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# **KIPP ACADEMY LYNN COLLEGIATE Student & Family Handbook**



**90 High Rock Street, Lynn, MA 01902**

**Main Number: (781) 598-1609**

**Revised June 2018**

Subject to change. Please see our website and letters home for the most up to date information. Paper copies are available at the front desk. If you need a language other than English, please speak with the front desk. Thank you.

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**KIPP Academy Lynn’s Mission**

Our mission is to create an environment where students develop the academic skills, character strengths, and intellectual habits necessary to maximize their potential in college and in life.

**Nondiscrimination**

No person shall be discriminated against in admission to KIPP Academy or while a part of the KIPP Academy community on the basis of race, sex, color, religion, gender identity, ethnicity, national origin, sexual orientation, mental or physical disability, homelessness, age, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. Nor shall any person be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by KIPP Academy.

All students, regardless of race, sex, color, religion, gender identity, ethnicity, national origin, sexual orientation, mental or physical disability, homelessness, age, athletic performance, special need, proficiency in the English language or a foreign language, shall have equal access to the general education program and the full range of any and all education programs offered at our schools.

If you have any question or concerns, please contact the following non-discrimination compliance coordinators.

<p><b>Any form of discrimination:</b></p> <p><b>Emily DoBell</b> Principal KIPP Academy Lynn Collegiate 90 High Rock Street Lynn, MA 01902 edobell@kippma.org 617-388-0357</p>	<p><b>Section 504:</b></p> <p><b>Stefanie Tucker</b> Director of Special Education 90 High Rock Street Lynn, MA 01902 stucker@kippma.org 617-388-0357</p>	<p><b>Title IX:</b></p> <p><b>Mekka Smith</b> Chief of Staff 90 High Rock Street Lynn, MA 01902 <a href="mailto:mekkasmith@kippma.org">mekkasmith@kippma.org</a> 781-913-2674</p>
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**Shared Commitment to Monumental Growth & Achievement**

Staff, students, and families at KIPP acknowledge that partnership and communication are key to student achievement and school culture. Each member of the KIPP community is expected to take responsibility for their own actions and the impact of those actions. We will leverage mistakes as opportunities to learn and grow stronger. We understand that our collective growth depends deeply on open and honest communication in all all directions.

**Staff members** embrace monumental growth and achievement by consistently preparing rigorous lessons and reliable assessments, and supporting students as they grow and achieve. This includes, but is not limited to, upholding clear and consistent behavioral and academic expectations and returning graded assignments with clear criteria and scheduled opportunities for students to demonstrate increased mastery of content.

**Students** embrace monumental growth and achievement by arriving on time each day, actively engaging in all learning opportunities, proactively preparing for assignments and assessments, and upholding the behavioral expectations of our school. Students are encouraged to leverage opportunities for activism and advocacy on campus and beyond our walls. While staff members will work to create explicit opportunities for activism and advocacy, students are invited to innovate as we work to elevate student voice.

**Families** support monumental growth and achievement by engaging with staff to ensure students are fully supported academically, socially, and behaviorally. This may take many forms, including responsiveness to phone calls, emails, text messages, and letters as well as attending on-campus meetings with teachers and leaders.

**Staff, students, and families** work with unmatched focus and determination to prepare every student for lives of independence, choice, and impact. Celebrating this partnership is as core to our school community as working to maintain it. Events throughout the year will be hosted by staff, students, and families to further build relationships and celebrate achievements. All staff, students, and families are highly encouraged to attend all events. The staff of KIPP Academy Lynn Collegiate respects the demanding schedules faced by our families and students. Therefore, we commit to a minimizing the number of mandatory events. When mandatory events are necessary, we will give ample notice and schedule more than one opportunity to attend.

## **School Policies & Procedures**

### **Hours of School Operation**

During August session, our school hours are as follows:

Monday through Friday, 7:45 AM – 12:30 PM

During the regular school year, September – June, our school hours are as follows:

Monday, Tuesday, Thursday, and Friday the regular school day lasts from 7:45 AM to 3:45 PM. On Wednesday, the regular school day lasts from 7:45 AM to 1:20 PM.

From August through June, the school building will open to students at 7:30 AM from Monday through Friday. All students who wish to eat school breakfast should arrive by 7:40 AM (breakfast stops being served at 7:45 AM). **All students should be in school by 7:50 AM in order to be seated and ready for Period 1, which begins promptly at 7:55 AM.** Failure to be seated by 7:55 AM will result in the student being marked tardy for the day as well as their first period class.

Students who do not have school-based after-school commitments must depart campus promptly after school each day. Students who are waiting for transportation are required to wait in designated, supervised areas to ensure student safety.

### **Inclement Weather Closings**

In the event of poor weather conditions such as heavy snow, icy roads, flooding, fog, or hurricanes, KIPP Academy Lynn may close or open on a delayed schedule. **KIPP Academy Lynn operates independently of Lynn Public Schools for inclement weather closings. While the decision is often aligned, it is not always. Please be sure to check the local news reports.** On occasion, weather may cause an early dismissal. In this case we will call and email all families as soon as possible.

### **Documented College Visits**

Juniors and seniors are encouraged to arrange independent college campus visits. To support this effort, KIPP Academy Lynn Collegiate will exempt up to 5 absences for documented visits for seniors and 2 absences for documented visits for juniors. Students who are absent for college visits are still responsible for making up all missed work.

**Federal law requires** all students are expected to comply with school rules and applicable laws governing attendance. In cases involving excessive absenteeism or other attendance issues, the school will investigate and, if appropriate, take steps as authorized and/or required by law.

KIPP Academy Lynn Collegiate keeps accurate records of attendance and will make the records available for inspection by the Department of Elementary and Secondary Education as needed. All questions regarding student attendance and attendance records should be directed to the school's Dean of Academics.

### **Lateness & Early Dismissal**

A student must attend more than 50% of a class period to be considered present for the class. If a student arrives to class more than half-way into a class period, they will be considered absent. If a student leaves before the halfway point in any class period, they will be considered absent. A student must attend more than 50% of the school day to be considered present on daily attendance. If a student arrives more than 50% of the way into the school day, they will be marked absent for the day. If a student leaves before 50% of the school day has been completed, they will be marked absent for the day. However, when a student is marked absent for the day based on the 50% threshold, they will still be marked present for all classes they are able to attend for more than 50% of the time.

Staff at KIPP Academy Lynn Collegiate encourage families to call the front desk the day of the student's tardy or absence to notify the school. In order for the school to consider a tardy or absence as "excused," families must also provide written notification (email or hard copy) so that the notice may be kept on file in the event the student's record requires review. Please note that providing a note does not guarantee that an absence will be excused and that greater than 7 absences from the same class in a given quarter can result in a maximum quarter grade of 69.

When a student is tardy or dismissed early for any reason, he or she is responsible for any and all school work missed. It is the responsibility of the student to acquire the necessary assignments and/or materials to complete the work. Students must be dismissed from the main office and must check in with the staff member on duty there before leaving. All dismissals require parent/guardian approval. This includes all students who continue to reside with their parents/guardians regardless of age. Students who no longer reside with their parents/guardians may seek approval from a school leader. Parents are encouraged not to dismiss students early unless they have medical appointments or family emergencies. Early dismissals are also marked as a class absence if the student is missing more than half a class period regardless of the reason for dismissal. Accumulating more than 7 absences per quarter from any class can result in a maximum quarter grade of 69, which can jeopardize course credit.

### **Closed Campus**

Under no circumstances are students allowed to leave the school building, or use any exit other than the main exit without permission during the school day. A student with permission to leave may only leave under the escort and supervision of an authorized adult – who has physically come to the main office to sign a student out – unless the school has been given prior written permission authorizing unaccompanied departure. Once students have entered in the morning, they may not leave the building. Any and all exceptions for extenuating circumstances must be approved by a school leader with approval of a parent or guardian.

### **Shared Space**

KIPP Academy Lynn Collegiate shares space with KIPP Academy Lynn Middle School, KIPP Through College, and the KIPP MA regional offices. Our school is also situated in a residential area. All members of the KALC community are expected to treat members of the KIPP community and surrounding neighbors with respect.

### **Breakfast, Lunch, & Snack**

Under Community Eligibility Provision, we offer free breakfast, lunch and an afternoon snack for all of our students.

### **Use of Cell Phones, Headphones, and Electronics**

Students may bring a cell phone, headphones, and other electronics to school as long as they remain silent/off and are stored in pockets or backpacks when use is not permitted. While KALC Leadership will investigate suspected theft and help a student locate a lost phone, **KALC will not replace or reimburse for lost, broken, or stolen cell phones/headphones/electronics.**

Students can minimize these risks by ensuring they adhere to all cell phone/headphone/electronics expectations outlined below.

Cell phone/headphone/electronic use during arrival (7:30 - 7:45) and after dismissal (3:45 or 1:20 on Wednesdays) is permitted. Cell phone/headphone/electronic use is not permitted in hallways or common spaces beyond arrival or dismissal.

During class and advisory, students may only use cell phones/headphones/electronics only with explicit permission. If explicit permission has not been communicated by a teacher or leader, cell phones/headphones/electronics must remain off/silent and in bags or pockets. When explicit permission has been given, students are expected to comply with guidance/expectations provided by the staff member and discontinue use immediately when asked by any staff member.

Students who intentionally use cell phones/headphones/electronics when they are not explicitly permitted to do so will be asked to surrender their cell phones/headphones/electronics for the remainder of the day. Repeated offenses or refusal to provide the device will be addressed with the student and family by the Dean of Students.

**As with any policy, the KIPP Academy Lynn Collegiate leadership team may review and adjust this policy at any time to ensure it supports our goals of an inclusive school culture that is laser focused on learning.**

### **KIPP Academy Lynn Collegiate Dress Code**

The dress code below outlines all clothing items, shoes, and headgear that are permitted to be worn throughout the school day at KALC. If clothing items, shoes, and headgear are not listed in the dress code, they are not permitted. Any clothing items, shoes, or headgear, or accessories in question will be addressed on a case-by-case basis with students and families by the school leadership team.

#### **KIPP Lanyards:**

Students must wear student IDs on KIPP lanyards. Lanyards and IDs must be visible at all times. Each year, students will be provided a student ID. Students will be asked to wear temporary IDs each year until individual IDs are issued. Students who forget their ID will be provided a temporary ID to indicate that they are a member of the KIPP student body. Students who lose their student ID will be provided a replacement for a fee (to cover the cost of materials).

#### **Tops:**

Students may wear any KIPP shirt or KIPP outerwear.

Students may wear any plain, solid gray, navy, or black shirt, cardigan, sweater, or outerwear.

Plain shirts include any shirts with no logos or single logos that are smaller than a credit card.

When standing, shirts must overlap with the waistband of bottoms.

Sleeveless shirts are permitted so long as the straps are at least as wide as a credit card.

#### **Bottoms:**

Students may wear long or short jeans and khakis.

Students may wear plain, solid gray, navy, or black sweatpants, leggings, shorts, or skirts.

Students may wear denim skirts.



Students may wear distressed or patched denim so long as skin is not visible above the knee. Layering beneath distressed or ripped denim is permitted to cover skin visible above the knee. When standing, waistbands must overlap with the bottoms of shirts.

**Shoes:**

Close toed shoes are required.

Students enrolled in PE must wear or bring athletic sneakers in order to participate and receive credit for the course.

**Headgear:**

Cultural headwraps and religious headgear is permitted throughout the school day.

Functional headgear is permitted during arrival (7:30 - 7:45), in advisory rooms, and PE.

Bandanas are not to be worn on campus.

**Accessories**

Jewelry and accessories are permitted so long as they do not interfere with learning and are not otherwise addressed by the guidelines above.

**Academic Policies**

The academic policies outlined below are designed to ensure students graduate on-time and prepared for the demands college, career, and lives of independence and impact. While exceptions are rare, we acknowledge the presence of extenuating circumstances and will respond reasonably. In order to ensure equity and alignment for all students in all classes, any and all exceptions must be approved by the Dean of Academics. Academic accommodations and modifications outlined in IEPs and 504s do not require approval from the Dean of Academics and will be honored by all teachers in accordance with the law.

**Promotion Requirements\***

Each year, students must meet minimum credit requirements to be promoted to the next grade. Minimum credits required for promotion to each grade can be found in the table below.

Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Graduation
Minimum Credits Required	6 credits	12 credits	18 credits	24 credits

\*Due to the slight shift in promotion requirements beginning in 2018-19, case-by-case exceptions may be made for students in the following classes: 2021, 2020, 2019. Students who belong to the class of 2022 and beyond will adhere to the credit requirements outlined above without exception.

**Graduation Requirements**

In order to earn a KALC diploma, students must fulfill subject-specific credit requirements, satisfy all non-curricular graduation requirements, ensure all fees are paid, and return all school

property including, but not limited to athletic uniforms and equipment, technology, and textbooks.

Subject Area	Minimum	Detailed Requirements
English Language Arts	4 credits	Must enroll in one year-long ELA course each year
Mathematics	4 credits	Must enroll in one year-long math course each year Must include Algebra I, Geometry, and Algebra II
Social Studies	3 credits	Must include one world history, one US history, and one civics Must be comprised of three year-long courses
Science	3 credits	Must include physics, biology, and chemistry
World Languages	2 credits	Students must earn 2 full credits in the same language
Fine Arts	1 credit	
Physical Education	1 credit	All 9th grade students must take PE 1 as .5 of this credit.
College Readiness + Academic Electives	6 credits	All students must complete junior seminar and senior seminar. Up to 3 of these credits may be satisfied through fine arts or physical education credits.

Transfer students must submit their transcript(s) from their previous school(s) to determine the number of credits required to graduate from KALC. Grade level placement is also determined by previous course completion and grades earned.

Students on an Educational Proficiency Plan (EPP) must pass the 11<sup>th</sup> and 12<sup>th</sup> grade courses in that subject area to fulfill their EPP.

### Non-Curricular Graduation Requirements

In order to graduate, students must also have any three of the following non-curricular requirements. Students are strongly encouraged to begin working toward these requirements as freshmen so that they can be met in full by the conclusion of our senior year. While students may choose to enroll in the same program more than once, only the first enrollment will count toward these requirements. For example, a student may choose to participate in RawArts summer programming for three years in a row, but only the first year would count toward the requirement. Similarly, a student may play basketball and softball at KALC, but this would only count towards one requirement, school-based extracurricular participation.

- 40 hours of community service
- Summer program related to academics, college, leadership, fine arts, etc.
- Community-based programming (after school or during summer)
- Summer or part-time job
- Internship
- School-based extracurricular participation
- Summer school

### Other Graduation Requirements

- All outstanding fees must be paid.
- All co-curricular requirements must be met.
- All school property must be returned or reimbursed.

### Participating in Commencement Ceremonies

- Students must complete all curricular credit requirements before the last day of senior finals in order to participate in commencement ceremonies.

### Grading Policies

Each quarter, progress reports will be sent home every three weeks. At the end of each quarter (10 weeks), grades will be closed and report cards will be distributed directly to families at in-person report card conferences. Students and families will also receive notice of the following on both progress reports and report cards: current grades in classes, number of tardies, number of absences, and current progress toward graduation requirements. Report card conferences allow teachers and advisors to provide detailed reports of how each student is progressing through the school year, both academically and socially. Nearly all grades are based on a 0 to 100% scale though some courses are graded on a pass/fail basis. Final grades include the midterm and final, if applicable. The calculation of final grades is outlined in the table below.

Year-Long Course with Midterm/Final	Year-Long Course with No Midterm/Final	Semester-Long Course with Midterm/Final	Semester-Long Course with No Midterm/Final	Pass/Fail Courses
22.5% Q1 22.5% Q2 5% Midterm 22.5% Q3 22.5% Q4 5% Final	25% Q1 25% Q2 25% Q3 25% Q4	22.5% Q1 22.5% Q2 5% Midterm	25% Q1 25% Q2	25% Q1 25% Q2 25% Q3 25% Q4

### Quarterly Grade Composition & Retake Eligibility

Within each quarter, assignments are divided into three categories: major summative, minor summative, and formative.

Examples of major summative assessments may include unit tests, major essays, presentations, performances, socratic seminars, etc. Major summative assessments will account for 60% of a student's grade for the quarter. **All major summative assessments are eligible for one retake, provided the student meets the eligibility criteria provided by the teacher upon return of the assessment and attends the scheduled retake.**

Examples of minor summative assessments may include quizzes, graded drafts, essay outlines, presentation outlines, etc. Minor summative assessments will count for 20% of a student's grade for the quarter. **Minor summative assessments are not eligible for retakes.**

Examples of formative assessments may include exit tickets, class work, homework, classroom experiences, etc. Formative assessments will count for 20% of a student's grade for the quarter. **Formative assessments are not eligible for retakes.**

*Failed courses* —If a student's overall Course Grade is below 69.5%, he/she does not pass that course for the year/semester.

*Honor Roll and High Honor Roll*—At the end of each quarter, an Honor Roll will be published. Students who have earned a 3.5 GPA for that quarter earn Honor Roll. Students who have earned a 3.8 GPA with no C's for that quarter earn High Honor Roll.

*Senior Exemptions from Finals* – Seniors who have above a 90% for the year and/or Q4 by the last day of regular classes before finals will not be required to take finals. Their final grade will be whatever their posted grade is on the last day of regular classes.

### **Make-Up Work Policies**

Students who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to ensure timely make-up work such that students do not fall behind academically.

Students are responsible for collecting missed assignments within two days of returning to school. The deadline for completing missed assignments will be clearly set by teachers and communicated to students when they collect the missing assignment. Teachers will consider the demands of the assignment, the student circumstance for missing school, and the need to make up missed instructional time. Assignments that were due on the day of absence must be submitted to the teacher immediately upon return to school in order to be graded as "on-time".

### **Late Work**

Our late work policy aligns with our retake policy. Late formative assessments and late minor summative assessments will not be accepted, as these assessments are ineligible for retakes. Late formatives or minor summatives will be reflected in the gradebook as "NC".

Late major summative assessments (major essay, long-term project, presentation, etc.) will be accepted within 48 hours for a maximum grade of 80% of the raw score earned. So long as the assignment is submitted within the 48 hour window, the student is eligible for a retake/resubmission after meeting the teacher-determined criteria. However, the maximum score a student can earn on the resubmission will remain 80%. Students who fail to turn in the project within 48 hours must turn in the project by the teacher-determined retake/resubmission deadline for a maximum score of 70%. Late major summative assessments will not be accepted beyond the resubmission deadline and will be reflected in the gradebook as "NC".

If students are absent from school (sick, college visit, etc.), students will coordinate with teachers regarding on-time submission of any assignment (see 'Make-Up Work Policies'). If a student does not submit make-up work in accordance with the teacher's deadline, the late work policy applies.

### **School-Wide Extension Policy**

- Students may request extensions for take-home formative assessments (e.g. homework) 24-hours in advance
- Students may request extensions for project-based assessments and essays 48-hours in advance.
- Extensions are left to the discretion of the teaching staff.

### **Additional Academic Supports**

Students are expected to leverage a wide variety of additional supports that are available to all students at all times. Many, but not all of these supports are described below.

- **Direct Contact with Teachers** Students may seek clarification or support for a specific assignment by calling or emailing a teacher as late as 8 PM. Calls and emails will be acknowledged by the next business day.
- **Office Hours** Teachers are available for 1:1 and small group support during scheduled office hours. Office hours may fall within the student school day while others may begin immediately after student dismissal.
- **Scheduled Intervention** The school schedule is intentionally designed for students to access additional academic support within the school day. While some intervention blocks will be assigned based on academic data, others are more flexible. Students are expected to leverage each flexible block intentionally.

### **School-Wide Academic Appeals Policy**

- Grade appeals may be initiated via e-mail sent to the Dean of Academics by a student advocate, which may include a student's caseload manager, counselor, advisor, or family member. Students who wish to initiate an appeal must partner with an advocate.
- Only the Dean of Academics, Assistant Principal, or Principal can grant an appeal.
- Appeals may be initiated under the following circumstances (but not limited to): family emergency, medical emergency, student crisis, concerns over equity in grading for protected sub-populations of students, systemic issues (e.g. frequent ISS).
- Appeals may have the following outcomes (but not limited to):
  - The appeal is denied.
  - Office hour requirement prior to a retake may be waived.
  - An extension exceeding 48-hours is granted.
  - Student is allowed to make up a number of assignments for full or partial credit

### **Credit Recovery**

**Students may only recover credit for 1.5 core classes in a single summer session.** If a student is unable to meet the number of required credits with 1.5 summer courses, that student will be retained. Students who need summer credit recovery and do not fulfill all requirements will automatically be retained.

### **Student Advisors**

Student advisors are an on-campus mentor as well as a consistent point of contact for families throughout their high school career. Advisors are assigned in 9th grade and meant to continue with the student until graduation. Advisors meet regularly with advisees to develop and maintain supportive, positive relationships with their advisees throughout each school year. Families should expect to hear updates from their child's advisor on a regular basis.

### **Clubs and Extracurricular Activities**

KALC focuses relentlessly on the development of core academic skills. However, in order to best prepare our student body for future pursuits, students must also be exposed to extracurricular activities on a regular basis. While KALC staff members will facilitate most activities, some activities will be taught by external instructors.

Please be advised that some clubs and extracurricular groups will (a) last beyond regular dismissal time on some school days, (b) hold mandatory meetings on some days of the week, and/or (c) possibly occur off of school grounds. In such situations, families will receive permission slips, which will provide activity-specific information.

### **Restrictions on Bringing Food/Beverages to School**

Due to having students on campus with severe nut allergies, **KIPP Academy Lynn is a nut-free campus.** We ask all parents to help enforce this policy for the safety of our students. No food should be brought to school that contains nuts or nut residue, including for lunch or snack. Food with nuts will be confiscated immediately to ensure the physical health and safety of all students.

Students who choose to bring food from home are strongly recommended to bring it when they arrive to school for the day. If food must be dropped off by a family member, it should arrive **before** the student's scheduled lunch period. If students receive food from a family member after their scheduled lunch period, they will be asked to wait until the next passing period or snack period to eat, as eating is not permitted in classes and students won't be released from classes to eat. Given that all students have access to a free meal at KALC, students who have not received their food by their lunch period are strongly encouraged to eat the school lunch. **Please note that while outside food is welcome, students may not receive food delivery directly from restaurants or delivery services. Any delivery attempts - paid or unpaid - will be rejected by the school staff. Funds lost to rejected deliveries will not be eligible for reimbursement by KIPP Academy Lynn Collegiate.**

### **Extracurricular Eligibility**

Students who participate in athletics and other extracurricular events are expected to regularly attend school, practices, and games/performances as well as maintain good standing both academically and behaviorally. Failure to meet these criteria may result in temporary ineligibility or dismissal from an extracurricular team for the season.

In order to qualify for extra-curricular teams, students must ensure that they are passing all classes. Official eligibility will be determined every third week with the distribution of progress reports. If a student's progress report reflects that they are passing all classes, they will remain eligible for the three week period leading up to the next progress report. In that time, if a student's score dips below passing, they are encouraged to take swift measures to ensure their grade is on track before progress reports are distributed again. If a student's progress report reflects that they are failing one or more courses, they are able to begin participating as soon as a passing grade has been achieved in all classes.

League policies indicate that students must earn a passing score for the year (Y1) in no less than 4 core classes for the preceding spring. For example, if a student wishes to join the cross country team in Fall 2018, they must have earned passing Y1 scores in no less than four core content classes in the preceding year. Core content courses are defined as full-credit, year-long courses. Students who consistently meet KALC's eligibility criteria throughout the year, which are more rigorous than league requirements, will by default be eligible for fall participation.

### **Attendance Requirements**

A student must be present in school and must attend all assigned classes that day in order to participate in any team practice, scrimmage, league or non-league game, meet, contest, performance or try-out on that day. Any and all exceptions for extenuating circumstances must be approved by the athletic director before a student is permitted to participate. It is the responsibility of the student athlete to seek approval from the athletic director.

### **Athletic Physicals**

Our student-athletes' health and physical safety is our number one priority. As such, KALC requires that students complete an athletic physical before they are considered eligible for practice or competition. Each year, the school will work to provide at least one opportunity for students to receive physicals on campus for minimal cost. Students who have not yet completed the physical at the start of the season are encouraged to attend practice for the instruction, but may not engage physically until all athletic physical clearances have been authorized by a physician.

### **Code of Conduct**

#### **PURPOSE**

As with all policies at KIPP Academy Lynn Collegiate, our expectations and discipline policies are designed to

- ensure an inclusive environment for all school community members

- ensure students and staff remain laser focused on learning
- prepare our students for lives of independence and impact
- prepare students to become engaged and productive citizens
- empower all members of the community to advocate for self and others

### **KALC Community Expectations**

All members of our community ensure the physical and emotional safety of self and others.  
 All members of our community support an engaged learning environment for self and others.  
 All members of our community are present, on time, and ready to learn.

Students are expected to uphold all community agreements any time they are interacting with another member of the school community. This includes, but is not limited to

- anytime a student is on school grounds
- anytime a student is traveling to or from school with other school community members
- anytime a student is participating in a school-related event, trip, or activity
- cyber/electronic interactions with or related to other members of the school community

### **KALC Community Celebrations**

When students, staff, and families in our community consistently meet expectations, we will celebrate in a variety of ways. Celebrations include, but are not limited to:

- public recognition
- special privileges
- awards
- earned events, trips, activities

### **KALC Community Supports & Consequences**

When expectations are not met, we will hold one another accountable and support one another in quickly repairing any negative impact on self or others. For students, unmet expectations may lead to any of the following supports and consequences:

- time and guidance to reflect during or after school hours
- temporary separation from peers during non-academic blocks
- loss of privileges (including, but not limited to participation in extracurriculars)
- exclusion from celebratory events, trips, activities
- incident-specific agreements aimed to repair any damage to property or relationships

Some incidents or repeated behaviors may prompt leaders to consider more severe responses, such as in-school suspension, out-of-school suspension, emergency removals or expulsion. In the event that these consequences are applicable to an incident, KIPP Academy Lynn Collegiate will comply with all state laws regarding these practices as outlined below.



## Suspension Procedure

### **1. In-School Suspension (other than Emergency Removal)**

In-school suspension is when a student is removed from regular classroom activities, but not from the school premises, as a result of his or her conduct. In-school suspension is rarely used at KIPP Academy Lynn; in the case that a student faces an out of school suspension, s/he may be in-school suspended pending a disciplinary hearing. If a student faces in-school suspension for more than ten (10) school days, consecutively or cumulatively during the school year, the procedures governing long-term suspension (see below) will be followed.

In such cases the Principal is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the incident. On the same day the in school suspension is imposed, the Principal must make reasonable efforts to notify the parents of the disciplinary offense, the reasons for concluding that the student committed the offense, and the consequence. The Principal shall also invite the parent to a meeting to discuss the student's behavior, or at least make and document two attempts to do so.

### **2. Out-of-School Suspension (other than Emergency Removal)**

There are two kinds of out-of-school suspensions. A **short-term out-of-school suspension** means the removal of a student from the school premises and regular classroom activities for no more than ten (10) consecutive or cumulative school days. A **long-term out-of-school suspension** means the removal of a student from the school premises and regular classroom for more than ten (10) consecutive or cumulative school days.

The Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent with verbal and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in the hearing.

### Out-of-School Suspension Notice of Student and Parent Rights

*\*This section governs notice rights regarding all student offenses that may be subject to short- or long-term suspensions that do not involve dangerous instruments, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by G.L. C.71 §§37H and 37H½, as detailed below.*

Student disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals. The following sections provide you with information about these rights.

The Principal is required to provide this verbal and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice must set forth the following information:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the Principal, the student's short and long term suspension hearing rights and the right to appeal the Principal's decision to the Executive Director (see below).

The Principal is required to make and document reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The Principal is presumed to have made reasonable efforts, and therefore may conduct a hearing without the parent present, if the Principal has sent written notice (by hand delivery, first-class mail, certified mail, email, or any other method of delivery agreed to by the Principal and parent) and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

Please note that students have the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, at any and all hearings concerning student discipline. If a student or parent wishes to bring an attorney to any hearing or meeting at the school, KIPP must be informed immediately. If a student fails to inform the school prior to bringing an attorney to a hearing, and KIPP's attorney is not present, then KIPP will exercise its right to cancel and reschedule the meeting to ensure that its attorney can attend. This rescheduling may delay the hearing or meeting, and if so, the child's disciplinary removal will be extended until a decision is rendered following the rescheduled hearing or meeting. KIPP hereby notifies each student and parent that the School may have its legal counsel present at any hearings and meetings involving student discipline.

In every case of student misconduct for which suspension may be imposed, the Principal is required to exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. The following section outlines student and parent rights when the Principal is considering and/or decides to implement a removal from school as a consequence for student misconduct.

Students who are suspended under this section are entitled to receive educational services during the period of suspension or expulsion under KIPP's Education Service Plan, which is described below in Section D. If the student withdraws from the KIPP and/or moves to another school district during the period of suspension, the new school/district/district of residence

shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### Short-Term Suspension Hearing Rights

This section governs hearing rights for students facing short-term suspension. Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

The purpose of the hearing with the Principal is for the Principal to hear and consider information regarding the alleged incident; provide the student an opportunity to dispute the charges and explain the circumstances of the alleged incident; and determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal is required to discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent both shall have an opportunity to present and offer information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate. Based on the available information, including mitigating circumstances, the Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal is required to provide written notification to the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

### Long Term Suspension: Hearings and Appeals

#### *Hearing Rights*

This section governs hearing rights for students facing long-term suspension. Long term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

The purpose of the long-term suspension hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights during a long-term suspension hearing:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

4. the right to cross-examine witnesses presented by the School; and
5. the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent. If the Principal decides to suspend the student, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the Principal's decision to the Executive Director (only if the Principal has imposed a long-term suspension). Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the Executive Director decides to reverse the Principal's determination on appeal.

#### Appeals of Long Term Suspension

A student who is placed on long-term suspension following a hearing with the Principal has the right to appeal the Principal's decision to the Executive Director.

In order to appeal the Principal's decision to impose a long-term suspension, the student or parent must file a notice of appeal with the Executive Director within five calendar days of the effective date of the long-term suspension (in the alternative, within five calendar days of the effective date of the long-term suspension the parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven additional calendar days). If the appeal is not timely filed, the Executive Director may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Executive Director shall hold the hearing within three school days of the student's request, unless the student or parent requests an extension of up to seven additional calendar days, in which case the Executive Director shall grant the extension.

The Executive Director must make a good faith effort to include the parent in the hearing, and will be presumed to have made a good faith effort if he or she has attempted to find a day and time for the hearing that would allow the parent and Executive Director to participate. The Executive Director shall send written notice to the parent of the date, time, and location of the hearing.

The Executive Director will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. An audio recording of the hearing will be made, a copy of which shall be provided to the student or parent upon request.

The student and parent shall have all the rights afforded them at the Principal's hearing for long-term suspension, as detailed above.

The Executive Director shall issue a written decision within five calendar days of the hearing. If the Executive Director determines that the student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Executive Director shall be the final decision of the school.

### **Emergency Removal**

In cases of emergency that do not involve either expellable offenses or special needs students facing suspension for 10 or more consecutive school days or constituting a change in placement, the Principal has the authority to remove a student from school temporarily when a student is charged with a disciplinary offense and the Principal determines that the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal is required to notify the Executive Director immediately in writing of an emergency removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal will

- (a) make immediate and reasonable efforts to inform the student and parent orally of the emergency removal, the reason for the need for the emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including the potential length of the student's suspension;
- (b) provide written notice of a hearing with the Principal concerning the proposed suspension with notice of rights to which the student is entitled based on the possible consequence in accordance with state law; and
- (c) Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

The Principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

#### **EDUCATIONAL SERVICES DURING REMOVALS AND SCHOOL-WIDE EDUCATION SERVICE PLAN**

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, tests, and projects missed.

KIPP has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

KIPP's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, independent study, and video conferencing.

If KIPP expels a student or suspends a student for more than 10 consecutive school days, KIPP is required to provide the student and the parent of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent, the School shall facilitate and verify enrollment in the service. Service Options for students suspended from 10 or more school days:

- External tutoring
- Skype into daily math and reading classes
- Independent study projects for class credit

#### **Expulsion**

Expulsion is defined as the exclusion from KIPP Academy Lynn on a permanent basis at the discretion of the Principal. Massachusetts law provides the principal with the authority to expel students without Board involvement for the following behavioral infractions:

- Possessing a dangerous weapon including but not limited to a knife or a gun;

- Possessing a controlled substance as defined in M. G. L. c. 94C including, but not limited to illegal drugs (e.g. marijuana) and prescription medication;
- Assaulting educational personnel;
- Being convicted of a felony or being found guilty of committing a felony either by admissions or adjudication; or
- A serious case, which is defined as involving the possession or use of illegal substances or weapons, assault, vandalism, or violation of a student's civil rights. In practice, the decision to suspend rather than expel in serious cases may depend on whether the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In addition to the above infractions, violations of applicable state or federal laws or ordinances may be handled in cooperation with the local police department as authorized by law.

### **Expulsion Procedure**

This policy governs procedures relating to conduct that may result in expulsion. Students who are expelled under this section are entitled to receive educational services during the period of suspension or expulsion under KIPP's Education Service Plan, which is described below. If the student withdraws from the KIPP and/or moves to another school during the period of expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### Notice for Students and Parents Facing Expulsion for Possession of Dangerous Weapon or Controlled Substances, or Assault on Educational Staff (under G.L. c. 71, s. 37H)

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous instrument, including, but not limited to, a gun or a knife, may be subject to expulsion from the school by the Principal. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Principal. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the School by the Principal. Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Principal with his or her parent or guardian. Prior to the hearing and prior to the expulsion taking effect, the student shall receive written notice of the student's right to a hearing with the principal. The notice shall including the date, time, and location of the hearing. The student's parent or guardian will be present at the hearing. At the hearing, the student may have representation at his or her own expense, the opportunity to present evidence and witnesses at said hearing before the Principal, and the right to confront and cross examine witnesses presented by the school. After said hearing, the Principal may, in her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have committed the misconduct detailed above. Before the expulsion takes effect, the student shall receive written notice of the charges and of the reasons and evidence for expulsion. If the

principal decides to expel the student after the hearing, the principal shall give written notification at the hearing to student and parent of student of the right to appeal, the process for appealing the expulsion and of the opportunity to receive educational services. The expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

Any student who has been expelled pursuant to GL c. 71 §37H shall have the right to appeal to the Executive Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Executive Director of his or her appeal. The superintendent shall hold a hearing with the student and the student's parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, the right to counsel and the right to confront and cross examine witnesses presented by the school. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

The Executive Director shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. That decision shall be the final decision of school district with regard to the expulsion.

Notice for Students and Parents Facing Suspension or Expulsion Relating to Criminal or Felony Delinquency Charges, Findings, or Admission (G.L. c. 71, s. 37H ½)

This section applies to student misconduct that may result in suspension or expulsion arising out of student criminal or felony delinquency charges, findings, or admissions.

#### Expulsion Following Felony Adjudication or Admission

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal may expel said student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Principal with his or her parent or guardian. Prior to the hearing and prior to the expulsion taking effect, the student shall receive written notice of the student's right to a hearing with the principal. The notice shall including the date, time, and location of the hearing. The student's parent or guardian will be present at the hearing. At the hearing, the student may have representation at his or her own expense, the opportunity to present evidence and witnesses at said hearing before the Principal, and the right to confront and cross examine witnesses presented by the school. After said hearing, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have committed the misconduct detailed above. Before the expulsion takes effect, the student



shall receive written notice of the charges and of the reasons and evidence for expulsion. If the principal decides to expel the student after the hearing, the principal shall give written notification at the hearing to student and parent of student of the right to appeal, the process for appealing the expulsion and of the opportunity to receive educational services. The expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

Any student who has been expelled from School pursuant to GL c. 71 §37H ½ shall have the right to appeal to the Executive Director. The student shall notify the Executive Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Executive Director shall hold a hearing with the student and the student's parent within three calendar days of the request. At the hearing, the student shall have the right to present oral and written testimony on his or her behalf, the right to counsel, and the right to confront and cross examine witnesses presented by the school. The Executive Director shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. The Executive Director's decision shall be the final decision of the school with regard to the expulsion.

#### **Educational Services After Expulsion and School-Wide Education Services Plan**

Students who are expelled from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, tests, and projects missed.

KIPP has developed a school-wide Education Service Plan for all students who are expelled from school. Principals shall ensure these students have an opportunity to make academic progress during the period of expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

KIPP's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, independent study, and video conferencing.

If KIPP expels a student for more than 10 consecutive school days, KIPP is required to provide the student and the parent of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent, the School shall facilitate and verify enrollment in the service.

Service Options for students:

- External tutoring
- Skype into daily math and reading classes
- Independent study projects for class credit
- Alternative placement

### **Discipline of Student With Special Needs**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to due process protections afforded to all students under applicable federal and state laws, the IDEA, Section 504 and relevant regulations require that additional provisions may be made for students who have been found eligible for special education services or who the school knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline. The following procedures apply to the discipline of students with disabilities:

- (1) The Individualized Education Plan (IEP) for every student eligible for special education and related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether and how the code should be modified to address the student's individual needs.
  
- (2) Before a student with a disability can be excluded from the school for more than ten (10) school days in a given school year or subjected to a pattern of removal constituting a "change of placement," the IEP Team (which may include the building administrators, the parent(s) and relevant members) will meet in a so-called "Manifestation Determination" meeting to determine the relationship between the student's disability and the behavior. The purpose of the Manifestation Determination meeting is to determine whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability, OR whether the conduct in question was the direct result of the school's failure to implement the student's IEP.
  
- (3) If the IEP Team determines that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students, as set forth in this handbook, but will continue to provide a free appropriate public education to the student. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment. When appropriate, consideration in reviewing a behavior intervention plan or performing a functional behavioral analysis will also be given to students eligible for a 504 plan.
  
- (4) If the IEP Team determines that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP Team develops, and the parent's consent to, a new placement or unless the School obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The IEP Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

(5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the School may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days without the need for parental consent for this change in placement.

### **Student Searches**

In order to maintain the security of all its students, KIPP Academy Lynn staff reserve the right to conduct searches of its students and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School desks and lockers, which are assigned to students for their use, remain the property of KIPP Academy Lynn, and students should, therefore, have no expectation of privacy in these areas.

### **Bus Transportation**

Students who use bus transportation are expected to follow schoolwide expectations. Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for not following school code of conduct.

Consequences for misconduct by Special Education students riding on transportation provided by their Individual Education Plan will be dealt with on a case by case basis.

### **Field Trips/End-of-Year Events**

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

Permission slips will be sent home before each field trip and must be signed by a parent or guardian in order for the student to participate.

A student may be considered ineligible for a trip for reasons including, but not limited to failure to return the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, and failure to uphold community agreements leading up to the trip. Students who are considered ineligible for attending a trip are still required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior or excessive in-school consequences and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

### **Cheating, Plagiarism, & Copying Others' Work**

Cheating on homework or exams, using resources inappropriately, and copying other people's work – students' or otherwise – is not only unfair but in the case of plagiarism, illegal. If students are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for clarification. Specific guidelines regarding cheating and plagiarism will be reviewed with students during orientation at the start of the school year and continued throughout the year. An administrator will ultimately determine the appropriate consequence, but cheating, plagiarism, and copying another person's work are very serious offenses and may result in detention, in-school suspension, out-of-school suspension, and potentially loss of academic credit.

### **Video Monitoring Policy**

At our schools, hallways and common spaces may be monitored by video to support the safety of our students, teachers, staff, and families. Video may be leveraged to provide information for student discipline investigations or events, in the context of a restraint, or in any other situation where video evidence would provide additional information.

### **Internet & Use of Technology Policy**

The Internet and other online resources are provided by KIPP MA schools to support instructional programs and appropriate student learning. While the Internet can be a powerful educational tool, it is also an unregulated space that contains materials unsuited to the school setting. For this reason, KIPP MA schools will make every reasonable effort to ensure that the resources are used responsibly.

### **Student and Parent Agreement**

It is important to understand that student use of the Internet at KIPP MA schools is a *privilege*. If used properly, this resource can greatly enhance a student's learning experience and provide students with countless hours of exploration. However, anyone who uses the Internet improperly or for purposes *inconsistent* with the educational program at KIPP MA schools will lose all network privileges.

**Acceptable and Unacceptable Uses:** The intent of KIPP MA schools in providing Internet connectivity is to support learning consistent with our academic programs. We expect students to use the Internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KIPP MA schools. A student's online conduct is ALWAYS subject to the general Code of Student Conduct, including policies governing bullying and hazing, at KIPP MA schools.

Some parts of the Internet contain material that is *not* suited for students and is *not* supportive of KIPP MA schools' educational activities. Students are not allowed to use the Internet at KIPP MA schools to access such materials, including sites containing inappropriate or obscene content. It is likewise improper to use the Internet in any manner that supports any illegal or unethical activity, conduct that violates the Code of Conduct, or for commercial or for-profit purposes.

KIPP MA schools utilizes industry-leading technology (DNS Content Filtering) to filter and monitor Internet activity and prevent student exposure to inappropriate materials. However, KIPP MA schools cannot guarantee the appropriateness of all materials accessed by the students on the Internet.

Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the Internet that could result in the suspension or revocation of a student's online privileges:

- Using the Internet for any illegal activity, including violation of copyright or other laws (copyrighted material may not be placed on the system without the author's permission and users may download copyrighted material for their own use only);
- Revealing any personally identifiable information about yourself or any other student or staff member on a social networking website or chat room;
- Posting, sending or displaying any personal identification information of any minor;
- Cyber-bullying (defined as traditional bullying using any electronic media)
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing other network users;
- Downloading, storing or printing files or message that are profane, obscene, or that use language that offends or tends to degrade others;
- Any online activity that encourages the use of drugs, alcohol, tobacco, weapons or other dangerous weapons that promotes unethical practices or any activity prohibited by law or KIPP MA policy;
- Using the Internet for financial or commercial gain;
- Degrading, vandalizing or disrupting equipment, software or system performance or the data of another;
- Attempting to gain unauthorized access to resources or entities;
- Invading the privacy of others or using an account owned by another user;
- Posting anonymous messages or messages with a false identity;
- Playing unauthorized games on the Internet;
- Computer piracy, hacking, or any tampering with hardware or software;
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence.

### **Weapons**

Students who are in possession of a weapon at school, at school-sponsored events, or while traveling between school and home will face expulsion or long-term suspension from school. This will be the case **whether or not the student intended to use the weapon in a violent way**. Please be aware that according to school rules and the Lynn criminal codes, the following can be considered weapons:

- Guns of any kind including BB guns or toy guns that look like real guns
- Knives of any kind including kitchen knives or pocket knives
- Mace or pepper spray
- Any everyday object that is altered to act as a weapon or look like a weapon

### **Anti-Hazing Policy**

Hazing is a crime in Massachusetts and will not be tolerated at KIPP Academy Lynn. Hazing shall be defined as any method of initiation into a KIPP-affiliated organization, whether on or off school grounds, which willfully or recklessly endangers the physical or mental health of any student or other person. Methods of initiation that would be considered hazing include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. The consent of the victim will **not** be considered an acceptable excuse for hazing behavior. Anyone at KIPP Lynn, student or staff, who witnesses an act of hazing will be expected to immediately report it to the Principal and/or Assistant Principal. Staff involved in hazing will face immediate dismissal. Students involved in hazing will face consequences according to the Code of Conduct. **All incidences of hazing will also be promptly reported to the local police.**

### **Bullying Prevention & Intervention Plan**

G.L. c. 71, s. 370, as amended, prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Sections of the law that are important for students and parents or guardians to know are described below. A full copy of the Plan is available on the School's website at <http://kipppma.org/kipppma-policies/>.

### **Definitions**

*-Perpetrator* is a student or staff member who engages in bullying, cyber-bullying, or retaliation. For purposes of this policy, school staff includes, but is not limited to, any and all educators, administrators, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals.

*-Bullying* is the repeated use by one or more students or staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying.

*-Cyber-bullying* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

*-Hostile environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

*-Target* is a student or staff member against whom bullying, cyber-bullying, or retaliation is directed.

*-Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Vulnerable Populations**

KIPP recognizes that certain classes of students and/or staff may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The School takes steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

### Prohibition against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

### Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. A reporting form can be found at

<http://kippma.org/kipp-ma-policies/>. Paper copies are also available at the front desk of the school, in the counseling office, and from the principal. Please send all forms to:

KIPP Academy Lynn  
Attn: Emily DoBell  
90 High Rock Street  
Lynn, MA 01902

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals. When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the perpetrator; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the perpetrator.

### **Nutrition Education and Wellness Promotion**

KIPP Academy Lynn has implemented planned, sequential curricula that address the physical, mental, emotional, and social dimensions of health. The curricula are aligned with the Massachusetts Health and Physical Education frameworks and existing school policies. Standards for nutrition education are included within the curricula.

KIPP Academy Lynn promotes opportunities and resources for school staff to improve their health status through activities such as health assessments, health education, and health related fitness activities. Our health plan offers an annual reimbursement for staff members who maintain a gym membership for at least four months of the year. Teachers and staff are also encouraged to be healthy role models for students in terms of nutrition and fitness pursuits. Teachers participate in activity-based field trips for students such as skiing, roller-skating, and rock-climbing.

KIPP Academy Lynn provides a safe, healthy, and well-maintained campus that is free of tobacco, alcohol, and drugs, and that fosters a culture of caring, respect, and responsibility. KIPP Academy Lynn has established a committee to ensure that this Wellness Policy is enacted and reviewed on a regular basis. Required members of this committee include the school principals, the Food Service Director, and the School Nurse. The Wellness Policy is posted on the school's website ([www.kippma.org](http://www.kippma.org)) for review by students, parents/guardians, and the general public.

### **Healthy Meals**



KIPP Academy Lynn ensures that its cafeteria is a clean and appealing area in which to eat meals. Nutrition information and menus are available at all times. The five components of a healthy meal (grain, protein, milk, fruit, and vegetable) are promoted in the cafeteria. To help our families access school meals, during the summer, the principals send a letter to parents, guardians, and families promoting the school's breakfast and lunch programs. The programs are also promoted at the beginning of the year school year, when free and reduced meal applications (or direct certification results) are sent to each family's household.

KIPP Academy Lynn, working with our vendor, provides reimbursable student breakfasts, lunches, and snacks that meet or exceed state and federal guidelines. Meals are nutritious, appealing, and accommodate the health and nutrition needs of all students, including vegetarians, students with allergies or other medical conditions, and students who do not eat pork for religious reasons. Students are given a 25-30 minute window to eat breakfast and lunch, depending on the grade.

To remain current on changes in school meal programming, the Food Service Director takes part in periodic trainings provided by the Department of Elementary and Secondary Education and has regular meetings with KIPP Academy Lynn's food vendor. Our cafeteria aides also complete periodic training sessions led by the Food Service Director, in addition to meeting with our food vendor.

### **Competitive Foods and Beverages**

KIPP Academy Lynn has developed guidelines for foods and beverages sold or served at the schools that could compete with our school food programs. In compliance with the State of Massachusetts, students are not permitted to organize "bake sales" or other fundraisers that involve the sale of food from one half hour before the beginning of school to one half hour after the end of the school day. Students may organize food sales as fundraisers during events such as athletic games or report card conferences, which are held in the evening, but they are encouraged to sell a variety of food items so that everyone has the opportunity to choose foods that are not high in sugar, fat, sodium, or calories. Beverages that are sold at approved fundraisers are not all high in sugar (milk is not sold at these events). In general, student groups are encouraged to explore methods of fundraising that do not involve food or beverages, such as "dress-down days" or the sale of non-food items.

The school does not currently have vending machines or a school store, nor does it sell à la carte items in the cafeteria.

Teachers are encouraged to explore non-food options for class parties and for rewards, with the objective of promoting student health and reducing childhood obesity. When class parties and rewards do involve food, teachers are encouraged to explore food and beverage options that are not high in sugar, fat, sodium, or calories. Teachers are also encouraged to find food options that contain whole grains.

Drinking fountains are located in the cafeteria and in the hallways of the school. Students are also permitted to carry water bottles with them during class hours to encourage hydration.

## **Physical Education**

KIPP Academy Lynn has implemented a planned, sequential physical education curriculum that addresses the physical, social, emotional, and cognitive development of all students. This program provides a variety of developmentally appropriate activities that are interwoven with sound standards, benchmarks, and assessments to focus on student learning. Middle school students take two hours of physical education classes per week. High school students are required to complete two semester-length classes offered by the Physical Education department in order to graduate. Other opportunities for active learning experiences include junior varsity, varsity, and club sports teams, as well as active elective classes.

## **Home Hospital Policy**

What is the home-hospital procedure?

This service is provided to KIPP Academy Lynn students who are unable to attend school due to a certified physical or emotional condition. Home-hospital teaching is provided to a student who is staying home, in a therapeutic center, or in a hospital while convalescing or receiving treatment.

Why is home-hospital teaching provided?

Home-hospital teaching is provided to enable the student to continue academic work and remain current with classroom instruction while absent from school. Home-hospital teaching can also provide a transitional educational service before a student returns to a regular school setting.

Responsibilities of KIPP Academy Lynn:

- Receive and date verifications and documents related to the need for home-hospital teaching.
- Prepare and submit a referral packet to include a letter specifying the services to be provided to the student.
- Maintain the student on the regular school roll and count the student as present, except when a student is not available for home-hospital teaching services.
- Provide the home-hospital teacher with materials of instruction. This includes books, course outlines, tests/exams, projects, service learning information, and any other material necessary for instruction.
- Determine final grades and what credits are to be awarded.

Responsibilities of the home-hospital teacher:

- The role of the home-hospital teacher is to act as the liaison between the student, the parent, and the school and to help the student remain current with his/her academic program, including all courses needed for graduation.
- Contact the parent/guardian to establish a teaching date and time.
- Contact the student's advisor or someone on the administrative team to request materials.
- Confirm that materials are ready for pick-up with the school's office manager.
- Talk with relevant school staff and gather materials.

- Provide instruction in the areas specified by the student’s teachers.
- Contact the student’s parents, advisor, or a member of the administrative team with any questions or concerns.

Responsibilities of the parent:

- Present to the school verification and documents of the need for home-hospital teaching services.
- Provide a safe environment for home teaching as required.
- Contact the home-hospital teacher in the event that the student is unable to keep a scheduled appointment.
- Contact the advisor and/or a member of the administrative team with any questions or concerns.

Responsibilities of the student:

- Maintain motivation and cooperation with the home teacher.
- Be on time.
- Have necessary books and materials for the teaching session.
- Spend time doing school work.
- Complete all assigned work.
- Demonstrate an attitude of respect toward the home teacher.
- Participate and cooperate with the teacher on completing assigned work.
- Submit completed work to the home-hospital teacher.

**Homelessness Education Liaison**

KIPP is committed to providing its students and families experiencing homelessness with equal access to a public education as is provided to other children at KIPP Academy Lynn. Assistance in address issues relating to the education of student and unaccompanied youth experiencing homelessness should be directed to Joan Stein, Homelessness Education Liaison for KIPP Academy Lynn, [jstein@kipppma.org](mailto:jstein@kipppma.org), 781-913-6167.

**Sex Education & Opt-Out Information**

At KIPP Academy Lynn, sex education will be taught to girls and boys separately beginning in 6<sup>th</sup> grade. Before a grade begins these classes, permission slips will be sent home to parents/guardians. Parents/guardians have the ability to exempt their children from all or a portion of the sex education curriculum without any penalty to their child. Parents/guardians may also request to see or discuss the sex education curriculum being taught to their children.

**Availability of In-School Programs for Pregnant Students**

Concluding school is indispensable for success in life and for academic achievement. For this reason, KIPP Academy Lynn guarantees that pregnant students have access to the full range of educational opportunities available to all other students. Discrimination or harassment by fellow students, teachers, school administrators, and counselors is forbidden.

KIPP Academy Lynn does not discriminate against any student or exclude any student from any educational program or activity on the basis of a student's pregnancy, childbirth, termination of pregnancy, or recovery from these conditions.

Pregnant students have the right to remain in their regular or current school program, including in-district special education placements, as well as all extracurricular, internal, interscholastic activities, and graduation programs. Granting the same documentation required for participation and eligibility for all students must be provided.

KIPP Academy Lynn pregnant students cannot be expelled, suspended, or otherwise excluded from any academic or extracurricular program, or be required to participate in school programs, solely on the basis of the students' pregnancy, childbirth, pregnancy recovery or termination, conditions related to pregnancy, or marital or parental status.

If KIPP Academy Lynn develops a special program for pregnant students or related to pregnancy in order to educate the students, the participation in these special academic or extracurricular programs is completely voluntary on the part of the student and said programs are offered to non-pregnant students on a completely voluntary basis as well.

KIPP Academy Lynn allows pregnant students to take part in fitness classes, although the same documentation required for participation for all other students must be provided by the student who is pregnant as well. If a pregnant student is not able to participate in the regular physical education program, KIPP Academy Lynn may develop an alternative curriculum that will cater to her condition and provide, upon satisfactory completion, her with physical education credit.

KIPP Academy Lynn will always treat pregnancy as it treats other medical conditions. Services are to be provided to pregnant students in the same manner as services are provided to students with other temporary disabilities.

If a pregnant or parenting student misses school due to pregnancy or medically related conditions (including childbirth, miscarriage, termination of pregnancy, and recovery), the absences shall be considered excused absences upon a physician's note and/or certification; the same manner that is required for all students for absences due to medical conditions.

Upon returning from an excused absence, a pregnant student shall return to KIPP Academy Lynn with the same status as before the leave began, and will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Upon satisfactory completion of such assignments, the student shall be given full credit.

Upon the recommendation of the student's physician, a pregnant student may be granted a leave of absence for as long as it is deemed medically necessary, during which time the student will be entitled to tutoring services comparable to tutoring services provided to students with other temporary disabilities.

### **Smoking: Tobacco-Free Policy**

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school facilities, school grounds or on school buses by any individual including all school personnel. The policy pertains to all school sponsored, school related events and athletic games. Staff and students who violate these laws will be subject to disciplinary action.

### **Release of Student Information**

Pursuant to 603 CMR 23.07(4)(a), KIPP Academy Lynn may release the following information without prior consent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post- high school plans.

Parents/guardians and students have the right to request that this information not be released without prior consent. If you would like to request that this information not be released without your prior consent, please ask for your School Operation Manager at the front desk.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
    1. Political affiliations or beliefs of the student or student’s parent;
    2. Mental or psychological problems of the student or student’s family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
  - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or parents; or
  - 8. Income, other than as required by law to determine program eligibility.
- 
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

**FERPA Notice**

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

1. The right to inspect and review the student's education records within 45 days after the day the KIPP Lynn receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school operations manager 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.

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

Parents or eligible students who wish to ask the KIPP Lynn to amend their child's or their education record should write the school operations manager, 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.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

FERPA requires that KIPP Lynn, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, KIPP Lynn may disclose appropriately designated "directory information" without written consent, unless you have advised the KIPP Lynn to the contrary in accordance with KIPP Lynn procedures. The primary purpose of directory information is to allow the KIPP Lynn to include information from your child's

education records in certain school publications or to allow our partners to contact you. Examples include:

- Vendors and partners who assist us with data analysis and evaluation of our programs (i.e. KIPP Foundation, Illuminate, research collaborative projects)
- Advocacy groups such as Families for Excellent Schools or the Massachusetts Charter Association;
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want KIPP Lynn to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the KIPP Lynn in writing by October 1, 2015. KIPP Lynn has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in



conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. 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, § 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 § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 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 (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 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, if applicable requirements are met. (§§ 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 for such purposes as 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. (§ 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 § 99.38. (§ 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, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

**Access to Student Records**

(1) Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

(2) Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
  - (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
  - (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.
- (3) Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.
- (4) Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.
- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
  - (b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
  - (c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
  - (d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized

agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

- (e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
  - (f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
  - (g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
  - (h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.
- (5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.
- (a) A non-custodial parent is eligible to obtain access to the student record unless:
    - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
    - 2. the parent has been denied visitation, or
    - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
    - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
  - (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
  - (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
  - (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the

custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority: 603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

### **Title I: Highly Qualified Teacher Notification**

No Child Left Behind, a federal legislation comprised to improve education systems nationwide, requires local school districts to ensure that all teachers hired to teach core academic subjects in Title I programs are "highly qualified." As a school that receives Title I funds, it is KIPP Academy Lynn's responsibility to annually notify you of your "right to know" about teacher qualifications at your son or daughter's school. In general a "highly qualified teacher" is one who has passed required Massachusetts Tests for Educator Licensure (MTEL), holds a bachelor's degree, and has demonstrated competence in subject knowledge and teaching. This policy applies only to those teachers who teach the core subjects of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

As a parent or guardian, you may request and receive from KIPP Academy Lynn, information regarding the professional qualifications of your student's classroom teachers, including:

- a) Whether the teacher possess a Massachusetts teaching license.
- b) Whether a teacher is teaching under emergency or other provisional status.
- c) The baccalaureate degree major of the teacher and any other graduate degree major or certification.

A major objective of No Child Left Behind is to ensure high quality teachers for all students, regardless of race, ethnicity or income, because a well-prepared teacher is vitally important to your child's education. In order to find out about the quality and status of your child's teachers, please contact Emily DoBell, the principal at KIPP Academy Lynn Collegiate, at [edobell@kipppma.org](mailto:edobell@kipppma.org), 617-388-0357.

### **Complaint Procedure**

In the event that you are unhappy with something going on at KIPP, please reach out to us. If this should happen, you are encouraged to follow these steps:

- Step 1: Go directly to the staff member with direct responsibility for the issue and try to resolve the issue. You may contact us via phone or email until 9:00 p.m. each evening.

- Step 2: If Step 1 fails to resolve the issue, discuss the issue with the principal. You can call the principal's cell phone, email her, or contact the front desk to set up an in-person meeting.
- Step 3: If Step 2 fails to resolve the issue, discuss the issue with the executive director. You can email the executive director or contact the front desk to set up an in-person meeting.
- Step 4: If Step 3 fails to resolve the issue, file a formal complaint with the school's Board of Trustees by sending a written letter.
- Step 5: If Step 4 fails to resolve the issue, file a complaint with the Commissioner of the Department of Elementary and Secondary Education.

Although parties are encouraged to follow the steps above, individuals also have a right to file complaints in accordance with the state and/or federal law as stated below:

### **1. Complaints Regarding the Violation of Charter School Law or Regulations**

A party has the right to file a written complaint directly with the Board of Trustees in accordance with G.L. c. 71, § 89(II), and 603 CMR 1.10 if the party believes the school has violated any provision of the charter school law or regulations. After receiving the complaint, the Board of Trustees must send a written response to the party within 30 days. In addition to following up on any such complaints, the Board may periodically conduct reviews to ensure that the school is in compliance with the charter school law and regulations.

If the Board does not address the complaint to the party's satisfaction, the party may submit the complaint to the Commissioner of Elementary and Secondary Education, who will investigate the complaint and respond to the complaining party.

### **2. Complaints Regarding the Violation of State or Federal Law**

Complaints may also be filed with the Department of Elementary and Secondary Education, Office of Program Quality Assurance by anyone who believes that the charter schools have violated or is violating any applicable federal or state law or regulation other than those specified in the charter school statutes and regulations.

### **3. Complaints Regarding Harassment or Acts of Discrimination**

An individual who believes that he/she is the victim of harassment or any form of discrimination as a member of one of the fourteen protected classes may report such harassment or discrimination to the identified individual in the school building who has received training in handling such accusations. The schools must ensure that such an individual has been identified and received the appropriate training. Our Interim Title IX coordinator, Mekka Smith, can be reached at [title9@kippma.org](mailto:title9@kippma.org).

**No Idling of Motor Vehicles**

Massachusetts General Law chapter 71, section 37H prohibits all operators of school buses and operators of personal motor vehicles from idling vehicles on school grounds or within one hundred (100) feet of school grounds.

**AHERA Notice**

The AHERA management plan for the KIPP Academy Public Charter School's 90 High Rock facility and 20 Wheeler Street facility are available for review in the school regional administrative office during normal school hours. Please contact Emily Hepler at [ehepler@kipppma.org](mailto:ehepler@kipppma.org) or (203) 214-6304 with any questions.

**APPENDIX A: STATEMENT OF UNDERSTANDING: Student and Family Handbook**

**KIPP ACADEMY LYNN COLLEGIATE**

I have received and read a copy of the KIPP Academy Lynn Collegiate Student and Family Handbook and understand the policies and expectations of the KALC community. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, teacher, advisor, school leader, or any member of the school community for a further explanation.

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Student Name Date

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Student Signature Date

I have received and read a copy of the KIPP Academy Lynn Collegiate Student and Family Handbook and understand the policies and expectations of the KALC community. I understand that if I ever have any questions regarding school policies, I can always ask my student, his or her advisor, a leadership team member, or any member of the school community for a further explanation.

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Parent/Guardian Name Date

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Parent/Guardian Signature Date

A signed copy of the Statement of Understanding is due one week after the receipt of the Handbook.