



KIPP ACADEMY LYNN Student & Family Handbook



Revised August 2019

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.

Table of Contents

KIPP Academy Lynn’s Mission	3
Nondiscrimination	3
To Contact Us	3
School Policies & Procedures	4
Hours of School Operation	4
Inclement Weather Closings	4
Attendance Policy	4
Early Dismissal Policy	5
School Events when Absent	6
Make-Up Work Policies	6
Homework Center	6
Additional Academic Supports	7
Closed Campus	7
Shared Space	7
Breakfast, Lunch, & Snack	8
Dress Code	8
Grading Policies	9
Promotion Policy	10
Student Advisors	10
Enrichment Activities/Sports Teams	10
Restrictions on Bringing Food/Beverages to School	11
Professionalism System	12
Procedures for Non-Suspendable Disciplinary Action	19
Suspension Procedure	19
Emergency Removal	24
Expulsion	25
Discipline of Student With Special Needs	28
Student Searches	30
Bus Behavior	30
Field Trips/End-of-Year Events	31
Cheating, Plagiarism, & Copying Other’s Work	31

Cell Phones & Other Electronic Devices	31
Video Monitoring Policy	32
Social Media Policy	32
Internet & Use of Technology Policy	32
Weapons	34
Anti-Hazing Policy	34
Bullying Prevention & Intervention Plan	34
Home Hospital Policy	36
Homelessness Education Liaison	38
Availability of In-School Programs for Pregnant Students	38
Smoking: Tobacco-Free Policy	39
Release of Student Information	39
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	40
FERPA Notice	41
Access to Student Records	45
Title I: Highly Qualified Teacher Notification	48
Complaint Procedure	48
No Idling of Motor Vehicles	49
AHERA Notice	50
Opportunities After 8th Grade	50
Appendix A- KAL Contact Directory	51

KIPP Academy Lynn’s Mission

Our mission is to create a school environment where students develop the academic skills, intellectual habits and character traits necessary to maximize their potential in high school, college and the world beyond.

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.

Any form of discrimination:	Section 504:	Title IX: Coordinator Contact
Please contact the School Principal, contact information located in the contact directory in this handbook.	Please contact the Student Support Manager, contact information located in the contact directory in this handbook.	Please contact the Title IX Coordinator, contact information located in the contact directory in this handbook.

To Contact Us

KIPP Academy Lynn Middle School
90 High Rock St (“High Rock Campus”)
Lynn, MA 01902
Phone: 781-598-1609
Fax: 781-598-1639
www.kippma.org

School Policies & Procedures

Hours of School Operation

In the pursuit of excellence, KIPP Academy Lynn has an extended school day and school year. This gives students more time for academic growth as well as non-academic enrichment. It also gives students the opportunity, time, and support needed to take steps towards realizing their potential, both academically and as people.

August 13th – August 31st our school hours are as follows:

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

Starting September 4th through the last day of school, our school hours are as follows:

- On Monday, Tuesday, Thursday and Friday the regular school day lasts from 7:45AM to 4:00PM.
- On Wednesday, the regular school day will last from 7:45 to 1:15 PM.

From September through June, the school building will open to students at **7:15 AM** Monday through Friday. All students who wish to eat school breakfast should arrive by 7:35 AM (breakfast stops being served at 8:00 AM).

All students should be in school by **7:40AM** in order to be seated and ready for class at **7:45AM**. Failure to be in his / her seat by 7:46 AM will result in the student being marked “late.”

*Students **should not** be on school grounds or re-enter the building after dismissal Monday through Friday without specific permission from the school.

Inclement Weather Closings

In the event of poor weather conditions such as heavy snow, flooding, fog, or hurricanes, please listen to local television or radio stations for relevant information regarding school cancellation.

Please note, KIPP Academy Lynn Charter School does not follow the same cancellation policies as the Lynn Public School system. On occasion, weather may cause an early dismissal. In this case we will call and email all families as soon as possible.

Attendance Policy

Given the fast pace and high rigor of KIPP Academy Lynn’s curriculum, each school day is crucial to a student’s learning. Regular attendance is required. Excessive absences will be considered a violation of our mutually agreed upon Commitment to Excellence. Therefore, any student who misses more than 15 days of school over the course of a year will be subject to retention in his/her grade level. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical reasons.

Parents and guardians are expected to call the school no later than **8:15AM** if their child will not be attending school for any reasons. Calls should be made as far in advance as possible.

Students will be held accountable for work missed due to suspension, vacation, or absences. Work may not always be available in advance of absences.

Early Dismissal Policy

In order to maximize student learning, we ask that notification regarding early dismissal be made as far in advance as possible, but no later than 8:30 A.M of the day of the early dismissal. We ask that all doctor and dentist appointments be limited to non-school hours to avoid students missing class time.

If a student is 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.

In order to help ensure that students do not miss learning time, KAL has certain policies in place as outlined above and below. They are as follows:

- Student absences will be noted on weekly reports and report cards.
- Parents are expected to call or email the front desk **on the day of the absence** prior to **8:30 a.m.** to inform us when students are absent, and provide documentation of medical appointments if relevant.
- Exceptions are made for court-mandated appearances with proper documentation and religious observances. Additionally, students are afforded rights under Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") should their absences be related to a disabling condition. Other rare exceptions may apply.
- Students who are excessively absent or tardy for any unexcused reason may lose privileges at school.
- Student who demonstrate patterns of excessive tardiness or absenteeism will be required, along with their guardians, to complete an attendance contract in collaboration with a member of the school team.
- In cases of excessive absenteeism, it is the responsibility of KIPP Academy Lynn Charter School to report the student and/or family to certain state agencies and/or file an official complaint with the court system.
- Any student who misses more than 15 days of school over the course of a year may be subject to retention in his/her grade level. The school principal will review retention instances on a case by case basis.

School Events when Absent

Students who are absent from school cannot attend or participate in any school-sponsored events occurring on the day of the absence, unless they have been given advance permission from a school administrator.

All students under the age of 16 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 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 Students.

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.

Absent Folder: If a student misses a class for any reason (lateness, absence, early dismissal), the student's missed homework assignments will be compiled in folder. **It is strongly suggested and encouraged that students or their families pick up this folder between 3:15 PM and 5:00 PM on the day of his or her absence.**

Homework and Missed Assignments

If a student is absent, late, or dismissed early for any reason, all missed assignments are due:

- By 8:00 AM the same number of days after the number of days they missed. For example: If a student misses Monday and Tuesday (2 days), he or she will be given Wednesday and Thursday (2 days) to complete the assignments missed. Saturdays and Sundays will be included as days that a student should use to complete his or her work.
- Assessments are dealt with under the same system. If a student were to miss three consecutive school days, all missed assessments (tests, quizzes, etc.) must be made up within the number of consecutive school days that the student had been absent.
- In rare circumstances, exceptions to the make-up policy may be granted by a school administrator.

Homework Center

If your child does not complete her / his homework in any subject, s/he will attend Homework Center. In Homework Center, s/he will spend a portion of lunch or recess eating and completing missed assignments. In addition, students who were absent and still do not have their homework completed as outlined in the above section will attend homework center to make up the missed work until the work is completed.

Additional Academic Supports

At KIPP Academy Lynn, we pride ourselves on working constantly to help our students in their pursuit of academic success. The following academic supports are provided to all KIPP students.

- **Teachers Available By Phone:** If a student is ever unclear about an academic assignment or anything on the upcoming KAL schedule, he/she is able to speak to a teacher directly.
- **Remediation and Power Hours:** All students receive, during the school day, leveled support in reading and math.
- **Individual Assistance By Appointment:** Students who find themselves struggling in a particular subject can make personal arrangements to work with the teacher of that class to improve their performance. These 1-on-1 or small group meetings can take place during lunch, before school, after school, the weekend, or whenever the two of them can coordinate their schedules.

Additional supports are provided for students with specific education plans or ESL needs.

Closed Campus

Under no circumstances are students allowed to leave the school building, or use any exit other than the main one on 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 unless a staff member escorts them.

Shared Space

The school is extremely fortunate to share space with KIPP Academy Lynn Elementary School. Therefore, all members of KAL need to be thoughtful and respectful towards members of our collective community.

- Students are expected to remain in designated areas while at KAL. Students should never be in the elementary school wing without a staff member or explicit permission from school staff. If a student is found in an undesignated area, he/she will face consequences executed by the Dean of Student's office.
- Students will exhibit professional and courteous behavior whenever traveling to or walking in other parts of the buildings. This includes maintaining specified noise level expectations, moving urgently to and from destinations and traveling with a pass that specifies where a student is traveling from and to.
- KAL students will respect the authority of all staff at the High Rock Campus by following community norms and responding to directions the first time they are given.

- If a KAL student has a negative interaction with any member of our collective community, the student should inform a KAL staff member and allow the School Leader or his/her designee to resolve the situation.
- Students traveling to and from school on foot or on the MBTA need to conduct themselves as if they were in the school hallways: travel on the sidewalk in a safe and orderly fashion; dispose of waste appropriately; do not loiter outside or near the school building; and remember that they are representatives of KIPP and treat all neighborhood community members with respect.
- Families who drive their students to or from school must not block access to High Rock Street or cause other disruptions to traffic patterns.
- In general, all members of the KAL community need to be sensitive to how their actions affect the school's neighbors in and around the school.

Breakfast, Lunch, & Snack

We believe that good nutrition plays an essential role in helping our students develop their academic and character skills. Under Community Eligibility Provision, we offer free breakfast, lunch and an afternoon snack for all of our students.

Dress Code

Starting August 21st for 5th graders and August 15th for 6th-8th graders, students at KIPP are expected to follow our dress code any day that they come to school. The goal of our dress code is to help our students stay focused on their work, to represent themselves in a neat and professional manner, and to keep them safe. Any clothing that goes against these goals are not to be worn to school. If clothes are worn out of dress code, there will be consequences that may include calling home for a change of clothes.

You **must** wear:

- KIPP Academy Lynn Middle school long sleeve or short sleeve shirt
- Belts in a solid color that fit

You **may** wear:

- Blue, black, or khaki jeans, pants, capris, or skirts
- Blue, black, or tan khaki shorts, May 1st – October 1st
- Sneakers, shoes or boots (must be tied neatly)
- Watches
- Earrings smaller than a quarter (\$.25)
- Necklaces that are religious in nature

You **may NOT** wear:

- Jeans, pants, capris, skirts, or shorts that are too tight or too baggy (underwear may not show)
- Jeans, pants, capris, skirts, or shorts in any color other than blue, black, or tan khaki

- Jeans, pants, capris, skirts, or shorts that **do not** have belt loops
- Jeans, pants, capris, skirts, or shorts with patches, pictures, designs or writing
- Shorts or skirts that are shorter than the length of your fingertips when your arms dangle at your sides
- Leggings, unless worn under an appropriate skirt Monday – Friday
- Open-toed shoes (flip flops, sandals)
- Sweat pants, track pants, athletic/drawstring shorts, or pajama bottoms
- Cut-off shorts / pants
- Any clothing with holes
- Hooded sweatshirts
- Hats
- Any other kind of jewelry
- Make-up
- Fake fingernails

Grading Policies

KIPP Academy Lynn students take four core academic classes (Mathematics, English Language Arts, Social Studies, and Science) during a given school year. In addition, all students take electives classes.

At the mid-point of each academic quarter, students will receive Progress Reports with information about their performance in each core subject area.

At the end of each quarter, students will receive formal Report Cards with detailed information about their performance in each core subject area. Parents will be expected to come to school to personally pick up the report cards; sometimes this will take place in the form of a brief 1-on-1 meeting, sometimes parents will be invited in as a group to converse with the entire grade-level staff.

On each Report Card, students receive **one grade per core subject area**. All grades are based on a 0 to 100% scale.

Honor Roll: At the end of each quarter, an honor roll will be published. These lists will recognize high averages of scholars within in the three academic classes.

- **Honor Roll:** All As with no failing grades.
- **High Honors:** All As and Bs with no failing grades.

Failure: At the end of the year, the quarter grades for each core subject are averaged together into a final, yearlong course grade. If a student’s overall course grade is **below 70%**, he/she does not pass that course for the year.

Promotion Policy

In order for a student to be promoted to the next grade, (s)he must:

- Pass all academic classes with a grade of 70 or better for the year.
- Demonstrate growth in core academic subjects.

If a student does not meet all of these criteria, (s)he may be retained. Parents and students will be informed through meetings throughout the year if a student is not on track to meeting these criteria. All final decisions and exceptions regarding retention and promotion will be made by the principal. Students with special needs will also be evaluated based on achievement of IEP goals.

Student Advisors

Several weeks into the school year, all students are also assigned to an advisor. Advisors will develop and maintain close relationships with their advisees throughout the school year. Families should expect to hear updates from their child's advisor on a regular basis. Families should also see their child's advisor as the point person for all non-subject specific questions and concerns.

Enrichment Activities/Sports Teams

KIPP Academy Lynn's program 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 most activities will be taught by KIPP Academy Lynn staff members, some activities will be taught by external instructors. Please be advised that some enrichment activities (e.g. sport teams) 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 detail this additional information.

- Students must be passing ALL of their classes with a **70% of higher** in order to participate in any of our athletic programs.
- Eligibility to participate in an enrichment activity or sports team will be reviewed by the principal for students who have **repeated suspensions, behavioral issues, or present a safety concern.**
- Students may not be eligible to rejoin the team until the next progress report or grading period.
- If a student is absent the day of a game or practice they will be not be able to participate in their extra-curricular activity.
- If a student has ISS (In School Suspension) or any other suspension they will not be eligible to travel or participate. They also are not allowed to attend any after school events.
- A student that has visited a physician due to an injury will not be able to participate until a note is received from the physician stating the individual is cleared to play.

- Practice for sports teams will take place after school. Transportation home will not be provided home from school.

Restrictions on Bringing Food/Beverages to School

Students may bring a water bottle to school every day. Students may not bring **any other beverages besides water** to school, unless they are packed in a lunch and consumed **only** at lunch time. Other beverages will be immediately confiscated and thrown away.

KIPP Academy Lynn is a nut-aware campus. Students and staff can bring peanuts and tree nuts (and their byproducts) to our campus. We ask our families to consider peanut/nut alternatives for individual student lunches and snacks out of consideration to our children with severe, life threatening allergies.

Food brought to share or distribute cannot have any peanut or nut ingredients, including peanut/nut oils or peanut/nut flour. Students and families may **not** bring home-baked goods to distribute in school, with the exception of Family Sponsored Events hosted after school hours. Students and families may bring store-bought food items for events as long as these items have clear ingredient labels and are peanut/nut free. The label must indicate that the food does not contain nuts. In other words, food that says “may contain peanuts or tree nuts” is also not permitted.

KIPP Academy Lynn has a nut-free nutrition program- all meals served (breakfast, lunch, and snack) are peanut/nut free. Our cafeteria staff and nutrition directors are ServSafe and Allergen Awareness certified. There is an optional peanut/nut free designated space and/or table in our cafeteria. If your child has a documented nut allergy and you want them to sit at the allergy aware table, please notify our school nurse.

If your child has a peanut/nut allergy, please ensure that their allergen plan is up to date with the School and their epi-pen prescription is current. The school nurses information can be found in the contact directory of this handbook . Information regarding our “Life Threatening Allergies Policies” can be found in our Medical Emergency Response Plan, which can be requested at the front office at any time.

Code of Conduct

KIPP Academy Lynn Charter School has created a Code of Conduct in order to:

- ensure that our school is a respectful environment which is conducive to learning
- allow students to focus on their studies
- prepare students to become engaged and productive citizens who follow the rules set by our communities.

The Code of Conduct describes behaviors that KIPP Academy Lynn considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

OUR PHILOSOPHY

At KIPP Academy Lynn Middle School our school community is rooted in authentic and trusting relationships built on mutual respect. We employ a combination of proactive behavior management strategies and a school wide behavior management system to ensure that KIPP Academy Lynn Middle is a place where students feel loved and safe. By sustaining a warm and stable learning community, learning time is maximized and all students are able to do their best learning.

KAL SCHOOL WIDE CORE BELIEFS

1. **Better Together:** *I am part of something bigger than myself. We win and lose together.*
2. **Learn Relentlessly:** *We strive to reach our limitless potential and help others do the same.:*
3. **Redefine the bar:** *We always strive to reach the highest level of excellence.*

Professionalism System

This professionalism system is designed to provide students with feedback that helps empower them to make positive choices in the future. We recognize that this is an important job as educators and we apply the same philosophy to teaching behavior as we do to teaching content- we structure and model expectations, provide feedback to encourage meeting expectations and discourage choosing not to meet expectations, and when students do not meet expectations, we provide differentiated support. Our system reflects the following guiding principles:

At KIPP Academy Lynn Middle School, we believe that

- The students are ours, every single one of them. That means that when we see something, we say something. We support the positive behaviors evidenced by students throughout the school and we adjust negative behaviors displayed by students throughout the school in the moment.

- Our students are capable of meeting a high bar for behavioral expectations, just as they are capable of meeting a high bar for achievement.
- Humans (and in particular middle school students) thrive on consistency and predictability. We need to have consistent and predictable expectations at all times.
- Reinforcement and praise are integral to building a positive school culture - each student should receive a ratio of 3:1 positive to corrective feedback every day to shape positive academic and social-emotional skills.
- Along with consistency of expectations and positive feedback, building and maintaining strong relationships with students is essential to building a positive culture.
- Consequences alone do not change behavior, people do. Understanding the why, feeling invested in learning, and having opportunities to practice skills to meet the expectations changes behavior.
- ALL scholars should remain in the classroom for as much of the school day as possible. Every effort should be made to include (discipline), rather than exclude (punish) students.
- No child is “a weed” (Jeff Duncan-Andrade). In keeping with this, we commit to speaking about rising leaders in ways that evidence a growth-mindset. We use our scholars’ strengths to provide innovative and individual behavior support plans. When something does not work, we try something new.

General Principles of Implementation:

- We always follow a clear behavior management system for instructions. This means staff support their students with clear directions, consistent body language, scanning, and positive narration. They also give feedback, both positive and corrective, to shape and set clear boundaries for behavior.
- Off culture behaviors are addressed in a neutral tone AND followed by a bounce back conversation with the teacher.
- Proactive moves are an integral part of teacher practice; good teachers rely on proactive moves before consequences. The most important proactive moves are clear directions and frequent praise for all kids.
- We actively involve parents as partners in ensuring the behavioral/character growth of all students. We provide honest, yet sensitive observations and collaborate with parents when additional behavior support is needed. We invite parents into our classrooms to confront the realities of challenging behaviors and work together towards improvements.

Criteria for Success

We will know that are successful if:

- The teacher makes students feel known in the classroom and recognized for their interests and success.

- When affirmation and logical consequences are used, they help scholars live up to their own high expectations.
- Scholars exhibit a sense of responsibility for routines that promote the school’s values.
- Scholars genuinely celebrate each other’s academic and social success without prompting.
- Scholars almost always follow the community norms independently, can articulate the norms broader purpose in their own terms, and show leadership in the school’s values.

The system has 5 levels and a referral option:

Excellent
Professional
Satisfactory
Needs Improvement
Unprofessional
Referral

All students start every day at satisfactory. A **satisfactory** status indicates that the student is complying with all rules, following the directions, and completing all work. Students earn positive (promotions) or negative (demotions) feedback based on their choices in the classroom.

Promotion: A positive reinforcement provided to students when they exhibit a behavior that exemplifies one of our core values (**Better together, Learn relentlessly and Redefine the bar**). Promotions provide feedback to students that they are living out one of our values and help promote a values-based culture by reinforcing and shaping the values we want to see in our community.

Promotions: Exhibiting KAL values in SMALL ways.		
Promotion: Better Together	Promotion: Learn Relentlessly	Promotion: Redefine the bar
<ul style="list-style-type: none"> • Getting straight to task during a turn and talk • Building off of someone during a classroom discussion • Tracking the speaker with consistency • First to meet an expectation or routine 	<ul style="list-style-type: none"> • Getting to work urgently • Demonstrating focus and stamina in class • Strong participation during a classroom discussion • Making a connection to something learned in another classroom • Adding to notes during a classroom discussion • Meticulous organization/work 	<ul style="list-style-type: none"> • Fixing it after earning a demotion (within one minute) • Correcting an error/revising thinking • Using a strong vocabulary word

Major Promotions: A positive reinforcement given to recognize students who are living out or showing leadership in one of our core values (**Better together, Learn Relentlessly and Redefine the bar**). Major Promotions are designed to be a larger recognition of a student who is going above and beyond the baseline demonstration of our values.

Major Promotions: Exhibiting KAL values in BIG ways.		
Major Promotion: Better Together	Major Promotion: Learn Relentlessly	Major Promotion: Redefine the bar
<ul style="list-style-type: none"> * Positive check in with teacher. * Display of respect to self, others, or the community an exceptional way (i.e. holding the door for another) * Inviting a friend to engage in group * Demonstrating an act of kindness towards another scholar * Demonstrating strong partner work * Demonstrating strong group work * Helping a peer (i.e. clean dropped lunch) * Returning lost item * Informing staff of safety-compromising issues (informing of fights, gossip, ect.) 	<ul style="list-style-type: none"> * Completing challenge problems * Demonstrating advocacy * Honest about strengths and challenges (i.e. asks when confused) * Holding others accountable (i.e. ignoring misbehavior), giving feedback * Showing sustained focus and engagement through a challenging task * Exemplary desk/create organization * Improves performance through hard work * Completes excellent HW using all strategies. * Displays contagious enthusiasm by being first to volunteer. * Asks questions about class outside of class * Above and beyond application of CFS on assignments 	<ul style="list-style-type: none"> * Going above and beyond when things are difficult. Doing the right thing even when they think no one is looking. * Honesty, even at own expense * Honest about strengths and challenges (i.e. asks when confused) * Strong use of accountable language * Positive response to feedback * Bouncing back from difficult demotion/class/referral * Picking up trash w/o prompting * Landing on E in class

Demotion: A corrective reinforcement provided to students when they exhibit a behavior that does not exemplify our core values (**Better together, Learn Relentlessly and Redefine the bar**). Demotions provide feedback to students that they are demonstrating a behavior that does not help them learn and be successful and that they need to fix something small so that they can get back on track.

Demotion: breaking our values in a small way:
<p>Inappropriate communication:</p> <ul style="list-style-type: none"> ● Following <u>responses</u> to consequences <ul style="list-style-type: none"> ● "What?" (Different from "WHAT!") ● Palms up ● Shaking head ● Exhaling that involves noise ● Not following directions after demotion ● Not meeting noise level expectations ● Passing a note ● Side conversations ● Face talking ● Providing suggestions during silent classwork ● Disruptive noise making (tapping, fake coughing) ● Head down on desk (ie – face plant), or on outstretched arm ● Off task conversation <p>Disregarding community norms</p> <ul style="list-style-type: none"> ● Eating during class without permission. ● Backpack and coat on the floor and not on the back of chair ● Drinking soda or having soda on desk (+ tell to put away in backpack) ● Inappropriate materials: sharpie, candy ● Unprepared for class (ie – no sharpened pencils or leaving binder in crate) ● Drawing on desk or binder with pencil (must erase it when asked) ● Drawing in pen on self or innocuous ● Chair tilting ● Reaching up to touch the door frame ● Poor posture

<ul style="list-style-type: none"> ● Slow to task ● Uniform, shirt not tucked in ● Grooming during class (combing hair, braiding, biting nails) ● Call outs <p>Disregarding Directions:</p> <ul style="list-style-type: none"> ● Hand not up in time after countdown ● Failure to track when requested or “faux” tracking ● Out of seat without permission ● Off task during lesson <p>Misuse of materials</p> <ul style="list-style-type: none"> ● Off task Doodling ● Disorganized work area ● Leaping/hitting door frame w/ force

Referrals to Dean’s Office

To ensure that learning is our first priority, any student that makes one of the below choices will be sent to the Dean’s Office to reflect on their choices.

Minor Referral (-5) : A consequence given for a significant off culture behavior that violates one of our core values (**Better together, Learn relentlessly and Redefine the bar**). Minor Referrals are designed to be a larger consequence that demonstrates to a student that their behavior is off-culture and that they need to close the loop with a teacher at end of day.

Major Referral (-10) : A consequence given to for a disruptive, unsafe or disrespectful behavior that violates our core values (**Better together, Learn relentlessly and Redefine the bar**) and makes the community unsafe and/or prevents others from learning. Referrals provide a strong message to students that we are a school that values learning. Restoration with teacher/community is required.

Referral Categories	Persistently not meeting expectations	Threatening the academic /emotional safety of the classroom	Threatening the physical safety of others	Academic or Interpersonal Dishonesty
<p>Minor Referral: breaking our values in a moderate way:</p>	<p>Demoted to in class Intervention for the second time.</p> <p>In class intervention includes a teacher using one of the following strategies:* Note - must do this when student is demoted all the way down to ICI.</p> <ul style="list-style-type: none"> ● Get in the game conversations ● Change seat ● Cool down corner (5 min) ● Dean push in ● Advisor Push in ● Counselor push in ● Parent in the moment text ● In class reflection 	<p>Attacking the dignity of others</p> <p>Laughing at a wrong answer</p> <p>Laughing at / mocking a peer</p> <p>Slamming doors, object or another act of physical aggression</p> <p>Profanity</p> <p>Public and disrespectful challenge of teacher authority</p> <p>Wrong response —not only as a challenge to teacher authority or overt disrespect, but also out of self-frustration—including: Statements such as “I don’t care!”, “come on”, “Give me another one”, or “WHAT!” Loudly exhaling Intensifying a behavior after</p>	<p>Throwing objects in the classroom</p> <p>Play fighting</p>	<p>Skiping class (out of class more than 15 minutes)</p> <p>Internet Abuse</p> <p>Walking out of the classroom without permission</p>

		being asked to stop (aggressive taps after demerit for tapping) Teeth sucking or rolling eyes		
Major Referral	N/A	Hate speech Sexual Harassment Targeted high level profanity Vandalism	Possession of weapons Sexual contact or activity Physical violence Fighting Slamming a door Shoving or Flipping a desk	Skipping class (out of class more than 15 minutes) Academic Dishonesty Stealing

*Any student that is sent to the Dean’s office **3 times** in one day and/or repeatedly is sent out of class multiple days in a row may require a hearing with the parent.

Respectful Disagreement

At KIPP Academy Lynn we seek to help students become mature young adults. To that end, while we will not tolerate disrespect, we do allow for students to express disagreement in a respectful manner. The school has developed routines and procedures that enable students to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Ways to disagree respectfully include: asking the teacher if this is a good time to have a conversation, then having a private conversation with a teacher after class or at a good time, having a neutral tone, expressing your viewpoint and feelings in a respectful way, and accepting disagreement when it arises

Detention

Detention at KIPP Academy Lynn will be served by students after school. If your student receives detention during the school day, you will be notified if your student has to stay afterschool. Each student will have one free pass if they are not able to stay for afterschool detention. Please notify the Dean of Students when using this pass. We require all students stay afterschool for detention. There are no buses for students who receive detention therefore it is the expectation that other means of transportation is organized if a student receives detention. If a student does not attend detention upon earning one, they may be subject to a suspension hearing.

In School and Out of School Suspension

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. 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.

At KIPP Academy Lynn, we believe it is very important to keep students in school as much as possible. However, some severe behaviors will result in a student being suspended in school or out of school.

Infractions which may warrant in-school suspension or an out-of-school suspension hearing include, but are not limited to:

- Malicious gossip
- Being excessively rude to a teacher or classmate
- Fighting, hitting, kicking, etc.
- Cheating or attempting to cheat
- Making threats
- Stealing or attempting to steal
- Bullying or teasing
- Encouraging disruptive or inappropriate behavior
- Skipping school
- Repeatedly disrupting the learning process with comments or behaviors
- Outside of school behavior which affects the school environment and learning process negatively

- Refusal to meet behavioral expectations over an extended period of time
- Gross disrespect of a fellow student
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco, alcohol, or illegal drugs
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar or profane language
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Forgery, plagiarism, or cheating
- Lying
- Leaving school grounds without permission
- Being charged with a felony

Procedures for Non-Suspendable Disciplinary Action

The following section explains the procedures for determining consequences students may face for violation of this Code of Conduct that may not result in suspension or expulsion. All students are entitled to due process as required by law and appropriate to the consequences they face.

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 an out of school 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
- Alternative placement

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 include 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, 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 Behavior

The KIPP Academy Lynn Student Code of Conduct applies to daily school bus transportation as well as special school bus transportation for field trips. Students qualify for bus transportation if they live a mile or more from the campus. Students who take the school bus are expected to act responsibly and respectfully at all times. All school rules apply on the bus as well as some additional rules.

Some bus infractions include standing or being out of his/her seat, putting materials in the aisles, putting hands out of the bus, throwing things, using bad language, being unsafe to oneself or others, not obeying the bus driver or bus monitor. More serious behavior (i.e. fighting) will be investigated and consequences will be given out just as if the incident happened on school grounds.

3 minor bus infractions, or one major bus infraction, may result in a suspension from the bus for up to 5 days at a time, depending on the severity of the infraction. Families will be notified in advance before a student will be suspended from the bus and will be given the infraction of the student. If a student is suspended from the bus, a child's parents will be responsible for transporting him/her to and from school, this policy does not apply to students with an IEP who require a transportation. All students will be expected to be at school if suspended from the bus. Should a student earn more than 3 bus suspensions, he/she may lose bus privileges for the year, at which point his/her parent must bring the student to and from school each day.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., loss of recess, silent lunch, suspensions) may apply as well.

Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior.

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 should be signed by a parent or guardian.

A student may be considered ineligible for a trip for reasons including, but not limited to:

- repeated behavioral issues or safety concern
- not meeting academic expectations
- not returning the school-sponsored trip permission form
- involvement in a disciplinary incident on a prior trip
- poor school attendance
- misbehavior in school in the days prior to the trip

Students who are considered ineligible for attending a trip **will be** 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. Parents or other volunteers will be subject to a Criminal Offender Record Information (CORI) background check before working directly with students.

Cheating, Plagiarism, & Copying Other's 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 or out of school suspension, loss of academic credit, and/or other consequences.

Cell Phones & Other Electronic Devices

Cell phone using, including phone calls, texting, recording, social media on a personal cell phone device is prohibited at KIPP Academy Lynn. A student must keep their cell phone

turned off and in their backpack during the school day. Cell phones cannot be visible, including the outline of the cellphone in a student's pocket after arrival and before dismissal.

If a student has a cell phone, the following protocol will be followed:

Instance 1: the student will turn the cellphone into the Dean's office and it will be returned at the end of the day

Instance 2: the student will turn the cellphone into the Dean's office and it will be returned at the end of the day. The student will earn a detention

Instance 5: the student will turn the cellphone into the Dean's office and it will be returned at the end of the day. The student will earn a detention and a guardian must retrieve the phone from the Dean's office.

Video Monitoring Policy

At our schools, we sometimes use video monitoring to assist in ensuring the safety of our students, teachers, staff, and families. This may occur during, but not be limited to, student discipline investigations or events, or in the context of a restraint.

Social Media Policy

Use of the internet has potential dangers, particularly in the context of social media. At KIPP:MA, we believe that our families are critical partners, along with teachers and students, in helping to ensure that students use the internet safely, respectfully, and consistent with the school's Code of Conduct and anti-bullying policy, both inside and out of school. At KIPP:MA, we ask that families monitor their student's internet activity, including internet use on all social media platforms, to help ensure that students are safe and engaged in respectful internet use consistent with all school rules and policies.

We encourage our families to read information that the Massachusetts Office of the Attorney General has published on Cyber Crimes and Internet Safety, which is found on the Commonwealth of Massachusetts government website <http://www.mass.gov/ago/public-safety>.

Internet & Use of Technology Policy

The Internet and other on-line 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 on-line 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 on-line 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://kippma.org/kipp-ma-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://kipppma.org/kipppma-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 or drop them off at:

KIPP Academy Lynn
 Attn: School Principal
 90 High Rock Street
 Lynn, MA 01921

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.

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 addressing issues relating to the education of students and unaccompanied youth experiencing homelessness should be directed to the School Counselor, contact information located in the contact directory in this handbook.

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. Tobacco products include e-cigarettes and vaping paraphernalia.

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 the School Principal, contact information located in the contact directory in this handbook.

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 7:00 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. Please contact the Title IX Coordinator, contact information located in the contact directory in this handbook.

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 the Director of Facilities, contact information located in the contact directory in this handbook.

Opportunities After 8th Grade

After completion of the 8th grade, we hope that you will choose to stay with KIPP and have your child attend KIPP Academy Lynn Collegiate (KALC) next year. We believe that doing so will give your child the highest quality high school education in the Lynn area and will open them to extraordinary post-high school options. Our high school has phenomenal teachers and offers a wealth of great experiences, both in and outside the classroom.

If, however, you have questions about whether KALC is the best fit for your child, we would be happy sit down with your family and discuss this important decision. We are dedicated to helping your family make an informed decision.

We are confident that staying with KIPP will produce the best outcome for your child, and we encourage you to view the impressive results we have achieved by reviewing our data found on the following site which is maintained by the Massachusetts Department of Elementary and

Secondary Education:

<http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&orgcode=04290000&orgtypecode=5&>

Once your child enters KALC, a team of committed academic, college, and career counselors will create an individualized action plan to help your child achieve his or her college and career goals. This team of talented individuals can also assist you with questions you have about KALC and can be sources of information about vocational and technical schools in the area. Please feel free to contact them:

Katie Good

Complete and return if you have interest in learning more about vocations and technical schools.

Name: _____

Student’s name: _____

Phone number: _____ Best time to Call: _____

Email address: _____

Appendix A- KAL Contact Directory

Issue	Name	Title	Email	Phone Number
Non-Discrimination: Any Form	Farida Mama Graham	School Principal	fgraham@kippma.org	781-971-3569
Non-Discrimination: Section 504	Peter Perry Friedman (Boston) Becky Muller (Lynn)	Special Education Manager Student Support Manager	pfriedman@kippma.org bmuller@kippma.org	617-388-0357 781-598-1609
Non-Discrimination: Title IX	Katherine Holland	Title IX Coordinator	title9@kippma.org	781-824-0998
Bullying Reports	Farida Mama Graham	School Principal	fgraham@kippma.org	781-971-3569
Homeless Education Liaison	Joan Stein	School Counselor	jstein@kippma.org	781-913-6167
Highly Qualified Teacher Notification	Farida Mama Graham	School Principal	fgraham@kippma.org	781-971-3569
AHERA Management	James Francois	Director of Facilities	jfrancois@kippma.org	404-936-2843
Title IX	Katherine Holland	Title IX Coordinator	title9@kippma.org	781-824-0998
School Nurse Health Program	Raquel Allah Tammie Christopulos	School Nurse	rallah@kippma.org tchristopulos@kippma.org	781-598-1609 x 1020