery through ApplyPhillyCharter.**

### **Missed School Work**

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Students who miss a day will be responsible for all missed assignments. Please talk to your teacher about the procedure for make-up work.

## Tardy

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Please see your school's start time. If a student arrives after the start time, they are considered tardy. Note, a student must attend school for at least three hours to be considered present for the day.

## Grading Policy

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### Grade & Grade Point Average Scales

#### Grades 5-12 Default Course Scale

<b>GPA Points</b>	<b>%</b>	<b>Letter Grade</b>
4.0	93-100	A
3.67	90-92	A-
3.33	87-89	B+
3.0	83-86	B
2.67	80-82	B-
2.33	77-79	C+
2	73-76	C
1.67	70-72	C-
1.33	67-69	D+
1	63-66	D
.67	60-62	D-
0	50- 59	F
0	0	EX
0	0	I

#### High School Honors and Advanced Placement Grade Scale

<b>GPA Points</b>	<b>%</b>	<b>Letter Grade</b>
5.0	93-100	A
4.67	90-92	A-
4.33	87-89	B+
4.0	83-86	B
3.67	80-82	B-
3.33	77-79	C+
3	73-76	C



2.67	70-72	C-
2.33	67-69	D+
2	63-66	D
1.67	60-62	D-
0	50-59	F
0	0	EX
0	0	I

### Pass / Fail Grade Scale

The pass / fail grade scale is used for Advisory, Senior Internship, and some Enrichments, Seminar, and student support classes.

GPA Point s	%	Letter Grade
4	60-100	P
0	50 - 59	F

### Terms & Category Weights

#### High School Terms

In the high school grading scale each quarter is worth 20% of the overall grade, and each exam period is worth 10% of the overall grade.

Y1 100%					
S1 50%			S2 50%		
Q1 20%	Q2 20%	E1 Midterms 10%	Q3 20%	Q4 20%	E2 Finals 10%

When calculating the grade for each semester (which is how grades are calculated in PowerSchool) each quarter represents 40% of the overall semester grade and the Exam Period represents 20% of the semester grade.

S1 100%		
Q1 40%	Q2 40%	E1 20%

## Elementary & Middle School Terms

In the Middle School grading scale each term is worth one quarter of the overall grade. Elementary schools also have 4 quarters however, we do not calculate traditional A through F grades in elementary schools.

Y1 100%			
Q1 25%	Q2 25%	Q3 25%	Q4 25%

## High School Graduation Requirements

Students must have the following school requirements to be promoted to the next grade level or to graduate. These requirements may be adjusted for students with an Individualized Education Plan in accordance with state and federal policies & regulations. The requirements were designed to be more aligned with PA DOE guidance and the requirements. They were approved by the KPPS board for use starting in the 21-22 school year and will apply to the class of 2022 forward.

Credit Type	Credits Required	Course Name Examples <i>Note: List does not include all KDCA Courses</i>
English	4	English I, English II, English III, English IV
Math	4	Algebra I, Geometry, Algebra II, Statistics, Pre-Calculus, Calculus
Social Studies	4	Modern World History, US History, Civics & Economics, African American History
Science	3	Environmental Science, Biology, AP Biology, Chemistry, Anatomy & Physiology
World Language	2	Spanish I, Spanish II, Spanish III, Spanish IV
Arts/Humanities	2	General Music, Advanced Music Performance, Visual Arts, Theater, Junior Seminar, Advisory, Mathematical Concepts, Creative Writing, Media Literacy
PE/Health	1	Physical Education I, Football, Cheerleading, Basketball, etc.
Senior Project	.5	Senior Seminar
Enrichment / Flexible Credits*	3.5	20.5 of the 24 credits needed to graduate must meet the required minimum credits listed above. The final 3.5 earned credits can be of any type. Students are encouraged to take additional coursework in their area of interest. Courses that cover content

		that does not fit into other credit types use the Enrichment credit type. Examples include: Junior Seminar, Keystone Algebra, and Advisory.
Total	24	

Act 1 of 2022 does provide that students can qualify for additional pathways to graduation due to experiencing educational instability. Education instability means one or more changes in school entity enrollment during a single school year as a result of any of the following:

1. Homelessness as defined in McKinney-Vento.
2. An adjudication of dependency.
3. An adjudication of delinquency
4. An adjudication as part of court-ordered services under a voluntary placement or custody agreement.

Students graduating pursuant to Act 1 of 2022 may be able to obtain a diploma from (1) their current school (i.e, KIPP); 2. a prior school entity; or (3) through a Keystone Diploma. For such eligible students, KIPP will appoint a Point of Contact for the student and family for student in grades 9-12 to develop and execute a graduation plan in collaboration with the student to support the student’s on-time graduation.

Community Service Requirements

Each high school student is required to complete 20 hours of community service. These hours can be completed starting in a student’s Freshman year.

Health Information

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Each student must have a certificate of immunization at the time of registration or no later than the first day of school. KIPP Philadelphia Public Schools will require all students to have all required immunizations and vaccinations. The only exemptions to the school laws for immunizations are:

- For medical reasons when a child is deemed to have a medical contraindication which may contraindicate immunization and is so certified by the child’s physician. Such certificates may be accepted in lieu of a certificate of immunization.;
- For religious reasons when the parent or guardian of the child (and/or the child themselves) adheres to a religious belief whose teachers are opposed to such immunization.
- Or holds a strong moral or ethical conviction similar to a religious belief that is

opposed to such immunizations.

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Before a child can be permitted to enter and attend school (subject to the initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals.

### Illness During School Hours

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If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

If a child needs to take medicine at school, he/she must give the medicine to the School Nurse at the beginning of the school day with [a completed medication form](#) (for prescription medicine) or parent (for over the counter items, such as aspirin or cough syrup) with exact dosage and times for administration. This medicine must also be in the correct prescription bottles. KIPP cannot accept medication outside of the prescription bottle.

Students with asthma should bring an inhaler prescribed by their doctor to school each day. Asthmatic students should notify a school staff member as soon as breathing becomes difficult.

### School Social Work Services

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School-based, social work services are available on a limited basis through our school social work staff. The scope of practice for a school social worker is much more limited than that of an outside therapy agency or provider. School social workers work with students on issues or concerns that are present during the school day or impact their ability to engage in school in productive and healthy ways. School social work services are not meant to replace therapeutic interventions or treatment from outside agencies or providers for significant mental health concerns.

The following is a list of the most common ways that school social workers support students at KPPS. For more information or specific questions about the services available, please contact your school.

- Providing in-class lessons to students on coping skills, wellness strategies or other information that supports the healthy social-emotional development of students.

- Providing services to students with 504s or IEPs directly related to their disability and specific goals where group or individual counseling are considered an appropriate accommodation or intervention.
- Providing crisis response services and basic crisis assessment for students in severe emotional distress in order to maintain the student's safety and/or the safety of others.
- Providing group or individual counseling services to students as part of the MTSS or SAP processes.
- Providing group or individual counseling services based on a referral for services.
- Providing referrals out to services in the community.
- Serve as the liaison with outside providers should your child receive outside therapeutic services.

Finally, school social workers are staff of KPPS and, as such, may interact with students on a day to day basis in the regular course of their duties related to student safety and school culture, just as any staff member.

#### Fire Drills/ Natural Disasters

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Posted in every room is a map detailing the evacuation protocol. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must not stop at the restrooms or lockers. They must proceed directly to the designated area and wait for instructions. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. *There is to be no talking during a fire drill.*

#### City-wide Emergencies

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In the event of a city-wide emergency, KIPP Philadelphia Public Schools staff will hold all students in the school building or evacuate students to a safe building. Parents will receive communication and updates via ParentSquare. Parents should contact the school to arrange transportation for students. If city telephone lines are down or contact with the school is difficult, parents should contact the school staff via their cell phones.

#### Procedure for Parent/Guardian Concerns

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If a parent has a concern or disagreement, they should discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion. If there is no resolution to the problem, the parent/guardian should then contact the Assistant Principal. The Assistant Principal will mediate the problem with all parties involved. If the matter is still not resolved satisfactorily, the parent may contact the Principal, then the principal's manager. If the matter is still not resolved, the parent may address the concern to the CEO. If the matter remains unresolved, the parent may address the concern to the President of the Board of Trustees. Contact information for the principal's manager, CEO, and President of the Board of Trustees

may be obtained by contacting the main office of any of the KIPP Philadelphia Public Schools.

### Honor Code

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KIPP Philadelphia Public Schools is committed to the academic, social and ethical development of each member of our learning community. We feel that plagiarism and cheating inhibits a student's academic achievement and compromises the trust between teacher and student, which is fundamental to the learning process. The guidelines set forth in this policy identify what constitutes plagiarism and cheating, the consequences of participating in such endeavors, and promotes the values of academic integrity among students, faculty, and administration.

*Cheating is a serious offense. If a student copies another student's class work, homework, project, or test, or if a student gives another student his/her work, it is considered cheating.*

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. This includes simply cutting and pasting directly from websites.

KIPP Philadelphia Public Schools requires adherence to this Honor Code. Students must promise at the beginning of the academic year to always present and turn in his/her own original work. Students found in violation of the Honor Code by cheating on a test or assignment will cause the child to receive an appropriate school-based consequence.

### School Books and Equipment

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Depending on the requirements for different classes, students may be assigned textbooks, novels, calculators, or other school equipment. Teachers will track which book or piece of equipment has been given to the individual students, and its condition. If the book or equipment is lost or damaged while in the student's possession, the child and their family is financially responsible for replacing it. The school will give the parent an invoice, and the parent is expected to pay the school the amount therein in cash, money order, or credit card.

### Computer/ Internet Use

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Students at KIPP Philadelphia Public Schools (KPPS) will be issued a Chromebook laptop (herein called a "laptop") and in some cases, a Google Apps for Education account, for the student's use during the school day (provided that this Agreement is signed and returned). There is no cost associated with the use of each student's individual laptop. With proper care and responsibility, each laptop will function for many years.

- Students must keep their school-issued computers secure and damage free.
- Students must follow these general guidelines for keeping the computer secure and damage-free:
  - Do not loan your computer or charger and cords.

- Do not leave the computer unattended.
- Do not eat or drink while using the computer or have food or drinks in close proximity to the computer.
- Do not place the computer on the floor or in sitting areas such as desks or chairs.
- Do not leave the computer near table or desk edges.
- Do not stack objects on top of the computer.
- Do not put papers or pen/pencils between the keyboard and screen.
- Do not carry the computer when it is open.
- Do not visit any unauthorized sites. Attempting to bypass any safety filters through hacking, and other unlawful activities, is prohibited.
- Do not disclose, use, and disseminate any personal information regarding minors is prohibited.

### Monitoring of Computers

- KPPS will monitor student computers as a routine matter. Filtering will be provided for all Internet-enabled computers used by students, patrons, and staff.
- KPPS will inspect the contents of computers in the course of an investigation triggered by indications of misconduct, as needed to protect health, safety, and welfare, or as needed to prevent interference with the academic mission of the institution, or as needed to locate substantive information required that is not more readily available by other means.
- KPPS will respond to legal processes and fulfill its legal obligations. KPPS will inspect computers in random checks on a periodic basis. Any detected misconduct will result in consequences for the computer user.
- The contents of e-mail or any other communications may be disclosed without permission if such disclosure is required to satisfy a legal obligation.

### Responsibility for Damage

If the laptop or any of its peripherals is damaged or lost, the student and parent are responsible for the reasonable cost of repair or replacement. We will endeavor to repair all items in-house, but items that cannot be repaired by our technicians and are not covered under warranty will incur charges for repair or replacement. *Students will be charged up to \$200 (cost of replacement) if it is lost or deliberately damaged or vandalized.* Any evidence that the computer's security seal has been tampered with will result in the loss of laptop privileges for the remainder of the school year and a \$250.00 charge for the district to certify that the laptop hardware has not been tampered with, replaced, or damaged.

The computer is and remains the property of KIPP Philadelphia Public Schools.

## **KIPP Philadelphia Student Acceptable Use Policy**

KIPP Philadelphia Public Schools 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 the CIPA.

**INTERNET SAFETY** KIPP PHILADELPHIA PUBLIC SCHOOLS' policy of Internet safety is enforced and includes measures to lock or filter Internet access for both minors and adults to certain visual depictions. These include 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 Philadelphia Public Schools' 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 the KIPP Philadelphia Public Schools' 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 Philadelphia Public Schools 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 Philadelphia Public Schools' disciplinary code and the law in your use of the network.

**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 web content filter using Open DNS and Microsoft Active Directory and reserve the right to use push technology to update the machines with additional security. This combination provides KIPP PHILADELPHIA PUBLIC SCHOOLS with the ability to block objectionable material when questionable material is attempted to be accessed.

**STUDENT INTERNET ACCESS** The Web is a global database system providing access to information from around the world. Students may have access to Internet 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 services deemed acceptable by the KIPP PHILADELPHIA PUBLIC SCHOOLS' network. KIPP PHILADELPHIA PUBLIC SCHOOLS' students should not expect that these email accounts are private, nor that they are unmonitored.

**UNACCEPTABLE USE** The following uses of the KIPP PHILADELPHIA PUBLIC SCHOOLS' network are considered to be unacceptable:



**1. Personal Safety and Personal Privacy** You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. 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.

**2. Illegal Activities** You will not attempt to gain unauthorized access to the KIPP PHILADELPHIA PUBLIC SCHOOLS' 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, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

**3. System Security** You are responsible for the shared user account you use to access KIPP PHILADELPHIA PUBLIC SCHOOLS' computers and network resources during the times when you are using that account. You must take all reasonable precautions to prevent damage to that account. You will immediately report technical issues with that account or suspicious content appearing in that account to a teacher or to the system administrator. You will immediately notify a teacher or the system administrator if you have identified a possible security problem with the account or the computer. 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.

**4. Inappropriate Language** Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, 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 those messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

**5. Respect for Privacy** You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

**6. Respecting Resource Limits** You will use the 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 mail lists that are relevant to your education or career

development.

7. **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.

8. **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.

9. **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 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 instructions in this matter.

**DISCIPLINARY ACTIONS** The KIPP PHILADELPHIA PUBLIC SCHOOLS' Network 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 PHILADELPHIA PUBLIC SCHOOLS' 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 PHILADELPHIA PUBLIC SCHOOLS 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 present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the KIPP PHILADELPHIA PUBLIC SCHOOLS' disciplinary code].

**LIMITATION OF LIABILITY** The school makes no guarantee that the functions or the services provided by or through the KIPP PHILADELPHIA PUBLIC SCHOOLS' Network system will be error-free or without defect. KIPP PHILADELPHIA PUBLIC SCHOOLS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.

KIPP PHILADELPHIA PUBLIC SCHOOLS are 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 on the work done by the University of Oregon.

## Lockers

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Lockers are provided for the use of students but remain the property of the school. Students may not use a locker to store a substance or object which is prohibited, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Students are required to:

- keep their lockers locked at all times;
- avoid sharing lockers, switching lockers, or using any locker other than the one assigned to them; and
- notify the administration when a lock is lost or a locker is malfunctioning

## Metal Detector Entry Search

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The Board of Trustees of the KIPP Philadelphia Public Schools (“KIPP Philadelphia”) is committed to maintaining safe, orderly schools, to promote health and safety within the school setting, and to provide a school environment conducive to education.

To combat school violence and the potential presence of weapons in our schools, KIPP Philadelphia may utilize metal detectors to detect firearms, knives, and other weapons. This policy is applicable in all situations in which students are subject to school disciplinary rules pursuant to state law as well as the Student Code of Conduct including: 1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; 2) off school grounds at a school activity, function, or event; or 3) traveling to or from school or a school activity, function, or event.

### **Authority**

Pursuant to 24 P.S. § 13-1317.2, it is prohibited for a student to possess a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Additionally, under 18 Pa.C.S. § 912(b), a person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing

transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

As used in this policy, the term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

The CEO may recommend that the Board purchase metal detectors approved for KIPP Philadelphia's intended use, shall schedule training and re-training for all personnel using metal detectors, and shall coordinate all metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications and KIPP Philadelphia procedures.

### **Procedure**

All students may be subject to screening. In the event metal detector screenings are conducted:

- Metal detector screenings of students and their belongings shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students' privacy rights.
- Students and their personal belongings shall be screened by KIPP Philadelphia employees using a hand-held metal detector (wand) owned by KIPP Philadelphia or my other metal detector equipment. The screening should be conducted, when possible, by an employee of the same sex of the student.
- Consistent scanning techniques shall be used for each student.
- KIPP Philadelphia employees conducting the metal detector search should not make contact with the student's body with the wand, if used.

Prior to being scanned, a student will be asked to remove any metal objects (e.g., keys, phones, belt buckles, etc.) and set those objects aside. If during the screening of a student the detector is activated, the student shall be asked whether he or she has anything made of metal in the area scanned. If the article is removable (e.g., a set of keys), the student shall be asked to remove the article and the screening repeated. If the detector is again activated and the article cannot be removed (e.g., a belt buckle), the staff member shall visually confirm the student's explanation. If the activation cannot be explained or eliminated, then the student and his or her belongings shall be directed to a private area. An expanded search (i.e., a pat down of the student or inspection of a book-bag or purse – see Search and Seizure policy) shall be conducted, if possible, by an employee of the same sex as the student. At least one other school employee shall be present during any search. The scope of the search should be focused on detecting a weapon.

The purpose of metal detector screenings is to deter the possession of weapons such as guns, knives, or other dangerous objects capable of inflicting bodily harm or injury. Screenings are not to be used for the purpose of searching students suspected of violation of other school policies

and regulations. If during a screening contraband is incidentally discovered (such as tobacco or drugs), the possession of which is a violation of school policy or statute, the items shall be confiscated, and students will be subject to discipline.

KIPP Philadelphia employees shall not conduct a strip search or arrange any clothing of an individual to permit a visual inspection of the underclothing, breast, buttocks, or genitalia.

Possession of a firearm, knife or other dangerous object shall subject students to disciplinary proceedings and/or arrest.

### **Reasonable Suspicion**

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. "Individualized reasonable suspicion" means a belief based on the totality of the circumstances which, when taken together in the context of the school building or activity in which they occur, make the student or property searched more likely than a student or property selected at random to contain or possess evidence of a violation of state or federal law, a violation of school rule, or a condition that endangers the safety or health of the students or others.

Information provided by other persons may be considered by an administrator as a part of the administrator's individualized reasonable suspicion where the administrator has reason to believe the information is credible.

### **Random Checks**

The building principal may decide to conduct a random metal detector check on all students before entering the school, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

### **Notice**

Before the initiation of the metal detector checks, KIPP Philadelphia administration will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

### **Avoiding or Refusing Detection Process**

If a student attempts to avoid a metal detector screening, it shall be considered sufficient cause to immediately search the person and their belongings. Anyone refusing to submit to the metal detection screening will be considered grounds for disciplinary action.

### **Students with Disabilities**

KIPP Philadelphia employees will be instructed to ensure that people with disabilities will be thoroughly screened while being sensitive to each person's condition. Service animals will be visually inspected.

### **Law Enforcement Involvement**

The school principal or his or her designee will generally not use law enforcement officers to conduct metal detector screenings; however, the school security personnel conduct screenings.

Law enforcement officer involvement in metal detector screening procedures will be limited to:

- Sharing information regarding threats made against students, administrators, teachers, or the School that may require the school to conduct metal detector screenings, and
- Calling upon law enforcement in the event that a weapon is discovered or suspected based on a metal detector activation.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.

### **Search and Seizure**

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The Board of Trustees of the KIPP Philadelphia Public Schools is dedicated to ensuring the safety of its students, families and staff. As such, safety concerns now require the use of magnetometers or scanning devices for comprehensive searches in school or random entry searches of students and visitors, to schools, school buses, or school programs when circumstances in a community, or information received by the school, raises a heightened likelihood of weapons possession and/or violence in a school or between segments of the student population.

The Board of Trustees acknowledges that the Fourth Amendment of the United States Constitution prohibits unreasonable searches and seizures. As such, any and all such searches or seizure must be justified and of reasonable scope.

While recognizing the important protections that students enjoy under the Fourth Amendment as well as the Fourteenth Amendment of the United States Constitution (related to equal protection and privacy, the Board of Trustees has weighed the importance of the protection of students; rights against the importance of a safe school and has determined that it must maintain a safe environment to support the learning environment – which is supported by state and federal courts. As such, the presence of weapons in our schools had led the Board to conclude that certain searches are reasonable, including a school Entry Search.

Students and visitors upon entering the school building, school program, athletic contest, or activity location are subject to a search of their physical person and all items in their possession by means of metal detectors, X-ray equipment, or by hand, for the purpose of preventing the introduction of weapons, contraband, or illegal items.

A weapon, as defined by Pennsylvania law is, any object, device, or instrument that is designed as a weapon or that is capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, shotgun, or rifle, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku; any chemical agents such as pepper spray or mace; stun gun; incendiary device; and any other tool, instrument, or object used or intended to be used to inflict serious bodily injury to another. The term shall also include any simulated, replica, toy, or look-alike weapon.

A student may be subject to an individual search (including their person, bookbags, purses, backpacks, etc.) only if there is reasonable suspicion that:

- a. There has been a criminal infraction or the violation of a school policy or rule governing behavior or discipline, and
- b. The individual who is the subject of the search participated in the infraction or violation, and
- c. Evidence of the infraction or violation, or proceeds from them, may be in the possession of the student in the location to be searched.

Except in situations when there is an immediate threat to the health, safety, or welfare of the student or others, the scope of a search should be limited to the least intrusive means available. Escalation of the scope or intensity of the search may occur only when warranted by the seriousness of the infraction or violation, and the information supporting the investigation.

In the secondary schools, the administration may use walk-through metal detectors, X-ray scanners and hand-held metal detector or a physical pat-down. Any packages, bookbags, etc. may be subject to searches by hand if warranted by the x-ray or metal detector results.

Students may be requested to remove outerwear, shoes, blazers, coats, sweaters, jackets, shoes, or below the knee socks, or to loosen a belt or sash, provided this request does not result in the exposure of a person's bare skin or undergarments in the areas above the knees and below the neck.

No search procedure by a school employee shall be conducted on a student that involves reaching under a person's clothing to come into contact with the person's bare skin or undergarments or expose a person's bare skin or undergarments in the area above the knees and below the neck is forbidden. Any such intrusive searches may only be conducted by law enforcement if such law enforcement official deems it necessary to further investigate the presence of a weapon (see below).

When school authorities have exhausted all reasonable alternatives and still have reason to believe that contraband or proceeds of a crime are in the possession of the person being investigated, the Philadelphia Police Department (PPD) may be called and presented with the facts. School personnel shall then leave the issue of any further investigation of any person to the discretion of the PPD and shall not urge any particular course of conduct by the police or demand that the student to cooperate with the police.

As a condition of providing student lockers storage areas, the KIPP Philadelphia Public Schools reserves the right to enter such storage areas at all times, without the permission of the student to whom the storage areas are assigned and that students should have no reasonable expectation of privacy for this school-owned property. Prior to a locker search, students shall be notified and given an opportunity to be present, however KIPP Philadelphia Public Schools may search student lockers without prior warning if there is a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school.

It is further agreed by students that entry by KIPP Philadelphia Public Schools' personnel or law enforcement in a student locker or school storage area is a lawful search, and any items found therein which are unlawful to possess, or which have been used contrary to any school rule or policy, may be confiscated.

Any person who refuses to cooperate in the scanning process will be referred promptly to the principal or his/her designee for appropriate action.

### Human Rights Policy

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KIPP Philadelphia Public Schools brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. KIPP does not discriminate against any individual based on race, ethnicity, color, religion/spirituality, sex, gender identity, gender expression, sexual orientation, national origin, age, ability, socioeconomic status, language, body size, citizenship, housing or neurodivergence. KIPP Philadelphia Public Schools is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. KIPP Philadelphia Public Schools wishes to stress that it is the responsibility of every member of the KIPP Philadelphia Public Schools community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the KIPP Philadelphia Public Schools community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.



## Title IX

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Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally funded education programs which includes prohibits discrimination and harassment based on sex, sexual orientation, gender identity, and sex characteristics, or status of pregnant and parenting students. Please see KIPP Philadelphia's website to review the Title IX policy.

## Harassment

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KIPP Philadelphia Public Schools is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
4. Students should notify their teacher, or the School Leader. If they are uncomfortable doing so, they should speak with another adult.
5. If you are an adult, notify the School Leader.

As soon as possible, the adult notified will report to the School Leader and/or Chief Operating Officer.

The School Leader or Chief Operating Officer will notify the authorities, if necessary. The School Leader or Chief Operating Officer will appoint independent and qualified individuals to investigate the matter in a swift, confidential and equitable manner. The School Leader will communicate the final decision directly to the parties involved.

## Abuse

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All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to make a report of suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They have contact with the child as part of work or through a regularly scheduled program activity or service; OR
- They are directly responsible for the care, supervision, guidance or training of the child or work for an agency that is directly responsible for the care, supervision, guidance, or training of the child; OR
- Someone makes a specific disclosure to the mandated reporter and the child is identifiable (This includes children that the mandated reporter may not know through their work or volunteer position); OR
- A person 14 years old or older makes a disclosure that he/she has committed child abuse

(This includes children that the mandated reporter may not know through their work or volunteer position).

The child does NOT have to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse.

Mandated reporters must not try to determine whether abuse has happened. They are not investigators and should not ask questions about what happened, who did it, and so forth

beyond reaching the threshold of reasonable cause to suspect that the child has been abused.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a crime which can be graded anywhere from a misdemeanor to a felony of the second degree. Falsely reporting information to the hotline is also a misdemeanor of the second degree.

## Bullying

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First and foremost, KIPP Philadelphia Public Schools takes the safety and interests of each and every child in our school as first priority. We take reports and incidents of bullying extremely seriously and immediately address any issue at the Assistant Principal level, bringing in the School Leader when appropriate.

For purposes of this code, "Bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts, including any act of Cyberbullying:

- Directed at another student or students;
- Which occurs in a school setting;
- That is severe, persistent or pervasive; and
- That has the effect of doing any of the following:
  - Substantially interfering with a student's education;
  - Creating a threatening environment; or
  - Substantially disrupting the orderly operation of the school.

The term "school setting" includes "in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school."

The term "Cyberbullying" means "willful and repeated harm inflicted through the use of computers, cell phones, the internet or other electronic or mobile devices, including without limitation, sending or posting harmful or cruel text or images to bully, intimidate or embarrass others."

For the purposes of this policy, Bullying shall, at the discretion of KIPP Philadelphia Public Schools, include acts that occur outside a school setting if those acts are (i) directed at another student, (ii) severe, persistent or pervasive, (iii) and cause a substantial disruption within the school setting.

If any of these incidents are reported or witnessed, teachers are instructed to immediately document what has occurred and collect written accounts from all participants and witnesses. This information is then transferred immediately to the designated staff member at the school. The staff member is to then conduct a formal and thorough investigation and inform all parents connected to the incident. If necessary, parents will be brought in for team meetings with the students, deans, and School Leader. Appropriate consequences will be determined by the teachers and deans and could include, but is not limited to, loss of KIPP dollars (where applicable), being placed on a Behavior Plan, and/or suspension or expulsion.

Students will be referred to the school's discipline system to determine whether suspension and/or expulsion is warranted. The School Leader to determine whether the child will be suspended or, after a formal hearing, recommended for expulsion.

#### Student Suspension and Expulsion Policies

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***“Short term suspensions” shall refer to the removal of a student from school for disciplinary reasons for a period of three or fewer days.***

***“Long term suspensions” shall refer to the removal of a student from school for disciplinary reasons for a period of exceeding three days but no more than 10 days.***

***“Expulsions” shall refer to any removal more than 10 days up to the permanent removal of a student from school for disciplinary reasons.***

*Note: Kindergarten and 1<sup>st</sup> grade students may not be suspended unless their actions result in serious bodily injury.*

#### Short Term Suspensions

A student who has committed any of the infractions listed below will be subject minimally to a short-term suspension, unless the School Leader determines that an exception will be made based on the individual circumstances of the incident and the student's disciplinary record. Depending upon the severity of the infraction the student will be subject to a long-term suspension, expulsion, or referral to the appropriate law enforcement agencies

#### *Disciplinary Infractions that May Result in a Short Term Suspension*

- Attempt to assault any student or staff member;
- Vandalize school property causing minor damage;
- Engage in conduct which endangers or threatens to endanger the health, safety, welfare,

- or morals of others;
- Fail to comply with disciplinary sanctions;
- Steal, or attempt to steal, or possess property known by the student to be stolen;
- Commit extortion;
- Engage in gambling;
- Abuse school property or equipment;
- Use obscene or abusive language or gestures;
- Engage in acts of verbal or physical sexual harassment;
- Make a false bomb threat or pull a false emergency alarm;
- Possess tobacco or alcohol;
- Possession of inappropriate personal items

#### *Procedures for Short-Term Suspension*

The School Leader or Assistant Principal may impose a short-term suspension after conferring with the relevant staff members. Before imposing a short-term suspension, the School Leader or Assistant Principal will verbally inform the student of the suspension, the reason for it, and whether it will be served in school or out of school. The designated staff member will immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice will be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also will be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice will provide a description of the incident or incidents, which resulted in the suspension, and will offer the opportunity for an immediate informal conference with the School Leader or Assistant Principal. Sufficient notification will be provided in the dominant language used by the parent(s) or guardian(s). A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

#### Long Term Suspensions and Expulsions

A student who is determined to have committed any of the infractions listed below shall be subject *minimally* to a long-term suspension (from 4-10 days), perhaps alternative placement, or expulsion; unless the school leader determines that an exception should be made based on the circumstance of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures outlined elsewhere in this document including a referral to the appropriate law enforcement authorities.

#### *Disciplinary Infractions that May Result in a Long Term Suspension or Expulsion*

- Assault any other student or staff member;
- Engage in conduct which or endangers or threatens to endanger the health, safety, welfare,

- or morals of others;
- Intentionally causes physical injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury;
- Steal, or attempt to steal, or possess property known by the student to be stolen;
- Commit extortion;
- Vandalize school property causing major damage;
- Make a false bomb threat or pull a false emergency alarm;
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school;
- Commit, or attempt to commit arson on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events;
- Inappropriate use of an electronic device
- Harassment (including Sexual Harassment)
- Bullying/cyber-bullying
- Intimidation
- Sexual act (non-consensual)

#### Procedures and Due Process for Long Term Suspension

Upon determining that the student's actions may warrant a possible long-term suspension, the school leader will verbally inform the student that he or she is being considered for a long-term suspension and state the reasons for such actions. The school leader will then immediately notify the student's parent(s) or guardian(s) in writing. Written notice will be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also will be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code. Suspensions may not be made to run consecutively beyond the ten (10) school day period. Such notice will provide a description of the incident or incidents, which resulted in a long-term suspension and will provide the parent(s) or guardian(s) sufficient notice of the time and date of an informal hearing with the School Leader. The notification will be provided in the dominant language used by the parent(s) or guardian(s). The informal hearing will be held within 5 days of the suspension and also be held in the dominant language of the student and/or parent(s). The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parent(s) or guardian(s) and school officials to discuss ways by which future offenses may be avoided. (Note that informal hearings are required for long-term suspensions only, not their short-term counterpart.) At the informal hearing, the student will be able to explain the circumstances surrounding the event for which the student is being suspended with the appropriate school official or to show why the student should not be

suspended.

At the informal conference the student has the right to question any witnesses present at the hearing. A student also has the right to speak and produce witnesses on their own behalf. The School Leader and all members of the staff that were involved in witnessing the alleged discipline violation are required to participate in the informal hearing. A decision by the School Leader will stand as the final decision regarding the student's long-term suspension status.

#### Procedures and Due Process for Expulsions

Should the school leader recommend that an expulsion is required, he or she will follow the same procedures for a long-term suspension (see above) and once the recommendation for expulsion has been made by the Chief Executive Officer or her designee, a formal hearing must be held in accordance with the below due process procedures.

A formal hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. The following due process requirements shall be observed with regard to the formal hearing:

- 1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- 2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- 3) The hearing shall be held in private unless the student or parent requests a public hearing.
- 4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- 5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- 6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- 7) The student has the right to testify and present witnesses on their own behalf.
- 8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- 9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - a. Laboratory reports are needed from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § 1400—1482).

- c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- 10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

### Procedural Safeguards Applicable to Suspension, Transfer or Expulsion of Students with Disabilities

Guidance on the procedures that must be followed when considering discipline for students who are eligible or are thought to be eligible for special education services or who are Protected Handicapped Students.

#### **I. Purpose**

If a student violates the Code of Student Conduct, before consequences or punishment are imposed, a school must consider whether the student has a disability evidenced by an IEP or a Section 504 service plan. While all students may be disciplined, it is both illegal and unjust to punish a child when the offense is directly related to his disability or when the IEP or a Section

504 service plan is not implemented.

#### **II. Legal Standard**

Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement. A “change in placement” is a legal term that applies to the following situations:

- Any suspension (even one day), expulsion, or transfer to another school of a student with intellectual disability.
- A suspension, expulsion, or disciplinary transfer to a remedial disciplinary school for either more than 10 consecutive school days or more than 15 cumulative school days in a school year is a change in placement. If a student has transportation on his IEP, then bus suspensions are also counted.
- Suspensions that may total less than 15 cumulative school days in a school year may be a change in placement if they appear as part of a pattern of suspensions. A pattern of suspensions (If a student has transportation on his IEP, then bus suspensions are also counted) may be found if the student is suspended for behavior that is “substantially similar” to behavior for which the child has previously been suspended. Factors may include same type of behavior, same victim, same class, same day of the week or same time of day.
- If the offense is not committed by a student with intellectual disability or if suspensions do not exceed 10 consecutive or 15 cumulative days nor constitute a pattern of suspensions, then it is not a change in placement and the student may be subject to the same consequence the school applies to all students who violate the Code of Student Conduct.

If the offense could warrant a change in placement<sup>3</sup>, the student’s IEP team (including the parent) must hold a Manifestation Determination meeting prior to the change in placement or student returning to the building, within 10 school days of the decision to change the

educational placement. This meeting will answer the following two questions:

1. Was the student's misconduct caused by or directly and substantially related to the student's disability?  
Or
2. Was the student's misconduct a direct result of the school's failure to follow the child's IEP?

If the team answers yes to either question, then the student's behavior is a manifestation of his disability. The student may not be suspended, expelled or transferred to a remedial disciplinary school as a punishment for misbehavior. The team must conduct a Functional Behavioral Assessment (FBA) and create a behavior plan addressing ways that the school can help a student with the conduct at issue. If the student already has a behavior plan, the plan must be reviewed and modified to address how the school can better assist the student with the conduct at issue.

If all team members agree that the student's conduct was not a manifestation of his disability, then the student may be subject to the same consequences as all students. If a parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability,

the parent may request a due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise. However, during the period of expulsion or transfer to an alternative placement or remedial disciplinary setting, the student must continue to receive special education services prescribed by his IEP and a Behavior Plan must be created or revised to address the offending conduct.

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<sup>3</sup> Disciplinary change of placement occurs when a student with a disability, because of a violation of the school code of conduct, is removed from his/her current educational setting for (i) more than 10 school days consecutively, or (ii) more than 15 school days cumulatively in a school year or (iii) when school days 11-15 constitute a pattern of exclusion, or (iv) it is an exclusion of even one school day for a student with intellectual disability, or, under the emergency circumstances described more fully herein.

### **III. Emergency circumstances involving school safety: weapons, drugs or serious injury.**

If a student:

- possesses illegal drugs;
- is selling prescription drugs;
- carries a weapon; or
- causes serious bodily injury to another, (To comply with the law, a 45 school day emergency removal for serious bodily injury must be serious, i.e., requiring medical treatment) either at school or during a school related activity, the school may immediately remove the student for up to (45) school days to an alternative or remedial disciplinary setting.



Because drugs, weapons and serious bodily injury are so dangerous to a safe school climate, a school may remove a student under these circumstances for (45) school days regardless of whether a child has intellectual disability or even if the team believes that the behavior is a manifestation of the student's disability. During the 45 school day period, the school must convene a manifestation determination meeting. If the school determines that the conduct is a manifestation, the school may have the child re-evaluated, create or revise an existing behavior plan, or hold an IEP meeting to consider a more intensive special education placement upon the expiration of the 45 day alternative placement or sooner. If all team members determine that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.

#### **IV. Emergency Hearing/Dangerousness:**

If a school has valid reasons to believe that keeping the student in his current school is "substantially likely to result in injury to the child or to others", the school will consult with the Special Education Director who may request an emergency hearing to ask a Hearing Officer to transfer the student to an alternative setting for up to 45 school days. Dangerousness may exist even if there is no Code of Conduct violation. It is a consideration based on serious safety concerns for the student and/or the school community.

#### **V. Students Without IEPs or 504 Plans:**

Every regular education student who is subject to a disciplinary suspension or expulsion will be subject to a review by the Student Support team to determine whether the student is "thought to be eligible." This screening tool ensures that disciplinary action is not imposed on a student whom the school should have known was in need of an evaluation for a suspected disability before the prohibited conduct occurred.

There are three (3) situations that are legal evidence that the school had knowledge that the student might have a disability:

1. The parent has requested an evaluation.
2. The parents have expressed concerns in writing to the student's teacher or school administration that the student needs special education.
3. The student's teacher or other school staff had told the Regional Director of Special Education or other school supervision personnel of specific concerns about the child's academic or behavior difficulties.

During the review, the school should take all relevant information into consideration including school interventions, mental health evaluations from outside agencies in the school file, and other factors. The team must carefully consider the listed criteria and determine whether there is substantial evidence to conclude that the student should be evaluated for a suspected disability as an alternative to punishment. If the parent requests an evaluation for a suspected disability after the child is sent to an alternative or remedial disciplinary placement, the school must conduct an expedited evaluation at parental request. However, the student remains in the alternative/ remedial placement during the evaluation. If the student is found to have a

disability, an IEP must be developed. The IEP team must then determine if the disability had a direct and substantial relationship to the offense. If so, the team needs to reconsider the student's placement in light of the new information.

#### **VI. Notice to Parents:**

Any time a student with an IEP or 504 plan is removed to an alternative or disciplinary setting, the parent must be given a Notice of Recommended Placement (NOREP) stating this decision and a copy of procedural safeguards.

#### *Missed Work/Instructional Time*

Arrangements will be made between the school and each individual family for the delivery of services, pick-up/delivery of work, and the making up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for student with disabilities.

#### Alternative Education for Disruptive Youth (AEDY)

Those students in kindergarten through grade 5 exhibiting a pattern or disruptive behavior(s) and/or committing serious violation(s) of the code of conduct are referred to the Student Assistance Program (SAP) process.

Students in grade 6 through 12 identified as being disruptive and/or committing serious violation(s) of the code of conduct may be referred to an alternative education program. Students who are referred receive full due process, including an informal hearing to determine whether the student will be transferred to a disciplinary school. The due process for the informal hearing includes:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his own behalf.
- The school entity shall offer to hold the informal hearing within the first 5 days of the suspension. 22 Pa. Code §12.8 (c)
- An intake should not be held at the AEDY program until the informal hearing has been completed.

Written notification of the reason for the placement will be given to the parents/guardians and student and include the proposed assignment to the alternative education program. The final decision made and communicated to parent/guardian.

These schools provide high-quality alternative education programs and supports to help students achieve their intellectual and social potential. The school must complete a Behavior Performance Review (BPR) for regular education students or a Manifestation Determination for special education students and share the results of the review to the parent/guardian. When a hearing is not scheduled during the period of a student's suspension, the student has the right to return to his/her school pending the outcome of the hearing.

When the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from the regular education curriculum with notice and hearing to follow as soon as practicable.

## Act 26

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In accordance with Act 26, the Pennsylvania Safe Schools Act, KIPP Philadelphia Public Schools will report to the Office of Safe Schools all incidents involving acts of violence, possession of a weapon, or the possession, use or sale of a controlled substance, alcohol or tobacco by any person on school property; at school-sponsored events; and on school transportation to and from school. KIPP Philadelphia Public Schools will also maintain updated summary reports of all incidents of violence; incidents involving possession of a weapon; and convictions or adjudications of delinquency for acts committed on school property. A statistical summary of these records will be maintained at the school and made accessible to the public for examination during regular business hours. We intend to fulfill this reporting requirement by filing the Annual Report on School Violence and Weapon Possession (PDE 360) with the Pennsylvania Department of Education by July 31 each year. An individual incident report will also be filed for each incident involving acts of violence, possession of a weapon, or the possession, use or sale of a controlled substance, alcohol or tobacco by any person on school property; at school-sponsored events; and on school transportation to and from school.

Act 26 also requires the school to expel, for a period of not less than one year, any student who is determined to have brought onto, or is in possession of, any weapon on any school property; at a school-sponsored activity, or onto to any public conveyance providing transportation to a school or school sponsored activity, at the School Leader's discretion. Note the school's discipline policy meets these requirements in Act 26.

Lastly, all parents will be required to complete, prior to their child's enrollment in the school, a sworn statement provided by their students' previous school as to whether the student has been previously or is presently expelled from any public or private school, either in the Commonwealth of Pennsylvania or any other state, for an offense involving weapons, alcohol or drugs, willful infliction of injury to another person or for any act of violence on school property.

## Notice of Child Find Procedures and Confidentiality

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Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during this process. The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact KPPS (see Contacts) and request an explanation.

### Identification Activity

*Child find* refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found to cause a child to need services are autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain, injury and visual impairment including blindness: and in the case of a child that is of preschool age, developmental delay.

Each school district is required to annually provide notice describing the *identification* activities and the procedures followed to ensure confidentiality of personally *identifiable information*. This notice is intended to meet this requirement.

*Identification activities* are performed to find a child who is suspected of having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. The activities include review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the

student's response to attempted remediation. Input from parents is also an information source for *identification*. After a child is identified as a suspected *child with a disability*, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

1. During the first 3 months of each new school year KIPP will engage in activities and procedures to seek students suspected of having a disability. The Special Education Coordinator and nurse will coordinate screening all new students in the following areas (varies with grade):
  - (a) Vision
  - (b) Hearing
  - (c) Academics
  - (d) Emotional Behaviors
  - (e) Communication
2. KIPP will offer parent information sessions outlining the Special Education Department and highlighting issues to be aware of when parents suspect a disability may be impacting their child's performance.
3. The Special Education Coordinator and Administrator will develop and distribute information on how to spot potential disabilities.
4. Teachers will receive and be trained on academic and behavioral checklists designed to

identify areas of concern.

5. All students identified as suspicious will be referred for regular education intervention and review by an Intervention Team.
6. All student data will be reviewed by the Intervention Team who will determine regular education interventions or referral for a full special education evaluation.

### Confidentiality

If after screening a disability is identified, upon your permission your child will be evaluated. A written record of the results is called an education record, which is directly related to your child and is maintained by KIPP. These records are personally identifiable to your child. *Personally identifiable information* includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable. KIPP will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to KIPP through your physician or other providers of services such as day care agencies.

KIPP protects the confidentiality of *personally identifiable information* by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employees' names and positions who may have access to the information. KIPP will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child that are collected, maintained, or used by KIPP. KIPP will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), and before a hearing should you and your school district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. Upon your request, KIPP will provide you with a list of the types and the location of education records collected, maintained, or used by the agency.

You have the right to request in writing amendments to your child's education records that you

believe are inaccurate or misleading, or violate the privacy or other rights of your child. KIPP will decide whether to amend the records within a reasonable time of receipt of your request. If KIPP refuses to amend the records, you will be notified of the refusal and your right to a hearing. You will be given at that time additional information regarding the hearing procedures, and upon request, the district will provide you a records hearing to challenge information in your child's educational files.

Parent consent is required before *personally identifiable information* contained in your child's education records is disclosed to anyone other than officials of KIPP collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. 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. Additionally, KIPP, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

When a child reaches age 18, the rights of the parent with regard to confidentiality of *personally identifiable information* is transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided. The complaint should be addressed to: Pennsylvania Department of Education

Bureau of Special Education Division of Compliance 333 Market Street  
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of KIPP with regard to confidentiality of *personally identifiable information* may also be filed with: *Family Policy Compliance Office*

*U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C.  
20202-4605*

### Contacts

If you wish to learn more, have questions, or believe your child may need to be identified, please contact the School Leader of your child's school or Amanda Neill, Managing Director, Student Supports, [aneill@kippphiladelphia.org](mailto:aneill@kippphiladelphia.org) or via phone 215-294-8596.

### Notification of Rights under FERPA for Elementary and Secondary Schools

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the

school receives a request for access.

Parents or eligible students should submit to the school leader or operations leader a written request that identifies the records they wish to inspect. The school leader will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school leader or operations leader clearly identify the part of the record they want changed, and specify why it should be changed. 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 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.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

#### Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that KIPP Philadelphia Public Schools (KPPS), with certain exceptions, obtain your written consent before

disclosing any personally identifiable information from your child’s education records. However, we may disclose appropriately designated “directory information” without written consent, unless you have advised us otherwise in accordance with our school’s procedures.

The primary purpose of directory information is to allow KPPS to include this type of information from your child’s education records in certain school publications. Examples of these publications can include an annual yearbook; honor roll or other recognition lists; a program, showing your student’s role in a music production; and graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or guardian’s prior written consent. Outside organizations can include, but are not limited to, companies that publish yearbooks.

If you do not want KPPS to disclose directory information from your child’s education records without your prior written consent, you must notify us in writing by October 1, 2022. For your reference, KPPS has designated the following information as directory information:

- Student’s name
- Address
- Grade level
- Dates of attendance
- Most recent school attended
- Telephone listing
- Electronic mail (e-mail) address
- Photograph
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

#### McKinney-Vento Education for Homeless Children and Youth

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

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 (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;



- living in emergency or transitional shelters; abandoned in hospitals; or
- awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, KIPP Philadelphia Public Schools provide the following assurances to parents of homeless children:

- The liaison for homeless children is the school's social worker or principal designee.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children.
- These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

Please contact the school's social worker or principal's designee for more information.

#### KIPP Philadelphia Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.



Student and Parent Handbook Signature Page

I have received and reviewed the KIPP Parent / Student Handbook for the 2024-2025 School Year, including Student Code of conduct. I agree to abide by the policies and procedures contained therein, including the Student Code of Conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

All updates and/or revisions to this handbook will be sent home with your children.

Please fill out this form and return to your child's homeroom teacher.

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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