



**2017-18 Regional Student/
Parent Handbook***

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**As policy adoption and revision may occur throughout the year, KHPS reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary.*

Welcome – Section A

KIPP Houston Core Beliefs

At KIPP, we believe. We believe.....

in freedom through education for all.

we are a Team and Family.

we do the right thing because it is the right thing to do.

promises to children are sacred.

ALL children WILL learn.

impossible is nothing.

freedom is not free.

we relentlessly pursue success.

we are defined by what we do, not who we are.

we love what we do and those with whom we work.

we celebrate what we achieve with dignity and humility.

KIPP Houston Vision: To have enough great individual student achievement and overall school results in both quality and quantity to change societal beliefs on what is possible in every single school in every single community to help our children build a better tomorrow for themselves and generations to come.

KIPP Houston Mission: To develop in under-served students the academic skills, intellectual habits, and qualities of character necessary to succeed at all levels of pre-kindergarten through 12th grade, college, and the competitive world beyond.

KIPP's Credo:

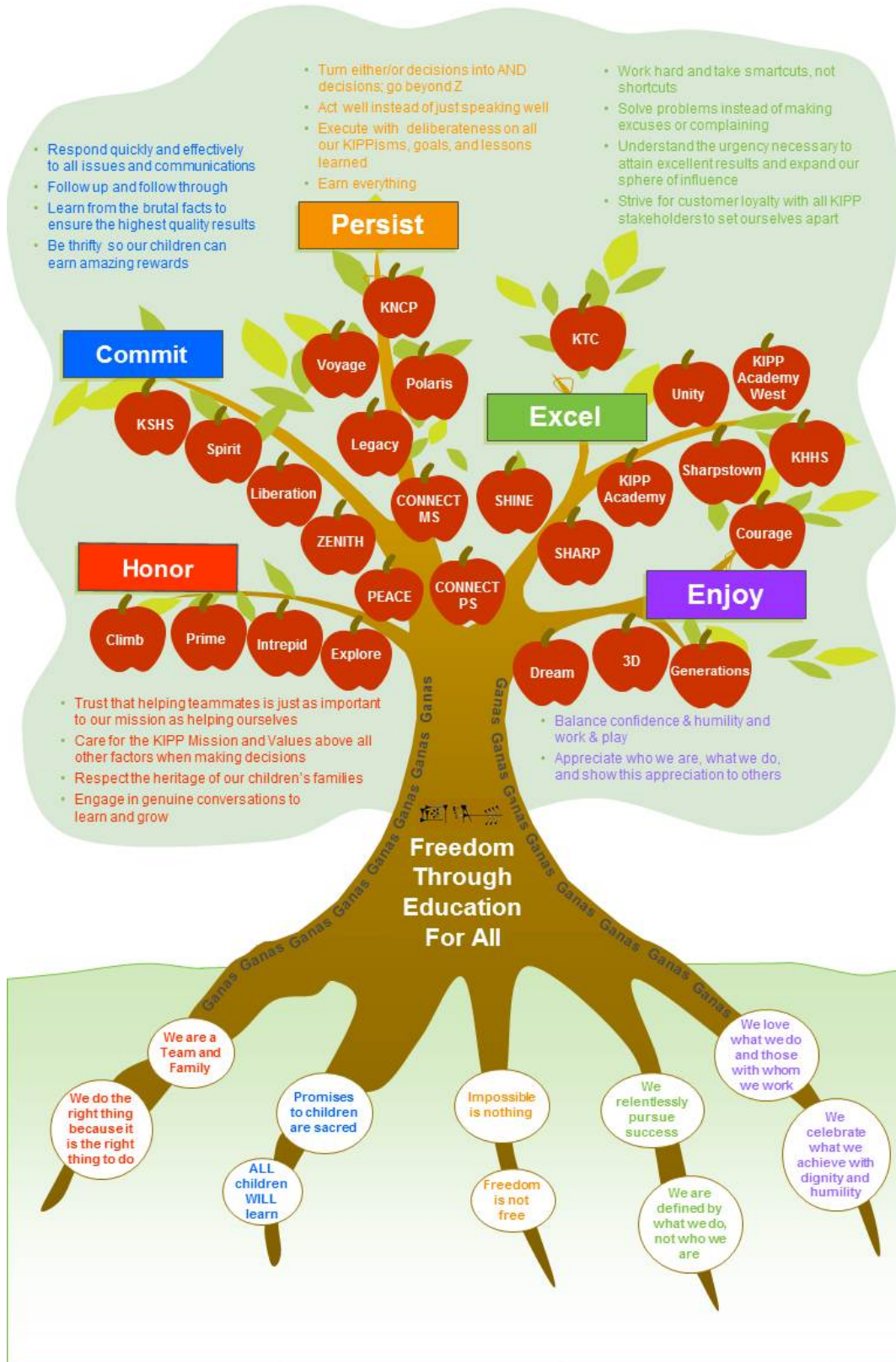
If there is a problem, we find a solution.
If there is a better way, we find it.
If a teammate needs help, we give.
If we need help, we ask.

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

KIPP Houston Values

<i>Ganas Ganas Ganas Ganas Ganas Ganas Ganas Ganas</i>		
<i>G</i>	Excel	<i>G</i>
<i>a</i>		<i>a</i>
<i>n</i>	Honor	<i>n</i>
<i>a</i>		<i>a</i>
<i>s</i>	Persist	<i>s</i>
<i>G</i>		<i>G</i>
<i>a</i>	Commit	<i>a</i>
<i>n</i>		<i>n</i>
<i>a</i>	Enjoy	<i>a</i>
<i>s</i>		<i>s</i>
<i>Ganas Ganas Ganas Ganas Ganas Ganas GanasGanas</i>		

Freedom Tree



Academic Program – Section B

Curriculum Overview

KIPP Houston’s curriculum is aligned to the TEKS for the appropriate grade level and subject per Texas requirements. In addition, KHPS goes above and beyond by ensuring that our curriculum is rigorous and has a college-ready focus. Assessments are aligned to our scope and sequences and assess the TEKS as well as ACT and Advanced Placement (AP) standards. All scope and sequences and unit plans are housed online for our teachers to have easy access to for planning prior to implementation in the classroom. Promotion Standards

All decisions regarding the promotion and retention of students are made by the School Leaders and the grade placement committee. There are many factors that are considered in the promotion/retention process. Some of these factors are, but not limited to STAAR scores, MAP scores, academic achievement and growth, other standardized test results, behavior, and attendance.

Attendance:

- 1) A student with 10 or more absences is retained. A student with 3 unexcused absences is retained.

Grades:

- 1) If a student fails two core classes, the student is retained.
- 2) If a student fails one core class, the grade placement committee will make the promotion/retention decision.

STAAR:

- 1) If a student fails math and reading STAAR, the student is retained.
- 2) If a student fails either reading or math STAAR, but passes the other, (and passes all core classes) the grade placement committee will make the promotion/retention decision.

Both:

- 1) If a student fails one core class and one reading or math STAAR, the student is retained.

* ARD committees override all promotion policies.

**The grade placement committee, with final approval from the Head of Schools, has final decision making authority on all student retention issues.

*** MAP Testing can be used as an informal measure when determining promotion/retention.

Core Classes: Reading, Math, Social Studies, Science

Failure: a final grade of 69 or below

Standardized Testing

At KIPP Houston, students are assessed in many ways to measure their academic growth. In addition to teacher assessments, KIPP also utilizes state and national assessments. These assessments are not only used to measure students' academic growth but to also compare their growth and knowledge to other students across the state and country.

The state assessment that KIPP utilizes is the State of Texas Assessment of Academic Readiness (STAAR). The national assessment that KIPP utilizes is the Measures of Academic Progress (MAP). Both assessments measure students' knowledge and skills in the core academic areas. In high school, our students take the ACT and/or SAT college admissions test as well as advanced placement tests.

Test dates are listed on our annual calendar.

High School Graduation Requirements

Graduation Plans for Students Entering 9th Grade in 2013 and Earlier

Students who entered 9th grade in 2013 and earlier will follow one of three state graduation programs in order to receive a diploma. The graduation program the student chooses will determine the courses he or she must take and how many credits he or she will need to graduate. State credit requirements for each program are:

- **Distinguished Achievement Program (DAP)** – 26 ½ credits in the state-approved curriculum
- **Recommended High School Program (RHSP)** – 26 credits in the state-approved curriculum
- **Minimum High School Program (MHSP)** – at least 22 credits in the state-approved curriculum

Please note that many universities in Texas require the “Recommended” or the “Distinguished” graduation plan for admission.

The state of Texas also requires students to pass the five end of course assessments in order to graduate with a diploma.

Graduation Plan Beginning with Students Entering 9th Grade in 2014

The Texas Legislature has changed high school graduation requirements for students who will be freshmen during the 2014-2015 school year. The change in graduation requirements allows more flexibility for high school students to explore academic interests before going to college. There is only **one** graduation plan called, **Foundation High School Program (FHSP)**. In addition to the **FHSP**, students will have the opportunity to earn **endorsements** and **performance acknowledgements**.

Foundation High School Program (FHSP)
22 CREDITS
Students may opt to (FHSP) – only after
completing sophomore year

FHSP+ Endorsements
Distinguished Level of Achievement
26 CREDITS
(Algebra II is Required)

ENDORSEMENTS

- Science, Technology, Engineering, and Math (STEM)
- Public Services
- Arts and Humanities
- Multi-Disciplinary Studies

Performance Acknowledgement

A student may earn a Performance Acknowledgement on their diploma and transcript for outstanding performance:

- in a dual credit course
- in bilingualism and bi-literacy
- on an AP test or IB exam
- on the PSAT, the SAT, or the ACT

STAAR/EOC Assessment Graduation Requirements

In addition to the curriculum/credit requirements, students must pass five (5) STAAR/End-of-Course (EOC) exams in order to graduate from a Texas public high school. The required exams are English I, Algebra I, Biology, English II, and U.S. History.

For seniors who have failed to pass no more than two STAAR end-of-course exams, schools must establish an Individual Graduation Committee (IGC), to determine whether the student may qualify to graduate. A unanimous Individual Graduation Committee may decide to allow the student to graduate under certain conditions.

KIPP State Assessment Policy 2016

Standardized testing is required in Texas public schools by the State of Texas Assessments of Academic Readiness, or “STAAR,” program set out in Texas Education Code chapter 39 and 19 Texas Administrative Code chapter 101. State law makes it clear that students may not “opt out” of standardized or any other tests. Texas Education Code section 26.010 states:

Exemption from Instruction

(a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. **A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test** or to prevent the child from taking a subject for an entire semester.

(b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school district and the agency.

KIPP Houston Public Schools Board Policy

If a student is present during the state test administration, or any subsequent dates during the testing window, and chooses not to test, a blank answer document – coded with an “S” for scored – is submitted for scoring as required by the state. The student will receive a raw score of zero and the lowest possible scale score for the grade/subject.

If a student is absent during the entire state test administration, including the make-up testing window, the answer document will be marked to indicate the student was absent. Such designation does not impact the school or the district regarding performance calculations, but will impact participation rates on the test.

Any student who does not participate in state-mandated assessments at the request of his or her parent/guardian will not be subject to negative consequences or disciplinary action instituted by KIPP. However, refusal to participate in the required state assessment may result in consequences, including, but not limited to a negative effect on the student's completion of grade level and/or graduation requirements, and/or required participation in accelerated instruction or remedial programs.

Any parent/guardian who refuses for his/her child to participate in state-mandated assessments must submit a written statement prior to any test administration indicating such refusal.

Special Education & Section 504 Programs

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

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

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 or Special Education programs, please contact the Director of Special Populations at 832-328-1051.

Student Records

Student records are confidential and protected from unauthorized inspection or use in accordance with applicable federal and state law. Records are maintained for each student from the time students enter KIPP Houston schools until withdrawal or graduation. These records move with students from school to school.

By law, both parents, whether married, separated or divorced, have access to records of students who are under 18 or dependents for tax purposes. Parents whose rights have been legally terminated or otherwise specifically limited to exclude a right to records will be denied access to the records if the school is provided a signed copy of the court order setting forth these rights.

When a student withdraws from a KIPP Houston school, the records are forwarded to the new school upon written request from the new school. Original records will not be given to the parents/students to be hand carried.

General Education Homebound Services (GEH)

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

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

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

Student Withdrawal

Students will not be allowed to withdraw from school until parental approval has been obtained by the School Leader, all textbooks have been returned to the school and all debts to the school (if any) have been settled. Students who leave school without notifying school officials and fail to complete withdrawal procedures, will be dropped from the attendance roster after an absence of 10 days.

Teacher Cell Phone Policy

Students and parents will have the cell phone numbers of the School Leader, their teachers, and school office faculty. Calling or texting teachers is encouraged if there is a question about expectations or general school issues, a “ticket” sent home for the parents to read, homework completion, or attendance. While parents are more than welcome to call, the high school, middle school, and older primary school students are highly encouraged to call the teacher themselves in order to practice self-sufficiency, self-advocacy, and problem-solving. Families are allowed to call teachers until at least 7:30pm but generally not after 8:30pm. Teachers will create individual deadlines for the latest time they will accept a call in the evenings. If there is an urgent issue that cannot wait until the morning, and it is after the designated call time, please call your School Leader.

If a KIPP teacher does not return a call in the same evening for a homework question following the procedures above, the teacher will address the question the next morning and the student will not be penalized for an incomplete or wrong answer to the specific question. For phone calls other than homework or ticket questions, please give the teachers and schools leaders 48 hours to return your call.

KIPP through College

Mission

The mission of KIPP Through College (KTC) is to empower the alumni to continue to use their KIPP-learned scholarly habits, knowledge, and qualities of character in their current school and in life to attain a degree(s) in higher education and further their communities.

What We Do

KIPP Houston Public Schools' ultimate measure of success is not only for our students to graduate from high school, but that they also climb the mountain to and through college. Our KIPP Through College (KTC) program plays a critical role in helping our alumni develop college success skills, ensure that they graduate from college, and form a mindset that a higher education degree is the transportation towards their end goal of a successful career with the freedom to have this option. KTC offers direct educational support and mentoring services to KIPP students as they prepare for high school, college, and the competitive world beyond. KTC provides opportunities for students to build relationships, provides lessons that inform students about higher education, tools and resources necessary to seek and take advantage of various opportunities that will help KIPP alumni achieve their goal of attaining a college degree(s).

KTC Houston strives to provide unique KTC opportunities and resources to all KIPP students and KIPP alumni, so that they will develop a set of contextual skills to then be utilized in their post-secondary studies. Starting in middle school, KTC has identified a specific set of authentic learning opportunities that will allow KIPP students to exercise their cross disciplinary skills in academic and social settings in preparation for life beyond their secondary studies. KTC goals have been created to position students for world class high school, college, and post under graduate experiences to that will help them complete a higher education degree(s).

1. Provide consistent support by KTC staff to KIPPsters from 9th through 12th grades in the form of high school transition support, college counseling, summer internships/co-curricular learning opportunities, and the delivery of KTC instructional modules that enable KIPPsters to create a clear pathway for their college and career goals;
2. Maintain an active relationship with KIPPsters' families to ensure they have a strong awareness and understanding about the college going/ completion process.
3. Work with KIPP's national KTC team to continue to develop Memorandums of Understanding (MOUs) with institutions of higher education that will provide additional support to KIPP college-age alumni to more than 80 college partners , and;

4. Track via the alumni database all KIPP college-age alumni, and provide the necessary counseling support to maximize the percentage of KIPPsters that graduate from college each year.

Program Components

KTC aspires to complement and accent the challenging academic and character development students learn in our schools. The KTC team provides the students and families with resources and authentic learning opportunities, in order to exercise these skills in academic and social settings to be ready for life beyond their secondary studies. KTC goals strive to place students in a competitive position to maximize world class high school, college, and post graduate opportunities, which foster student's efforts in completing a higher education degree(s).

In the communities that KIPP Houston Public Schools serve only 8% complete a higher education degree, of which, almost all are low income students. To date, tracking alumni from 8th grade KIPP Houston has a 6 year college completion rate of 52%; 48% completing a four year degree and 4% completing a two year degree. We view this rate in two ways: we celebrate because it is almost seven times the national college completion (tertiary degrees) rate for low incomes students of color, and we reflect on how we can improve our college completion rate to 82%, which would be equal to that of their high socio-economic peers.

Due to set of challenges unique to our students, our students face many challenges in climbing the mountain through college including: (1) little knowledge of how to plan for college and career success; (2) limited college knowledge; (3) limited access to summer learning/ co-curricular opportunities, and; (4) under-informed families about college success strategies. The KTC staff, along with support from KIPP Houston Public Schools' academic team and community partners, provides our students with the necessary contextual skills and resources to complete high school as well as succeed in college through a variety of KTC program components.

We commit to providing great individual student guidance coupled with world class college counseling. Our college counseling teams will help student build a college match list based on four factors: personal, academic, institutional, and affordability. Utilizing critical data points, like the underrepresented college completion rates and student academic profiles, our teams will provide students with a list of colleges that are the best match for them. Each student will receive a monthly report on their college match list that will include projected odds of admissions, historical aid packages, and each college's underrepresented college completion rate.

KTC High School programs (College Counseling) will prepare students with college success skills. Our goal is to ensure that students build a strong understanding of their post-secondary options including career readiness, develop a career plan, strong understanding

of college/ financial aid applications, and build a strong student profile that meets the criteria of their post-secondary goals.

KIPP Alumni Association will help to employ students with career readiness skills and executive functioning skills. Our goal is to ensure that students are able to manage their academics, personal lives, and continue to build their own profile to be a competitive applicant for their first job or graduate school. KAA is built to become a high powered alumni association that builds a strong network for the alumni that can then connect with other KIPP networks. The KAA strives to coach alumni in college to continue to leverage existing resources at their college campuses that will provide them with the supports needed for college completion and career placement. By combining KAA efforts and existing resources (non KAA) KTC aims to engineer a sustainable program model that can support all alumni as KIPP Houston Public Schools experiences growth in the next five years.

Every member of the KIPP team and family is part of successful execution of this mission. The KIPP Through College (KTC) team is both the 'connective tissue' across PreK-12, as well as active 'muscles' to support our KIPPsters and their families through delivering programming that:

- Early programming, including our "Know Your Numbers" campaign that helps families, in primary and middle school, better understand how their child's grades and test scores align with college admissions and scholarships.
- Engages students personally to empower them to own and be agents of their college, career and life choices.
- Engages students in and out of the classroom through a variety of experiences and venues that allow them to engage with the 21st century world and see a place for themselves within it.
- Builds not just academic skills, but character, cognitive skills and skills in navigating different environments that builds life-long success and desire for life-long learning

KIPP's six critical factors for college success:

*Offering **support** and **counsel** throughout their college journey; keeping them **connected** to KIPP*

*Exposing students to **college and career options early and often**, and empowering them to **make best college choice***

*Planning for **financial challenges** of college, from **savings** to the **FAFSA***

*Building **Personal Life Plans**, fostering strong **student success skills**, and providing activities that build **social capital** and ability to **navigate and self advocate***

*Building character strengths such as **curiosity, grit and optimism***

There are no shortcuts!

Challenging academics with great teachers & more time for learning

“College is a match to be made, not a prize to be won” has been the long time mantra for KIPP Houston’s KTC team

- College completion rates are a critical component in building a student’s list of colleges, and **one of four key factors** in a college match. Over the past several years KTC regions from across the country have joined together in building a college match tool that studies Barron’s seven selectivity bands, and disaggregating within the selectivity bands a list of colleges that graduate their students at a rate of 50% or higher.
- The student’s values and personal interests is the **second key factor** as they explore whether or not they will be comfortable at the college. After all if the student is not happy or comfortable, they will not be able to focus on their studies.
- A college must have the major or program of study for the student, so the academic component in selecting a college is a **third key factor** in match.
- Finally a **fourth key factor**, and college match is not complete unless the student can make it affordable. There are a variety of methods that KTC employs in order to make sure the students are able to make a college affordable, including building KIPP College Partners, aggressive approach in making sure students apply to private scholarships, and helping students open KIPP college savings accounts.

Family Involvement – Section C

KIPP Parent Association

We believe that the KIPP Team and Family extends beyond its students and faculty; it includes our parents as well. Be it volunteering to help with school activities, supporting other KIPP families, or helping to fundraise for your school, your involvement makes a difference. The spirit of this partnership between teachers and parents is outlined in KIPP's Commitment to Excellence agreement that everyone signs when starting at KIPP.

Purpose

The purpose of the KIPP Parent Association (KPA) is to assist the KIPP school Faculty as they go above and beyond in their efforts to help all students climb the mountain to and through college. This assistance includes volunteer coordination, fundraising, community advocacy, faculty appreciation, and the organization of family –orientated activities.

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

Membership

All parents and/or legal guardians of students who currently attend a KIPP school and all current faculty and staff of KIPP shall be eligible for membership in the organization. The parents elect an Executive Board annually that plans and executes the KPA activities.

Optional Dues

\$7.00 annually per KIPPster.

Mission Statement

The KPA will support the school and the teachers in their effort to:

Prepare students with the academic and intellectual skills, knowledge, habits, and character traits necessary to succeed at all levels of Pre K – 12 education, college, and the competitive world beyond.

Volunteer Opportunities

In compliance with Texas Education Code (TEC) § 22.0835, KIPP Houston Public Schools requires that all volunteers who could, by virtue of their volunteer work, have direct contact with students and who have indicated in writing an intention to serve as a volunteer be background checked. Neither a misdemeanor nor a felony conviction will automatically prohibit an individual from becoming a volunteer. However, in circumstances to be determined the Superintendent or designee, misdemeanor convictions of moral turpitude or felony convictions may preclude a volunteer from participating, at least to some extent, in certain activities.

Board Policy on Grievances

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Informal Process: Students and parents/guardians are highly encouraged to discuss their concerns with the School Leader or other appropriate administrator who has the authority to address the concern. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process: Students and parents/guardians may initiate the formal process as described below by timely filing a written complaint. Even after initiating the formal process, students and parents/guardians are encouraged to seek informal resolution of their concerns. A student or parent/guardian whose concerns are resolved may withdraw a formal complaint at any time. Engaging in the informal process does not toll any deadline in this policy.

Neither the Board nor KIPP Houston Public Schools shall unlawfully retaliate against a student or parent/guardian for bringing a concern or complaint. Two or more complaints that are sufficiently similar in nature may be considered together in the sole discretion of KIPP.

Formal complaints should be placed in writing and delivered to the appropriate **Head of Schools**. Complaints may be delivered by US Mail, email, or hand delivered. Complaints must be submitted within 10 business days from when the student or parent/guardian knew or should have known of the decision or action giving rise to the complaint.

Level 1: The appropriate administrator will schedule a conference with the appropriate parties, either individually or separately, as warranted by the nature of the complaint. After hearing the complaint and conducting whatever investigation is warranted, the administrator will reach a decision and provide a response to the student or parent/guardian in writing.

Level 2: If the student or parent/guardian did not receive the relief requested at Level 1, the student or parent/guardian may request a conference with the Superintendent or designee to appeal the Level 1 decision. The appeal request must be put in writing and delivered in the same manner as described above. The appeal request must be submitted within 10 days of the date of the written response from the Level 1 administrator. The Superintendent or designee will schedule a conference with the student or parent/guardian and hear the concerns. After a reasonable time the Superintendent or designee will reach a decision and provide a response to the student or parent/guardian in writing.

Level 3: If the student or parent/guardian did not receive the relief requested at Level 2, the student or parent/guardian may request an appeal of the Level 2 decision to the Board of Directors. The appeal request must be put in writing and delivered to the office of the Superintendent within 10 days of the date of the written response from the Level 2 response. The appropriate committee of the KIPP, Inc. Board of Directors will consider the matter and issue a ruling. The Board Committee may choose to rule on the issue itself or involve the entire Board. The decision of the Board committee or entire Board will be the final judgment, and there will be no further appeal.

School Safety – Section D

Fire Drills/Evacuation Procedures

KIPP is required to implement fire drills periodically so all students and faculty have practice on what to do and where to go in case of a fire. When the fire alarm sounds all students and faculty should exit in a calm, expeditious manner. Evacuation maps are posted near the door in every classroom and the exit doors of each hallway. A student should be at the head of the line, with the teacher at the end of the line to assure that all students get out of the building. Teachers will bring a class list with them to check role once the class is in the designated evacuation location to ensure all students are accounted for. Students must follow all instructions given to them by their teacher during the drill and in any case of actual evacuation. Designated KIPP School Crisis Team personnel will check all classrooms and bathrooms to make sure all students and faculty are out of the building.

Once all students and faculty are out of the building, the School Crisis Team personnel will report the status of classes to the School Leader who will notify the Campus Business Manager (CBM). Once all classes are reported as safely evacuated, the CBM and School Leader will move to the front of the building to meet fire and emergency personnel as needed. The Campus Business Manager will communicate when re-entry is safe via an all-clear message.

Tornado/Severe Weather

In the event of a tornado or severe weather, KIPP implements the Tuck and Cover procedure where students line up in an orderly fashion against a hallway or wall, face the wall, sit on their knees or sit cross-legged, put their hands over their head for cover, and tuck down low. Teachers and staff will move students into assigned tornado/severe weather locations throughout the school. All classroom doors are to be closed. Parents arriving at school will be asked to shelter inside but may not remove students once the Tuck and Cover warning has been issued. Drills are conducted periodically so all students and faculty have practice on what to do and where to go in case of a tornado/severe weather event.

During lunch, teachers will move students immediately to the assigned areas in an orderly fashion where students will implement the Tuck and Cover procedure. At all times, students and parents must follow the directions of the teachers and school faculty.

School Closure or Delay Emergency Communications

In the case of school being canceled or delayed due to inclement weather, parents will receive an automatic OneCall message (text and/or voicemail) with information and updates. We will also update social media. Please check our KIPP Houston website, Facebook, Twitter and local news channels. Parents are responsible for ensuring the school has the correct and updated phone numbers on file.

Board Weapons Policy

Texas law prohibits open or concealed carry of handguns and other prohibited weapons on physical premises of a school or educational institution. The term “premises” is defined by law as a building or a portion of a building. KIPP interprets this definition to include all buildings and parts of buildings owned or leased by KIPP. Texas law also prohibits open or concealed carry of handguns and other prohibited weapons on any grounds or buildings in which an activity sponsored by a school or educational institution is being conducted. While Texas law does not define the terms “grounds” or “school-sponsored activity,” each situation will be closely analyzed and a determination made based on the specific circumstances and facts of the

campus. Generally, KIPP interprets these terms to include all district property where students are regularly present during and after regular school hours, including but not limited to:

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

Policies and Procedures- Section E

Enrollment

KIPP does not “enroll” or “register” students like traditional public schools.

Families must submit a KIPP interest/lottery form to their zoned school (based on address) or school of their choice (when their address is not zoned to a specific school). Families can submit applications either online at www.kipphouston.org/lottery or at the school where they would like their children to attend.

Between November 1, 2017 and mid-February 2018, KIPP schools will accept student lottery application forms. A specific date in February 2018 will be decided and shared with parents by the beginning of the school year. All of these forms will be placed into a lottery. If the number of students interested in a KIPP school exceeds the number of seats available for that grade, names will be drawn on March 1 and families will be notified. We continue to accept applications past February 2017. However, those applications will be matched to open seats based on availability on a first-come, first-served basis after the March 1 lottery.

In some schools, where grade levels are not full after the March 1 lottery, all of the students in entry grades (often PreK3, PreK4, Kindergarten, 5th grade or 9th grade) will be “in”. You may contact the school to which your child is priority zoned to understand where the school is in the lottery process and in which grades the schools have space to accept new applicants for the new school year.

For more information on prioritize zones by zip code, please go to www.kipphouston.org/lottery.

KIPP does not have any admissions tests, but in grade levels in middle school and high school above our entry point, some schools may administer a diagnostic test because it is important for KIPP and families to know the right starting point for a new student to begin his/her learning journey en route to college. As a basic example, we do not want to de-motivate a new student by putting him/her in an Algebra class if he/she has not yet learned fractions. Our entry grade levels do not have a placement test because there is no other placement, and KIPP is prepared for students at all levels, both those behind and those advanced. Higher grade levels have more flexibility, however, and we need and want data to make the best course assignment decision with parents as our partners. At KIPP, we believe in engaging students on the level where they are, and from there we work together to help them climb the mountain to and through college.

Transfers

Because each of our schools can only hold a certain number of students, and schools are often enrolled to this capacity, KIPP Houston is not able to transfer students between campuses as traditional schools do. KIPP Houston considers transfers in these cases: family emergencies; family moves from one school enrollment zone to another school enrollment zone; and to the child's zoned school (if they attend another campus) at terminal grades. Because of our enrollment limits, however, we cannot guarantee that these transfers will be granted.

We consider transfers before the end of the KIPP lottery period. To apply for a transfer, please visit www.kipp-houston.org/transfer between November 1, 2017, and January 31, 2018. If you need help with the transfer form, please call the KIPP transfer line, 281-879-3041. For transfer requests outside of this time period, please contact your school leader.

Medication Distribution

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

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

- All medicine (including all medication supplies) is to be supplied by the parent/guardian.

- Parent/guardian provides a written, signed and dated **Permission to Administer Medication form** to administer any medication, both prescription and non-prescription, during school hours. This parental consent must include reason/purpose of the medicine, name of the medicine and exact dosage/time of administration. This form can be obtained from and must be returned to your school's Clinic Coordinator.
- Prescription medicine must be in the original container with appropriate label attached to the container stating the student's name, name of the medicine, dosage instructions, and is to be ordered by physician/dentist licensed to practice in the United States. The prescription must also be filled by a pharmacist licensed to practice in the United States. A written request from a physician must be obtained if any prescription medication needs to be administered daily for more than 10 days, consecutively (fax may be accepted).
- Non-prescription medicine (including but not limited to topical ointments, analgesics, antacids, antipyretics, antihistamines, decongestants, and cold/cough preparations) must be in the original container indicating age-appropriate dosage instructions which will be strictly followed by school personnel. **Substances such as dietary supplements, health food and herbal preparations will not be given during the school day.**
- Age appropriate students will be allowed to carry and self-administer inhaled asthma medication **when a signed physician's statement is submitted to the school indicating complete instructions for inhaler** use and permission for the student to carry the inhaler. An additional inhaler will be required to be kept at the school. If the student violates campus safety policies, the school may revoke this privilege and must notify the physician and parent/guardian.
- **Medicine must be delivered to and picked up from the school by parent/guardian or other responsible adult.** All medicine to be given during the school day will remain in a designated locked area of the school. Any unused medicine not picked up at the end of the school year will be destroyed by school personnel.
- All written consents from physicians/dentists as well as parents are valid for one school year.
- Designated KIPP school employees have the right to refuse administration of medication when the medication may be contraindicated for the student. In the event of this occurrence, the parent/guardian and physician will be notified.

Any student with a chronic medical illness (i.e. diabetes, asthma, sickle cell, etc) and/or life-threatening allergy must obtain, complete, and return an Emergency Action Plan to your school's Clinic Coordinator. A portion of this form must be completed by your child's physician.

Fees owed to the School

KIPP Houston Public Schools is a system of open enrollment public schools and does not charge tuition¹. Like other public schools, we do ask our parents to help with a small part of the above and beyond costs that make KIPP a special place for you and your children. While most of the costs of the school are covered with public government funds, private foundation philanthropy, and school-based fundraising, there are some costs that are covered by the families as options. The list and amount of fees will vary depending on the school level (primary school, middle school, or high school), co-curricular activities in which your child is engaged, and above and beyond items and activities that you would like your child to participate in. Our goal is to ensure your KIPPster climbs the mountain to and through college, and we appreciate your support in reaching this goal.

While a more specific list will be given to you by your school, some school fees may include the following:

- Earned field trips and field lessons that you would like your child to participate in
- Additional uniform items (see below for more details regarding uniforms)
- Optional student activities your school provides and that your child can elect to participate in such as athletics, band, fine arts, chess club, etc.
- Supplies, materials, workbooks which are beyond the regular classroom work and which allow further academic practice
- KIPP Parent Association annual dues if you choose to participate
- School policy fees for such things as lost textbooks, returning a confiscated cell phone, lost agendas, late pick-up for those children who are not picked up on time, etc.
- Student accident insurance – an optional secondary coverage for accidents (not illnesses) while at school or during a KIPP related activity (without this insurance all costs associated with accidents at school or during school-sponsored events will be the responsibility of the student's parents or guardians)
- Technology – for optional home access to software programs to grow academically outside of school and to monitor your child's progress, and for any optional laptop program your school may offer in which your child can take home the device

¹ One exception is for those Pre-K students who do not qualify for free Pre-K per Texas Education Agency (TEA) law (see your school for eligibility details).

At the beginning of each school year, your school will provide you with the cost of the relevant fees. In addition, some fees will add to each family's balance as the year progresses, depending on the usage. Families will have the option of paying for fees up front in full or making monthly payments to the school. It is the policy of the school that a balance owed to the school should not go 30 days without a full or partial payment, and the balance owed should not rise above \$150. If a payment is made by check and the check is returned by the bank for insufficient funds, any and all bank charges incurred by KIPP will be added to the student's balance for the family to pay in addition to the late fees, and the school may require that future payments be in the form of cash or certified check. Some schools may not accept checks. Families with more than one child enrolled in KIPP can receive up to a 20% discount on certain fees. If a family is experiencing a hardship and cannot pay, the family can work out other arrangements with the School Leader.

If a student qualifies to pay for meals (i.e. lunch) and the balance owed to the school exceeds \$10.00, the student will need to bring his or her lunch from home until the balance is paid in full. An on-line payment system is available and can be set up for your convenience.

A student who fails to return instructional materials and technological equipment in an acceptable condition will be responsible for the cost necessary to repair or replace the damaged item in a timely manner as determined by the school.

It is KIPP's policy that students wear the appropriate uniform starting on the first day of school per their school's requirement (see your school for the specifics). For your convenience, your school will provide you with the required uniform items which you may purchase. KIPP does not make a profit on these items as the price is at or less than cost. If you cannot pay for this all at once, your school can work out a payment plan with you. If you choose not to purchase uniform items from your school, you may go to a uniform vendor of your choice which can provide the same items. If you chose to do this, you will need to let your school know which vendor so KIPP can contact them and provide the appropriate color scheme, logo, and type of item which meets the uniform requirement. If the vendor cannot meet this, you will need to select another one which can. KIPP can also provide you with other vendors that other KIPP schools utilize. Please allow and plan for at least 2 weeks from the time you notify KIPP until the appropriate vendor can deliver to you your uniform items. It is expected that your child wear the appropriate uniform starting on the first day of school.

Human Rights Policy

KIPP brings together a diverse group of students and faculty. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. KIPP wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect faculty and students in all aspects of school life. It is the responsibility of every member of the KIPP community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

Harassment/Discrimination

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

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented e-mails, posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and
- Retaliation for having reported or threatened to report harassment.

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

If KIPP determines that unlawful harassment or discrimination has occurred, disciplinary action will be taken in accordance with the circumstances involved. Anyone determined by KIPP to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary

action, up to and including termination in the case of an employee, and expulsion in the case of a student. If appropriate, whatever action is taken against the harasser or discriminator will be made known to the complaining student, student parent/guardian, or employee. KIPP will not retaliate against a complainant for filing a complaint or for participating in the harassment investigation and will not tolerate or permit retaliation by any member of KIPP. KIPP will endeavor to maintain confidentiality throughout the investigative process to the extent practicable and appropriate under the circumstances.

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

Optional KIPP Student Accident Insurance Information

The safety of our KIPPsters is paramount, however accidents do happen. With this in mind, KIPP offers our families the opportunity to participate in our optional Student Accident Insurance program. This program is a secondary accident insurance that helps to reduce the out of pocket expenses that come with seeking medical attention for accidents that happen while at school or at a school-sponsored activity. For \$10.00 per school year per child, your KIPPster will be eligible for the following benefits:

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

We have worked hard to obtain this policy for your child's medical and your financial benefit. Without this insurance, all costs associated with accidents at school or during school-sponsored events would be the responsibility of the student's guardian.

If you have registered your KIPPster for coverage under the accidental insurance policy and they have an accident during school or a school-sponsored event, please request a claim form from your school, complete the parent/guardian section and provide a copy back to the school. KIPP will then submit the claim form to the insurance company on your behalf. Once the claim has been filed, it will be your responsibility to submit any further information required directly to the insurance company. This is necessary to help keep your student's medical information confidential as required by law.

Meal Payment Policy

One of KIPP Houston Public Schools' goals is to provide healthy, nutritious, and delicious breakfast, lunch and snack to our students through programs funded by the United States Department of Agriculture. So that you can plan accordingly, below are the costs for student meals. The expectation is that meals are to be prepaid either online using the ParentOnline payment system or by bringing cash to the school office where we will credit your child's meal account. Payment is not accepted at the serving line.

Breakfast will be offered at no cost to the students for the 2017-2018 school year. The cost of lunch is \$3.10. We do however offer free or reduced price meals to those students who qualify under the Department of Agriculture Eligibility Guidelines and Criteria. Reduced pricing will be \$0.40 for lunch. We are excited about offering a free afternoon snack to ALL students.

To determine if a student qualifies for free or reduced priced meals, a meal application must be completed for your child; only one application is needed per household. Therefore, please place all KIPP Houston siblings AND family members (including children who attend a non KIPP school) living in your household on one application. If you qualify for the Supplemental Nutritional Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF), you will need to include these numbers on your application. Please ensure these numbers are correct.

The meal application will be available on the KIPP Houston website (www.kipphouston.org) and at your KIPP school's 2017-2018 registration. You have a choice of completing an application online at registration using one of the computers set up (preferred as it is easier), or by filling out a paper application. As well, if your household income or dependents change during the year, you may complete another application and submit it for free or reduced payment eligibility at that time.

Lastly, KIPP Houston has established an online payment system called ParentOnline. This will allow you to pre-pay on your child(ren)'s meal card (versus paying in the school office). As well, you can check meal balances at any time online. Please see the instructional flier handed out at registration for how to set up an account and use the system. Or, you may contact the school to receive the flier. We encourage all parents to use this convenient system.

Food service policy details

- Each student will be given a meal card or bar code sticker to swipe at the serving line. Please do not lose this as it is how we record what meal each student has consumed. For PK through 3rd grade, teachers keep the card for our little KIPPsters.
- Invoice letters for meal balances owed will be sent home by your school's office. Please pay any amount due the day after receiving the invoice so as not to carry a balance. It is much easier to keep up with payments than to have to pay a large sum after several months.
- A student reaching a balance of \$10.00 will receive a meal reminder letter which asks you to please make a payment. At \$10.00 you will receive a negative balance letter which states you will need to come in and pay or make payment arrangements. A student at this level will need to bring his or her meal from home until the balance is paid in full.

Code of Conduct – Section F

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

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

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

In the event that a student must be suspended from school or possibly expelled, a meeting with the student, teacher, parent and School Leader will be held. At this meeting the process of this type of disciplinary action will be discussed.

While the Commitment to Excellence Form serves as the school's code of conduct, this section contains other pertinent and important information.

Arrival/Dismissal

The safety of all students is a top priority for KIPP. The care and safety of a student begins at the bus stop and ends when a student disembarks the bus each afternoon. Each campus takes special care and precautions to assure that students get on the correct bus each afternoon and that they get off at the correct bus stop at the end of their journey.

Students are expected to comply with the CTE, KIPP Student Code of Conduct, and specific bus rules at the bus stop and on the school bus.

In regards to KIPP Primary School students, bus drivers DO NOT allow a student off the bus if there is not a parent/adult to pick up the student and/or if the parent/adult DOES NOT have a KIPP Bus ID or a photo ID that matches the name on the bus roster of an individual authorized to pick-up the student.

Board Computer/Internet Usage Policy

There is a Student Acceptable Use Policy for Electronic Services and Technology Resources permission form that must be reviewed and signed by all parents and students. This form is available at the end of this handbook under the Signature Pages section.

Cheating/Plagiarism

Because KIPP Houston Public Schools has high expectations for academic excellence, KIPP Houston Public Schools strives to instill its students with values of honor and excellence. With these goals in mind, KIPP Houston Public Schools will not tolerate dishonesty in academic work, including cheating or plagiarism.

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

Behavioral Standards

Disciplinary Infractions and Outcomes

A. Behaviors

Students are prohibited from engaging in conduct that violates expected standards of behavior. Examples of such violations follow. *Items marked with an "*" are considered serious infractions subject to suspension and/or expulsion.*

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

- (7)* Possessing, using, or smoking tobacco products, e-cigarettes, or cigarette -like products at school-related or school sanctioned activities on or off school property;
- (8)* Possessing, selling, using, or distributing medications that are available with or without a prescription in a manner that is not consistent with the medicine's intended use as indicated on the manufacturer's label, or with school rules concerning the handling of such medications;
- (9)* Possessing, distributing, or selling items attempted to be passed off as drugs or contraband;
- (10)* Possessing distributing, or selling drug paraphernalia;
- (11)* Possessing or distributing pornographic material;
- (12)* Possessing knives, bladed instruments, air guns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, and other dangerous items;
- (13)* Possessing a firearm;
- (14)* Possessing ammunition or explosives;
- (15)* Discharging a fire extinguisher, except in an emergency;
- (16) Violating dress or grooming standards;
- (17) Violating campus, classroom, extracurricular or other communicated standards of behavior;
- (18) Being in facilities designated for the opposite sex when the student does not identify with that sex, such as restrooms or locker rooms, or in facilities designated as faculty, janitorial only, or custodial only;
- (19)* Cheating or copying the work of another or allowing another to cheat or copy;
- (20)* Throwing objects that can cause bodily injury or property damage;
- (21)* Using profanity, vulgar language or obscene gestures;
- (22)* Fighting;
- (23)* Bullying, which may include repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse: including through the use of an electronic device or data while on school grounds, on a school bus, or through a regional-accessed computer. Cyberbullying and cyberstalking are prohibited also in accordance with this section. An incident of alleged bullying may occur off campus and entail threats or acts that occur outside school hours, if a student's ability to receive an education or the school environment is substantially disrupted, as determined by school or regional administration. Disciplinary actions may be imposed for off-campus bullying that substantially disrupts the school environment.(24)* Stealing, theft, or robbery;
- (25)* Damaging or vandalizing property belonging to others;
- (26)* Name calling, ethnic or racial slurs, or derogatory statements that school officials reasonably anticipate will disrupt the school program or incite violence;
- (27)* Inappropriate or illegal use of the school's electronic communication systems, including the Internet;

- (28) Falsification of records, passes or other school-related documents;
- (29)* Violating local, state or federal laws;
- (30)* Continuous or repeated behavior that disrupts the school environment or educational process;
- (31)* Assaulting another person;
- (32)* Committing an assault which results in injury;
- (33)* Making a terroristic threat, false alarm, or report including but not limited to bomb threats;
- (34)* Selling, giving, or delivering an alcoholic beverage;
- (35)* Possessing, using, or being under the influence of an alcoholic beverage;
- (36)* Possessing, using, being under the influence, distributing, attempting to distribute, buying/selling, or attempting to buy/sell illegal drugs;
- (37)* Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue or aerosol paint;
- (38)* Behaving in a manner that contains the elements of indecent exposure as defined by the Texas Penal Code;
- (39)* Behaving in a manner that contains the elements of the offense of public lewdness as defined by the Texas Penal Code;
- (40)* Retaliating against a school employee;
- (41)* Behaving in such a manner that the continued presence of the student in the classroom threatens the safety, interests and rights of other students or teachers, or will be detrimental to the educational process;
- (42)* Being involved in any gang activity, including participating as a pledge or member, soliciting another person to become a pledge or member of a gang, or using any type of gang sign, symbol or representation;
- (43)* Using or exhibiting an illegal knife, as defined by the Texas Penal Code;
- (44)* Engaging in arson;
- (45)* Verifiable evidence of crimes charged for conduct committed on-campus or off-campus determined to have one or more of the following effects:
 - (a)* Disrupting the learning environment;
 - (b) Providing a negative example to the other students; or
 - (c)* Creating a dangerous and unsafe environment for students or school personnel.
- (46)* While on school property, or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, commits certain offenses and misconduct described in Chapter 37 of the Texas Education Code, specifically:
 - (A) engages in conduct that contains the elements of the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense

relating to prohibited weapons under Section 46.05, Penal Code; (B) engages in conduct that contains the elements of the offense of:

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

- (C) engages in conduct specified by Section 37.006(a)(2)(C) or (D) of the Texas Education Code, if the conduct is punishable as a felony;
- (D) Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of:
 - (1) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 *et seq.*;
 - (2) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
 - (3) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code;
- (E) engages in conduct that contains the elements of an offense relating to abusable volatile chemicals under Sections 485.031 through 485.034, Health and Safety Code;
- (F) engages in conduct that contains the elements of any offense listed in subsection (B)(1) or (3) above, or the offense of aggravated robbery under Section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
- (G) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code without regard to whether the conduct occurs on or off of school property or while

- attending a school-sponsored or school-related activity on or off of school property;
- (H) engages in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a school employee or a volunteer, as defined by Section 22.053, Education Code, or in retaliation for, or as a result of the person's employment or association with the school, without regard to whether the conduct occurs on or off of school property, or while attending a school-sponsored or school-related activity on or off of school property;
 - (I) engages in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code; or
 - (J) possesses a firearm, as defined by 18 U.S.C. Section 921.
- (47)* Violations of any one or more provision(s) or standard(s) listed in the Commitment to Excellence form, including parent or guardian failure to respond to requests from the school leadership or faculty.

B. Federal Firearms Act

KIPP Houston, as an open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that the Superintendent or other chief administrative officer of the school may modify the length of the expulsion in the case of an individual student.

C. Consequences

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

- (1) Oral correction
- (2) Documenting infractions on the weekly report home (or "Paycheck")
- (3) Cooling off or time-out
- (4) Phone calls to parents/guardians
- (5) Seating changes in the classroom or lunchroom
- (6) Counseling by teachers, counselors, or administrators
- (7) Being placed on "The Bench" or "Porch" or local name
- (8) Engaging in restorative justice practices
- (9) Making a public apology to classmates
- (10) Writing apology letters to classmates and/or school staff

- (11) Parent-teacher conferences
- (12) Parent-administrator conferences
- (13) Temporary confiscation of items that disrupt the educational process
- (14) Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism
- (15) Rewards or demerits
- (16) Behavioral contracts
- (17) Sending the student to the office or other assigned area, or in-school suspension
- (18) Detention, either during the school day or outside the school day
- (19) Assigned school duties, other than class tasks, such as cleaning desks
- (20) Withdrawal of privileges, such as participation in extracurricular activities and field trips/field lessons (including the end-of-year, week-long field lesson) and eligibility for seeking and holding honorary offices
- (21) School-assessed and administered probation
- (22) Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
- (23) Other discipline management techniques deemed appropriate by teachers and/or administrators
- (24) Suspension (both in-school and out of school)
- (25) Placement in an alternative education program as deemed by school personnel
- (26) Expulsion

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

Suspension and Expulsion as Consequences for Serious and/or Persistent Misbehaviors

A student may be suspended and/or expelled for serious infractions. Serious infractions include any infractions identified by an "*" in section 2A above. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense, may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the

misconduct, the student's age, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

Suspension Process

In addition to the above list of Code of Conduct violations, the Principal/School Director or designee has the authority to suspend a student out of school for a period of up to five (5) school days (there is no limit on In School Suspension) for any of the following additional reasons:

- (1) The need to further investigate an incident;
- (2) A recommendation to expel the student; or
- (3) An emergency constituting endangerment to health or safety.

A. Prerequisites to Suspension

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

- (1) Notify the student of the accusations against him/her;
- (2) Allow the student to relate his/her version of the incident; and/or prepare a written statement, and
- (3) Determine whether the student's conduct warrants suspension.

B. Notification to Parents/Guardians

If the School Leader or designee determines the student's conduct warrants suspension during the school day, the School Leader or designee will make reasonable effort to notify the student's parents/guardians that the student has been suspended before the student is sent home. The School Leader or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the School Leader.

C. Credit During Suspension

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

D. Absences as a result of suspension are unexcused.

Expulsion Process

A. Notice

When the School Leader determines that a student's conduct warrants expulsion, but prior to taking any expulsion action, the School Leader will provide the student's parents/guardians, the Head of Schools, and the Superintendent with written notice of:

- (1) The reasons for the proposed expulsion; and
- (2) The date and location for a hearing before the Head of Schools, within five (5) school days from the date of the suspension.

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

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

B. Hearing Before Head of Schools

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

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

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

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

C. Appeal to Superintendent

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

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

D. Appeal to Board of Directors

- (1) The student or his/her parents/guardians may appeal the Superintendent's decision to the Board of Directors by notifying the Superintendent in writing within three (3) calendar days of the date of receipt of the Superintendent's decision. A select committee of the Board will review the record from the hearing before the Head of Schools at the next regularly scheduled Board meeting for which notice can legally be posted, or at the discretion of the Board Chair or Committee Chair, at a specially called meeting. The student may attend the hearing and make a presentation limited to the record. The hearing is an appeal hearing. The Superintendent will notify the student and his/her parents/guardians of the Board committee's decision, in writing, within three (3) calendar days of the hearing.
- (2) Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board of Directors. (3) Upon a final determination of expulsion by the Superintendent or Board committee, the student shall not be readmitted to KIPP.

E. No Credit Earned

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

Attendance, Excused/Unexcused Absences, Tardies, Truancy

KIPP Houston has a standardized time for attendance to be taken for state funding purposes. Official attendance time is 10:00 a.m. for lower schools (for afternoon PK, the official time is 2:00 p.m.), and 2nd period for middle and high schools. While this is the official time for state funding purposes, to be in good standing with the school, the students are expected to be in school during the hours found in the individual school's Commitment to Excellence. Arriving after the time designated by each individual school in the Commitment to Excellence will count as being tardy.

KIPP Houston Board Policy states:

- Students are allowed up to 3 unexcused absences during the year before the promotion committee conducts a review at the end of the year.
- Excessive tardies may lead to disciplinary infractions.
- Students are allowed up to 9 excused absences during the year without a need for the promotion committee to evaluate the student's progress at the end of the year.
- If a student has 10 or more excused absences during the year, that student will be reviewed by the promotion committee to determine if the student is prepared for success at the next grade level. If the promotion committee determines the student is not prepared for success at the next grade level, the student will be retained for missing too much instructional time.

Students may be excused for temporary absence resulting from:

- Personal sickness, death or other family tragedy, school related activities, or any other cause acceptable to the school leader and/or superintendent
- Observing religious holy days when it is a tenet of their faith that students must be absent from school during such time. A written parental request for the absence must be sent to the school in advance
- Appointments to health care professionals for the student or the student's child when they commence classes or return to school on the same day of the appointment. A written note signed by the parents or doctors must be submitted
- Participating in an activity that is approved by KIPP's Board
- Early and Periodic Screening, Diagnosis and Treatment programs for Medicaid eligible children

- Sounding “Taps” at a military honors funeral held in Texas for a deceased veteran (grades 6-12)
- Required court appearance. (Does not apply to meeting with probation officers)
- Appearing at a governmental office to complete paperwork required in connection with the student application for United States citizenship
- Taking part in a United States naturalization oath ceremony
- Visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student’s interest in attending the institution. **Student must be in his or her junior or senior year of high school.** May not exceed two (2) days per year. (Other excused absences under TEC 25.087 and SB 206)
- Serving as an election clerk
- If the student is in the conservatorship of the Department of Family and Protective Services, participating, as determined and documented by the Department, in an activity:
 - 1) ordered by a court under Chp. 262 or 263, Family Code, provided that it is not practicable to schedule the participation outside of school hours; or
 - 2) required under a service plan under Subchapter B, Chp. 263, Family Code
- Visiting the student’s parent, stepparent, or guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Absences for this reason may not exceed five days in a school year and must be taken:
 - 1) not earlier than the 60th day before the date of deployment; or
 - 2) not later than the 30th day after the date of return from deployment

Parents should call the school by 7:25 a.m. if students are going to be absent. Parents who do not notify the school will be called by school designees by 8:30 each day.

In order for an absence to be excused students should provide on their return to school a note containing the following:

- Date the note is written
- Dates of the absences

- Student's full name
- Reason for the absence
- Parent/guardian signature

If doctor, dentist, or other appointments need to be made, the expectation is for every attempt to be made to schedule appointments on early dismissal or school holiday dates. If this is not possible, the student must provide notification within 3 days from a licensed doctor/dentist validating the absence for it to be excused.

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

The promotion committee will be convened by the school principal during the final six weeks of each school year and will report its findings to the superintendent and relevant families before the last week of each school year.

Truancy Laws

State law provides if a student is absent from school without excuse on 10 or more days or parts of days within a six-month period, a school district shall refer a student to truancy court within 10 school days of the student's 10th absence.

A district may delay referral to truancy court if the district is applying Truancy Prevention Measures (TPM's) and the Truancy Prevention Measures (TPM's) are succeeding, or it is not in the best interest of the student to refer the student to truancy court. A school district may refer a student ages 12-18 to truancy court.

Medical Concerns

If it occurs that a student has or contracts a medical condition, KIPP requires a doctor's certification that the student is able to be enrolled and active at a KIPP school. This is for the health and safety of the student and the KIPP family.

Board Policy – Searches of Students

Purpose

This policy is being implemented to maintain a safe, effective, and proper learning environment in the 21st century where there are significant concerns at KIPP regarding drug and alcohol use among children and teenagers and where safety of all students is of utmost concern.

Interrogations

School personnel may question any student regarding a student's conduct or alleged conduct or any other student or individual's conduct or alleged conduct. Such questioning may occur at any time school personnel warrants it necessary for the safe, effective, and proper operation of the school. Students have no claim to a right not to incriminate themselves in the context of student discipline.

Board Policy Searches of students

Reasonable cause searches:

School personnel may search students' pockets and outer clothing or other property so long as the school personnel have reasonable cause or secure the voluntary consent of the student. KIPP cannot threaten or coerce a student to consent to a search, however, KIPP can subsequently call law enforcement and parents as necessary.

To establish reasonable cause for a search, both of the following must be present:

- (1) The action is justified at the inception meaning that the school personnel have reasonable grounds for suspecting the search will uncover evidence of a violation of KIPP rules or of a crime.
- (2) The scope of the search is reasonably related to the circumstances that justify the search in the first place and are not excessively intrusive given the age and sex of the student and given the nature of the infraction.

Lockers:

Lockers are the property of KIPP, and students have no expectation of privacy in their assigned lockers. Each student is responsible for his or her own locker and the contents of the locker. Each student is responsible to make sure such locker is locked and secure at all times. No student may share his or her locker combination with others. Only materials allowable on school campuses may be placed in lockers.

Vehicles:

Each student is responsible for his or her own vehicle parked on school property and the contents of the vehicle. Each student is responsible to make sure such vehicle is locked and secure at all times. Only materials allowable on school campuses may be placed in school vehicles at any time such vehicles are on school grounds.

Searches vehicles:

School officials may search vehicles parked on school property at any time there is reasonable cause to believe they contain materials prohibited by law, the Student Code of Conduct, the Student Handbook, and/or the Commitment to Excellence. Students are responsible for all items found in their vehicles parked on school property.

School officials will ask students to unlock any locked vehicle. If the student refuses, the parent(s) or guardian will be contacted. If the parent(s) or guardian refuses, law enforcement may be contacted.

Use of canines

KIPP schools shall use trained canines to alert to the possible presence of items prohibited by the Student Code of Conduct, the Student Handbook, and/or the Commitment to Excellence. Such canines will only be used the areas around school lockers, vehicles parked on school grounds, classrooms with no students in them, and any other areas of the school which at the time of the canine search have no students in them.

If a canine alerts on an item anywhere on school grounds, such item is subject to search by school officials in accordance with this policy. If prohibited items are found, the student may be subject to school discipline.

This notice, in the Student Handbook, shall be considered official notice to students that canines may conduct the searches described above at any time.

Notification

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

Board Policy Drug Testing

The purpose of this policy is stated above.

Reasonable suspicion drug testing – extracurricular activities:

Only a KIPP employee who has received specific training regarding the detection of drug use may conduct a reasonable suspicion detection and require testing for an illegal substance. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the student whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. When a determination has been made

that reasonable suspicion exists, the employee who made that determination shall, within 24 hours, make a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test. Students who test positive for an illegal substance shall be immediately suspended from participation in extracurricular activities and/or driving to and from school in accordance with this policy.

Random drug testing – extracurricular activities:

The KIPP Board has adopted and implemented a random drug testing policy. This policy has been adopted as a result of significant concerns regarding drug and alcohol use among children and teenagers which include documented instances of drug and/or alcohol use by KIPP students. The purposes of this policy are to prevent and deter the use of illegal drugs both within KIPP schools and in the community generally; to prevent injury to student athletes, as well as the physical and psychological harm that results from drug use; to give students a valid reason to reject peer pressure to use illegal drugs; and to ensure that KIPP maintains a learning environment free of illegal drug use and its effects.

Participation in extracurricular activities is a privilege, not a right. Students in grades 6–12, as well as their parent(s) or guardian, must sign and date a copy of the drug testing consent form evidencing their consent to random drug testing before they will be eligible to practice or participate in any extracurricular activity as defined below, including off-season training, practices, and other activities.

All students in grades 6–12 who wish to participate in any extracurricular activity must declare that intention at the time of registration each school year. All such students shall then be subject to random urinalysis drug testing for the entire school year or for as long as they participate in an extracurricular activity.

Students who request to participate in extracurricular activities after the beginning of the school year must have an acceptable reason for requesting to participate at registration. Students who declare an intention to participate after the beginning of school shall be subject to random urinalysis drug testing for as long as they participate in an extracurricular activity.

An extracurricular activity is any activity sponsored by or sanctioned by any KIPP campus that is not a part of the regular curriculum. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities. In addition, a school-related activity shall constitute an extracurricular activity for purposes of this policy if any one of the following criteria apply:

- The activity is competitive;

- The activity is held in conjunction with another activity that is considered to be extracurricular;
- The general public is invited; or
- An admission is charged.

A non-exclusive list of extra-curricular activities includes but is not limited to:

Art, Music, Dance, Robotics, Athletics, Public Speaking, Drama, Foreign Language, Business, Creative Writing, Ethics, Technology, Fitness, and more.

Random drug testing – student drivers:

Students who park a vehicle on KIPP property (“student drivers”) shall be required to submit to the same random urinalysis drug testing as participants in extracurricular activities. Student drivers as well as their parent(s) or guardian shall be required to sign a consent form granting their consent to random drug testing in order to receive a parking permit.

Students who seek to park a vehicle on KIPP property must notify the school leader in writing on the proper form when they start driving to and from school. All such students shall then be subject to random urinalysis drug testing for as long as they drive to school.

Random drug testing – voluntary participation program:

Students in grades 6–12 who do not participate in extracurricular activities or who do not drive to and from school may choose to participate in the same random urinalysis drug-testing program applicable to participants in extracurricular activities and student drivers. These students shall be required, along with their parent(s) or guardian, to sign a consent form granting their consent to random drug testing.

Definition of drug:

For purposes of this policy, the term drug shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including but not limited to the following: Amphetamines/methamphetamines (speed, uppers, diet pills); Barbiturates (downers, sleeping pills); Benzodiazepines (Valium, Librium); Cannabinoid (marijuana); Cocaine metabolite; Ethanol (alcohol); Hallucinogens (LSD); Methadone; Opiates (heroin, morphine, codeine); Phencyclidine (PCP, angel dust); Propoxyphene, (Darvon); and Steroids (performance-enhancing drugs)

KIPP shall reserve the right to randomly test for any and all illegal or controlled substances as determined at the discretion of KIPP.

Random/Reasonable suspicion testing protocol

Students who refuse to provide a sample without a valid medical reason shall be deemed to have tested positive.

The collection and coding of specimen samples shall be executed in a manner that ensures proper identification and total confidentiality.

KIPP shall contract for drug screening services through an independent laboratory that has met all standards for certification as established by the Substance Abuse and Mental Health Services Administration (SAMHSA), and all testing shall be conducted by qualified laboratory personnel in accordance with accepted practices and procedures established by the contracted laboratory. The testing shall be accomplished by urinalysis using accepted immunological screening procedures; chain of custody documentation shall be maintained throughout the collection and testing processes. Any specimens that test positive shall be confirmed by gas chromatography/mass spectrometry (GC/MS) testing methodology. All initial screening shall be performed at KIPP's expense. The vendor with whom KIPP contracts for drug testing shall provide the services of a medical review officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have the appropriate medical training to properly interpret and evaluate the results of any drug testing authorized by KIPP.

If an initial test is positive, a second confirmation test shall be performed. In order to constitute a positive test result, both tests must equal or surpass the detection levels set by the Substance Abuse and Mental Health Services Administration (SAMHSA) for a particular substance. If one test fails to equal or surpass the relevant detection level, the result will be considered inconclusive, and negative presence of the substance shall be reported.

The testing laboratory shall report all confirmed positive tests to the Superintendent, who shall report the positive result to the school leader. The school leader shall contact and consult with the student and the student's parent(s) or guardian, and shall also inform the sponsor or coach for the extracurricular activity in which the student is engaged, as well as the school counselor. The counselor shall notify the student and the student's parent or guardian to schedule a conference for the purpose of facilitating and monitoring drug counseling. The sponsor shall ensure that the student is suspended from all extracurricular activities for the appropriate period of time outlined in this policy.

Only those persons with a direct need to know shall be informed of a positive result and shall be required to maintain complete confidentiality regarding the information.

The vendor, laboratory, and medical review officer (MRO) shall be prohibited from releasing any non-identifying statistical information relating to the nature or rate of any positive tests that result from the testing program to any person, organization, news publication, or the media without expressed written consent of the Superintendent. The vendor shall, however, provide the Superintendent with a report, at least once per semester, that includes the number

of tests performed during the specified period, the rate of both positive and negative results, and a list of substances identified from any positive specimens.

Test results shall be released only upon written request of a parent or person otherwise in lawful control of the student or to a student who is of legal age. Test results shall be destroyed within 60 days of when the student graduates, withdraws, or is no longer of school age. Test results shall be maintained separately from other school/education records of the student.

A student who tests positive for use of a controlled substance prescribed by a licensed physician shall not be considered in violation of this policy. A student may, but is not required to, reveal to school officials prior to testing that he or she is taking medication at the direction of his or her physician.

Retest

A student who tests positive may request a retest/second test. Such a request must be made to the Superintendent in writing within 48 hours from the time the student/parents are notified of a positive test result. The student/parent shall bear the cost of any expense for a requested retest.

KIPP shall provide the student/parent a list of three or more laboratories at which the retest may be conducted. Such laboratories must be nationally certified independent laboratories (SAMSHA). A result will only be accepted from one of the three laboratories on the list.

Once a request for a retest has been made, the KIPP selected laboratory shall send the container of the drug specimen directly to the second laboratory for re-testing. The results of the second laboratory shall be used in lieu of the results of the first test for determining any consequences for the student.

Consequences for positive test result(s):

Any student who tests positive for illegal drug use shall be subject to the following requirements and limitations on participation:

First Offense:

The student shall:

- Participate in a drug-assistance program of the parent's or student's choice consisting of at least two sessions at cost to parent;
- Submit to follow-up drug testing for the remainder of the school year following the positive test; and
- Be suspended from participating in extracurricular activities and/or from driving to and from school for six weeks from the date of the positive test; however, if

suspension occurs during the last six weeks of a semester, the suspension shall be completed in the following semester.

Second Offense in any two consecutive calendar years:

The student shall:

- Successfully complete a KIPP-approved drug-education/counseling program consisting of at least four sessions at cost to parent;
- Submit to follow-up drug testing for the remainder of the school year following the positive test; and
- Be suspended from all extracurricular activities and/or from driving to and from school for one semester (18 weeks); however, if the suspension occurs during the last six weeks of the school year, the remainder of the term of suspension shall be completed in the following semester.

Third Offense in any two consecutive calendar years:

The student shall:

- Successfully complete a KIPP-approved drug-education/counseling program consisting of at least six sessions at cost to parent;
- Submit to follow-up drug testing for the remainder of the school year following the positive test; and
- Be suspended from participating in extracurricular activities and/or from driving to and from school for one school year (36 weeks) from the date of the positive test; however, if suspension occurs during the last six weeks of a semester, the suspension shall be completed in the following semester.

If a student tests positive on one of the follow-up tests administered as a result of a third offense, the suspension and drug tests shall be extended for an additional year.

No academic consequences shall be imposed as a result of a positive test result.

Failure to satisfy the consequences listed above shall result in an indefinite suspension from extracurricular activities and/or driving to and from school. The parent(s), guardian(s) or student should contact the school leader or counselor regarding alternatives if the student is unable to complete a KIPP-approved drug-education/counseling program due to a documented severe financial hardship.

Student Busing Policy

While the purpose of this policy is not for school discipline but rather for the safety of all students while riding a bus to and from school, nothing in this policy shall prohibit KIPP from instituting school discipline in accordance with the Student Code of Conduct, the Student Handbook, and/or the Commitment to Excellence as deemed appropriate by school personnel.

It is important for all bus riders to accept and acknowledge that transportation services are a privilege which will continue only if the student's behavior on the school bus is reasonable and safe. While our mission is to help get our KIPPsters to and through college, our number one busing priority is to get students to and from school safe and on time. KIPPsters who choose to engage in unacceptable behaviors on a school bus create an unacceptable risk for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver, working with the KIPP teachers and Campus Bus Coordinator, is responsible for the safety and discipline of bus riders. The school leaders, teachers, and Bus Coordinator will be available to assist the bus driver to maintain discipline and good order on bus routes through the use of appropriate discipline measures which can include the suspension or permanent removal of bus privileges.

Please review this policy, discuss it with your child, and sign the Bus Rider Behavior Contract located towards the end of the handbook.

Bus Routes

All KIPPsters who reside within KIPP's Priority Attendance Zones (usually zip code areas) and reside 2.0 miles or more miles from the campus main entry (via the most direct route on regular roadways) are authorized to ride KIPP buses. Bus stops are generally designed to be within 0.5 miles of a students' residence. Students who reside outside of the Priority Attendance Zones are welcome to ride a bus to their school provided there is space available on the bus and their parents bring them to the closest bus stop inside the Priority Attendance Zone. Check with your campus Bus Coordinator for eligibility status.

Bus Stops

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

Alternate Bus Stops

Bus drivers are not permitted to drop off students at places which are not on their scheduled bus route.

Route Assignment

Bus routes are carefully created to maximize ridership. Based on this, students are allowed to ride only the route to which they are assigned. Students are not allowed to transfer from one bus to another due to scheduling issues. Schools will not allow a student to occasionally or routinely ride a different bus. Students who purposely try to sneak onto another bus may lose their riding privileges.

Eligible Riders

All students except PK3 are eligible to ride the bus. Additionally, PK4 students must have an older sibling on the bus in order to ride. In the event that a PK4 student's older sibling is unable to ride in the PM due to a game, performance or special event, a phone call or note from the parent to the school is required in order for the PK4 child to ride the bus solo. The parent will need to show their KIPP Bus ID to the bus driver in order to have the child released from the bus.

Parent Bus I.D. Policy for Primary Students

1. The safety of every student is KIPP's primary goal while riding a school bus. Accordingly, KIPP requires parents of primary students (PK4-4th grade) to have a KIPP-issued ID (or government-issued ID) to be shown to the driver **every day** in the afternoon in order for parents to receive their child from the bus driver. Parents must bring their ID to the bus **every day** in the event that a substitute bus driver is assigned to the route, who may not know the parent or the primary student. Bus drivers are required by KIPP to ensure each child is received by the appropriate adult. *This is a **safety issue** and no exceptions will be made.*
2. Parents/guardians must respect our policy by complying with our ID policy **every day**. Parents who disrespect, confront or harass the bus driver for any reason may cause their child to lose bus privileges.
 - a. If you need another Student Bus ID, please contact the school.
 - b. If a parent/guardian does not have the proper ID, the child will be returned to the school.
3. If a primary school parent is not at the stop on time in the PM, we have instructed the bus drivers to call their Dispatcher to provide the child's name and to continue with the route. The Dispatcher calls the Campus Bus Coordinator, who, in turn, will attempt to

get in contact with the parent to tell them how to pick up their child (i.e., meet the bus at another bus stop).

4. It is critical ***that parents maintain a valid phone number with the school*** so that parents may be reached in a timely manner.
5. During registration at the beginning of the year, the school will ask parents to provide the names of up to five (5) additional adults who are authorized by the parents to receive their child(ren) to allow for when the parent/guardian is unable to meet the bus.
 - a. The driver will have the names of the additional adults.
 - b. The adults will be required to show their Driver License or other government-issued ID to the bus driver to receive the child.
6. If you are not at your child's bus stop at the scheduled time, it will be your responsibility to go to the next stop or last bus stop to catch up to the bus. It is important that parents know their child's entire bus route in order to be able to quickly get to the next or last stop on the route.
7. If you are not at one of the remaining scheduled bus stops to receive your child with your ID, the student will be returned to school and:
 - a. The first time this happens, you will be given a verbal warning and a reminder of the rules by the Bus Coordinator.
 - b. The second time this happens, the child's bus privileges will be revoked for three (3) days, starting the next school day.
 - c. The third time this happens, the child will lose all bus privileges for the remainder of the school year.
8. KIPP middle or high school-aged students who ride the bus with their sibling primary students are authorized to receive their primary school siblings from the bus in the PM, provided they have the Student Bus ID Badge with them, just like their parents must have. This means every day, not just at the beginning of the school year.
 - a. This is a safety issue and no exceptions will be made.
 - b. Parents do not need a Bus ID for bus release for middle and high school students.

Authorized Passengers

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

BUS RULES

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

- Be at your bus stop at least 10 minutes before the scheduled arrival time for the bus.
- Do not engage in inappropriate or disruptive behavior at your bus stop.
- Do not rush the bus upon its arrival at the stop.
- If the bus is equipped with seat belts, students are required to wear them as intended by the manufacturer; the bus driver can provide additional instruction, if necessary.
- Use appropriate language and be courteous to your bus driver and other passengers.
- Do not eat or drink while on the bus.
- Throwing objects out of a window or littering on the bus is prohibited.
- If assigned seats are instituted on your bus, sit in your assigned seat and remain seated at all times until you are at your final destination.
- Obey the directives of the bus driver and the transportation attendant if one is assigned to your route.
- Keep your hands, feet, and head inside the bus at all times.
- Respect property. You and your parent or guardian will be responsible for any damage you cause to a bus.
- Inappropriate gestures or comments to motorists or others outside of the school bus are not allowed.
- Ride only your assigned bus to your assigned stop unless you have written permission from both your parent or guardian and your school leader to do otherwise.
- A quick and easy summary of all of these rules is: SIT BACK AND ENJOY THE RIDE☺

SCHOOL BUS OFFENSES (non-exhaustive)

Class I Offenses	Class II Offenses
1. Spitting	1. Hanging out of windows with any part of the body
2. Excessive Noise	2. Throwing any object in or out of the bus
3. Horseplay/Mischief	3. Bullying, threatening, or harassment of any person on the bus
4. Leaving one's seat/standing without permission of the driver	4. Profanity or threats toward the bus driver or bus monitor
5. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials	5. Possession or use of tobacco
6. Refusing to properly identify oneself to the bus driver	6. Vandalism to the bus or any bus related equipment (restitution will be required as well)
7. Disobedience or disrespect to the bus driver or	7. Pushing, shoving, or rushing the bus at a bus stop

- bus monitor
8. Inappropriate or disruptive behavior at a bus stop
 8. Lighting matches, lighters, or any other flammable object or substance
 9. Unauthorized entering or leaving the bus through an emergency exit or window
 10. Possession or use of a laser pen or pointer that distracts the driver
 11. Riding an unassigned bus or using an unassigned bus stop without the proper permissions
 12. Eating/Drinking/Littering the bus

Class III Offenses

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

CONSEQUENCES FOR SCHOOL BUS OFFENSES

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

Student Acceptable Use Policy (AUP) for Electronic Services and Technology Resources

Permission Form

We are pleased to offer students access to a computer network for electronic services including e-mail and access to the Internet. KIPP strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. Access to electronic services will enable students to access KIPP student portals to explore thousands of libraries, databases, museums, and other repositories of information, to exchange personal communication with other users around the world, and to potentially view their own attendance and grades, depending on if their school allows.

Families should be aware that some materials accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school's network are to use electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

In compliance with the Federal Children's Internet Protection Act ("CIPA") as well as safety for our children, KIPP Houston has implemented filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to our students. Additionally, content and spam filtering software is applied to all external e-mail correspondence on KIPP's electronic mail system. The software works by scanning for objectionable words or concepts. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials. A student who accidentally connects to such a site or receives inappropriate communications must immediately disconnect from the site and notify a teacher or supervisor. If a student sees another user accessing inappropriate sites or engaging in inappropriate communication, he or she should notify a teacher or supervisor immediately.

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. If a KIPP student/parent portal exists for a particular school, students and qualified parents can view certain educational records of the student online. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student through the use of user names and passwords.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with

district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. Further discipline for violation of the Acceptable Use Policy may be imposed in accordance with the Code of Conduct up to and including suspension or expulsion depending upon the degree and severity of the violation. The student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Privacy

Network or computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity to ensure that students are using the system responsibly. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of KIPP may request the system administrator to deny, revoke, or suspend specific user accounts. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the safety, health, discipline or security of any student or other person, or to protect property. Administrators may also use this information in disciplinary actions and will furnish evidence of any crime to law enforcement.

Storage Capacity

Users are expected to delete files after usage so as to save storage space for other students. This includes videos, photos, music, and research.

Geolocation/Caching Software (such as Pokémon GO, Kik and Ingress)

KHPS does not allow geolocation apps, games, or software to be downloaded or used on any KIPP technology device including KIPP purchased tablets, laptops, desktops, etc. Any student downloading or using such a program is subject to this Electronic Services and Technology Resources policy and the school's code of conduct. If a student finds such a program on any KIPP device, they are to immediately notify their teacher.

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

Some KIPP schools allow personal devices such as smart phones and other electronics to be brought to school. It is KHPS's policy that no geolocation program or app be used in anyway while on a KIPP campus at any time (including after school activities). Any student using such a program or app during a KIPP activity and/or on KIPP property will be subject to this Electronic Services and Technology Resources policy and the school's code of conduct.

Illegal Copying

Students should never download or install any commercial software, shareware, or freeware onto network PC hard drives unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate Materials or Language

No profane, abusive, harassing, bullying or impolite language should be used nor should materials be accessed which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

Below are KIPP's guidelines to follow to prevent the loss of KIPP network privileges, protect the school's assets, and ensure information is used appropriately and for educational purposes.

The student will:

- Access only curriculum related materials for educational use under the direction of a KIPP faculty member.
- Recognize that network and PC storage areas are not private. Administrators at any time and without notification may review files, email, and communications to ensure that KIPP technology systems are being used appropriately.
- Avoid revealing personal information about him/herself as well as those of other students while using KIPP technology including names, personal home addresses and phone numbers. This is a safety issue.
- Notify an adult immediately, if by accident, one encounters material which violates the rules of appropriate use.
- Not attempt to alter or modify KIPP equipment or software.
- Not use KIPP technology to harm other people or their work.
- Not damage or disrupt KIPP computers or the network in any way.
- Not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Not violate copyright laws.
- Not access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, inappropriate, or damaging to others; this includes cyber-bullying via email, text, chat rooms, social networking sites such as Facebook, and/or other digital means.
- Not use district resources in any way for personal gain.
- Not use KIPP technology for any unlawful activities, including "hacking".
- Not share pass words or offer access to his/ her account.
- Not use a false identity when sending or receiving messages.
- Not waste limited resources such as storage space or printing capacity.
- Not trespass in another's folders, work, or files.
- Be held accountable for his/her actions through the loss of network privileges or any other disciplinary measure deemed appropriate, if these rules of appropriate use are violated in any way as determined by the KIPP faculty.

KIPP has adopted this student Acceptable Use Policy ("AUP") to set guidelines for accessing electronic services provided by the district. Students who want to use these electronic services must sign this AUP. By signing, students and parents/guardians agree to the rules and guidelines. This policy may be changed by the district at any time and notice will be posted on the KIPP website.

Signature Pages – Section G

Bus Rider Behavior Contract

2017–2018 School Year

Student

I understand that I have a responsibility to the Team and Family to help protect the safety, interests, and rights of all my teammates. I am responsible for my behavior on the school bus. Unacceptable behavior by me will result in discipline measures which can include the suspension or permanent loss of my bus privileges. I agree to abide by the bus policies as set forth in the Student Handbook and acknowledge that I have received a copy of the KIPP bus policies which are included in the Student Handbook.

Parent

I understand the bus rules and expectations for my child with regard to bus behavior. I understand that such rules are needed and will be enforced for the safety of my child as well as others.

We have read and understand the bus policies. Our signatures below indicate that we agree to follow the KIPP bus policies.

Student's name (please print)

Student's Signature

Date

Parent's name (please print)

Parent's Signature

Date

Student Acceptable Use Policy (AUP) for Electronic Services and Technology Resources

STUDENT

As a user of electronic services provided by KIPP Houston, I have read and agree to follow the KIPP Acceptable Use Policy and understand that violation of these provisions may result in suspension or revocation of system access.

Student's Name (please print): _____

Student's Signature: _____ Date: _____

School Attending: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read and discussed with my child the KIPP Acceptable Use Policy. I understand that electronic services provided by KIPP are designed for educational purposes. KIPP has taken precautions to eliminate controversial material and protect confidential information. However, I also recognize it is impossible for KIPP to restrict access to all controversial materials and to totally protect confidential information and I will not hold them responsible for materials acquired on the network.

I hereby give permission for my child to have access to KIPP's electronic services and technology.

Parent's Name (please print): _____

Parent's Signature: _____ Date: _____

A copy of the District's Acceptable Use Policy for Electronic Services and Technology Resources is included in this Student/Parent Handbook.



PICTURE AND VIDEO TAPING RELEASE

Throughout the school year, students may be highlighted in efforts to promote KIPP activities and achievements. For example, students may be highlighted in materials to train teachers and/or increase public awareness of our schools in newspapers, radio, TV, the web, brochures, and other types of media.

I, as the parent or guardian of _____, hereby give KIPP Houston Public Schools and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

I release KIPP Houston Public Schools, the School, all KIPP affiliates, and their respective trustees, agents, and employees from all claims, demands, and liabilities whatsoever with the connection of the use of such media materials. It is my understanding that neither my child nor I will receive any compensation related to this release.

Please indicate in the space below if you agree to allow your child to be videotaped, photographed, and/or interviewed for all KIPP Houston Public Schools' related projects and media coverage.

_____ Yes _____ No

Please Print

Name of child _____ Grade _____

Address _____

City, State, Zip _____

Parent/Guardian (print) _____

Parent or guardian (signature) _____

Date _____ Phone Number _____



DIRECTORY INFORMATION

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes the following: Student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date or attendance, awards received in school, and most recent previous school attended. Directory information on my child will be released by the district to anyone who requests it. Please check the appropriate box below if you **DO NOT** want to release your child's student directory information. In addition, federal law requires an educational institution to provide a military recruiter or institution of higher education, upon request, with the name, address, and telephone number of a secondary student unless the parent has advised the educational institution that the parent does not want the student's information disclosed without the parent's prior written consent.

I DO wish to release student directory information about my child.

I DO NOT wish to release student directory information about my child.

Parent or Guardian Signature: _____ Date: _____

Handbook Acknowledgement Form

I, _____, the parent/guardian for
(name of parent or guardian)

_____, have received a copy of the 2017-2018
(name of student(s))

KIPP Houston Public Schools' Regional Parent/Student Handbook.

Signature

Date

As policy adoption and revision may occur throughout the year, KHPS reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary.
