



# KIPP Academy Lynn Elementary School

## *Student & Family Handbook*

### *2023-2024*



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**Revised 06/2023**

*Paper copies are available at the front desk. If you need a language other than English, please speak with the front desk.*

*Content subject to change. As we learn more about how to keep our students and staff safe in the wake of COVID-19, please note that aspects of this handbook may be revised to adapt to the most updated recommendations we receive from public health and education experts. Please see our website and letters home for the most up to date information.*

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## School Directory

90 High Rock Street  
Lynn, MA 01902  
Phone: 781-598-1609  
Fax: 781-598-1639

Issue	Name	Title	Email	Phone Number
<b>Non-Discrimination: Any Form</b>	Elsy Estevez-Hicks	Principal	eestevez-hicks@kippma.org	781-855-7910
<b>Non-Discrimination: Section 504</b>	Dawn Welters Ashley Clerge	Directors of Special Education	dwelters@kippma.org aclerge@kippma.org	206-257-7891 954-319-6827
<b>Non-Discrimination: Title IX</b>	Katherine Kiley	Title IX Coordinator	title9@kippma.org	781-824-0998
<b>Bullying Reports</b>	Elsy Estevez-Hicks	Principal	eestevez-hicks@kippma.org	781-855-7910
<b>Homeless Education Liaison</b>	Shannon Clark	Director of School Operations	sclark@kippma.org	781-632-2045
<b>Highly Qualified Teacher Notification</b>	Elsy Estevez-Hicks	Principal	eestevez-hicks@kippma.orgg	781-855-7910
<b>AHERA Management</b>	Charles Clark	Director of Facilities	cclark@kippma.org	617-549-6731
<b>Title IX</b>	Katherine Kiley	Title IX Coordinator	title9@kippma.org	781-824-0998
<b>School Nurse Health Program</b>	Heidi Fernandes, Michelle Machado, and Caroline Francois	School Nurses	highrocknurses@kippma.org	781-598-1609 x1020
<b>Front Desk</b>	Leandro Diaz & Alexandra Curty	Office Coordinators	ldiaz@kippma.org / acurty@kippma.org	781-598-1609

# Mission and Vision

## Our Vision

Every child grows up free to create the future they want for themselves and their communities.

## Our Mission

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose -college, career and beyond- so they can lead fulfilling lives and build a more just world.

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# 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 Special Education 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.

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# Commitment to Immigrant Families

We understand that many students and families are concerned about immigration enforcement activity on school grounds. To address those concerns, and to ensure that our community feels safe and protected, KIPP policy is to never ask for, nor retain, any immigration-related information from its students or families.

Moreover, KIPP policy is to always...

- require visitors, including immigration officials, to produce identification upon entry
- notify you if immigration agents approach campus to speak to your child or ask about your child

- keep your child inside the building if we have any reason to believe that ICE is waiting to speak to him or her nearby
- connect your family to all known resources
- provide consultation regarding health care without questioning

To ensure that we are always able to contact you in the event of an emergency, please be sure that we have up-to-date emergency contact information, including the contact information of an individual who may be reached in the event we cannot reach you or the student's primary emergency contact.

## School Policy

### Hours

- Our building opens to students at 8:00 AM. Breakfast is served from 8:00 - 8:30 AM.
- Instruction begins at 8:35 AM
- Dismissal is at 3:00 PM every day, Monday - Friday. There is 1 early release day per month, where students will be dismissed at 12:45 PM. Early release days are listed on the school calendar.

Full Days	Early Release Days
Dismissal begins at 3:00 PM	Dismissal begins at 12:45 PM

### Inclement Weather

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

- All students are expected to comply with school rules and applicable laws governing attendance. In cases involving excessive absenteeism or other attendance issues, the school will investigate and, if appropriate, take steps as authorized and/or required by law.
- 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.
- KIPP Academy Lynn reserves the right to retain any student who exceeds 20 absences.
- KIPP Academy Lynn keeps accurate records of attendance and will make the records available for inspection by the Department of Elementary and Secondary Education and/or the Department of Children & Families as needed. All questions regarding student attendance and attendance records should be directed to the school's Director of School Operations.
- 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.

### Tardiness and Early Dismissal

- Students are considered tardy if they arrive after 8:30 AM
- We ask that all doctor and dentist appointments be limited to non-school hours to avoid students missing class time. If a student needs to miss part of the day because of an appointment, a note from the provider must be submitted to the school.
- If an early dismissal can not be avoided, we ask that you dismiss your student before 2:00 PM to minimize distractions in learning for other students.
- If a student is dismissed early for any reason, he or she is responsible for any and all school work missed. Students must be dismissed from the main office and must check in with the staff member on duty there before leaving.
- Students who demonstrate patterns of excessive tardiness or dismissals will be required, along with their guardians, to complete an attendance contract in collaboration with a member of the school team.

### **Definitions**

**Present:** According to DESE’s Attendance and Dropout Reporting Guidance, a student must be at school, at a school related activity, or receiving academic instruction for at least half of the school day to be counted as present.

**Excused Absence:** missing school for the following reasons. Excused absences do not count towards disciplinary action.

- Illness/Personal Injury
- Medical Appointments
- Religious Obligations
- Bereavement Leave

**Unexcused Absence:** missing school for reasons not listed above. Family vacations are considered unexcused.

**Chronically Absent:** DESE reports chronic absenteeism as the percentage of students missing 10 percent or more days regardless of whether such absences are excused or unexcused. (18 days is considered 10 percent of the 180 scheduled school days.)

**Truancy:** Under state law, a school age child who is not excused from attendance and who “willfully” fails to attend school for more than 8 school days in a quarter is considered habitually truant.

### **High Rock Attendance Support Plan**

The purpose of this plan is to support students and families in meeting KIPP’s attendance requirements and put in place interventions to support students who accrue a high number of absences.

Daily	If a student is marked absent, a notification is sent via text to the family at 10:00 AM that day.
5 Unexcused Absences	Notification sent via text to family.



8 Unexcused Absences	A school administrator will meet with the student and family to discuss the situation in-person. Actions steps will be discussed. An attendance contract will be signed.
18 Absences	Students are considered Chronically Absent.  At this time, school administrators will meet to investigate and, if appropriate, take steps as authorized and/or required by state law.

### How to report an absence:

Parents and guardians are expected to call the school if their child will not be attending school for any reason.

- Families should call the front office to report their student's absence before 10 AM, please provide student name, grade, reason for absence, and expected date of return for our office staff to document.
- Alternatively, families can complete this [Absence Form](#) before 10 AM for our office staff to document. In this event, families will receive a text message confirming their form was received.

### Homework Policy

- Students will receive homework every night. Each night, an adult must check to ensure that homework is complete. If a child or family has questions or concerns about a homework assignment, the child or family is asked to call or text the teacher the same night that the homework is to be completed. If the teacher is unable to answer immediately, please send a follow up text or leave a message. Parents should not wait until the next day to call or send a note, as this will result in a "late" or "incomplete" homework grade.
- Families are expected to read with their child every night. A weekly reading log will be included in the homework folder where families are asked to record the title of the book(s) completed each night. Several appropriate books will be provided in each child's Book Bag. In order for the Reading Log to be "complete," an adult must initial that he or she has read the book with the child. In rare circumstances, exceptions to the homework policy may be granted by a school administrator.

### Closed Campus

Under no circumstances are students allowed to leave the school building, or use any exit other than the main one 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.

### Visitor Policy

When possible, visitors should schedule their visit to ensure it can be accommodated. Visitors are required to present a form of identification at the front desk upon arrival, are accompanied by KIPP MA staff when necessary, and must have their visitor pass visible at all times.

### Approved Visitors

- Student Support Services- including consultants, providers, mentors, social workers approved to work with students.

- Family members or support- including family conferences, classroom visits, and other persons providing support to students (as approved by guardian)
- KIPP MA Extended community- including KIPP MA Board members, KIPP Foundation, donors, and community partners
- Vendors & service providers- including food service, HVAC providers, custodial services, etc
- Accompanied visitors- including board members, community members

### **Prohibited Visitors**

- COVID+ Persons or individuals under quarantine in alignment with state or local mandates.
- Persons presenting symptoms and/or diagnosed with other illnesses or Infectious Diseases.

### **Shared Space**

KIPP Academy Lynn Elementary and Middle are extremely fortunate to share space with each other at 90 High Rock Street. Therefore, all members of the community need to be thoughtful and respectful towards members of our collective community.

- Students are expected to remain in designated areas while at school. If a student is found in an undesignated area, he/she will face consequences as outlined in the Student Code of Conduct.
- Students will exhibit professional and courteous behavior whenever traveling to or walking in other parts of the buildings.
- Students will respect the authority of staff members in the other school.
- If a student has a negative interaction with any member of our collective community, the student should inform a staff member and allow the School Leader or his/her designee to resolve the situation.
- Students traveling to and from school on foot 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. Should students not follow these expectations, they will earn consequences as if they were in school at the time.
- Families who drive their students to or from school must not block access to the school or cause other disruptions to the traffic pattern.
- In general, all members of the school community need to be sensitive to how their actions affect the school's neighbors in and around the school.

### **Nutrition**

We offer free breakfast and lunch for all of our students. Proper nutrition supports healthy brain development. Therefore, snacks and meals brought from home should follow these guidelines. KIPP Boston and KIPP Lynn encourage that if families provide students with food for school, that they follow the "Smart Snacks in Schools" guidelines, provided in response to the Healthy, Hunger-Free Act of 2010.

### **Restrictions on bringing food/beverage to school**

**KIPP Academy Boston & KIPP Academy Lynn are nut-aware campuses.** 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.

**All KIPP Massachusetts schools have nut-free nutrition programs-** 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 nurse 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.

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

### Dress Code

For the 2023 - 2024 school year, uniforms will be required for all students in grades K - 8:

- Tops: Students must wear a school-specific KIPP t-shirt at all times. Students may also choose to wear a KIPP sweatshirt over their KIPP t-shirt. KIPP clothing must be visible at all times while students are inside of the building.
- Bottoms: Students are permitted to wear any non-ripped pants, leggings, or sweatpants. Shorts and skirts are permitted and must be mid-thigh length or longer.
- Shoes: Students must wear closed toe shoes that they can easily move in, such as sneakers or boots. Crocs, sandals, and slides are not permitted.
- Accessories: Students may wear scarves that cover their heads for religious purposes. No hats may be worn while in the building.

Please note that students' book bags are sometimes left unattended during the school day, and we cannot guarantee the safety of devices left in them. Therefore we strongly encourage students to not bring expensive electronic devices to school. The school is not liable for lost or stolen items. Students should not use personal

cell phones during the day because they need permission to make calls - all of which can be made using the teacher's phone or the front office phone.

## **Cell Phones**

If students bring a cell phone to school, it must stay turned off and in their backpack. If a student is using their phone during school hours, it will be confiscated by a teacher or a member of the school leadership team.

If at any point a student is found to have an electronic device that is turned on and/or on their person, the device will be immediately confiscated by a staff member. Failure to follow the rules for electronic devices may result in:

- Confiscating the device until a parent, guardian, or family member comes to claim it
- Loss of the privilege of bringing devices to school
- Other consequences described in the Student Code of Conduct.

## **Internet & Use of Tech**

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 become infected with a virus or other destructive influence.

### **Video Monitoring**

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.

## **Academic Policy**

### **Grading Policies**

KIPP Academy Lynn Elementary courses are organized into quarters. Students and parents/guardians will receive report cards at least twice during the course of the school year in addition to periodic progress reports in between the grading periods.

### **Standards Based Grading**

Each report card will report each student's current performance in relation to expected performance in all areas of instruction along with attendance data. In some grades, report cards will also include performance ratings and/or data for social skills, behavior, and school values.

In Grades K – 4, reading and math performance will be reported in greater detail than other subject areas:

- Reading will be measured and reported using both formative and summative assessments.
- Math performance will be reported according to school-based assessments in accordance with each grade-level standard from the Common Core State Standards.

Each student's performance in all areas will be reported using the scale below:

Exceeding Expectation  
Meeting Expectations  
Approaching Expectations

## Below Expectations

(\*In some cases, a grade-level standard will not be assessed in every quarter. When this occurs, student performance will be reported as “Not Yet Assessed”. )

In order to earn full points, homework/reading log must be fully completed on time with a parent/guardian signature.

## Progress Reports and Report Cards

Report cards will be sent home at least twice per year. Families can expect to also have a minimum of 2 family conferences with their student’s teacher to discuss their student’s progress.

Conferences at other times in the year are always available upon request of teachers, students, and/or families.

## Promotion Policy

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

- Earn “Exceeding Expectations” or “Meeting Expectations” for all End of Year Goals
- Demonstrate at least .5 year worth of growth in reading.
- Not exceed 20 or more absences in the school year.

Students who do not meet the criteria listed above may be considered for retention. Families will be informed as soon as their child is at risk for retention - in some cases as early as Quarter 1 family conferences- so that families can make arrangements with the school to ensure the child has every opportunity to achieve promotion status by the end of the school year.

All final decisions regarding retention and promotion will be made on a case-by-case basis by the Principal.

Students with special needs will be evaluated based on achievement of IEP goals.

## Additional Academic Supports

At KIPP Academy Lynn Elementary, we pride ourselves on working constantly to ensure each child is maximizing his/her potential. In addition to high quality classroom instruction, targeted small-group instruction, and academic software we are committed to providing the additional support to students who struggle to meet academic, social, or behavioral expectations.

Supports are available for all students, including those who require Special Education services or Multi Language Learners (MLL) services. A child’s eligibility for Special Education or ELL services will be decided in accordance with both federal and state law.

Parents who are concerned about their child’s performance in any way should contact the teacher right away to explore the options for additional support.

Prompt response is expected when parents are notified of academic or behavioral concerns by a staff member at the school. Communication and partnership between parents, teachers, and students has a significant positive impact on the success of all students.

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## Code of Conduct

### Purpose

KIPP Academy Lynn Elementary has created a Code of Conduct in order to create a learning environment which helps students to build the strong character and academic skills necessary to live a life of choice.

One goal of the Code of Conduct is to help students recognize that positive behavior choices lead to positive outcomes, while negative behavior choices may lead to negative outcomes. At KIPP Academy Lynn Elementary, positive behavior choices lead to more learning time and rewards such as in-school celebrations, classroom jobs, field trips, excellent grades, and greater opportunities in life. On the other hand, negative choices will lead to consequences. The following Code of Conduct outlines behavioral expectations and some potential consequences for inappropriate choices students may make.

### Philosophy

For students to be successful long after they leave our school, they will need to develop strong habits of mind, character, and social skills. In order to develop these habits of mind, we know that students must be held accountable for their choices and mistakes. When mistakes are made, students will be re-directed and may be removed from peers in order to help facilitate the reflection process. Rejoining and restorative conversations will also be facilitated.

At KIPP, we firmly believe in teaching students that everything is earned through our actions. We believe this message is critical to developing the belief that our choices determine our outcomes.

### Core Values

KIPP Academy Lynn Elementary's behavioral expectations are based on the core values: team and family, grit, empathy, integrity, and courage. When teachers, families, and students are celebrating or reflecting on choices individually or as a team, we will work to ensure that the choices are linked directly to the school values.

### Character & School Behaviors

Below are some of the behaviors that we will practice at KIPP Academy Lynn Elementary (at both the elementary and middle school levels). While this list can be expected to grow over the year, the chart below provides several examples of the character strengths that we will highlight and celebrate as our students continuously work to develop their character.

Be Kind/Empathy	Work Hard/Grit	Courage
Is polite to adults and peers Knows when and how to include others Recognizes and shows appreciation for others Is able to find solutions during conflicts with others Demonstrates respect for feelings of others	Gets to work right away Finishes whatever he/she begins Gets over frustrations and setbacks quickly Works independently with focus Tries very hard even after experiencing failure Finishes whatever he/she begins Comes to class prepared Completes quality work	Tells the truth, even when it's difficult Is eager to explore new things Is willing to take risks and try new and uncomfortable things Challenges him/herself Speaks loudly and with confidence Volunteers to share answers when unsure



		Volunteers to meet and greet visitors and others he/she does not know
<b>Integrity</b>		<b>Team &amp; Family</b>
Tells the truth Remembers and follows directions Pays attention and resists distractions Asks and answers questions to deepen understanding Actively listens to others Allows others to speak without interruption Keeps his/her temper in check Remains calm even when criticized or otherwise provoked		Actively participates Shows enthusiasm Invigorates others Is able to identify things that interest him/her Exudes excitement for learning Problem-solves with others during a conflict Helps and supports teammates at all times

## Discipline

### Behavioral Infractions

We understand that part of character development is making mistakes. Our ultimate goal is to ensure that children learn from those mistakes. Depending on the situation, a staff member at KIPP Academy Lynn Elementary may choose to support a child in his/her character development in a variety of ways, including but are not limited to:

- time away from peers to reflect independently
- time away from peers to reflect and practice with the support of an adult or a peer
- repeated practice
- alternative seat assignment
- peer to peer meeting with adult supervision
- revoking privilege(s) until the child proves he/she can earn them back
- silent lunch
- reduced recess/no recess, if this consequence is logical
- small group meeting with the teacher, counselor, or administrator
- Parent or guardian/teacher/student conference
- individual behavior plan/positive behavior tracker
- additional assignments/responsibilities

While these are possible staff responses to student choices, the KIPP Academy Lynn Elementary staff has sole discretion to determine the response to any and all behavioral infractions that occur:

- While the student is on school grounds
- While the student is waiting at a bus stop or traveling between school and home
- During school-sponsored activities and trips
- During all other school-related events
- Off of school grounds and result in disruption to the learning environment

Parent/guardian communication is always prioritized when behavioral concerns arise. KIPP Academy Lynn Elementary staff members may attempt to contact parents/guardians by phone, text, email, notes home, on campus meetings, or home visits in the event of behavioral concerns, including the manner designated by the parent at the beginning of the year. Parents/guardians are expected to respond to communication as soon as possible in whatever way possible.

## **Types of Disciplinary Action**

The following section explains the procedures for determining consequences students may face for violation of this Code of Conduct other than suspension or expulsion. All students are entitled to due process as required by law and commensurate with the disciplinary consequences to which they may be subject.

### **Separate Lunch**

On Mondays-Fridays, students may have lunch separately from the other students. The separate lunch consequence will be served on the same day it is earned whenever possible. If a student earns multiple separate lunches, they may be required to serve them on consecutive days. Students may go to separate lunch for part of the lunch period or the entire lunch period.

### **Reduced Recess**

On Mondays – Fridays, students may be required to miss part of recess. Whenever possible, students will miss recess on the same day that the consequence was earned. In the case that two recess consequences are earned on the same day, students may serve consecutive days of reduced recess.

When students earn reduced recess, they will report to recess as soon as they have met the expectation set by the teacher. If the student does not meet the expectation, he/she will not report to recess.

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## **Suspension & Expulsion Procedure**

### **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.

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

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

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

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

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

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

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

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. 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;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
7. 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.

### **Education Services During Removals and School-Wide Education Services 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 the 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 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 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:

- 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.
- 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.
- 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.
- 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.
- 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.

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## Field Trips/End of Year Trips

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.

Before each school-sponsored field trip, permission slips will be sent home and should be signed by a parent. Students who do not return the signed permission slip will not be permitted to attend the field trip.

A student may be considered ineligible for a trip for reasons including, but not limited to: not returning the permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior in school in the days prior to the trip, etc. Students who are considered ineligible for attending a trip will be required to attend school that day.

As exciting as trips are, we also understand that some students and families may feel nervous at times. We believe that trips are essential for our students' exposure and learning experiences. Therefore, attendance is incredibly important except in the case of emergencies.

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.

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## 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.

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## Bus Behavior

### Eligibility Qualifications

**Students currently enrolled to attend KIPP Academy grades K-8, who live more than 1 mile away from the school, and reside in the city of Lynn are eligible for busing.** Due to state regulations, we can not bus students who live less than 1 mile away from school or reside outside the city of Lynn.

### Bus Monitors

Bus Monitors are staffed only for PM dismissal. This is due to staffing constraints that limit the availability of our staff in the mornings. Some afternoons may lead us to send a bus without a monitor. In this event, families will be informed before the bus leaves campus. Students are still responsible for their actions even when a bus monitor is not present.

### Parent/Guardian Responsibilities

Our number one priority is to ensure the safety of our students in and out of our buses and campus. Families are a vital component in ensuring students' safety! Please continue to support your children and our transportation program by following these safety guidelines:

1. Please wait for your student on the sidewalk **at least 5 minutes prior** to the designated bus pick-up and drop-off time. **Please note that this time is only an approximation and can vary based on street traffic and or weather conditions**
2. **If late, please do not run onto the street to stop the bus.**
3. Hold your elementary student's hand to eliminate the risk of students running into oncoming traffic
4. If appropriate and comfortable, discuss any medical issues regarding your child (i.e. EpiPen use, etc.) with the driver/monitor.
5. Do not board the bus for any reason.
6. Ensure the student is familiar with their bus stop and surrounding area.

7. Parents/Guardians/Authorized pick-up members must pick up their children from the bus stop **ON TIME** and must present the child's Driveline Card daily.
8. **"DRIVELINE Cards"** must be present at ALL times during dismissal from High Rock or at a bus stop. ***If you do not have a physical copy of the driveline, please have your digital copy ready to present to the bus monitor.***
9. All specialized transportation students must have an adult waiting to receive them at the end of the school day at their drop-off locations
10. Ensure that students are following the safety expectations on the bus

<u><b>AM Pick-Up</b></u>	<u><b>PM Drop-Off</b></u>
<ul style="list-style-type: none"> <li>● Please wait with your child on the sidewalk <b>at least 5 minutes prior</b> to the designated bus pick-up</li> <li>● Do not wait or allow your student to wait for the bus in between cars on the road of traffic</li> <li>● Students/Parents must be visible at the bus stop, not waiting inside the home or car. <i>Drivers may bypass a stop if they do not see any student/parent waiting.</i></li> <li>● <b>If late, please do not run onto the street to stop the bus</b></li> </ul>	<p>When unloading at bus stops:</p> <ul style="list-style-type: none"> <li>● Families <b>MUST</b> hold up their <b>"DRIVELINE Cards"</b> up to the bus monitor with student names visible.</li> <li>● Families should not block bus doors, please allow space for students to unload the bus and safely walk on the sidewalk.</li> <li>● <b><u>Students in grades K - 4</u></b> must have an older sibling or family member at the bus stop to pick them up. If a student in grades K - 4 does not have a sibling or adult present at the bus stop to pick them up, they will be brought back to school. It is the parent or guardian's responsibility to pick up students at school.</li> <li>● <b><u>Students in grades 5 - 8</u></b> can exit the bus independently and can dismiss younger siblings in grades K-4 but must have their sibling's Driveline card.</li> </ul>

### **Student's Safety Expectations**

In order to create a safe environment for ALL students and bus drivers, the KIPP Academy Lynn Charter School Student Code of Conduct applies to daily school bus transportation, as well as some additional rules. **Students who take the school bus are expected to act responsibly and respectfully at all times.**

1. Arrive at the bus stop 5 minutes before pick-up time. The driver is NOT permitted to wait for students
2. When the bus arrives, stand well back from the curb or stopping point and wait until the bus comes to a complete stop
3. Students will load the bus and quickly take a seat
4. Students will remain seated until the bus comes to a complete stop and arrives at school or at the student's bus stop
5. Do not put your head or arms out of the windows when on the bus
6. Do not eat or drink on the bus
7. Students are expected to be courteous and obedient to the driver
8. Tobacco, drugs, and alcohol are prohibited
9. Weapons, explosives, or any other dangerous articles are prohibited
10. The ignition of matches, lighters, etc. is prohibited
11. No object is to be thrown into, out of, or inside bus

12. Students must not use obscene language, gestures, or gang signs
13. Fighting, yelling, or loud talking is not permitted
14. Harassment or intimidation of others is not permitted
15. Students will never use the rear emergency exit except in the direction of the driver or other authority
16. Willful destruction or defacing of the school bus or private property surrounding school bus stops is prohibited

**Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences if expectations are not met.**



**Three bus infractions will 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 before a student is suspended from the bus. 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 special 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 parents must bring the student to and from school each day.

Offense	Consequences*
1st Offense	Parent Notification:  Possible Consequences: Seat change on bus Losing recess time Bus or School Suspension depending on the severity of the offense with offense
2nd Offense	Parent Notification + Warning:  Possible Consequences: Seat change on bus Losing recess time Bus or School Suspension depending on the severity of the offense with offense
3rd Offense	Bus Suspension Required (5 days)
4th Offense	Bus Suspension Required (10+ Days- Remainder of the Year)

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## 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.

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## Cheating/Plagiarism

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 the start of the school year and continued throughout the year. The School Leader will ultimately determine the appropriate consequence, but cheating, plagiarism, and copying another person's work is a very serious offense and may result in serious consequences.

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## Anti-Hazing

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.

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## 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
- 

## 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, lockers and cubbies, which may be 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.

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# Bullying Prevention & Intervention Plan

## Overview

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below. The Bullying Prevention and Intervention Plan (the “Plan”) is applicable to students and members of the school staff, including, but not limited to educators, school leaders, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, paraprofessionals, operations staff, related service providers and regional office staff.

At KIPP Massachusetts (“KIPP MA”), it is expected that all members of the school community will treat each other in a respectful and affirming manner and with respect for differences. KIPP MA is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of the comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

KIPP MA recognizes that certain students and staff may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

KIPP MA has established separate discrimination or harassment policies that include these or other categories of students. Nothing in this section shall alter the obligations of the school to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. If you would like to speak with the Title IX Coordinator about discrimination or harassment, they can be reached at [title9@kipmma.org](mailto:title9@kipmma.org).

KIPP MA will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in the school buildings, on school grounds, or in school-related activities. KIPP MA will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the complainant's sense of safety. KIPP MA will support this commitment in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Plan is a comprehensive approach to addressing bullying and cyberbullying, and the school or district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, KIPP MA established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The principal is responsible for the implementation and oversight of the Plan except when a reported bullying incident involves the principal or the assistant principal as the alleged respondent. In such cases, the Executive Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged complainant. If the Executive Director is the alleged respondent, the Board Chair, or their designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

## Definitions

*Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below. Schools or districts may add specific language to these definitions to clarify them, but may not alter their meaning or scope. Plans may also include additional definitions that are aligned with local policies and procedures.*

“Bullying” as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or staff members 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 themselves or of damage to their 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.

“Cyberbullying” is bullying through the use of technology or 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 on a multitude of apps and platforms. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

“Hostile environment” as defined in M.G.L. c. 71, § 37O, 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 a student’s education.

“Respondent” is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

“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.

“School Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

“Complainant” is a student or staff member against whom bullying, cyberbullying, or retaliation has been perpetrated.

## Complaint Process

### A. Reporting bullying, cyberbullying or retaliation

Reports of bullying, cyberbullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal any instance of bullying, cyberbullying, or retaliation. When the principal is the alleged respondent, the report should be made immediately to the Executive Director. When the Executive Director is the alleged respondent, the report should be made to the Board Chair. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting



Form<sup>1</sup>, cell phone numbers for all staff members, and a dedicated mailing address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will:

1. include a copy of the Incident Reporting Form in the student handbook for students and parents or guardians;
2. make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and
3. post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the Executive Director or designee when the principal or the assistant principal is the alleged respondent, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

a. Reporting by Staff

A school or district staff member is required to report immediately to the principal any instance of bullying, cyberbullying, or retaliation that they witness or become aware of. When the principal is the alleged respondent, the report should be made immediately to the Executive Director. When the Executive Director is the alleged respondent, the report should be made to the Board Chair. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

b. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying, cyberbullying or retaliation involving a student to report it to the principal immediately. The report should be made to the Executive Director when the principal is the alleged respondent. Reports may be made anonymously, but no disciplinary action will be taken against an alleged respondent solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or Executive Director or designee when the principal or assistant principal is the alleged respondent.

B. Responding to a report of bullying, cyberbullying or retaliation – Allegations of Bullying by a Student

a. Safety

Before fully investigating the allegations of bullying, cyberbullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged complainant and/or to protect the alleged complainant from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating

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<sup>1</sup> See Appendix A for Incident Reporting Form.

arrangements for the complainant and/or the respondent in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the complainant; and altering the respondent’s schedule and access to the complainant. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying, cyberbullying or retaliation a student who has reported bullying, cyberbullying or retaliation, a student who has witnessed bullying, cyberbullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying, cyberbullying or retaliation.

At least once every four years, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department.

b. **Obligations to Notify Others**

- i. Notice to parents or guardians. Upon determining that bullying, cyberbullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the complainant and the respondent of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- ii. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the Chief Schools Officer and Director of Compliance. The Chief Schools Officer and Director of Compliance will notify the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- iii. Notice to Law Enforcement. At any point after receiving a report of bullying, cyberbullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the respondent, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the respondent.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

C. **Investigation**

The principal or designee will promptly investigate all reports of bullying, cyberbullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages

of the students involved. The principal or designee may assign another school or district employee (known as the investigator) to investigate the alleged incident.

During the investigation the investigator, among other things, will interview students, staff, witnesses, parents or guardians, and others as necessary. The investigator will remind the alleged respondent, complainant, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given their obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

#### D. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after the investigation, bullying, cyberbullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the complainant is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the complainant's or respondent's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the complainant and the respondent about the results of the investigation and, if bullying, cyberbullying or retaliation is found, what action is being taken to prevent further acts of bullying, cyberbullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the complainant's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the complainant must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the complainant about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

#### E. Responding to a Report of Bullying by School Staff

KIPP MA recognizes that in some situations an instance of bullying could be reported where the respondent is a staff member. In such events, KIPP MA will ensure the situation is properly investigated and that all of the witnesses are able to speak truthfully without fear of consequences. Retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action. In the event that there is a situation where a student or staff member reports an incident

of bullying by a staff member then the procedures listed above will still apply. The principal, Executive Director, board chair or designee will conduct a thorough investigation and can rely on the support of the KIPP MA Human Resources Director with regards to potential actions steps related to an individual's performance or employment. With the support of the Human Resources Director, the individual in charge of investigating will communicate action steps with students, staff and families as is legally permissible.

#### F. Taking Disciplinary Action

Where it is determined that inappropriate conduct has occurred, KIPP MA will act promptly to eliminate the conduct and will impose disciplinary action as appropriate. The disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's code of conduct. Corrective action, as necessary, can include a recommendation for counseling or other therapeutic services.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying, cyberbullying or retaliation, that student may be subject to disciplinary action, up to and including suspension, expulsion and/or court involvement. All students shall be afforded the same protection regardless of their status under the law.

### **Prohibition Against Bullying and Retaliation**

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether 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; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt 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 also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

### **Academic and Non-academic Activities**

- A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:
  - a. Using scripts and role plays to develop skills;
  - b. Empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistances;

- c. Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- d. Emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- e. Enhancing students' skills for engaging in healthy relationships and respectful communications; and
- f. Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Plan. On at least an annual basis, KIPP MA will review the Plan specifically as it relates to how students can report instances of bullying.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- a. Setting clear expectations for students and establishing school and classroom routines;
- b. Creating safe school and classroom environments for all students, including for students with disabilities, LGBTQ+ students, and students experiencing homelessness;
- c. Using appropriate and positive responses and reinforcement, even when students require discipline;
- d. Using positive behavioral supports;
- e. Encouraging adults to develop positive relationships with students;
- f. Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- g. Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- h. Using the Internet safely; and
- i. Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

C. Informing parents and/or guardians about the bullying prevention curriculum.

- a. Reinforcing the curriculum at home
- b. Supporting the KIPP MA Plan
- c. The dynamics of bullying
- d. Online safety and cyberbullying

## Appeals

The principal or designee shall inform the parent or guardian of the complainant and respondent of the process to appeal their determination at the conclusion of the investigation via the determination letter.

## External Grievance Procedure

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals

can call 781-338-3700. Hard copies can be made upon request through the regional office.

## **Professional Development**

### **A. Annual Staff Training on the Plan**

Staff will be trained annually on the Plan including, but not limited to their duties under the Plan and an overview of the steps that the principal or designee will follow upon receipt of a report of bullying, cyberbullying or retaliation.

### **B. Ongoing Professional Development**

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 370, the content of school-wide and district wide professional development will be informed by research and will include information on:

- a. developmentally (or age-) appropriate strategies to prevent bullying;
- b. developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- c. information regarding the complex interaction and power differential that can take place between and among a respondent, complainant, and witnesses to the bullying;
- d. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- e. information on the incidence and nature of cyberbullying; and
- f. Internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying, cyberbullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs).

Additional areas identified by the school or district for professional development may include:

- a. promoting and modeling the use of respectful language;
- b. fostering an understanding of and respect for diversity and difference;
- c. building relationships and communicating with families;
- d. constructively managing classroom behaviors;
- e. using positive behavioral intervention strategies;
- f. applying constructive disciplinary practices;
- g. teaching students skills including positive communication, anger management, and empathy for others;
- h. engaging students in school or classroom planning and decision-making;
- i. maintaining a safe and caring classroom for all students; and
- j. engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc and bullying behaviors

### **C. Written Notice to Staff**

KIPP MA will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties and bullying of students by school staff, in the school or district employee handbook and the student code of conduct.

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## **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.
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## **Education of Homeless Students Policy**

### **Education of Homeless Children**

KIPP Academy Lynn Charter School is committed to ensuring that Homeless Children and Youth have equal access to a free, appropriate public education as provided to other students who attend KIPP Academy Lynn & Boston Charter School. KIPP Academy Lynn & Boston Charter School (hereafter, “KIPP MA”) shall fulfill this commitment in accordance with the provisions of the federal McKinney Vento Homeless Education Act. KIPP MA policies must strive to eliminate barriers to Homeless Children and Youth students succeeding in school.

Homeless Children and Youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

### **Enrollment of Homeless Children and Youth**

KIPP MA must strive to inform Homeless Children and Youth of their educational rights, enroll them in school, and coordinate the services necessary to ensure their success. Homeless Children and Youth may enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, a caseworker, or designated liaison. KIPP MA shall admit any homeless student who enrolls at KIPP MA via the same processes as any other student, described in KIPP MA’s Enrollment Policies, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. If a Homeless Child or Youth arrives without records, KIPP MA must assist the family, parent, or guardian and contact the previously attended school system to obtain the required records.

Enrollment shall mean a Homeless Child or Youth attending classes and participating fully in school activities, classes, educational opportunities, meals, social and athletic events, clubs, teams, and other services. Further, KIPP MA, along with the homeless student’s district of temporary residence, shall provide transportation to all Homeless Children and



Youth to and from school as required by the McKinney Vento Homeless Education Act. KIPP MA must ensure that all Homeless Children and Youth are able to participate in Federal, State, or local food programs as soon as possible.

The fact that a Homeless Child or Youth has an Individual Education Plan (IEP) may not be used to delay the student's enrollment or attendance, and such IEP shall be promptly implemented. Though the Massachusetts immunization statute, G.L. c. 76, § 15 generally requires students to provide proof of immunization prior to enrollment, the federal McKinney Vento Homeless Education Act overrides the state immunization law. If a Homeless Child or Youth arrives lacking immunizations or immunization or medical records, KIPP Academy Lynn & Boston has the responsibility to obtain relevant academic records, immunizations or immunization or medical records and to ensure that the Homeless Child and Youth are attending school while the records are obtained.

### **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, please contact the School Counselor, contact information located in the contact directory in this handbook.

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## **Release of Student Information**

Pursuant to 603 CMR 23.07(4)(a), KIPP Academy Lynn must release Directory Information without prior consent unless the parent/ guardian has provided written confirmation to opt out of the school directory. KIPP defines directory information as: student's name, age, state unique student identification number, class or grade, dates of enrollment, participation in officially recognized activities, membership on athletic teams, weight and height of members of athletic teams, degrees, honors, and awards, post-high school plans, 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.

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 Director of School Operations 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 in 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 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, 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.

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 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
- Student's age
- State unique student identifier number
- Class or grade
- Dates of enrollment
- Participation in officially recognized activities
- Membership on athletic teams, weight and height of members of athletic teams
- Degrees, honors, and awards
- Post-high school plans, 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.

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**

### **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:

- authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- 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
- school nurses who inspect the student health record.

### **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.

- 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.
- 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.
- 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.
- The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third parties shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

### **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.

### **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 school may release the following directory information: student's name, student's age, state unique student identifier number, class or grade, dates of enrollment, participation in officially recognized activities, membership on athletic teams, weight and height of members of athletic teams, degrees, honors, and awards, post-high school plans, the most recent educational agency or institution attended, 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

### **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 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.
  1. 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).
  2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
  3. 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).
  4. 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.
  5. 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.
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## Highly Qualified Educators

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:

- Whether the teacher possesses a Massachusetts teaching license.
- Whether a teacher is teaching under emergency or other provisional status.
- 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.



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## AHERA Notice

The AHERA management plan for the KIPP Academy Public Charter School's facilities 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.

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## 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, 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.*

### 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.

### 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.

### 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.

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## Appendix A

### BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

**1. Name of Complainant/Person Filing the Report:**

*This line may be left blank if an anonymous report is being made*

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged respondent solely on the basis of an anonymous report.)

**2. Check whether you are the:** ☐ Target of the behavior ☐ Reporter (not the target)

**3. Check whether you are the:** ☐ Student ☐ Staff member (specify role) \_\_\_\_\_  
☐ Administrator ☐ Parent ☐ Other

**Your contact information/telephone number:** \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

**6. Information about the Incident:**

**Name of Complainant** (Person who received the behavior): \_\_\_\_\_

**Name of Respondent** (Person who engaged in the behavior): \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_

**Location of Incident(s)** (Be as specific as possible): \_\_\_\_\_

**7. Witnesses** (List people who saw the incident or have information about it):

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**