



KPPS Code of Conduct

2026–2027

KIPP  **PHILADELPHIA**
PUBLIC SCHOOLS

Community Expectations



Vision & Approach

KIPP Philadelphia's vision for school culture is that all schools are safe, joyful, identity affirming, and academically excellent. We believe in developing the whole child - academically, socially, and emotionally - to ensure students reach their full potential in college, career, and beyond. We seek to balance **high expectations with high support**, grounding our student expectations in the "KIPP Five," the principles that guide student and adult behavior in KIPP schools nationwide.

Those expectations are reflected in our organizational tagline:
Work Hard. Be Bold.



The KIPP Five

Value

Expect Greatness

Universal Student Expectations

- Arrive on time to school and class with all materials
- Stay on task during independent work time
- Revise work after feedback from teachers or peers
- Ask questions or seek clarification when confused
- Ensure work is complete, organized, and reflects your greatest effort

Do the Right Thing

- Use respectful language with peers and adults
- Respect others' physical boundaries and personal space
- Follow adult directions the first time
- Be in the correct location at all times
- Admit mistakes and take responsibility
- Resolve conflicts calmly or seek help appropriately
- Demonstrate integrity in academic work

Choose Joy & Excellence

- Participate actively in class by raising hand and contributing to discussion
- Demonstrate enthusiasm through your words and actions
- Encourage peers and celebrate their success
- Remain engaged during challenging tasks

Lead Together

- Contribute meaningfully to group work
- Listen to others without interrupting and build on the ideas of others
- Assist peers who are struggling without prompting
- Hold self and peers accountable respectfully

Fully Commit

- Remain focused throughout class
- Persevere through difficult tasks without giving up
- Avoid distractions to learning (always on-task, no devices, etc)
- Demonstrate pride in your work and effort

Adult Expectations

We hold the same expectations for all adults in our school communities, whether they are a staff member, family member, or community member:

- Follow all school policies and procedures
- Respect the learning environment and educational process
- Comply with staff instructions and escort requirements
- Communicate respectfully and with positive intent
- Use appropriate language and volume levels

Attendance Policy



Legal Foundation

Regular school attendance is not merely a policy requirement—it is a fundamental building block for lifelong success and achievement. In accordance with Pennsylvania law, all students enrolled in KIPP Philadelphia Public Schools are required to attend school regularly, including kindergarten.

KIPP Philadelphia Standard

Research strongly supports that students with 95% attendance or higher have significantly better academic, behavioral, and long-term outcomes. This equates to no more than nine (9) total absences over the course of the school year – excused or not.

95%
attendance
or higher

Excused Absences

KIPP Philadelphia considers the following conditions to be an excused absence:

- 1 Student illness when the parent/guardian has provided a written note. 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 a school year, when the parent/guardian provides a note signed by a licensed physician
- 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
- 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

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. Failure to provide a written excuse within three (3) calendar days will result in the absence being counted permanently as unlawful/unexcused.

KIPP Philadelphia Public Schools considers that a student, barring individual specialized circumstances approved in advance in writing, is present for instruction when physically present at that student's chosen KIPP Philadelphia Public Schools school building. Examples of an individual specialized circumstances include but are not limited to, asynchronous or remote learning to accommodate a student's extended medical absence arranged for a short duration or virtual or remote learning due to a weather or building emergency.

Truancy Definitions & Protocols

Under Pennsylvania law, a student is considered truant after three (3) unexcused absences and habitually truant after six (6) unexcused absences.

Three (3) Unexcused Absences - Truant Status

- KIPP sends parent/guardian/student a letter within ten (10) school days
- KIPP reports unlawful absences to the Pennsylvania Department of Education
- A School Attendance Improvement Conference (SAIC) may be arranged to develop a Student Attendance Intervention Plan (SAIP)
- A referral to a truancy prevention program may be made
- Notice of subsequent unlawful absences will be sent home advising that a citation may be sent to the Philadelphia District Attorney through ProjectGO.

Six (6) Unexcused Absences - Habitually Truant Status

- A School Attendance Improvement Conference (SAIC) will be arranged to develop/update a Student Attendance Improvement Plan (SAIP)

Ten (10) Unexcused Absences

- Student shall be referred by KIPP to the District Attorney's office (DA) for services
- KIPP may decide to file a citation with the Regional Truancy Court

10 Consecutive Unexcused Absences - Student Drop Policy

If a student is absent 10 consecutive days and those absences are marked as unexcused, KIPP Philadelphia must drop the student from active membership roll unless a legal excuse is provided. If dropped from the rolls, the parent or guardian must apply to re-enroll the student.

Missed School Work

Students are responsible for making up work missed due to absences. For excused absences, students have the same number of days they were absent plus one additional day to complete make-up work without penalty. It is the student's responsibility to request missed work from their teacher.

Course Failure Due to Excessive Absences

High school students who are absent - excused or unexcused - for 10 or more class periods in a specific course within a grading term will automatically receive a failing term grade of 50 for that course. Elementary and middle school students with repeated absences or tardies may also be at risk of retention in the same grade level.

Classroom Expectations & Supports



Classroom Expectations

Every classroom and communal space at KIPP Philadelphia has posted rules that are introduced to students at the beginning of the school year. These rules are based on the principles of Safety, Respect, Responsibility, College Readiness, and Community.

Elementary Classroom Rules

- 1 Keep hands, feet, and objects to yourself. **(Safety)**
- 2 Use kind words and actions with everyone. **(Respect)**
- 3 Follow directions quickly the first time. **(Responsibility)**
- 4 Have materials ready, eyes on the speaker, and participate actively. **(Readiness)**
- 5 Keep our classroom clean, calm, and welcoming. **(Community)**

Secondary Classroom Rules

- 1 Help maintain a safe and focused learning environment. **(Safety)**
- 2 Treat yourself, others, and our learning spaces with respect. **(Respect)**
- 3 Take ownership of your choices, actions, and learning. **(Responsibility)**
- 4 Arrive on time and prepared to learn. **(Readiness)**
- 5 Contribute positively to our classroom community and support others in learning. **(Community)**



Positive Behavioral Interventions and Supports (PBIS)

Our schools implement comprehensive positive reinforcement systems designed to recognize students for meeting classroom expectations. These systems are grounded in the principle that positive reinforcement is more effective than punitive measures in shaping long-term behavioral change. These systems include regular incentives and recognition for students meeting expectations.

Elementary Schools

Positive/negative points tracked through ClassDojo

Secondary Schools

Merits/demerits tracked through DeansList

Social-Emotional Learning (SEL) Instruction

All students receive regular instruction on Social-Emotional Learning (SEL) skills. Our schools utilize evidence-based SEL curricula that are age-appropriate and culturally responsive. These lessons heavily emphasize the five core competencies in the CASEL SEL framework:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

Behavior Intervention Ladder

All classrooms utilize a behavior intervention ladder that leverages non-invasive, proactive interventions prior to punitive actions for minor or moderate behaviors. An example of a behavior intervention ladder may include:

- Individual redirection
- Conference with student
- Seat change
- Parent contact
- Timed break

Infraction Guide

Level 1:

- Minor to moderate disruptions that do not pose a safety risk and can be addressed by teachers through proactive and noninvasive management strategies.
- **Process:** Teacher manages parent contact and consequence
 - **Consequences (teacher-assigned):** demerit, Dojo deduction, teacher-led detention, loss of privilege
 - **Interventions:** redirection, seat change, reflection, parent contact

Academic Dishonesty	Cheating, plagiarism, or unauthorized use of AI
Class Disruptions	Interruptions to the learning environment
Defiance	Failing to comply with directions from a staff member
Horseplay	Physical interactions that have potential to be dangerous
Inappropriate Communication (peers)	Use of profanity, name calling, or significantly disrespectful language or gestures toward students
Late to Class	Arriving after the bell or start time of class
Profanity	Use of offensive, disrespectful, or obscene language not toward anyone
Technology Abuse	Unauthorized or incorrect use of school-issued technology
Uniform Violation	Being out of uniform or wearing non-uniform item(s)

Level 2:

- Significant disruptions or safety concerns that require administrative support and intervention. Referral to dean. **Can result in temporary removal from the community when severe or a pattern.**
- **Process:** Teacher enters referral and contacts parent; dean issues consequence
 - **Consequences:** detention, in-school suspension (ISS), out-of-school suspension (OSS)
 - **Interventions:** parent meeting, behavior tracker, mediation, referral to MTSS/SAP, SEL group

Repeated L1 Behavior	Persistent L1 behavior despite multiple documented interventions
Bullying/Cyberbullying	Intentional and persistent written, verbal, or physical acts toward a student that interferes with their education and/or creates a threatening environment
Eloping Classroom	Leaving the classroom without permission
Gambling	Betting or wagering for money or goods or organizing it for others
Gross Insubordination	Repeated defiance that creates a major disruption to school operations despite multiple interventions
Hate Speech	Abusive or threatening language that expresses prejudice against a particular group, including race, religion, or sexual orientation
Inappropriate Communication (staff)	Use of profanity, name calling, or significantly disrespectful language or gestures toward staff
Organizing Violent Action	Engaging a group of people to act in a violent manner
Persistent Cell Phone Refusal	Repeated refusal to turn in cell phone or abide by cell phone policy
Physical Aggression (peers)	Aggressive physical contact (e.g. pushing, shoving, spitting) with a peer

Possession or Use of Tobacco	Possessing or using a tobacco product, including vape pens, cigarettes, cigars, and/or chewing tobacco
Possession or Distribution of Explicit Material	Possessing or distributing images, videos, etc that are inappropriate for school, including sexually explicit or extremely violent material
Pre-Fighting/Verbal Altercation	Engaging in a verbal conflict that is threatening in nature and has potential to escalate to physical fight if not deescalated
Present in Restricted Area	Being in a restricted or prohibited area of the campus
Provocation	Words or actions meant to provoke a violent reaction from another
Severe Tantrum	An uncontrolled outburst characterized by extreme aggression and an inability to be easily deescalated
Skippping Class	Repeated refusal to report to correct class
Theft (under \$500)	Intentionally stealing an item from another individual or the school
Threat Toward Individual	Specific threat of harm or violence on specific individuals
Vandalism	Willful or malicious damage to school property

Level 3:

- Serious threats to safety or behaviors that cause significant harm. Immediate referral to dean and administrative action. **Will result in indefinite removal from the community in almost all cases.**
- **Process:** Teacher enters referral; dean contacts parent and issues consequence
 - **Consequences:** in-school suspension (ISS), out-of-school suspension (OSS), expulsion
 - **Interventions:** parent meeting, safety plan, mediation, referral to MTSS/SAP, AEDY (6-12)

Arson	Malicious burning of another's property
Assault	Intentionally causing or attempting to cause physical harm to another, resulting in serious injury or the potential for serious injury
Eloping Building	Leaving the building without permission
Enabling Trespassing	Knowingly allowing someone into a restricted or prohibited space or assisting them in evading security screening
Fighting	Violence that includes aggression by multiple students and escalates into punching, wrestling, kicking, or damaging property
Physical Aggression (staff)	Aggressive physical contact with a staff member
Possession or Distribution of Explicit Material (self/peers)	Possessing or distributing images, videos, etc that are inappropriate for school and depict member(s) of the school community
Possession, Use, or Distribution of Drugs/Alcohol	Possessing, using, or distributing substances not permitted on school property, including alcohol, marijuana, and illegal drugs
Possession or Use of a Weapon	Possessing, brandishing, or using a weapon or any other item with the potential to cause serious bodily injury
Sexual Assault	Committing a sexual act to another person/people without consent
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
Sexual Misconduct	Attempting or carrying out a sexual act with oneself or another
Theft/Robbery (over \$500)	Intentionally stealing an item from another individual or the school
Threats - Terroristic	Threatening to commit violent acts that cause a major safety risk to the school community

Consequences & Interventions



Progressive Discipline

Our schools use a progressive approach to discipline that balances teaching appropriate behaviors with clear and consistent consequences. Teachers manage **Level 1** infractions within the classroom by leveraging positive interventions, proactive family contact, and teacher-administered consequences. A referral to the dean is submitted for all **Level 2 and 3** infractions. Families will be notified of all infractions that lead to a dean referral, including the assigned consequence.

Consequences may include:

- Loss of privileges
- Detention (Lunch, After-School, or Saturday)
- In-School Suspension
- Short-Term Out-of-School Suspension (1-3 days)
- Long-Term Out-of-School Suspension (4-10 days, requires informal hearing)
- Expulsion (requires formal hearing)

Exclusionary Discipline

KIPP Philadelphia reserves the right to utilize exclusionary discipline - including in-school suspension (ISS), out-of-school suspension (OSS), and expulsion - for major infractions that negatively impact the learning environment. Exclusionary discipline is used only for Level 2 and 3 infractions. The length of each suspension will be determined by the context and severity of the infraction and the student's disciplinary history. **Out-of-school suspension is not permitted in grades K-2 except in the case of serious bodily injury.**



Behavior Interventions

Schools implement tiered behavior interventions for students through our MTSS (Multi-Tiered Systems of Support) process based on their discipline history and input from staff.

Interventions may include (but are not limited to):

- Daily check-ins with trusted adult (Check In, Check Out)
- Referral to Student Assistance Program (SAP)
- Behavior tracker or contract
- Safety plan
- Scheduled breaks
- Group or individual counseling

Mandatory Parent Meetings

A pattern of disruptive behavior or a single major incident may trigger a mandatory parent meeting. At this meeting, a school administrator or dean will meet with the parent to review incident details and develop a support plan. Parent participation in these meetings is critical to student success. Meetings will be held in-person whenever possible. Parents will receive both written and verbal invitations with the date and time of the meeting, along with an explanation of what incident(s) triggered the meeting.

Placement in AEDY (Alternative Education for Disruptive Youth)

Alternative Education for Disruptive Youth is a program in Pennsylvania in which students in grades 6-12 with significant behavior challenges attend a temporary educational placement that provides higher levels of support and intervention. By law, LEAs may refer to AEDY programs only students who pose a clear threat to the safety and welfare of other students or the school staff, who create an unsafe school environment, or whose behavior materially interferes with the learning of other students or disrupts the overall educational process.

After a student returns to KPPS from AEDY placement, any additional Level 3 infraction during the same school year will result in a formal hearing.

Key Culture Policies



Student Dress Code

The KIPP Philadelphia dress code promotes a focused learning environment, school pride, and community identity. This policy applies to all students during regular school hours, field trips, and school-sponsored events unless otherwise specified.

Please see your campus' uniform policy for more specific guidance.

General Attire Expectations

- **TOPS:** Any KIPP Philadelphia top
- **BOTTOMS:** Dress pants, shorts, or skirts in the school's designated color(s)
- **FOOTWEAR:** Any color closed-toe and closed-back shoes
- **OUTERWEAR:** Non-KIPP jackets, sweatshirts, and other outerwear may not be worn during the school day
- **RELIGIOUS ATTIRE:** Any color religious attire is permitted
- **HEADWEAR:** Only religious headwear is permitted (any color)

On days when students are not required to wear the uniform, the following items are strictly prohibited. **Please note:** Families will always be notified of non-uniform days. If you have not heard from us, please assume your student should be in perfect uniform every day.

- Shirts that do not cover shoulders and torso
- Tights or leggings as pants
- Ripped or distressed jeans or pants
- Sagging pants where undergarments are exposed
- Pajamas or sleepwear
- Clothing with explicit language or images
- Sandals, flip flops, or slides
- Headwear that is not religious in nature
- Sunglasses

Dress Code Violations

When a student arrives at school out of compliance with the dress code, the parent will be contacted and we will seek to resolve the issue by having the parent bring the item(s) or providing the student with a loaner item when available. While we will always support our families with challenges related to uniforms, it is the parent's responsibility to contact the school proactively when such challenges arise. **We will utilize progressive consequences for repeated violations once support has been offered.**

Personal Devices Policy

All KIPP Philadelphia schools are phone-free learning environments. Phones must be stowed from bell to bell. Each campus maintains its own system for collecting or securing phones, with some collecting and securely storing devices and others utilizing Yondr pouches that remain in the student's possession. Students are required to secure their phones and any other personal electronic devices (smart watches, tablets, AirPods, etc) upon entry and not access them until after dismissal from school.

Phone Policy Violations

If a student is found in possession of their device (or another student's device) during the school day, attempts to bypass the phone collection or Yondr pouch system, or intentionally damages their Yondr Pouch, they will receive progressive consequences. In these cases, the student's device will be confiscated and securely stored until the end of the day. The parent will be contacted and may be required to pick up the device from the main office.

Prohibited Items

In accordance with Pennsylvania law, weapon possession is strictly prohibited on KIPP Philadelphia campuses or at any KIPP Philadelphia sponsored event. A weapon includes any **knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other implement capable of inflicting serious bodily injury.** Additionally, the following items are also prohibited from our schools:

- Tobacco products and paraphernalia (including vapes)
- Marijuana, other drugs, and paraphernalia (including vapes)
- Alcohol
- Prescription drugs (unless administered by school nurse)
- Lighters/matches
- Laser pointers
- Explicit materials
- Toy guns

Student Searches

KIPP Philadelphia reserves the right to search students, their personal belongings, and their lockers when there is a reasonable suspicion they possess prohibited materials based on established facts or observations. The full policy can be found in the "Student Searches" section of the Student & Family Handbook.

Incidents Off School Grounds

In accordance with Pennsylvania law, KIPP Philadelphia reserves the right to issue consequences, up to and including expulsion, for incidents that take place off school grounds if such conduct has a connection to the school and results in a substantial disruption of school operations or safety of its students and staff.