



# **KIPP Academy Lynn Middle School**

## *Student & Family Handbook*

### **2021-2022**



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**Revised 09/2021**

*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>	Farida Mama Graham	Principal	fgraham@kippma.org	(781) 971-3569
<b>Non-Discrimination: Section 504</b>	John Driscoll	Dean of Student Supports	jdriscoll@kippma.org	(781) 953-9433
<b>Non-Discrimination: Title IX</b>	Katherine Kiley	Title IX Coordinator	title9@kippma.org	(781) 824-0998
<b>Bullying Reports</b>	Megan Franco	Assistant Principal of Culture	mfranco@kippma.org	(914) 216-1382
<b>Homeless Education Liaison</b>	Elizabeth Garcia	Director of School Operations	egarcia@kippma.org	(781) 824-0985
<b>Highly Qualified Teacher Notification</b>	Farida Mama Graham	School Principal	fgraham@kippma.org	(781) 971-3569
<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>	Raquel Allah, Tammie Christopulos, & Heidi Fernandes	School Nurses	highrocknurses@kippma.org	(781)598-1609 x 1020
<b>Front Desk</b>	Leandro Diaz & Mayreliz Perez	Office Coordinators	ldiaz@kippma.org mperez@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.

<b>Any form of discrimination:</b>	<b>Section 504:</b>	<b>Title IX: Coordinator Contact</b>
Please contact the School Principal, contact information located in the contact directory in this handbook.	Please contact the Dean of Student Supports, 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 8:25 AM.
- Dismissal times vary. Please see below.

FULL DAYS	HALF DAYS
Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays	Select days, 1 per month
Dismissal at 3:00 PM	Dismissal 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.
- Parents and guardians are expected to call the school no later than 9:00 AM if their child will not be attending school for any reason. Calls should be made as far in advance as possible.
- 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.
- Students who demonstrate patterns of excessive tardiness or absenteeism will be required, along with their guardians, to complete an attendance contract in collaboration with a member of the school team.
- 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 8:25 AM.
- In order to maximize student learning, we ask that notification regarding early dismissal be made as far in advance as possible, but no later than 10:00 AM of the day of the early dismissal. We ask that all doctor and dentist appointments be limited to non-school hours to avoid students missing class time.
- If a student is dismissed early for any reason, he or she is responsible for any and all school work missed. 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 absenteeism will be required, along with their guardians, to complete an attendance contract in collaboration with a member of the school team.

### **Make Up Work Policy**

- Students will be held accountable for work missed due to suspension, vacation, or absences. Work may not always be available in advance of absences.
- It is the responsibility of the student to acquire the necessary assignments and/or materials to complete the work.

### **Homework Policy**

Homework is assigned on a class by class basis. Homework is checked, when assigned, by the class where it was assigned. The amount of homework will vary by grade and content.

### **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.

### **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

Students at KIPP are expected to follow our dress code any day that they come to school. The goal of our dress code is to help our students stay focused on their work, to represent themselves in a neat and professional manner, and to keep them safe. Any clothing that goes against these goals are not to be worn to school.

Students must wear:

- KIPP Academy Lynn Middle school long sleeve or short sleeve shirt

Students may wear:

- Blue, black, or khaki jeans, pants, capris, or skirts
- Blue, black, or tan khaki shorts Outerwear with the KIPP logo
- Sneakers, shoes or boots (must be tied neatly)

Students may NOT wear:

- Jeans, pants, capris, skirts, or shorts that are too tight or too baggy (underwear may not show)
- Jeans, pants, capris, skirts, or shorts in any color other than blue, black, or tan khaki
- Jeans, pants, capris, skirts, or shorts with patches, pictures, designs or writing
- Shorts or skirts that are shorter than the length of your fingertips when your arms dangle at your sides
- Leggings, unless worn under an appropriate skirt
- Open-toed shoes (flip flops, sandals)
- Sweat pants, track pants, athletic/drawstring shorts, or pajama bottoms
- Cut-off shorts / pants
- Any clothing with holes, rips, or tears
- Sweatshirts without the KIPP logo
- Hats

### **Uniform Consequences**

If clothes are worn out of dress code, students will serve a detention and may call home for a change of clothes.

### **Cell Phones**

Cell phone usage, including phone calls, texting, recording, social media on a personal cell phone device is prohibited at KIPP Academy Lynn. A student must keep their cell phone turned off and in their backpack during the school day. Cell phones cannot be visible, including the outline of the cellphone in a student's pocket after arrival and before dismissal.

### **Social Media**

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

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

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

- KIPP Academy Lynn students take four core academic classes (Mathematics, English Language Arts, Social Studies, and Science) during a given school year. In addition, all students take specials' classes that may include gym, health, theatre, art, music, or foreign languages.
- Honor Roll: At the end of each quarter, an honor roll will be published. These lists will recognize high averages of scholars with all 90s and above (High Honors) and all 80s and 90s (Honors).
- At the end of the year, the quarter grades for each core subject are averaged together into a final, yearlong course grade. If a student's overall course grade is below 70%, he/she does not pass that course for the year.

### **Progress Report, Report Card and Conferencing**

- At the end of each quarter, students will receive formal Report Cards with detailed information about their performance in each core subject area. Report cards will be mailed home to each student. Sometimes parents will have the opportunity for a brief 1-on-1 meeting, sometimes parents will be invited in as a group to converse with the entire grade-level staff.

### **Promotion**

In order for a student to be promoted to the next grade, (s)he must pass all academic classes with a grade of 70 or better for the year and demonstrate growth in core academic subjects.

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

### **Additional Academic Support**

We pride ourselves on working constantly to help our students in their pursuit of academic success. The following academic supports are provided to all KIPP students.

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

### **Student Advisors / PRIDE Groups**

Several weeks into the school year, all students are also assigned to a PRIDE group led by a KAL teacher. These teachers will develop and maintain close relationships with their groups throughout the school year. Families should see their child's PRIDE leader as the point person for all non-subject specific questions and concerns.

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

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

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

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

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

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

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

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

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

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

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

## Extracurricular Activities & Enrichment

- KIPP Academy Lynn's program focuses relentlessly on the development of core academic skills. However, in order to best prepare our student body for future pursuits, students must also be exposed to extracurricular activities on a regular basis. While most activities will be taught by KIPP Academy Lynn staff members, some activities will be taught by external instructors.
  - Please be advised that some enrichment activities (e.g. sport teams) will (a) last beyond regular dismissal time on some school days, (b) hold mandatory meetings on some days of the week, and/or (c) possibly occur off of school grounds. In such situations, families will receive permission slips which detail this additional information.
  - Students must be passing ALL of their classes with a 70% or higher in order to participate in any of our athletic programs.
  - Eligibility to participate in an enrichment activity or sports team will be reviewed by the principal for students who have repeated suspensions, behavioral issues, or present a safety concern.
  - If a student is absent the day of a game or practice they will not be able to participate in their extra-curricular activity.
  - If a student has ISS (In School Suspension) or any other suspension they will not be eligible to travel or participate. They also are not allowed to attend any after school events.
  - A student that has visited a physician due to an injury will not be able to participate until a note is received from the physician stating the individual is cleared to play.
  - Transportation for after school practices, rehearsals, or other extracurricular activities will not be provided by the school.
- 

## Code of Conduct

### Purpose

KIPP Academy Lynn Charter School has created a Code of Conduct in order to ensure that our school is a respectful environment which is conducive to learning & prepares students to become engaged and productive citizens. The Code of Conduct describes behaviors that KIPP Academy Lynn considers inappropriate or unacceptable (which we will call "behavioral infractions") and the consequences of those behaviors.

### Philosophy

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

### Core Values

Better Together: I am part of something bigger than myself. we win and lose together

"Ubuntu. I am because we are."

Learn Relentlessly: We believe in the unlimited potential of ourselves and others.

"Good better best, never let it rest, until your good is better and your better is your best."

Redefine the Bar: We always reach for and know we can exceed the highest possible level.

“They tried to bury us. They did not know we were seeds.”

## **Discipline**

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

- The students are ours, every single one of them. That means that when we see something, we say something. We support the positive behaviors evidenced by students throughout the school and we adjust negative behaviors displayed by students throughout the school in the moment.
- Our students are capable of meeting a high bar for behavioral expectations, just as they are capable of meeting a high bar for achievement.
- Humans (and in particular middle school students) thrive on consistency and predictability. We need to have consistent and predictable expectations at all times.
- ALL scholars should remain in the classroom for as much of the school day as possible. Every effort should be made to include (discipline), rather than exclude (punish) students.

## **Celebrations**

Reinforcement and praise are integral to building a positive school culture - each student should receive a ratio of 3:1 positive to corrective feedback every day to shape positive academic and social-emotional skills. In addition, at key points in the school year, we publicly celebrate students that have made positive choices and have shown personal growth.

## **Types of Disciplinary Action**

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

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

Referrals to Reflection Room: To ensure that learning is our first priority, any student that demonstrates off culture behavior that is not aligned with our values will be sent to the Dean's Office to reflect on their choices. Referrals provide a strong message to students that we are a school that values learning. Restoration with the referring teacher/community is required. When a staff member issues a referral they are required to notify the family directly.



Detention: Detention at KIPP Academy Lynn will be served by students during lunch and/or recess. Students who do not complete their detention during the day may be required to stay after school. During detention, students complete a reflection on their referral and complete a 1:1 check-in with a member of the culture team.

There are no buses for students who serve after school detention. Therefore, it is the expectation that another means of transportation is organized if a student receives detention. If a student does not attend detention upon earning one, they may be subject to a suspension hearing.

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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 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

The rules and policies of KIPP Academy Lynn apply not only within the confines of the school walls, but on the bus as well. Students are expected to meet the same high expectations for behavior on the bus as they are in school. Any behavior or activity that jeopardizes the safety of other students or the operation of the bus is prohibited. The KIPP Academy Lynn Student Code of Conduct applies to school bus transportation for field trips as well. Students who take the school bus or the MBTA are expected to act responsibly and respectfully in transit to and from school. All school rules apply on the bus, at the bus stops and while the bus is in transit; this includes the MBTA. Students who ride the MBTA are additionally subject to the rules and policies that govern the MBTA. Students who do not follow procedures on the MBTA may have their M-7 card deactivated.

If a student is suspended from the bus, a child's parents/guardians will be responsible for transporting him/her to and from school. 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 will lose bus privileges for the year, and his/her parent/guardian must provide transportation for the student to and from school each day.

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

Student expectations are:

- Students must keep hands, feet and all other body parts inside of the window.
- Students may not at any time throw any objects on the bus.
- Inappropriate language or gestures are not permitted at any time on the bus.
- Students must follow the driver's & monitors directions at all times.
- Students must respect the bus monitor and the bus monitor's directions at all times.
- Students must remain seated at all times while the bus is in motion.
- Students may not eat, drink, or chew gum on the bus.
- Students are expected to keep the bus neat or clean.
- Students are expected to maintain a respectful volume on the bus. (*Yelling and screaming are at no time permitted except for in case of emergency*)

### Consequences for Violations Related to Transportation

Offense	Consequences*
1st Offense	Parent Conference Required:  Possible Consequences:

	Seat change on bus Possible detention Bus or School Suspension depending on the severity of the offense with offense
2nd Offense	Bus Suspension Required (1-5 Days)
3rd Offense	Bus Suspension Required (6-10 Days)
4th Offense	Bus Suspension Required (10+ Days- Remainder of the Year)

\*School based consequences such as detentions and suspensions may be applied for any bus infractions if necessary. More serious behavior (i.e. fighting) will be investigated and consequences will be given out just as if the incident happened on school grounds.

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

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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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## **Sex Education & Opt-Out Information**

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

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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
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## 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

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

### Definitions

- *Perpetrator* is a student or staff member who engages in bullying, cyber-bullying, or retaliation. For purposes of this policy, school staff includes, but is not limited to, any and all educators, administrators,

school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals.

- *Bullying* is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying.
- *Cyber-bullying* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.
- *Hostile environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.
- *Target* is a student or staff member against whom bullying, cyber-bullying, or retaliation is directed.
- *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Vulnerable Populations**

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

### **Prohibition against Bullying**

Bullying is prohibited:

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

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

### **Reporting Bullying**

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. A reporting form can be found at <http://kipppma.org/kipppma-policies/>. Paper copies are also available at the front desk of the school, in the counseling office, and from the principal. Please send all forms or drop them off at:

KIPP Academy Lynn  
90 High Rock Street  
Lynn, MA 01920  
Phone: 781-598-1609  
Fax: 781-598-1639  
Email: title9@kippma.org  
www.kippma.org

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the perpetrator; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the perpetrator.

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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, 2020. 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.

## 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 please contact the 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:

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|---------|---|
| 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.