2019-2020 KIPP Texas Public Schools
Student and Family Handbook

(Board Approved Provisions)
September 2019

As policy adoption and revisions may occur throughout the year, KIPP Texas Public Schools (referred to as KIPP) reserves the right to modify provisions of this handbook at any time, whenever it is deemed necessary. These changes will be posted publicly on the KIPP website.

KIPP Texas does not discriminate in its programs and activities on the basis of gender, age, national origin, race, ethnicity, religion, or disability.

Dear Families,

The 2019-20 school year signifies the beginning of year two for KIPP Texas Public Schools. Your KIPPster is part of a statewide network of Team and Family in Austin, Dallas, Houston and San Antonio. KIPP Texas is comprised of KIPP schools with almost 30,000 KIPPsters (students) enrolled in grades PreK-12 and more than 3,500 faculty and staff committed to supporting our KIPPsters.

We are honored to partner with you to ensure your child receives the highest quality education and is equipped with the knowledge and skills to be successful to and through college and lead a choice-filled life. We understand that enrolling in a KIPP Texas school is a choice, and we do not take lightly the trust you, as parents and guardians, have placed in our organization. We commit to operating on behalf of our KIPPsters through the lens of our KIPP Texas values.

As a Team and Family, we:

- Champion Equity
- Chase Excellence
- Persist with Purpose
- Bring Joy
- Rise Together

This commitment to our values, listed above, means every classroom lesson, policy and action puts your children's education and well-being first.

As we kick-off this new school year, please ask your KIPPster to share with you what they are learning in school, help them have quiet reading and study time at home, and please stay in close touch with your children's teachers. Your KIPPster's education is a team effort. With parents, teachers, and staff members working together as a Team and Family, we will make 19-20 our best school year yet.

One song,

Sehba Ali
Chief Executive Officer
KIPP Texas Public Schools

SECTION A: WELCOME

1. Useful Information

a. Calendar – See Appendix 1

b. Bell Schedule – See Appendix 2. Check your regional addendum to this Student Handbook for specifics.

SECTION B: ACADEMIC PROGRAMS

Please see the Regional Student and Family Handbook located on the appropriate city's webpage

SECTION C: SCHOOLWIDE PROCEDURES AND SYSTEMS

1. Board Weapons Policy

Texas law prohibits open or concealed carry of handguns and other prohibited weapons on physical premises of a school or educational institution. The term "premises" is defined by law as a building or a portion of a building. KIPP interprets this definition to include all buildings and parts of buildings owned or leased by KIPP. Texas law also prohibits open or concealed carry of handguns and other prohibited weapons on any grounds or buildings in which an activity sponsored by a school or educational institution is being conducted. Generally, KIPP interprets the terms "grounds" or "school-sponsored activity" to include all district property where students are regularly present during and after regular school hours, including but not limited to:

- Playground areas
- Practice fields
- Sidewalks and courtyards used by students that connect buildings and temporary buildings on school campuses
- Outdoor areas used for class activities (Recess, Lunch, Physical Education, etc.)
- Outdoor areas used for extracurricular activities including, but not limited to, band and athletics
- Student drop-off and pick-up areas, as determined by each campus, generally one hour before the start of school, one hour after dismissal, and at other times when pick-up and drop-off are occurring.

2. Fees owed to the School

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, may be required to furnish personal or consumable items and supplies including pencils, paper, pens, erasers, and notebooks and may be required to pay certain other fees or deposits if a student/family chooses certain items or activities, including, but not limited to:

- Fees for materials which are in excess of minimum requirements and become the personal property of the student.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits for the return of materials, supplies, or equipment, including technology equipment. If the item is not returned, the parent/guardian is responsible for paying the school the replacement cost of the item. The deposit will be included in the cost so the parent/guardian would pay the difference between the total replacement cost and what was already deposited. If the item is returned but not in good working order, the parent/guardian is responsible for paying the repair cost. The cost will be taken out of the deposit. If the repair cost is less than the deposit, the difference will be returned. If it is more, the parent/guardian will need to pay the difference.
- Personal physical education and athletic equipment and apparel. A student may however provide their own equipment or apparel if it meets reasonable requirements and standards relating to health and safety and school apparel specifications as set by the school (e.g. color, style, logo, etc.). This will be decided by the appropriate school personnel.
- School uniforms as outlined in the uniform section below.
- Fees to participate in optional field lessons and end of year trips (see below for more details).
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance which covers accidents while at school or during a school sponsored activity. This is not medical or health insurance. For more detail see the student accident insurance section below.
- A fee, not to exceed the annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school.
- Personal apparel items (e.g. T-shirts, polos with club logo) used in extracurricular activities that becomes the property of the student (e.g. after-school robotics club, after-school garden club, National Honor Society).
- Parking fees and the replacement of student and other identification cards including but not limited to bus identification cards, meal identification cards, etc.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on KIPP's premises or the employment of an educator who is not part of the school's regular staff.
- Fees for summer school courses that were offered tuition-free during the regular school year.
- A reasonable fee, not to exceed $50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under TEC Section 25.092F.
- Fees for lost or damaged library or text book. If your child ruins or loses a book provided by the school, the same book has to be replaced. This fee will be the replacement or repair cost of the book when this is an option.
- A cell phone/ electronic device return fee as further described below. This can be up to $15 per incident.
- A fee for a check returned for insufficient funds. This can be up to $15 per check returned.
- Amount for damage to KIPP's property as described below in the Vandalism section.

Unless an item or service is communicated as a fundraiser, KIPP does not make a profit on any of its required or optional fee items or services. All of these fees listed above will be communicated in writing (including in this handbook) and charged at the school's cost or less, as applicable. Optional fees help KIPP offer above and beyond activities and supplement the cost of the programs being offered. Voluntary clubs, organizations, field trips, uniforms, and other extracurricular activities do not make a profit. Any service or item with a fee must be paid before participation or receipt of the item.

For any required fee/cost, if a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the School Leader. As well, any required fee or deposit may be waived if the student and parent/guardian are unable to pay. A formal request must be made by completing the KIPP financial assistance request form and turning this into the school office who will review the request with the School Leader and contact the family within 5 business days with a decision or to clarify the information which has been submitted. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification.

Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school policy manual, and in the student handbook. [TEC Sec. 11.158 (f)].

Voluntary clubs or student organizations

For extra-curricular clubs, organizations, and activities, any fee charged to participate is optional and voluntary. This fee helps to supplement the cost of providing the activity. If your child does not opt into participation there is no fee. If your child would like to participate and there is a fee required, this must be paid before the club or organization starts. Once a fee is paid and the student participates, the fee will not be refunded.

Cell phones, electronic, and non-electronic devices and items

All non-instructional items that are considered a distraction to the educational process may be confiscated and returned to the parent/ guardian upon payment of up to $15 per incident, depending on your school. This includes cell phones and other electronic and non-electronic devices and items as determined by your School Leader. The school is not responsible for a missing or stolen item, cell phone, or electronic device. Any fines collected will go towards the school activity account for activities that directly benefit all students at the school.

Physical education apparel

Some schools may require a fee for personal physical education apparel by requiring your child to purchase a school P.E shirt or other P.E item. These items will be sold at the school's cost and become a personal item for your child. You may however provide your own P.E shirt or item if it meets the same specifications and standard as established by the school (e.g. color, logo, etc.). Please contact your school Office or Operations Manager for more information.

Textbooks and other instructional items and materials

Textbooks and other KIPP approved instructional materials are provided to students free of charge for each subject or class. As directed by the teacher, all books must be treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should immediately report the damage to the teacher. Any student failing to return an item or has returned an item damaged beyond reasonable use (e.g. cover ripped off, pages torn out, excessive water damage, etc.), can lose the right to free textbooks and technological equipment until the item is returned or the damage/ replacement is paid for by the parent/guardian. If this occurs, the student will be provided and have access to all necessary instructional textbooks, resources, and equipment for in school and required use. The purpose of this policy is to ensure students are responsible for KIPP owned instructional materials. These materials must be returned in a condition which allows other students to obtain full learning value from the item as determined by KIPP. Normal item wear and tear (damage which still allows for full learning use), is not considered damaged beyond reasonable use. If an item is not returned, the parent/guardian, or family is responsible for paying the school the replacement cost of the item. If the item is returned but damaged beyond reasonable use, the parent/guardian is responsible for paying the repair or replacement cost.

Vandalism

We have made a sustained financial commitment for the construction and upkeep of our facilities. To ensure that school facilities can serve those for whom they are intended, both this year and for years to come, littering, defacing, or damaging school property is not tolerated. Parents/guardians of students who vandalize KIPP or KIPP partner property will be required to pay for damages they cause and students will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Voluntary student accident insurance

The safety of our KIPPsters is paramount, however accidents can happen. KIPP purchases accident insurance so all students can be covered if an accident occurs on campus or during a KIPP sponsored event. This program is a secondary insurance program which helps to reduce the out of pocket expenses that come with seeking medical attention for an accident. There is no charge for the coverage however for activities such as athletics, end of year trips, or other extra-curricular activities, having medical

insurance may be a requirement to participate. If this is the case, as an option, families may participate in the KIPP accident insurance program for $10 per activity.

The policy benefits include:

- Expense reimbursement for costs not covered by your primary insurance provider; including deductibles and co-pays
- Expense reimbursement for out of pocket costs when there is no primary insurance provider
- There are no additional deductibles or costs for the program
- There is no additional paperwork to fill out unless an accident occurs

If your child has an accident during school or a school sponsored event, please request a claim form from your school, complete the parent/guardian sections and provide a copy back to the school. KIPP will then submit the claim form to the insurance company on your behalf. KIPP does not decide or have any influence on the claims process. Once the claim has been filed, it will be your responsibility to submit any further information required directly to the insurance company. KIPP will not accept or process any medical documentation or related claim information. This is necessary to help keep your student's medical information confidential as required by law.

Uniforms

It is KIPP's policy that all students wear the appropriate uniform per their school's requirement (see your school's office for the specifics). For your convenience, your school may provide you with the required uniform items which you may purchase at the school's cost or your school's office will provide you with the uniform vendor name and price list which will allow you to purchase the items directly from the vendor. If you choose not to purchase uniform items using one of these options, you may choose to:

- Contact the vendors which KIPP has an agreement with to inquire if they can provide the required uniform items to you at their price. Please see your school for the vendor contact information.
- Provide your own uniform items if they meet the same specification and standard as established by the school (e.g. color, logo, style, type, embroidery, etc.). Please contact your school's office for more information.

If a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the School Leader. As well, a family in need can make a formal fee waiver request by completing the KIPP financial assistance request form and turning this into the School's office where he/ she will review the request with the School Leader and contact the family within 5 business days with a decision or to clarify the information which has been submitted. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as

confidential. Financial assistance is not just based on the free and reduced lunch program qualification. Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school policy manual, and in the student handbook. [TEC Sec. 11.158 (f)].

Classroom supplies

Some schools may require parents/guardians to furnish classroom items and supplies (e.g. glue sticks, markers, crayons, folders, Kleenex). For your convenience, your school may provide you with the required supplies which you may purchase from the school at the school's cost, and or your school may provide you with the supply vendor name and price list which will allow you to purchase the items directly from the vendor. You may also purchase supply items on your own by using the supply list provided to you by your school.

If a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the School Leader. As well, a family in need can make a formal fee waiver request by completing the KIPP financial assistance request form and turning this into the School office where he/ she will review the request with the School Leader and contact the family within 5 business days with a decision or to clarify the information which has been submitted. KIPP determines financial assistance by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification. Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school policy manual, and in the student handbook. [TEC Sec. 11.158 (f)].

Optional local field lessons

All students have the opportunity to participate in local field lessons when they are offered by your school. Students must meet specific requirements as defined by your school such as grades, attendance, and behavior in order to be eligible for participation. If you would like your child to participate, a fee of up to $10 per trip may be charged to help supplement the cost of transportation and depending on the type of trip, additional costs may be charged for items such as ticket admissions, meals, extended travel, etc. If your child does not go on the trip there is no cost. Field trip fees are collected as trips are announced and permission slips are sent home. If a family is experiencing a hardship and cannot pay, please contact your school office.

Optional end-of-year reward trip

Your child may have the opportunity to participate in an end-of-year trip. Each grade level trip location and duration will vary. Students must exhibit hard work, have excellent attendance, and meet other criteria as defined by your school in order to participate. Your school will determine and communicate if your child has earned this optional trip.

During the year your school will host a parent/guardian information session(s) which you can attend to obtain more details and ask questions. The cost of the trip will vary depending on the type of trip, length of stay, location, and how much is fundraised by you and the school. The exact cost will be communicated in the parent/guardian information sessions. Some schools will have payment plans and payment milestones where partial payments must be made in order for your child to go on the trip. If a payment is missed, your child may not be able to go on the trip. Please contact your school to see if other payment arrangements can be made. The school does not make a profit on the trip.

If your child does not go on the trip and you have paid for some of the trip expenses, you can be reimbursed unless you have committed your child to go on the trip and the school has already paid for non-reimbursable items such as pre-paid airfare, hotel reservations, event tickets, etc. Schools will not reimburse parents/guardians for fees for which the school does not receive a reimbursement from the vendor. If a family has participated in all of the fundraising activities the school has offered and is experiencing a hardship and cannot pay, please contact your School Leader to discuss other possible arrangements.

KPA/ KPO Voluntary Dues

The purpose of the KIPP Parent Association (KPA)/ KIPP Parent Organization (KPO), which is available in some schools, is to assist the KIPP school faculty as they go above and beyond in their efforts to help all students climb the mountain to and through college. This assistance includes volunteer coordination, fundraising, community advocacy, faculty appreciation, student end of year celebrations, and the organization of family oriented activities.

Each year, the KPA/ KPO raises above and beyond dollars to help your school pay for end-of-year field lessons and other special KIPP activities and items. They also welcome new families with school events. The KPA/ KPO will respond to families in need, especially at holiday times, and they help any member of the KIPP Team and Family cope with a crisis. KIPP parents have traveled to Austin every legislative session to thank the Texas legislators for their support and to educate them about our collective mission.

Voluntary dues are up to $10 per student to help accomplish the purpose and mission. Please contact your school for more details. The KPA/ KPO appreciate your support!

Meal Payments

If a student incurs a negative meal balance and the balance owed to the school exceeds $10.00, the student will need to bring his or her lunch from home until the balance is paid in full. Where applicable, please reference your city's regional handbook for more details surrounding meal pricing.

Tuition Based Pre-K (for those schools which offer Pre-K programming)

Your school may offer half day Pre-K 3 and/or half day or full day Pre-K 4 programs on a tuition basis to students who do not meet the eligibility requirements to attend Pre-K for free. In order to be eligible for free Pre-K your child must meet and show documentation for one of the following criteria as outlined by TEA:

- Be homeless
- Be unable to speak or understand English
- Be economically disadvantaged
- Be the child of an active-duty member of the U.S. military or one who has been killed, injured, or missing in action while on active duty
- Be a child who is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family code
- Be a child who meets any eligibility criteria for Head Start, not only those who meet the low-income eligibility criteria for Head Start
- Be the child of a person eligible for the Star of Texas Award as a peace officer as defined in Section 3106.002, a firefighter as defined in Section 3106.003, or an emergency medical first responder as defined in Section 3106.004.

If your child does not qualify for free Pre-K, the tuition for half day Pre-K is $3,269 per year for the 2019-20 school year and $6,538 for full day Pre-K. Payment plans can be worked out with your school. Failure to pay within the specified timelines will result in the student's removal from the program. Please see your school for more details and the enrollment process.

Athletics

All high school, middle school, and primary school student-athletes wanting to participate in a sport may be assessed an athletics fee. The fee is up to $50 per sport for student-athletes (see your school for specific costs and programs). The fee must be paid in-full to the school office before the first official scrimmage or game in order for the student-athlete to participate. All paid fees are final. There are no refunds regardless of playing time, eligibility, etc. Individuals unable to pay should complete a Financial Assistance Form and submit this form to the school. A meeting must occur with the Athletic Director or appropriate Designee to discuss action steps and possible solutions. This must be completed and approved before the first official scrimmage or game in order for the student-athlete to continue to participate within the athletics program. Refusal or inability to complete the action steps could also

result in removal from the athletics program. Please see the student athlete handbook for more details. Specific requirements will be communicated before each sport begins.

Other optional items and services

Your school may offer other optional items and services. Unless communicated as a fundraiser these will be offered at the school's cost or less. There is no obligation to purchase or participate.

3. Wellness Policy

KIPP Texas is committed to providing a school environment that enhances learning and development of lifelong wellness. KIPP Texas shall follow guidelines that advances student health and shall promote the general wellness of all students through nutrition education, physical activity and other school-based learning and activities. KIPP shall support all students by implementing measurable goals to promote sound nutrition and student health in an effort to reduce childhood obesity. Our full Wellness Policy can be found on our website.

SECTION D: HEALTH

1. Bacterial Meningitis

State law requires KIPP to provide information about bacterial meningitis:

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most

people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

You should seek prompt medical attention if you think you or a friend might have bacterial meningitis. Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, and the Department of State Health Services, Department of State Health Services.

2. Child Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

No one in the workplace, including supervisors, 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 possible criminal sanctions. Falsely reporting information is a misdemeanor.

3. Sexual Abuse, Sex Trafficking and Other Maltreatment

KIPP has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed in this handbook. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. **[**To find out what services may be available in your county, see **Texas Department of Family and Protective Services, Programs Available in Your County**.**]**

The following websites might help you become more aware of child abuse and neglect:

- https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf **Child Welfare Information Gateway Factsheet**
- http://kidshealth.org/en/parents/child-abuse.html **KidsHealth, For Parents, Child Abuse**
- http://taasa.org/resources-2/ **Texas Association Against Sexual Assault, Resources**
- https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child- abuse-1 **Texas Attorney General, What We Can Do About Child Abuse Part 1**
- https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child- abuse-2 **Texas Attorney General, What We Can Do About Child Abuse Part**

4. Distribution of Medicine Policy

It is the policy of KIPP that students should not be in possession of any medication, nor take any medications, during the regular school day or on school premises on their own. Faculty are also not permitted under any circumstances to give a student any medicine (prescription, over-the-counter or otherwise).

Although if there is a need, a designated KIPP employee may administer medication (prescription and non-prescription) to students as governed by state law and regulations provided that:

a. In the event a student must take medication during school hours, all medication--prescription and over the counter (including medication supplies) -- must be provided and brought to the school by the student's parent/guardian (not by the student or bus driver) and the parent/guardian must complete a

written signed and dated **Permission to Administer Medication Form**. This parental consent must include the reason/purpose of the medicine, name of the medicine and exact dosage/time of administration. This form can be obtained from and must be returned to the school nurse/clinic coordinator.

b. The medication must be current and have dosage information indicated. Prescription medicine must be in the original container with an attached prescription label that includes the student's name, the drug name, the directions for dosage and the schedule for administering it. The label must also include the name and address of the pharmacy, the name of the prescribing physician, and the date the prescription was filled.

c. All medication must be ordered by a physician/dentist licensed to practice in the United States. The prescription must be filled by a pharmacist licensed to practice in the United States.

d. A written request from a physician must be obtained if any prescription medication needs to be administered daily for more than 10 days, consecutively (fax may be accepted).

e. Non-prescription medicine (including but not limited to topical ointments, analgesics, antacids, antipyretics, antihistamines, decongestants, and cold/cough preparations) must be in the original container indicating age-appropriate dosage instructions which will be strictly followed by school personnel. Medications will only be administered according to the dosage and instructions listed on the prescription bottle. No other medications can be given, such as foreign medications, herbal remedies, dietary supplements, or homeopathic medications unless in accordance with an IEP and subject to the conditions delineated herein.

f. Age appropriate students will be allowed to carry and self-administer inhaled asthma medication **when a signed physician's statement is submitted to the school indicating complete instructions for inhaler** use and permission for the student to carry the inhaler. It is recommended that an additional inhaler be provided to the school. If the student violates campus safety policies, the school may revoke this privilege and must notify the physician and parent/guardian.

g. **Medicine must be delivered to and picked up from the school by the parent/guardian or other responsible adult.** All medicine to be given during the school day will remain in a designated locked area of the school. Any unused medicine not picked up at the end of the school year will be destroyed by school personnel.

h. All written consents from physicians/dentists as well as parents are valid for one school year.

i. Designated KIPP school employees have the right to refuse administration of medication when the medication may be contraindicated for the student. In the event of this occurrence, the parent/guardian and physician will be notified.

5. Chronic Medical Illnesses

Any student with a chronic medical illness (i.e. diabetes, asthma, sickle cell anemia, etc.) and/or life-threatening allergy must obtain, complete, and return an **Emergency Action Plan** to the school. A portion of this form must be completed by your child's physician. The parent or guardian of a student who will seek care for diabetes while at school or during school-related activities must submit to the school a diabetes management and treatment plan, developed with the student's physician. The school will review the diabetes management and treatment plan and shall develop an individualized health plan in accordance with Texas Health and Safety Code 168.001.

6. Communicable Diseases

A communicable disease is one that may be passed directly or indirectly from one person to another. The School Leader shall exclude from attendance any student suffering from a contagious disease, as defined by the Texas Department of State Health Services in 25 TAC 97.7, until the criteria for re-admittance is fulfilled. Conditions for which children may be excluded include, but are not limited to, hepatitis A, chickenpox, scabies, measles, pertussis, bacterial meningitis and infectious forms of conjunctivitis (pink eye). Students excluded due to a contagious disease shall be readmitted by one or more of the following methods:

1. Written medical clearance from the Student's physician;
2. Readmission permit from the local health authority; or
3. After the disease is no longer contagious, as established by the Texas Department of State Health Services.

7. Emergency Medical Treatment

If a student should have a medical emergency at school or at a school-related activity, the school shall use best efforts to seek emergency medical services as appropriate. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the appropriate school personnel to update any information. If, in the opinion of the campus administrator or school nurse, a life-threatening emergency occurs, EMS will be called.

8. Immunization

State law requires that all children attending school be immunized against various diseases. During registration, a copy of the student's shot record is required. The nurse will evaluate the currency of the student's shots and notify the parents of any other required immunizations. Our school is required to abide by the no shots-no school requirements. These requirements can be waived only if a properly signed exemption affidavit is signed and submitted to the school. See 25 TAC 97.63 for a list of required vaccines.

9. Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like combs, brushes, hats, and headphones. If careful observation indicates that a student has head lice, the school will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school to discuss the treatment used. The school can offer additional recommendations, including subsequent treatments and how to best get rid of lice and prevent their return. KIPP shall provide written or electronic notice to the parent or guardian within 48 hours of

becoming aware that a student has lice. KIPP shall notify parents of students in the same classroom within five days of becoming aware that a student has lice.

SECTION E: ADMISSION, ATTENDANCE, AND WITHDRAWAL

Attendance

KIPP Texas takes attendance very seriously. Being present in school every day is the foundation for student achievement and academic success. If students are not in school, they are missing out on what is being taught and are at risk for experiencing lower academic performance. When absences become a pattern or become a chronic issue, students can fall behind and experience academic struggles as well as experience challenges beyond the classroom.

KIPP Texas knows that every now and then students are going to be absent from school. However, we ask that parents and students make every effort to come to school every day.

Attendance Policy

KIPP Texas students are expected to be at school every day unless they have spoken with their school leader ahead of time and received permission or have had an excused absence. It is the duty of the parent/guardian to monitor student attendance and make sure the student is in school every day possible.

KIPP has a standardized time that attendance is taken for state funding purposes. The official attendance time for each region/campus is set out below. While this is the official time for state funding purposes students are expected to be in school during all instructional hours. Arriving after the school start time will constitute a tardy.

All KIPP Texas Regions (Austin, Dallas, Houston, and San Antonio) use 10 minutes into 2nd period for the state funding attendance period. PK students in the afternoon program have a 2 pm official attendance time.

Should your student miss school, guardians should call the school before the start of the school day to let the school know your student will be absent. Parents who do not notify the school will be contacted by the school.

Student may be excused for an absence resulting from:

- Observing religious holy days; the holy day should be one recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, mission trips, revivals, vacation Bible school, baptisms, christenings, bar/bat mitzvahs, church community events, etc. are not considered holy days. **A written letter for the absence must be sent to the school at least a day in advance.**

- Temporarily absent due to an appointment with a healthcare professional for the student or the student's child. **To be considered temporarily absent, the student must begin classes or return to class on the same day of the appointment and bring in a doctor's note that same day.** We recommend scheduling doctor appointments on days when school is not in session, e.g. professional development days.
- Sounding "Taps" at a military honors funeral held in Texas for a deceased veteran (grades 6-12). **A written letter for the absence must be sent to the school at least a day in advance.**
- Required court appearance by the student. The student must be required to appear before the court. If the guardian is required to appear but not the student, the absence is not excused. This also does not apply to meetings with a probation officer. **Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.**
- Appearing at a governmental office to complete paperwork required in connection with the student application for United States citizenship. Applying for a passport at the Consulate does not apply as governmental paperwork. **Must have documentation on file from a governmental office.**
- Taking part in a United States naturalization oath ceremony. **Must have written letter or documentation on file.**
- Visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Students must be in his or her Junior (11th) or Senior (12th) year of high school. May not exceed two (2) days per year. (Other excused absences under TEC 25.087 and SB 206). **A written letter for the absence must be sent to the school at least a day in advance.**
- Serving as an election clerk or a student election clerk (Student must be at least 16 years old, have consent from their school leader, be a US citizen, and have completed the training required by election entity. **A written letter for the absence must be sent to the school at least a day in advance.**
- **Documentation must be on file** if the student is in the conservatorship of the Department of Family and Protective Services and misses school:
    - To participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable; or
    - To attend an activity under a service plan under Texas Family Code Chapter 263, Subchapter B
- Visiting the student's parent, step-parent, or guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, step-parent, or guardian regularly resides. **A written letter for the absence must be sent to the school at least a day in advance.** Absences for this reason may not exceed five days in a school year and must be taken:
    - not earlier than the 60th day before the date of deployment; or
    - not later than the 30th day after the date of return from deployment
- Illness, death, or other family emergency/tragedy. **Must have written letter or documentation on file no later than two days (2) after student returns.** A student may be excused for up to 3

days for each bereavement/funeral instance. This allows students a day of travel, day of the funeral, and day of travel back. Any days after that will not be excused by the school.

Absences listed above may have specific excuse note requirements. Unless otherwise specified, in order for an absence to be excused students should provide on their return to school **(no later than 2 days)** a note containing the following:

- Date the note is written
- Dates of the absences
- Student's full name
- Student's grade level
- Reason for the absence (example: illness, sounding Taps, religious...etc.)
- Parent/guardian signature

KIPP Texas will only accept up to **five** handwritten notes per year for absences dealing with illness or family emergencies. Any absences after that will need a doctor's note or will need to be discussed with the school principal. The SIXTH note will NOT excuse an absence and the student will be subject to truancy policies. (This does not pertain to notes written/signed by a healthcare provider as proof of a documented appointment.)

A student absent for more than five consecutive days because of a personal illness must bring in a note from a healthcare professional verifying the illness or condition that caused the student's extended absence. Otherwise, the student's absences may be considered unexcused and, if so, would be used towards the unexcused absences used towards truancy filings.

Should a student develop a questionable pattern of absences, even if all absences are considered excused, an attendance meeting will be called by the school to discuss the student's attendance. In cases like this, the school may require a statement from a healthcare professional or an Individualized Health Plan (IHP) signed by a doctor verifying the illness or condition that caused the absences from school.

If a doctor, dentist, or other healthcare appointments need to be made, the expectation is for every attempt to be made to schedule appointments on early dismissal or school holiday dates. If this is not possible, the student must provide notification within 2 days from a licensed healthcare provider validating the absence for it to be excused.

Students with excused absences are also responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

Texas Compulsory Attendance

Texas Compulsory Attendance: Children ages 6-18 (up to the student's 19th birthday) are required to attend school. Compulsory attendance also applies to students below the age of 6 if the student voluntarily enrolled in prekindergarten or kindergarten. Older students are those students who voluntarily enroll in or voluntarily attend school after their 19th birthday are subject to Compulsory

Attendance laws and can have enrollment revoked for more having more than five unexcused absences in a semester. As an alternative to revoking enrollment on older students, the school may impose a behavior improvement plan.

Truancy

At the beginning of each school year, guardians receive notice of the Texas Compulsory Attendance Law via this handbook and the online student registration forms. During the school year, if a student has been absent without excuse on three days (3) or parts of days within a four-week period, a warning notice will be issued to the guardians. Should the student continue to miss without excuses, on the sixth (6th) absence, the school will require a parent attendance meeting to discuss the attendance issues. In this meeting, Truancy Prevention Measures (TPM) will be put into place for a time period not to exceed 45 days. If the student fails to meet the goals set up in the TPM and has been absent without excuse ten (10) days or parts of days within a six-month period, the school is required to file truancy compliant with the truancy court for the offense of contributing to nonattendance. Students 12 years and up may be referred to truancy court as well for nonattendance.

Attendance for Course Credit

Any student (kindergarten-12th grade) shall not be given credit unless the student is in attendance for at least 90 percent of the days the class is offered. When looking at 90 percent attendance, all absences both excused and unexcused will be considered. Should a student fall below 90 percent, a promotion committee will meet to determine if the student is prepared for success in the next grade level. If the committee determines the student is not prepared for success in the next grade level, the student will be retained for missing too many instructional minutes.

Withdrawal for Non-Attendance

Should a student miss ten consecutive days with no communication from the guardians whatsoever, campus staff may begin the withdrawal process. Campus staff may initiate a withdrawal for non-attendance of a student under the age of 18 only after:

1. The student has been absent for at least ten consecutive school days;
2. The attendance officer and/or principal have/has made and documented repeated unsuccessful attempts to locate the student and/or recover the student to school;
3. The attendance officer and/or principal have provided, or in good faith attempted to provide, the parental notice required by Education Code 25.095; and
4. The attendance officer and/or principal have/has:
    a. Filed a complaint against the student or the student's guardian with the appropriate court for an offense under Education Code 25.092 or 25.094

Withdrawal Documentation

All actions required by law and KIPP Texas policy will be documented in the student's withdrawal paperwork; a student may not be withdrawn for non-attendance without adequate documentation. Every attempt to locate this student must be made and every attempt to contact and/or locate the student must be documented. If the student cannot be located, the student will be withdrawn and recorded as a dropout.

Withdrawal Date

In initiating a withdrawal for non-attendance, campus staff will document withdrawal date that is no earlier than the next school day after the student's tenth consecutive absence from school.

Exception

If campus staff obtain documentation showing that the student was enrolled in another school or district before the documented withdrawal date, the student's withdrawal date may be backdated to prevent overlap of enrollment dates. A copy of the enrollment documentation will be filed in the student's withdrawal paperwork.

Any student who withdraws for any reason during the school year will lose their seat and must re-apply through the lottery process.

SECTION F: STUDENT CODE OF CONDUCT

The goal of KIPP's discipline policy is to assist the student in learning to understand unacceptable behavior or actions, learning to take responsibility for one's own actions and internalizing socially acceptable behavior or expression. The following policies and guidelines should be adhered to, realizing that faculty must frequently utilize their own judgment for the best interest of the student. Students are expected to comply with the Code of Conduct on KIPP campuses, at school events/activities, on KIPP transportation, and at KIPP bus stops.

Each KIPP school may engage the student, parents, and the staff in a Commitment to Excellence. This "Commitment", if applicable enumerates the discipline and performance standards that are expected of all students. KIPP's Commitment to Excellence form is to be read alongside the provisions in this Handbook, and the Code of Conduct to understand expectations of conduct.

Students are expected to comply with the Commitment to Excellence. If in the use of the Internet, technology, or social media outside of school, a student engages in behavior that fails to comply with the CTE, and such behavior causes a substantial disruption at school or is foreseeable to cause a substantial disruption at school, a student may expect consequences as if the student committed the behavior at school.

In the event that a student must be suspended from school or possibly expelled, a meeting with the student, teacher, parent and School Leader will be held. At this meeting the process of this type of disciplinary action will be discussed. While the Commitment to Excellence Form serves as the school's code of conduct, this section contains other pertinent and important information.

1. Transportation

    A. Busing

While the purpose of this policy is not for school discipline but rather for the safety of all students while riding a bus to and from school, nothing in this policy shall prohibit KIPP from instituting school discipline in accordance with the Student Code of Conduct, the Student Handbook, and/or the Commitment to Excellence as deemed appropriate by school personnel. It is important for all bus riders to accept and acknowledge that transportation services are a privilege which will continue only if the student's behavior on the school bus is reasonable and safe. While our goal is to help students develop the knowledge, skills, and character strengths they need to succeed throughout their education, our number one busing priority is to get students to and from school safely and on time. KIPPsters who choose to engage in unacceptable behaviors on a school bus create an unacceptable risk for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver, working with the KIPP teachers and other campus staff, is responsible for the safety and discipline of bus riders. The School Leaders, teachers, and staff members will be available to assist the bus driver to maintain discipline and good order on bus routes through the use of appropriate discipline measures which can include the suspension or permanent removal of bus privileges.

Bus Routes

All KIPPsters who reside within KIPP's priority attendance zones and reside 2.0 or more miles from the campus main entry (via the most direct route on regular roadways) are authorized to ride KIPP buses. Students who reside outside of the priority attendance zones are welcome to ride a bus to their school provided there is space available on the bus and their parents bring them to the closest bus stop inside the priority zone. Check with your campus for eligibility status.

Bus Stops

All parents must be at the bus stop 10 minutes ahead of the scheduled stop time for both AM and PM. For AM pick-up, students are to be out of their cars, standing at the bus stop when the bus arrives. This means that students must be ready to walk onto the bus when the door opens (except during heavy rain). It is imperative that students load on time so that buses arrive at school on time to allow adequate time to eat breakfast and have the children prepared for the day.

Alternate Bus Stops

Bus drivers are not permitted to drop off students at places which are not on their scheduled bus route. All bus stops are approved by KIPP

Route Assignment

Bus routes are carefully created to maximize ridership. Based on this, students are allowed to ride only the route to which they are assigned. Students are not allowed to transfer from one bus to another due to scheduling issues. Schools will not allow a student to occasionally or routinely ride a different bus. Students who purposely get on another bus may lose their riding privileges. Any exception to this needs to be in writing and approved by the KIPP Transportation Manager.

Eligible Riders

All students except Pre-K3 are eligible to ride the bus. Additionally, Pre-K4 students must have an older sibling on the bus in order to ride. In the event that a Pre-K4 student's older sibling is unable to ride in the PM due to an extracurricular activity or event, a phone call or note from the parent to the school is required in order for the Pre-K4 child to ride the bus solo. The parent will need to show their KIPP Bus ID to the bus driver in order to have the child released from the bus.

Authorized Passengers

Only KIPP students are considered authorized passengers. Parents are not allowed to enter the bus under any circumstances. If a parent wishes to speak with a driver, please call the campus to arrange an in- person meeting or conference call. Attempting a conversation with a driver while at a bus stop is inappropriate, as it causes the bus to be late and the motoring public to become extremely frustrated with the stopped bus. Parents who violate this policy by entering a bus unlawfully and interfering with a bus route are subject to a Class C Misdemeanor charge.

Bus Rules

Please observe the same conduct rules as you would in the classroom while riding a school bus; the Student Code of Conduct applies on the school bus and at the bus stop. Consequences listed here may be in addition to and/or in conjunction with consequences stated in the Student Code of Conduct.

- Be at your bus stop at least 10 minutes before the scheduled arrival time for the bus
- Do not engage in inappropriate or disruptive behavior at your bus stop
- Do not rush the bus upon its arrival at the stop
- If the bus is equipped with seat belts, students are required to wear them as intended by the manufacturer; the bus driver can provide additional instruction, if necessary, but is not responsible for putting on children's seatbelts
- Use appropriate language and be courteous to your bus driver and other passengers
- Do not eat or drink while on the bus
- Throwing objects out of a window or littering on the bus is prohibited
- If assigned seats are instituted on your bus, sit in your assigned seat and remain seated at all times until you are at your final destination
- Obey the directives of the bus driver and the transportation attendant if one is assigned to your route
- Keep your hands, feet, and head inside the bus at all times

- Respect property. You and your parent or guardian will be responsible for any damage, including vandalism and seat punctures or rips
- Inappropriate gestures or comments to motorists or others outside of the school bus are not allowed
- Ride only your assigned bus to your assigned stop unless you have written permission from both your parent or guardian and KIPP to do otherwise
- A quick and easy summary of all of these rules is: SIT BACK AND ENJOY THE RIDE☺️

School Bus Offenses (not exhaustive)

Class 1 Offenses	Class 2 Offenses
● Spitting ● Excessive Noise ● Horseplay/Mischief ● Leaving one's seat/standing without permission of the driver ● Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials ● Refusing to properly identify oneself to the bus driver ● Disobedience or disrespect to the bus driver or bus monitor ● Inappropriate or disruptive behavior at a bus stop	● Hanging out of windows with any part of the body ● Throwing any object in or out of the bus ● Bullying, threatening, or harassment of any person on the bus ● Profanity or threats toward the bus driver or bus monitor ● Possession or use of tobacco ● Vandalism to the bus or any bus related equipment (restitution will be required as well) ● Pushing, shoving, or rushing the bus at a bus stop ● Lighting matches, lighters, or any other flammable object or substance ● Unauthorized entering or leaving the bus through an emergency exit or window ● Possession or use of a laser pen or pointer that distracts the driver ● Riding an unassigned bus or using an unassigned bus stop without the proper permissions ● Eating/Drinking/Littering the bus

Class 3 Offenses
Class III offenses are defined as and include, but are not limited to, fighting, possession or use of a weapon, possession of an illegal substances, or anything which seriously jeopardizes the safety of the student, other students, the bus driver, the motoring public or pedestrians

Consequences for School Bus Offenses

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Class 1	Written warning and student apology	1 – 3 day bus suspension, student apology, and required parent conference	3 – 5 day bus suspension, student apology, and required	Loss of bus privileges for the remainder of the school year
Class 2	1 – 3 day bus suspension, student apology, and required parent conference	3 – 5 day bus suspension, student apology, and required parent conference	Loss of bus privileges for the remainder of the school year	
Class 3	Up to and including permanent loss of bus privileges for the remainder of the school year.			

KIPP has discretion based on each incident to modify the above consequences. The transportation team reserves the right, when applicable and considering FERPA laws, to show proof of incident to a parent of a child involved in a specific incident. A written statement of incident with disciplinary action will be provided.

B. Student Drivers

KIPP Texas Public Schools will work with all families to ensure our students are responsible student drivers. Some campuses may allow qualified students to drive and park on campus. Each school reserves the right to offer this option or not. Please contact your school with questions.

In order for a student to be considered to drive and park on a KIPP campus which allows students to drive and park, he or she must be legally qualified to drive and hold a valid driver's license. He or she must receive approval from the school prior to bringing their vehicle to campus. Student parking is a privilege, and all students are expected to obey all signs and laws, arrive on time to school, and follow the expectations listed below:

- Texting or cell phone use while driving is strictly prohibited

- No student vehicles will be permitted to leave the school grounds during school hours, including the lunch hour, without permission from the school leader or assistant principal and a written request in advance from the parent or guardian
- Student drivers may only park in the designated spaces as assigned by the school. The school reserves the right to allow fewer parking spots than demand due to safety and overall parking space availability
- Student drivers at all times will obey directions from staff performing parking lot duty
- Student drivers will display the parking pass provided by the school per the school's policy
- Drivers who are found to be habitually tardy will receive the standard consequences for tardiness as defined in the handbook. In addition, their parking privileges may be suspended or revoked.
- Student drivers will be courteous drivers. Speeding or driving recklessly without regard for the safety of others is a violation. The speed limit while on campus is 10 miles per hour.
- A student may transport another student during the school day only if the student passengers' parents submit written consent and has been confirmed and approved by the school.
- ALL regular school rules apply to the parking lot. Please refer to the Student Handbook for additional information.

2. Academic Dishonesty

Because KIPP has high expectations for academic excellence, KIPP strives to instill in its students with values of honor and excellence. With these goals in mind, KIPP will not tolerate dishonesty in academic work, including cheating, plagiarism, changing or modifying grades or engaging in any act that shows a lack of integrity in the academic pursuit of excellence at a KIPP school.

Cheating is defined as giving or receiving and/or using unauthorized information on an exam or academic assignment, or submitting duplicate work for individual assignments. Plagiarism consists of representing another person's ideas or writing as one's own, whether from a book, another student's assignment, the Internet, or another source. Any student found to have engaged in cheating or plagiarism in any phase of academic work may lose all credit for the assignment and will be required to meet with the student's parent, teacher, and administrator of the school. Repeated instances of academic dishonesty could result in expulsion from the school or other disciplinary measures.

3. Gang-Related Activity

A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. For purposes of this policy, a "gang" is a prohibited fraternity, or society as defined by the Texas Education Code, Section 37.121. KIPP prohibits the existence of gangs and gang activity. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti / tagging, display of identified gang colors, or other affiliation in any gang.
- Committing any act or omission, or using, any speech, either verbal or nonverbal (tagging, gestures, handshakes, etc.), showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
    - Soliciting others for membership in any gangs.
    - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
    - Inciting other students to act with physical violence upon any other person.
    - Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
    - Committing any other illegal act or other violation of school district policies.

a. Gang Law Violations: A person commits an offense if the person:

- is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
- is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.

b. Students who violate this policy related to gang activity will be subject to disciplinary action that may include suspension or expulsion. Under this section, public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Girl Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

4. Hazing

KIPP prohibits all forms of hazing. Texas Education Code §37.151 defines “hazing” as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Any student engaging in hazing will be disciplined in accordance with the Student Code of Conduct. A person commits a criminal offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

5. Alcohol/Drugs

All KIPP schools are declared to be alcohol-free, tobacco-free, and drug-free zones. These substances are prohibited in the school building and on school grounds (including parking lots and athletic facilities). Violators are subject to criminal sanctions.

No student shall possess, use, transmit or be under the influence of any prohibited substance, including, but not limited to, cigarettes, e-cigarettes, tobacco, juling device, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, hemp etc.:

- On school grounds during any school term
- Off school grounds at a school activity, function, or event
- Within 300 feet of KIPP property

This policy shall apply in the event pills or other substances are simulated or represented as any of the previously mentioned controlled substances or over-the-counter drugs and shall apply to any type of drug paraphernalia. This policy shall apply even if the substance is considered to be a legal substance.

A student who uses a drug as authorized by a licensed physician through a prescription specifically issued for the student's use shall not be considered to have violated this rule as long as he/she follows the guidelines set forth in the Student Handbook regarding Distribution of Medication. Lockers may be searched for any contraband including alcohol and drugs. Students are held responsible for any prohibited item(s) found in their locker or on their person and are subject to disciplinary action.

State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine not to exceed $250. Additionally, a student will face disciplinary consequences. Students who violate any of these policies on alcohol, tobacco, and drug use shall be subject to disciplinary action deemed appropriate by a school administrator, up to and including expulsion.

6. Anti-Bullying Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual or group of people in the KIPP community, is expressly prohibited on KIPP property or at school-related functions. This policy applies not only to individuals who directly engage in an act of bullying but also to individuals who, by their indirect behavior, condone or support another individual's act of bullying.

KIPP is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. KIPP believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

KIPP believes that standards for student behavior must be set cooperatively through interaction among the students, parents, guardians, staff, and community partners of KIPP, producing an atmosphere that encourages students to grow in self-control. The development of this atmosphere requires respect for self and others, as well as for the community property on the part of students, staff, and community members.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student to direct follow-up when incidents are reported and/or occur.

Definitions

"Bullying" is defined in Section 37.0832 of the Education Code as a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that: (1) has the effect or will have the effect of physically harming a student, damaging a

student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school.

Bullying may involve, but is not limited to:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting or destroying property.
- Emotional or Psychological: Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, if the conduct occurs at school or if such off-campus conduct results in a substantial disruption of school activities

Harassment includes, but is not limited to oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is unwelcome.

Bullying, Cyberbullying and/or Harassment also encompass:

- Retaliation:
    - Against a student by another student for asserting or alleging an act of bullying, harassment, or discrimination.
    - Also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- Pattern of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by:
    - Incitement or coercion;

- Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of KIPP; or
- Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Bullying, Cyberbullying, Harassment and Discrimination (hereinafter referred to as bullying for the purpose of this policy) also encompass, but are not limited to, unwanted harm towards a student in regard to their real or perceived gender or gender identity or expression, race, color, religion, political beliefs, linguistic preference, natural origin, age, disability (physical, mental, or educational), socio-economic background, or ancestry.

"Accused" is defined as any KIPP student, employee, volunteer, contractor, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by KIPP who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

"Complainant" is defined as any KIPP student, employee, volunteer, contractor, or other person who formally or informally makes a report of bullying, verbally or in writing.

"Victim" is defined as any KIPP student, employee, volunteer, contractor, or other person inside the school or outside the school at a school-sponsored event, on school buses, who is reported to have been the target of an act of bullying during the school day or during any educational program or activity.

KIPP is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of a student to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting an Act of Bullying

- At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, documenting on appropriate forms for compliance, and informing parents and guardians of parties involved.
- Any member of the school community who has credible information that an act of bullying has taken place may file a Bullying Incident Report, whether a victim or a witness.
- Any student (and/or the parent on the complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying is strongly encouraged to fill out a Bullying Incident Report in the front office of his/her school. In addition, KIPP accepts anonymous bullying reports. Reports may be submitted electronically using KIPP's anonymous incident reporting system on

the KIPP website allowing students or parents to submit any sensitive or urgent student issues quickly to school officials.

- Complaints should be filed as soon as possible after the alleged incident and noted on the incident report. Complaints should be filed within ninety (90) school days after the alleged incident so that the allegation may be appropriately investigated.
- Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments at KIPP.

Investigating Bullying Complaints

- The principal or investigative designee shall document all complaints in writing on the Bullying Tracking and Investigation Chart to ensure that allegations are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal, written Bullying Incident Report, school officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in *Protecting Students from Harassment and Hate Crime: A Guide for Schools, Part II (1999).*
- If the complaint is about the principal, the KIPP Human Resources Department shall be asked to address the complaint.
- The trained principal/Investigative Designee will make the determination if a reported act of bullying or harassment falls within the scope of KIPP.
- If the reported act is determined to fall within the scope of KIPP (if the complained-of conduct occurred at school or if off-campus conduct caused a substantial disruption at school), the principal/investigative designee shall follow the Procedures for Investigating Bullying and/or Harassment as outlined below.
- If the reported act is determined to be outside the scope of KIPP, and determined an alleged criminal act, the principal/investigative designee shall refer to appropriate law enforcement, provide any applicable interventions, and document according to this Policy.
- If the reported act is determined to be outside the scope of KIPP, and determined not a criminal act, the principal/investigative designee shall inform parents/guardians of all students involved, provide appropriate interventions and document according to this Policy.

Investigation Procedures for Reported Acts of Bullying Under this Policy

- The procedures for investigating school-based bullying must include the principal/designee and or investigative designee, in the case of student-to-student bullying.
- The investigator may not be the accused or the alleged victim.
- The principal/designee or appropriate KIPP administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving notification of complaint. The principal/designee/administrator must immediately notify parents/guardians of both the victim and the alleged perpetrator of an act of bullying or harassment within two (2) school days of a filed complaint.
- During the investigation, the principal/designee or appropriate administrator may take any action necessary to protect the complainant, alleged victim, other students, or employees consistent with the requirements of applicable regulations and statutes.

- Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual will initially be interviewed separately and only with permission of victim and family will the alleged perpetrator and victim to be interviewed together.
- At no time during the investigation will the name of the complainant be revealed by the investigator without permission of complainant or the complainant's family or if the complainant's safety is jeopardized.
- In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolutions. In the event a valid court order conflicts with this policy, the order of the court will prevail.
- During the investigation where a KIPP employee is accused, the principal/designee/administrator may recommend to Human Resources any action necessary to protect the complainant, the alleged victim, or other students or employees. Examples of this could include: removal of student from classroom, leave of absence while under investigation, etc.
- Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision on the Bullying Tracking and Investigation Chart by the principal/investigative designee/administrator.

Resolving an Act of Bullying

- Informal Resolution: The administrator, along with the alleged victim and the accused/student, may agree to informally investigate an alleged bullying incident among parties. A Bullying Incident Report form may have already been filed, or will be completed during the investigation by the parties involved.
- Interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential.
- Each individual (victim, alleged perpetrator, witnesses) will be initially interviewed separately.
- A joint voluntary mediation meeting between the two parties shall be held upon agreement of all parties, and each party's agreement to Informal Resolution must be in writing on the Bullying Tracking and Investigation Chart.
- If a mutual resolution is accepted, the incident and the resolution must be documented on the complaint form and the appropriate data system. No further action is needed.
- If a mutual resolution has not been achieved, a formal written appeal for a formal resolution must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate KIPP supervisor.
- Formal Resolution: the alleged victim/complainant/student/or parent on behalf of the student may file a written complaint with the principal/designee or appropriate KIPP administrator by utilizing the KIPP Bullying Incident Report and Bullying Tracking and Investigation Chart Forms.
- According to the level of infraction, parents/guardians will be promptly notified within two (2) school days of a submission of any actions being taken to protect the victim via written notice, telephone, or personal conference. The frequency of notification will depend on the seriousness of the bullying incident.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, are confidential, and are recorded on the Bullying Incident Report Form.

- Each individual (victim, alleged perpetrator, witnesses) will be initially interviewed separately.
- A joint voluntary mediation meeting between the two parties can be held if parties agree.
- If bullying is found: all evidence is collected, all documentation is recorded and filed in the school and district specified data system. Disciplinary actions are decided by the administrator or designee with appropriate supervisor input based on circumstance.
- If no bullying is found: all documentation is kept and filed. Monitoring of victims and complainants and any additional supports needed is implemented. Whether bullying is found or not, all parties will be notified in writing of the final decision and their right to appeal. This is filed with the other incident documents.
- All documents shall be filed in the school's Bullying Incident Folder, and student files.
- Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administrator, the board of directors may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent and when applicable, the student may also be transferred to another campus. The parent of a student who has been determined by KIPP to be a victim of bullying may request that his or her child be transferred to another classroom or campus, if applicable.

7. Disciplinary Infractions and Outcomes

a. Behaviors

Students are prohibited from engaging in conduct that violates expected standards of behavior. Examples of such violations follow.

Items marked with an "" are considered serious infractions subject to suspension, expulsion or alternative placement.*

(1) *Leaving school grounds or school-sponsored events without permission of an appropriate school official;
(2)* Insubordination (*i.e.*, failing to comply with lawful directives given by school personnel (including but not limited to Item "(1)" above));
(3)* Engaging in inappropriate physical or sexual conduct;
(4)* Engaging in conduct that constitutes sexual harassment, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors; includes texting, social media or other virtual methods that constitutes sexual advancement or harassment
(5)* Possessing or using matches or a lighter, except as part of an instructional program;
(6)* Starting or building a fire on school grounds or at a school-sponsored event, except as part of an instructional program;
(7)* Possessing, using, or smoking tobacco products, e-cigarettes, or cigarette -like products at school-related or school sanctioned activities on or off school property;

(8)* Possessing, selling, using, or distributing medications that are available with or without a prescription in a manner that is not consistent with the medicine's intended use as indicated on the manufacturer's label, or with school rules concerning the handling of such medications;
(9)* Possessing, distributing, or selling items attempted to be passed off as drugs or contraband or any substance defined in this handbook to be a prohibited substance including but not limited to cigarettes, e-cigarettes, tobacco, juling device, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverages, toxicant inhalant, or other intoxicants (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, hemp etc.;
(10)* Possessing distributing, or selling drug paraphernalia;
(11)* Possessing or distributing pornographic material or lewd visual material depicting a child;
(12)* Possessing knives, bladed instruments, air guns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, other dangerous items, or any other prohibited weapon defined by Texas Penal Code Section 46.01, including an improvised explosive device;
(13)* Possessing a firearm;
(14)* Possessing ammunition or explosives;
(15)* Discharging a fire extinguisher, except in an emergency;
(16) Violating dress or grooming standards;
(17) Violating campus, classroom, extracurricular or other communicated standards of behavior;
(18) Being in facilities designated for the opposite sex when the student does not identify with that sex, such as restrooms or locker rooms, or in facilities designated as faculty, janitorial only, or custodial only;
(19)* Cheating or copying the work of another or allowing another to cheat or copy;
(20)* Throwing objects that can cause bodily injury or property damage;
(21)* Using profanity, vulgar language or obscene gestures;
(22)* Fighting;
(23)* Hazing and bullying, including cyberbullying
(24)* Stealing, theft, or robbery;
(25)* Damaging or vandalizing property belonging to others;
(26)* Name calling, ethnic or racial slurs, or derogatory statements that school officials reasonably anticipate will disrupt the school program or incite violence;
(27)* Inappropriate or illegal use of the school's electronic communication systems, including the Internet;
(28) Falsification of records, passes or other school-related documents;
(29)* Violating local, state or federal laws;
(30)* Continuous or repeated behavior that disrupts the school environment or educational process;
(31)* Assaulting another person;

(32)* Committing an assault which results in injury;
(33)* Making a terroristic threat, false alarm, or report including but not limited to bomb threats;
(34)* Selling, giving, or delivering an alcoholic beverage;
(35)* Possessing, using, or being under the influence of an alcoholic beverage;
(36)* Possessing, using, being under the influence, distributing, attempting to distribute, buying/selling, or attempting to buy/sell illegal drugs or any item defined in this Handbook as a prohibited substance including cigarettes, e-cigarettes, tobacco, juling device, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, hemp etc;
(37)* Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue or aerosol paint;
(38)* Behaving in a manner that contains the elements of indecent exposure as defined by the Texas Penal Code;
(39)* Behaving in a manner that contains the elements of the offense of public lewdness as defined by the Texas Penal Code;
(40)* Retaliating against a school employee;
(41)* Behaving in such a manner that the continued presence of the student in the classroom threatens the safety, interests and rights of other students or teachers, or will be detrimental to the educational process;
(42)* Being involved in any gang activity, including participating as a pledge or member, soliciting another person to become a pledge or member of a gang, or using any type of gang sign, symbol or representation;
(43)* Using or exhibiting an illegal knife, as defined by the Texas Penal Code;
(44)* Engaging in arson;
(45)* Verifiable evidence of crimes charged for conduct committed on-campus or off-campus determined to have one or more of the following effects:

(a) * Disrupting the learning environment
(b) Providing a negative example to the other students; or
(c) * Creating a dangerous and unsafe environment for students or school personnel.

(46)* While on school property, or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, commits certain offenses and misconduct described in Chapter 37 of the Texas Education Code, specifically:

(a) Engages in conduct that contains the elements of the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal Code;
(b) Engages in conduct that contains the elements of the offense of:

- aggravated assault under Section 22.02, Penal Code; sexual assault under Section 22.011, Penal Code; or aggravated sexual assault under Section 22.021, Penal Code;
- arson under Section 28.02, Penal Code;
- murder under Section 19.02, Penal Code; capital murder under Section 19.03, Penal Code; or criminal attempt under Section 15.01, Penal Code, to commit murder or capital murder;
- indecency with a child under Section 21.11, Penal Code;
- aggravated kidnapping under Section 20.04, Penal Code;
- aggravated robbery under Section 29.03, Penal Code;
- manslaughter under Section 19.04, Penal Code; or
- criminally negligent homicide under Section 19.05, Penal Code; or
- continuous sexual abuse of a young child or children under Section 21.02, Penal Code; or

(c)* Engages in conduct specified by Section 37.006(a)(2)(C) or (D) of the Texas Education Code, if the conduct is punishable as a felony;

(d)* Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of:

- marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
- a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
- alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code;

(e)* Engages in conduct that contains the elements of an offense relating to abusable volatile chemicals under Sections 485.031 through 485.034, Health and Safety Code;

(f)* Engages in conduct that contains the elements of any offense listed in subsection (B)(1) or (3) above, or the offense of aggravated robbery under Section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;

(g)* engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;

(h)* Engages in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a school employee or a volunteer, as defined by Section 22.053, Education Code, or in retaliation for, or as a result of the person's employment or association with the school, without regard to

whether the conduct occurs on or off of school property, or while attending a school-sponsored or school-related activity on or off of school property;

(i) Engages in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code; or

(j)* Possesses a firearm, as defined by 18 U.S.C. Section 921.

(47)* Regardless of the date of the incident, location of the incident, enrollment status of the student at the time of the incident, or completion of court disposition requirements,

(a) the student:

- has received deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
- has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
- is charged with engaging in conduct defined as a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
- has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
- has received probation or deferred adjudication for a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
- has been convicted of a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code; or
- has been arrested for or charged with a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code; and

(b) the board or the board's designee determines that the student's presence in the regular classroom: threatens the safety of other students or teachers; will be detrimental to the educational process; or is not in the best interests of KIPP's students.

b. Consequences

Teachers and staff initially handle all discipline issues within their classrooms and administer consequences ranging from a simple warning to removal from the classroom. The following discipline management techniques may be used alone or in combination by teachers and/or school administrators, as necessary. While the use of progressive discipline is generally applied, the following consequences may be utilized in any order:

(1) Oral correction
(2) Documenting infractions on the weekly report home
(3) Cooling off or time-out
(4) Phone calls to parents/guardians
(5) Seating changes in the classroom or lunchroom
(6) Counseling by teachers, counselors, or administrators
(7) Engaging in restorative justice practices
(8) Making a public apology to classmates
(9) Writing apology letters to classmates and/or school staff
(10) Parent-teacher conferences
(11) Parent-administrator conferences
(12) Temporary confiscation of items that disrupt the educational process
(13) Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism
(14) Rewards or demerits
(15) Behavioral contracts
(16) Sending the student to the office or other assigned area, or in-school suspension
(17) Detention, either during the school day or outside the school day
(18) School-assessed and administered probation
(19) Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
(20) Other discipline management techniques deemed appropriate by teachers and/or administrators
(21) Suspension (both in-school and out of school)
(22) Placement in an alternative education program as deemed by school personnel
(23) Expulsion

* The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be expelled for at least one calendar year. School administrators, however, may modify this expulsion requirement on a case-by-case basis. Weapon as used in this law means "firearm," as defined by 18 USC §3214(3)(d).

c. Corporal Punishment

No form of corporal punishment, whether parent desired or school initiated, is permitted by any school personnel under any circumstances. This includes swats, whippings, paddlings, spankings, or any other form of physical punishment. Parents also will not be permitted to perform corporal punishment on their children while on a KIPP campus.

d. Suspension, Alternative Placement or Expulsion as Consequences for Serious and/or Persistent Misbehaviors

Except as stated in this Code of Conduct below as it relates to out-of-school suspension for students in grades PK-2, all KIPP students may be suspended and/or placed in an alternative program or expelled for

serious infractions. Serious infractions include any infractions identified by an "*" in the list of prohibited behaviors above. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense, may become a serious infraction subject to expulsion, suspension and/or alternative placement when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel or place in an alternative setting shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the misconduct, the student's age, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

Students in grades PK-2 may only be out-of-school suspended for serious infractions that include the following:

> (1) conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
> (2) conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
> (3) selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
> (A) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
> (B) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
> (C) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

i. Suspension Process

In addition to the above list of Code of Conduct violations, the School Leader or designee has the authority to suspend a student out of school for a period of up to three (3) school days (there is no limit on In-School Suspension) for any of the following additional reasons:

- The need to further investigate an incident;
- A recommendation to expel or place the student in an alternative setting; or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the School Leader or designee must hold an informal conference with the student to:

1. Notify the student of the accusations against him/her;
2. Allow the student to relate his/her version of the incident; and/or prepare a written statement, and

3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the School Leader or designee determines the student's conduct warrants suspension during the school day, the School Leader or designee will make reasonable efforts to notify the student's parents/guardians that the student has been suspended before the student is sent home. The School Leader or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the School Leader. The parent or guardian must sign the discipline record for the suspension prior to the student leaving the campus. If a parent does not respond to a school's request to pick up a child, the school may call emergency contacts. If no one responds, the school may add additional days of suspension and/or additional discipline as appropriate.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Absences as a result of suspension are unexcused.

ii. Disciplinary Hearing Process (Expulsion/Alternative Placement)

Notice

When the School Leader determines that a student's conduct warrants expulsion or an alternative placement, the student shall be entitled to a disciplinary hearing. Prior to taking any action, the School Leader will provide the student's parents/guardians, the Head of Schools, and the Regional Superintendent with written notice of:

1) The reasons for the proposed expulsion or alternative placement; and
2) The date and location for a hearing before the Head of Schools which will occur within five (5) school days from the last date of suspension for the incident

The notice shall further state that, at the hearing, the student:

1) may be present;
2) shall have an opportunity to present evidence;
3) shall be apprised and informed of the school's evidence;
4) may be accompanied by his/her parents/guardians; and
5) may be represented.

Hearing Before Head of Schools

The school shall make a good faith effort to inform the student and the student's parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parents/guardians, or another adult representing the student attends. The Head of Schools shall audio record the hearing. The student may be represented and may ask questions of the school's representative(s).

As soon as possible following the hearing (on expulsion/alternative placement), the Head of Schools will notify the student and the student's parents/guardians in writing of his/her decision. The decision shall specify:

1) The length of the expulsion/alternative placement, if any;
2) When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3) The right to appeal the Head of Schools' decision to the Regional Superintendent.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights to any appeal of the discipline. The expulsion is effective immediately regardless of any appeal.

Appeal to Regional Superintendent

After the hearing, the expelled student may request that the Regional Superintendent review the expulsion decision. The student or parent/guardian must submit a written request to the Regional Superintendent within 3 days after receipt of the Head of Schools' written decision. The Regional Superintendent will provide the student or parent/guardian with written notice of the date, time, and place of his/her review of the decision. The appeal will be limited to the issues and evidence provided at the hearing before the Head of Schools. No new evidence is permitted. The written appeal must include the remedy being requested as a result of the appeal.

As soon as possible following the review, the Regional Superintendent will notify the student and parent/guardian in writing of his/her decision. Consequences shall not be deferred pending the outcome of the appeal.

Appeal to KIPP Texas Public Schools Chief Executive Officer ("CEO") or Designee

After an appeal to the Regional Superintendent, the expelled student may request that the CEO of KIPP Texas Public Schools review the expulsion decision. The student or parent/guardian must submit a written request to the KIPP Texas Public Schools CEO within 3 days after receipt of the decision of the Regional Superintendent. The KIPP Texas Public Schools CEO will hear the matter or will assign a designee. The CEO or designee will provide the student or parent/guardian with written notice of the date, time, and place of her review of the decision. The appeal will be limited to the issues and evidence provided at the hearing before the Head of Schools. No new evidence is permitted.

As soon as possible following the review, the KIPP Texas Public Schools CEO/designee will notify the student and parent/guardian in writing of his/her decision. Consequences shall not be deferred pending the outcome of the appeal.

Appeal to KIPP Texas Public Schools Board of Directors

The student may appeal the KIPP Texas Public Schools CEO or designee's decision to the KIPP Texas Public Schools Board of Directors by notifying the KIPP Texas Public Schools CEO in writing within three (3) calendar days of the date of receipt of the KIPP Texas Public Schools CEO or designee's decision. The KIPP Texas Public Schools Board of Directors will review the record from the hearing before the Head of Schools and the appeal decisions at the next regularly scheduled KIPP Texas Public Schools Board meeting for which notice can legally be posted, or at the discretion of the KIPP Texas Public Schools Board Chair at a specially called meeting. The student may attend the hearing and make a presentation limited to the record or make a written presentation limited to the record. The hearing is an appeal hearing. The KIPP Texas Public Schools CEO or designee's will notify the student and his/her parents/guardians of the KIPP Texas Public School Board's decision, in writing, within five (5) business days of the hearing.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board of Directors. Upon a final determination of expulsion, the student shall not be readmitted to KIPP.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

e. KIPP Code of Conduct Scope

In addition to school-specific activities, these rules apply to KIPP students while a) traveling to and from school or to and from any school activity, b) participating in any school sponsored or school related activity, c) wearing a KIPP uniform or shirt (as they represent KIPP in some fashion), d) engaging in any activity involving harm to another KIPP student or employee/volunteer regardless of where occurring, and e) engaging in any criminal conduct or illegal activity regardless of where it occurred.

8. Searches/Interrogations

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students cannot claim the right of freedom from self-incrimination.

Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students. School officials may search the student, desk, locker, cell phone, backpacks, purse, vehicle or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent. The school also reserves the right to search the digital content within the cell phone,

if confiscated because of a violation of a school rule OR by establishing reasonable suspicion of a school employee. Students who are observed in an unauthorized area during school hours are subject to administrative search.

Each student is responsible for his or her own vehicle parked on school property and the contents of the vehicle. Each student is responsible to make sure vehicle is locked and secure at all times. Except as otherwise provided by law, only materials allowable on school campuses may be placed in school vehicles at any time such vehicles are on school grounds. If a student is asked to unlock a locked vehicle at any time and the student refuses, the parent/guardian may be contacted. If the parent/guardian refuses, law enforcement may be contacted.

KIPP reserves the right to use drug dogs, metal detectors and searches of students at random to ensure campus safety and to maintain the effectiveness of the school. Other searches may be conducted if school officials have reasonable cause. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. U.S. Const., Amend. 4.: *New Jersey v. T.L.O.*, 105 S. Ct. 73 (1985); *Jones v. Latexo ISD*, 499 F. Supp. 223 (1980). Students shall be responsible for any prohibited items found in their lockers or possession while on school property or at school-sponsored or school-related activities. Lockers and desks are the property of KIPP and are subject to inspection/search. School authorities for any reason may conduct inspections of lockers at any time, without notice, without student consent, and without a search warrant.

A student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

SECTION G: STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

1. Technology Acceptable Use Policy

KIPP believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, collaboration, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. The use of the Internet is an integral part of learning and teaching. It is important that students know where and how to find content relative to their needs and gain skills for collaboratively constructing, using, and communicating knowledge. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from

electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to deny electronic services to their student. If you would like your child to have access to the electronic services KIPP provides, please sign, and have your child sign, the **Electronic Services Permission Form** at the end of this handbook and return this to your child's school.

In compliance with the Children's Internet Protection Act (CIPA), KIPP has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age. Additionally, content and spam filtering software is applied to all external e-mail correspondence on KIPP's electronic mail system. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials. A student who incidentally connects to such a site or receives inappropriate communications must immediately disconnect from the site and notify a teacher or supervisor. If a student sees another user is accessing inappropriate sites or engaging in inappropriate communication, he or she should notify a teacher or supervisor immediately. To the extent practical, steps shall be taken to promote the safety and security of users of the KIPP computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student through the use of usernames and passwords when a school elects to provide grades and other student information online.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with KIPP standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. Each student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Digital Citizenship is defined as the norms of appropriate and responsible behavior with regard to technology use. By embracing technology, students have a responsibility to model proper digital etiquette. Although the following list provides a good foundation for proper Digital Citizenship, it is by no means exhaustive. If you have any doubt about whether a contemplated activity is acceptable, ask your teacher.

Privacy—Network storage areas may be treated like school lockers. System administrators may review communications to maintain system integrity to ensure that students are using the network responsibly. The Managing Director of Information Technology will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of KIPP may request the system administrator to deny, revoke, or suspend specific student accounts.

Storage capacity—Users are expected to remain within allocated disk space and delete files after usage so as to save storage space for other students. This includes videos, photos, music, and research.

Illegal copying—Students shall never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Managing Director of Information Technology. Nor should students copy other people's work or intrude into other people's files.

Geolocation/Caching Software (such as Pokémon GO, Kik, Instagram, Snapchat, Facebook Messenger, and Apple AirDrop and Ingress) - KIPP does not allow geolocation apps, games, or software to be downloaded or used on any KIPP technology device including tablets, laptops, and desktops. Any student downloading or using such a program is subject to this Appropriate Use Policy and the school's code of conduct. If a student finds such a program on any KIPP device, they are to immediately notify their teacher.

Some schools allow personal devices such as smartphones and other electronics to be brought to school. It is KIPP's policy that no geolocation program or app be used in anyway while on a KIPP campus at any time (including after school activities). Any student using such a program or app during a KIPP activity and/or on KIPP property will be subject to this Appropriate Use Policy and the school's code of conduct. If a student sees that this is happening they are to immediately notify their teacher.

KIPP has done its best to block all schools from becoming a PokeStop. While KIPP cannot completely control this type of activity, it is our policy that no KIPP school, campus, or facility become a PokeStop or similar geolocation program activity.

Digital Footprint - A digital footprint, also known as a digital shadow, is permanent information that a student places on the web, normally through social media, and is both searchable and can be copied and used by others elsewhere. A digital footprint can be a blog, picture, comment, graphic, etc. that is limited to you and your web activities. To limit one's digital footprint, students are asked to not enter personal information on websites or accept cookies or tokens from third party unsecure websites. These activities, along with the digital identity, create a web reputation or web profile. Students must be thoughtful in what they post on-line as it will be with them forever and may have devastatingly negative consequences.

Self-Image and Digital Identity - A digital identity is the characteristics that a student uses to represent themselves using social media. Examples of these characteristics would be an e-mail

address, a home address, telephone number, birthdate, social security number, age, gender, ethnicity, height, etc. These characteristics, along with the digital footprint, create a web reputation or web profile. Students should properly represent themselves while online and should adhere to activities that will protect their reputation. Students should not provide personal information or monetary information to unknown or unsecure websites while on the KIPP network.

Cyberbullying - Students must not engage in cyberbullying activities including but not limited to the following. Students must report any suspicion of cyberbullying to a teacher or administrator immediately.

- Mean text messages or emails
- Rumors sent by email or posted on social networking sites
- Sending or posting embarrassing pictures or videos through text messages, email, or websites
- Creating fake profiles of other students or adults
- Using profane, abusive, harassing, or impolite language

Relationships and Communications - Students should adhere to digital ethics for online interactions. This includes:

- Using appropriate language in the use of text messages, email, online discussions and blogs
- Not sending email that would be considered SPAM
- Always filling in the Subject line of an e-mail
- Not forwarding chain e-mails
- Not providing personal or contact information to strangers or people that you do not know well
- Reporting to a teacher immediately any inappropriate material encountered by accident

No profane, abusive, harassing, bullying or impolite language is allowed which is not in line with the rules of school behavior and school culture.

Credit, Copyright, Information Literacy - Students should always credit sources appropriately; do not plagiarize or self-plagiarize and always follow existing laws governing Copyright and Fair Use. Students should always evaluate the quality, credibility, and validity of websites and provide proper credit and citing techniques. If there is any doubt please ask a teacher.

Inappropriate materials or language—No profane, abusive or impolite language shall be used nor should materials be accessed which are not in line with the rules of school behavior or school culture. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it immediately to their teacher.

These are rules to follow to prevent the loss of KIPP network privileges.

- Do not use a computer to harm other people or their work.

- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's digital folders, work, or files.
- Do notify an adult immediately, if by accident you encounter materials which violate the rules of appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. Any such violation may result in suspension or revocation of the student's KIPP-issued electronic account, use of KIPP's technological resources/network, and/or disciplinary consequences in accordance with the Student Code of Conduct.

2. Dress Code/Uniform Policy

It is KIPP's policy that all students wear the appropriate uniform per their school's requirement (see your school's Office or Operations Manager for the specifics). For your convenience, your school may provide you with the required uniform items which you may purchase at the school's cost or your school's Office or Operations Manager will provide you with the uniform vendor name and price list which will allow you to purchase the items directly from the vendor. If you choose not to purchase uniform items using one of these options, you may choose to:

- Contact the vendors which KIPP has an agreement with to inquire if they can provide the required uniform items to you at their price. Please see your school for the vendor contact information.
- Provide your own uniform items if they meet the same specification and standard as established by the school (e.g. color, logo, style, type, embroidery, etc.). Please contact your school's Office or Operations Manager for more information.

2. Homeless Student Resources

A KIPP family or student who is experiencing homelessness is encouraged to contact the school for available resources.

3. Human Rights

KIPP brings together a diverse group of students and faculty. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. KIPP wishes to stress that it is the

responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect faculty and students in all aspects of school life. It is the responsibility of every member of the KIPP 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 expulsion.

a. *Harassment/Discrimination*

KIPP prohibits discrimination and harassment based on race, color, creed, sex, gender, marital status, age, national origin, physical or mental disability, medical condition, ancestry, religion, sexual orientation, or any other consideration made unlawful by federal, state or local law, ordinance, or regulation. KIPP's anti-harassment policy applies to all persons (students and faculty) involved in the operation of KIPP and prohibits harassment by any employee of KIPP, as well as by any student, parent or person doing business with or for KIPP. Prohibited discrimination and harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented e-mails, posters, photography, cartoons, drawings or gestures;
- Sexual harassment which includes but is not limited to inappropriate conduct which has the purpose or effect of (1) creating an intimidating, hostile, or offensive work or learning environment; (2) unreasonably interfering with an employee's work performance or a student's educational experience; or (3) affecting an individual's educational opportunities.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and
- Retaliation for having reported or threatened to report harassment.

If a student or parent/guardian believes that he/she has been subjected to any form of unlawful discrimination or harassment, the complainant is requested to report such incident(s) to the attention of the School Leader, the Regional Superintendent or the Regional Superintendent's designee. KIPP will immediately undertake an investigation of the harassment allegations and attempt to resolve the situation.

If KIPP determines that unlawful harassment or discrimination has occurred, disciplinary action will be taken in accordance with the circumstances involved. Anyone determined by KIPP to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination in the case of an employee, and expulsion in the case of a student. If appropriate, whatever action is taken against the harasser or discriminator will be made known to the complaining student, student parent/guardian, or employee. KIPP will not retaliate against a complainant for filing a complaint or for participating in the harassment investigation and will not tolerate or permit retaliation

by any member of KIPP. KIPP will endeavor to maintain confidentiality throughout the investigative process to the extent practicable and appropriate under the circumstances.

KIPP encourages all students and parents/guardians to report any and all incidents of harassment or discrimination forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If a student or parent/guardian thinks she/he has been harassed, discriminated against, or retaliated against for resisting or complaining, the individual may file a complaint with the appropriate agency.

4. Family Educational Rights and Privacy Act ("FERPA")--NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

FERPA is a federal law that affords parents and eligible students certain rights with respect to the student's education records. These rights are:

a. The right to inspect and review the student's education records within 45 days after the day that KIPP receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

b. 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 KIPP to amend a record should write the school principal [or appropriate school official], 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.

c. 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.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by KIPP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Compliance Office

U.S. Department of Education

400 Maryland Ave. SW

Washington, D.C. 20202

5. KIPP FERPA Policy

a. Compliance

In regards to student records, KIPP shall comply with FERPA and any other applicable state or federal law governing the use and disclosure of student records.

b. Custodian of Records

The KIPP Texas Public Schools Chief Executive Officer is designated the custodian of all student records. The school leader of each school is designated as an agent of the KIPP Texas Public Schools Chief Executive Officer for the purposes of the receipt of requests concerning the disclosure of student records.

c. Annual Notice

The KIPP Texas Public Schools Chief Executive Officer shall ensure that all parents of students currently in attendance and current students who have reached 18 years of age, ("eligible students"), annually receive a notice of their rights under FERPA.

d. Directory Information

FERPA governs KIPP's release of directory information regarding students. "Directory Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. § 99.3.

a. Definition. KIPP designates the following categories of information as directory information:

i. student's name,
ii. address,
iii. telephone number,
iv. photograph,
v. electronic mail address,
vi. participation in officially recognized activities and sports,
vii. weight and height of members of athletic teams,
viii. dates of attendance,
ix. awards received,
x. the most recent school attended by the student,
xi. grade level,
xii. enrollment status.

b. Disclosure.

Directory information will only be released to:

I. School officials, for school related purposes;
II. School related affiliates and organizations that require directory information to provide services to KIPP Schools, including school photos, campus directory, yearbook, newsletters, media articles, and honors.
III. For secondary students, to military recruiters and institutions of higher education, as required by federal law.

A parent or eligible student who objects to release of directory information for all or part of the above-stated purposes may do so in writing within 10 school days after receiving the annual notice described in Section 3 of this policy. Written objections shall be collected and maintained by the KIPP Texas Public Schools Chief Executive Officer or Regional Superintendent designee. Directory information shall **not** be released for the above-stated purposes if the parent/guardian or eligible student denies the release of the information on the form attached to the Student Handbook or through the electronic registration system.

e. Disclosure without Consent

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. §99.31. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 34 C.F.R. §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (34 C.F.R. §99.31(a)(1))
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. §99.34. (34 C.F.R. §99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of 34

- C.F.R. §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (34 C.F.R. §§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (34 C.F.R. §99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 C.F.R. §99.38. (34 C.F.R. §99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (34 C.F.R. §99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (34 C.F.R. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (34 C.F.R. §99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (34 C.F.R. §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. §99.36. (34 C.F.R. §99.31(a)(10))
- Information the school has designated as "directory information" under 34 C.F.R. §99.37. (34 C.F.R. §99.31(a)(11))

f. Personally Identifiable Information.

Personally Identifiable Information includes, but is not limited to:

- The student's name;
- The name of the student's parent or other family members;
- The address of the student or student's family;
- Personal identifier, such as the student's social security number, student number, or biometric record;
- Indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone, or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community to identify the student with reasonable certainty; or
- Information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

6. Video Cameras

At its discretion, KIPP may monitor student behavior on school buses and common areas through the use of video and/ or audio recording equipment. Any recorded misconduct shall be addressed in accordance with the Student Code of Conduct and the behavior expectations contained in the Student Handbook.

Video Surveillance of Special Education Settings

In accordance with applicable law, authorized requests for video surveillance must be submitted in writing to the School Leader. In order to promote student safety, on receipt of an approved, authorized written request, KIPP shall provide, place, operate, and maintain one or more video cameras in self-contained special education classrooms and other special education settings in which a majority of the students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least 50 percent of the instructional day.

KIPP complies with Texas law regarding placement and operation of cameras in special education classrooms. For more information, please see the KIPP Texas Special Education Camera Policy on the KIPP website.

7. Student/Parent Grievance Policy

Students and parents are encouraged to address any concerns with the teacher, school counselor, or school administration. Informal resolution of all complaints is encouraged. If informal resolution cannot be reached, KIPP has a formal complaint process as follows:

A. General Rules

1. All complaints and appeals must be filed on KIPP complaint/appeal forms. Forms can be obtained KIPP Texas website (www.kipptexas.org) or at any campus main office. Incomplete submissions will not be accepted and will be returned. They may be re-filed within the timelines set by this Policy.
2. “Days” in this Policy means KIPP business days.
3. Complaints and appeals may be filed by hand delivery, e-mail, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator by the close of business on the deadline. Faxes shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the fax received. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator no more than three days after the deadline.
4. At each level, the hearing officer may set reasonable timelines for the conference in the sole discretion of the hearing officer.
5. If at any point in the process, a hearing officer is unable to make contact with parent/student after three attempts, the complaint will be dismissed.

6. The timelines in this Policy shall be strictly construed. All complaints and/or appeals that are not timely filed may be dismissed without a conference or hearing. Any agreement to waive deadlines in this Policy must be in writing.
7. Serial or repetitive grievances about the same or similar subject matters may not be accepted. Should a parent/student file multiple grievances which are accepted, they may be consolidated in the discretion of the hearing officers.
8. All evidence a parent/student wants to present must be presented at the Level 1 conference. New evidence cannot be accepted after that time. If there is a large amount of evidence, the hearing officer may request that the parent/student organize such information for submission.
9. Additional remedies may not be added once the Level 1 complaint form is filed. If remedies requested at Level 1 are granted at any point during the appeal process, there is no further right of appeal.

B. Filing Deadlines

1. **Level 1:** A parent/student may file a complaint within fifteen (15) days of the date the parent/student becomes aware or should have become aware of the incident giving rise to the concern. The complaint must be in writing on the KIPP complaint form and filed with the school leader and must state the remedy sought. If the complaint is concerning the school leader, the complaint may be filed with the Head of Schools.

Within ten (10) days of receiving a written complaint, the school leader will conference with the parent/student. At the time of the conference, the parent/student must provide all information/evidence supporting the complaint. Documents and other evidence may not be submitted after the Level 1 conference.

If resolution is not reached, the school leader will issue a written determination within ten (10) days of the conference.

2. **Level 2:** If the parent/student is not satisfied with the school leader's decision, the parent/student may appeal. Any appeal must be in writing on the KIPP appeal form and must be submitted to the Head of Schools within ten (10) days of the school leader's determination.

Within ten (10) days of receiving the written appeal, the Head of Schools will conference with the parent/student. Information not provided to the school leader cannot be provided to the Head of Schools.

If resolution is not reached, the Head of Schools will issue a written determination within ten (10) days of the conference.

3. **Level 3:** If the parent/student is not satisfied with the Head of Schools' decision, the parent/student may appeal. Any appeal must be in writing on the KIPP appeal form and must be submitted to the Regional Superintendent within ten (10) days of the Head of Schools' determination.

Within ten (10) days of receiving the written appeal, the Regional Superintendent will conference with the parent/student. Information not provided to the school leader cannot be provided to the Regional Superintendent.

If resolution is not reached, the Regional Superintendent will issue a written determination within ten (10) days of the conference.

4. **Level 4:** If the parent/student is not satisfied with the Regional Superintendent's decision, the parent/student may appeal. Any appeal must be in writing on the KIPP appeal form and must be submitted to the KIPP Texas Public Schools CEO within ten (10) days of the Regional Superintendent's determination.

Within ten (10) days of receiving the written appeal, the KIPP Texas Public Schools CEO or designee will conference with the parent/student. Information not provided to the school leader cannot be provided to the KIPP Texas Public Schools CEO.

If resolution is not reached, the KIPP Texas Public Schools CEO or designee will issue a written determination within ten (10) days of the conference.

5. **Level 5:** If the parent/student is not satisfied with the KIPP Texas Public Schools CEO or designee's decision, the parent/student may appeal to the KIPP Texas Public Schools Board of Directors. Any appeal must be in writing on the KIPP appeal form and must be submitted to the KIPP Texas Public Schools CEO's office within ten (10) days of the KIPP Texas Public Schools CEO's determination.

The CEO's Office will notify the parent/student of the date and time of a hearing before the KIPP Texas Public Schools Board of Directors. Such date and time will be set in the sole discretion of the KIPP Texas Public Schools Chair of the Board, and the Board is not required to call a special meeting for the purpose of hearing complaints.

At the hearing, the KIPP Texas Public Schools Board will consider the record compiled from the complaint process. The procedures for the hearing will be in the sole discretion of the KIPP Texas Public Schools Chair of the Board and will allow both the parent and the administration time for presentation as determined by the Chair. The parent/student may appear in person, by video-conference, or by written submission. Information not previously considered may not be submitted. The KIPP Texas Public Schools Board of Directors may act on the complaint and may issue a written decision at any time prior to its next Board meeting. If the Board of Directors has not announced a decision prior to its next meeting, no additional decision or action will be taken. A decision of the KIPP Texas Public Schools Board of Directors is final.

SECTION H: SPECIAL POPULATIONS

1. <u>Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services</u>

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students. If a child does not respond appropriately to general education interventions, the next step may be a referral for a special education evaluation.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

At any time, a parent is entitled to request an evaluation for special education services or for aids, accommodations, or services under Section 504, Rehabilitation Act of 1973 (29. U.S.C. Section 794). Within 15 school days from the date of the written request, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent. The deadline for completion of an initial evaluation may be extended if the student is absent for at least 3 days during the evaluation period. The district must give a copy of the report to the parent.

2. <u>Special Education</u>

KIPP Special Education Services functions in compliance with state, federal, and local regulations and guidelines when providing students with disabilities a free appropriate public education in the least restrictive environment. Instructional services are purposely designed to enable students to advance academically and to support students with disabilities within the general education curriculum. Parents of students receiving special education services are encouraged to participate in annual "ARD" Committee meetings designed to review progress, develop, and/or revise their child's individualized education program (IEP).

a. Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of KIPP, KIPP must respond no later than 15 school days after receiving the request. At that time, KIPP must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If KIPP agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If KIPP decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If KIPP receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, KIPP must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from KIPP in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

b. Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Austin Region: Amber McDaniel, Director of Special Education. 512-501-3643
Dallas Region: Daniyel Dickey, Director of Student Services, 713-560-7289
Houston Region: TBD
San Antonio Region: Daniyel Dickey, Director of Student Services, 713-560-7289

3. <u>Section 504</u>

Pursuant to Section 504 of the Rehabilitation Act of 1973, KIPP has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

a. Section 504 Referrals

KIPP has standards and procedures in place for the evaluation and placement of students in Section 504 program. KIPP also implements a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

b. Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Austin Region: Amber McDaniel, Director of Special Education. 512-501-3643
Dallas Region: Daniyel Dickey, Director of Student Services, 713-560-7289
Houston Region: Madeline Gilliard, Manager of Student Wellness. 832-328-1051
San Antonio Region: Daniyel Dickey, Director of Student Services, 713-560-7289

c. Additional Information

The following websites provide information and resources for students with disabilities and their families.

· Legal Framework for the Child-Centered Special Education Process
http://framework.esc18.net/display/Webforms/LandingPage.aspx
· Partners Resource Network http://www.partnerstx.org/
· Special Education Information Center http://www.spedtex.org/
· Texas Project First http://www.texasprojectfirst.org/

4. Special Programs

In addition to special education and 504, KIPP provides special programs for homeless students, students in foster care, bilingual students, migrant students, English language learners, and students diagnosed with dyslexia. At any time, parents/guardians have the right to request an evaluation of their child to ensure appropriate academic programming is in place. All KIPP schools honor parent/guardian rights for information, requests, and access to information. More information about these programs, as well as information regarding available resources from organizations outside of KIPP can be obtained by contacting Mitch Elatkin, 210-734-4500.

5. General Education Homebound Services

General Education Homebound (GEH) services provide instruction to eligible students who are at home or in a hospital setting. Students served through GEH have a medical condition or extended illness that prevents attendance in school for at least four weeks as documented by a physician licensed to practice in the United States. GEH instruction may also be provided to chronically ill students who are expected to be confined for a period of time totaling at least four weeks throughout the school year, as documented by a licensed physician.

All parent requests for GEH services are made directly to the school leader. Any student who is served through the GEH program must meet the following criteria:

- The student must currently be enrolled at KIPP.

- The student is expected to be confined at home or hospital bedside for a minimum of 4 weeks. *The weeks need not be consecutive.*
- The student is confined at home or hospital bedside for medical reasons only.
- The student's medical condition is documented by a physician licensed to practice in the United States.

Upon receipt of a parent/guardian's request for GEH services, the school will convene a committee to determine the student's eligibility for GEH services.

SECTION I: NOTICES and APPENDICES

Parents/guardians can seek information and/or support for the following programs by contacting:
Title IX Coordinator: Chuck Fimble, (713) 443-9346
chuck.fimble@kipptexas.org<mailto:chuck.fimble@kipptexas.org
ADA/Section 504 Coordinator: Deedrah Harp, (832) 633-1844
deedrah.harp@kipptexas.org<mailto:deedrah.harp@kipptexas.org
Age Discrimination Act Coordinator: Chuck Fimble, (713) 443-9346
chuck.fimble@kipptexas.org<mailto:chuck.fimble@kipptexas.org

CTE Non Discrimination Statement:

KIPP Texas Public Schools offers career and technology education courses. It is the policy of KIPP Texas Public Schools not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

APPENDIX 1: Academic Calendars
APPENDIX 2: Possible Bell Schedules for campuses
APPENDIX 3: Financial Assistance Form for Student Fees

APPENDIX 1: Academic Calendars

KIPP Texas - Austin Public Schools 2019-2020 Calendar

	Full Day	Wednesdays	Summer School	1st Week
North Campus				
KACD/KACP	7:30-4:00	7:30-2:30	7:30-1:30	7:30-2:30
KAC	8:20-4:55	8:20-3:25	8:20-2:25	8:20-3:25
Austin Ridge				
KALK/KACE	7:15-3:45	7:15-2:15	7:15-1:15	7:15-2:15
KAVI/KALE	7:45-4:15	7:45-2:45	7:45-1:45	7:45-2:45
South Campus				
KABP/KAO	7:15-3:45	7:15-2:15	7:15-1:15	7:15-2:15
KAB	8:20-4:55	8:20-3:25	8:20-2:25	8:20-3:25

KIPP Texas - DFW Public Schools 2019-2020 Calendar

2019 - 2020 Academic Calendar - Dallas

August 2019

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29	30	31

September 2019

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29	30					

October 2019

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27	28	29	30	31		

November 2019

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December 2019

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January 2020

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February 2020

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March 2020

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29	30	31				

April 2020

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May 2020

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June 2020

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July 2020

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Key

- First day for students - Aug. 7, 2019
- Last day for students - June 3, 2020
- KIPP Regional Data Days (No school)
- Staff development (No school)
- Early dismissal days (1:45 PM)
- Holidays
- Testing days

School Holidays

* Labor Day	Sept. 2, 2019
* Fall Holiday	Oct. 11, 2019
* Thanksgiving	Nov. 25-29, 2019
* Winter Holiday	Dec. 23, 2019 - Jan. 3, 2020
* MLK Day	Jan. 20, 2020
* Spring Break	Mar. 16-20, 2020
* Spring Holiday	April 10, 2020
* Memorial Day	May 25, 2020
* Make-up Days	Feb. 17 & April 10

School Hours

Monday - Thursday
7:15 AM - 3:45 PM

Friday
7:15 AM - 1:45 PM

Grading Periods

Nine Weeks

Aug. 19- Oct. 10	38 days
Oct. 14 - Dec. 19	43 days
Jan. 7 - Mar. 12	45 days
Mar . 23 - Jun. 3	50 days

Actual Instructional Minutes: 89,160
Days of instuction: 176

05/8/2019 RM

KIPP Texas - Houston Public Schools 2019-2020 Calendar

2019 - 2020 Academic Calendar - Houston

August 2019

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

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October 2019

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November 2019

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December 2019

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January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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July 2020

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Key

- First day for students - Aug. 14, 2019
- Last day for students - June 4, 2020
- Early release days (2:00 PM)
- KIPP Regional Data Days (No school)
- Staff development/IA Data Days (No school)
- Friday Early dismissal days (3:00 PM)
- School-based Data days/ IA Half Days (12:00 PM)
- Holidays
- Regional PD (No school)
- T - Testing days

School Holidays

* Labor Day	Sept. 2, 2019
* Fall Holiday	Oct. 7, 2019
* Thanksgiving	Nov. 25-29, 2019
* Winter Holiday	Dec. 23, 2019 - Jan. 3, 2020
* MLK Day	Jan. 20, 2020
* President's Day	Feb. 17, 2020
* Spring Break	Mar. 16-20, 2020
* Spring Holiday	April 10, 2020
* Memorial Day	May 25, 2020
* Make-up Days	Feb. 7 & April 10

School Hours

Monday - Thursday
7:25 AM - 4:15 PM

Friday
7:25 AM - 3:00 PM

Grading Periods

Nine Weeks

Aug. 19- Oct. 18	41 days
Oct. 21 - Dec. 20	40 days
Jan. 8 - Mar. 13	44 days
Mar . 23 - Jun. 4	52 days

Actual Instructional Minutes: 89,475
Days of instuction: 177

03/27/2019 RM

2019 - 2020 High School Academic Calendar - Houston

August 2019

Su	M	T	W	Th	F	Sa
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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September 2019

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October 2019

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November 2019

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December 2019

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January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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July 2020

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key

- First day for students - Aug. 14, 2019
- Last day for students - June 4, 2020
- Early release days (2:00 PM)
- KIPP Regional Data Days (No school)
- Staff development/IA Data Days (No school)
- Friday Early dismissal days (3:00 PM)
- School-based Data days/ IA Half Days (12:00 PM)
- Holidays
- Regional PD (No school)
- T - Testing days

School Holidays

* Labor Day	Sept. 2, 2019
* Fall Holiday	Oct. 7, 2019
* Thanksgiving	Nov. 25-29, 2019
* Winter Holiday	Dec. 23, 2019 - Jan. 3, 2020
* MLK Day	Jan. 20, 2020
* President's Day	Feb. 17, 2020
* Spring Break	Mar. 16-20, 2020
* Spring Holiday	April 10, 2020
* Memorial Day	May 25, 2020
* Make-up Days	Feb. 7 & April 10

School Hours

Monday - Thursday
7:25 AM - 4:15 PM

Friday
7:25 AM - 3:00 PM

Grading Periods

Six Weeks

Aug. 19- Sept. 27	29 days
Sept. 30 - Nov. 1	22 days
Nov. 04 - Dec 20	29 days
Jan. 8 - Feb. 21	29 days
Feb. 24- Apr.17	33 days
Apr. 20 - Jun. 4	33 days

Actual Instructional Minutes: 88,310
Days of instuction: 175

03/27/2019 RM

KIPP Texas - San Antonio Public Schools 2019-2020 Calendar

KIPP Texas - San Antonio

2019-2020 School Year Calendar

KIPP TEXAS PUBLIC SCHOOLS

July, 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
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August, 2019

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September, 2019

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October, 2019

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November, 2019

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December, 2019

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January, 2020

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February, 2020

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March, 2020

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April, 2020

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May, 2020

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June, 2020

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Quarter (Grading Periods)	
1st Quarter	6 Aug - 11 Oct
2nd Quarter	14 Oct - 19 Dec
3rd Quarter	8 Jan - 12 Mar
4th Quarter	23 Mar - 28 May

6 Weeks (Attendance Reporting)	
1st	6 Aug - 16 Sep
2nd	17 Sep - 28 Oct
3rd	29 Oct - 19 Dec
4th	8 Jan - 13 Feb
5th	18 Feb - 9 Apr
6th	13 Apr - 28 May

Bad Weather Make-up Days
February 17, 2020
March 13, 2020

First Day of School for Students
6 August 2019
Last Day of School for Students
28 May 2019

First Day of PD for All Staff
22 July 2019
Last Reporting Day for Teachers
29 May 2019

Student Holidays	
Labor Day	2 September 2019
Fall Holiday	7 October 2019
Thanksgiving	25-30 November 2019
Winter Break	23 Dec 2019 - 3 Jan 2020
Martin Luther King Day	20 January 2020
February Holiday	17 February 2020
Spring Break	16 - 20 March 2020
Spring Holiday	10 April 2020
Battle of Flowers	24 April 2020
Memorial Day	25 May 2020

Key

- Holidays*
- Professional Development*
- Testing Days
- Summer School
- High School Early Release Day (3 hrs early)
- First/Last day for students

*Students do not attend school on holidays, professional development days or teacher service days.

- KSS - PD
- Early Release Day
- School Leadership PD and Planning
- New Staff Onboarding (Energize U)
- Student/Staff Holiday
- All Staff PD

APPENDIX 2: Bell Schedules

Each campus in KIPP Texas may operate under a different bell schedule depending on the needs of the campus. The bell schedule may change on early dismissal days and as may otherwise be communicated to families if necessary. Approved potential bell schedules are as follows:

Austin Region

August 1-3	August 6-10	Full Day	Wednesdays
7:15am-1:15pm	7:15am-2:15pm	7:15am-3:45pm	7:15am-2:15pm
7:30am-1:30pm	7:30am-2:30pm	7:30am-4:00pm	7:30am-2:30pm
7:45am-1:45pm	7:45am-2:45pm	7:45am-4:15pm	7:45am-2:45pm
8:25am-2:25pm	8:25am-3:25pm	8:25am-4:55pm	8:25am-3:25pm

Dallas Region

- 7:30-3:30 (early release 1:30)
- 7:30-3:45 (early release 1:45)
- 7:35-3:30 (early release 1:30)
- 7:40-3:15 (early release 1:45)
- 7:40-3:45 (early release 1:45)
- 8:15-4:15 (early release 2:15)

Houston Region

- Monday-Thursday: 7:25-4:15; Friday: 7:25-3:00
- Monday-Thursday: 7:25-4:15; Friday: 7:25-3:15

Houston PK

- 7:25 - 3:30
- 7:25 - 4:15
- 7:30 - 11:00
- 7:45 - 11:15
- 7:45 - 3:15
- 8:15 - 11:45
- 11:30 - 3:00
- 12:00 - 3:00
- 12:00 - 3:30
- 12:15 - 3:45
- 12:45 - 4:15

San Antonio Region

- 7:15-3:45 (early release 2:15)
- 7:30-3:30 (early release 2:00)
- 7:45-3:45 (early release 2:15)
- 8:15-4:45 (early release 3:15)
- 8:45-5:00 (early release 3:30)

APPENDIX 3: Financial Assistance Request Form

In accordance with Texas Education Code Section 11.158(f), a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility and in the KIPP Texas Student and Family Handbook.

A parent/guardian may request a waiver of required and/or optional student fees due to financial hardship in accordance with the procedures established by KIPP. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification.

If you would like to be considered for financial assistance with respect to payment of either a required or optional student fee for an activity, service, or item that your school offers, please complete and sign this form and give to the school's office manager. The Office Manager or Operations Manager and School Leader will review and contact you within 5 business days with any questions or a decision.

Student name: _____

Type and $ amount of fee requesting to be waived: _____

Explanation of hardship: _____
_____
_____
_____

Documentation provided: _____
_____

By signing below, you certify that the information you provided is accurate and correct.

_____ _____ _____
Parent/Guardian Name Signature Date

Office Use:
Decision made:_____ Date: _____

School Leader Name_____ School Leader Signature_____
Office/ Operations Manager Name_____
Office/ Operations Manager Signature_____