

KIPP:INDY

PUBLIC SCHOOLS

Team & Family Handbook 2023-2024

UPDATED MARCH 2023

KIPP:INDY

UNITE ELEMENTARY

KIPP:INDY

COLLEGE PREP MIDDLE

KIPP:INDY

LEGACY HIGH

Additional information is available at kippindy.org

Dear Families,

Welcome to a new school year KIPP Indy Public Schools.

We are excited to have you as a part of our KIPP Indy Team & Family. Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose - college, career, and beyond - so they can lead fulfilling lives and create a more just world.

This year, we will provide 1,500 students in grades K-12 with an excellent education that prepares them to thrive in college and beyond. We will achieve this vision by working in partnership with our students, their families, and our partners in the Martindale-Brightwood neighborhood.

This handbook covers policies that apply to all KIPP Indy Schools, as well as sections with school-specific policies that, as partners, we must align on to ensure that each student can reach their full potential. Please review the policies with your student(s) and keep this handbook so that you may refer to it as needed.

I am looking forward to a positive, productive, and powerful year together. In partnership, we will work to ensure that every student at KIPP Indy is successful and on track to make his or her hopes and dreams a reality!

Sincerely,

A handwritten signature in black ink that reads "Andrew Seibert". The signature is written in a cursive, flowing style.

Andrew Seibert
Executive Director
aseibert@kippindy.org

Contents

General Information

Contact Information	4
Hours of Operation.....	4
Attendance & Truancy	4
Visitors	6
Volunteer Requirements	7
Transportation & Dimissal.....	7
Student Drivers & Parking	10
Closed Campus.....	11
Dress Code Policy	11

Health and Safety

Tobacco-Free Campuses.....	13
Weapons-Free Campuses	13
School Delays & Closures	13
Emergency Procedures.....	13
Video & Audio Surveillance	14
Mandatory Reporting	14
Food Service.....	14
Health Services.....	15
Immunizations	16

Student Rights

Diversity Statement	18
Students with Disabilities	18
ELL Services.....	18
Pregnant & Parenting Students.....	18
Student Records	18
McKinney-Vento Act.....	20
Due Process	20
Search and Seizure.....	20

Student Code of Conduct

Culture & Discipline Beliefs.....	22
Prohibited Behaviors.....	23
Suspension & Expulsion Procedures	27
Seclusion & Restraint.....	28

Technology

Cell Phones & Personal Technology	29
Telephone Use.....	29
Computer & Internet Use Policy	29

General Information

Contact Information

<i>KIPP Indy Unite Elementary</i>	<i>KIPP Indy College Prep Middle</i>	<i>KIPP Indy Legacy High</i>
1740 E 30 th Street Indianapolis, IN 46218	1740 E 30 th Street Indianapolis, IN 46218	2255 N Ralston Avenue Indianapolis, IN 46218
317-547-5477	317-547-5477	317-547-5499

Hours of Operation

KIPP Indy Public Schools operates from 9:20am-3:50pm, with doors opening in the morning at 9:10am. Students should not be dropped off prior to 9:10am as there is no supervision of students prior to doors opening. Students should be picked up from campus by 4:00pm if they are a car rider or walker. If you would like to learn more about Before & After Care services provided by an external community partner at our K-8 campus, please call 317-547-5477 to request additional information.

Attendance & Truancy

KIPP Indy wants to ensure that every student has a choice-filled life, and to follow through on that promise, students need to be in attendance each day. On-time student attendance is also required by law. As a parent or guardian, it is your legal duty to ensure that your student attends school and arrives on time. Any student arriving after the official start time will be marked tardy.

If a student will be absent from school or will be tardy, the parent/guardian must contact the front office to provide notification and for what reason. If we do not hear from a parent/guardian by 10:00am, the student will be assigned an unexcused absence.

Missing scheduled transportation due to the student arriving late to the bus stop will not be considered an excused absence. If, for instance, a student oversleeps and misses the bus, it is the parent/guardian's responsibility to find a way for the student to get to school on time. If a student's privilege of riding the bus has been temporarily suspended or permanently revoked, attendance is still required, and parents are expected to find another source of transportation.

All academic work missed due to an absence for any reason, including excused and unexcused absences, suspensions, and/or bereavement, must be completed. An absent student will be given one make-up day for each day of school missed. For example, a student missing two days of school will be given two days to make up missed assignments. Absent students and their parents are responsible for requesting missed work.

In order to be eligible to participate in after-school extracurricular activities or athletics scheduled for that day, a student must be in attendance for the majority of the school day, unless otherwise excused by an administrator (i.e. documented appointment with healthcare provider, bereavement). Additionally, any student sent home for a disciplinary reason is ineligible for scheduled activities that day.

Excessive absences may place a student at risk of not being promoted to the next grade level or earning credit for high school courses. A student who is classified as being chronically absent, missing >10% of the school

year, will automatically be considered for retention. Additionally, extreme cases of truancy in which a student has 15 or more consecutive absences may be discharged and forfeit their enrollment seat.

Below are the guidelines for excused absences, unexcused absences, early pick-ups, and the steps that KIPP Indy Public Schools will take if a student misses multiple days of school for unexcused reasons.

Excused Absences:

- Illnesses
 - 3 or more days - medical note from a visit to physician required for absences to be excused
 - 2 or less days - communicated to the front office (in-person, in-writing, or by phone)
 - *Note: If there is a pattern of illness, KIPP Indy reserves the right to require documentation from a physician to excuse all future absences of two or less days due to reported illness.*
- Medical appointments - medical note from a healthcare provider is required
- Death or serious illness in the immediate family
 - A student will receive up to five excused absences in the event of the death of an immediate family member, which includes a parent, guardian or sibling. Students will receive up to three excused absences for other family members. A student may receive additional days of excused absences with the permission of the School Leader.
- Recognized religious holidays
- Absences caused by order of government
- Other absences approved by the School Leader

Unexcused Absences:

- (5) - the parent/guardian will be contacted to discuss the pattern of absences. An email or certified letter will be sent outlining attendance policies and possible next steps.
- (8) - A member of the school's leadership team will contact the parent/guardian to schedule a conference to create an intervention plan to prevent future absences.
- (10) - KIPP Indy Public Schools is required to report the pattern of unexcused absences to Child Protective Services, or in the case of the student being 13 years or older, to the Marion County Prosecutor's Office.
- (15) - KIPP Indy Public Schools will file a secondary report with the appropriate legal entity.

Early Pick-Ups:

- Students are expected to attend school for the full day. Early pick-ups should not occur, but if a student must be picked up early (i.e. family emergency, doctor's appointment), he/she will be called to the front office. To avoid disrupting the learning environment, parents/guardians will not be allowed outside of the front office. In addition, **no early pick-up will be allowed after 3:15pm.** Safety is our top priority, and because dismissal procedures across the school will be in progress at that time, additional student movement is prohibited. If there is an emergency requiring pick-up after the allowed time, the parent will be required to sign a form that acknowledges KIPP Indy's policy and that future emergency pick-ups will not be permitted.
- Students who regularly miss instructional time due to excessive early pick-ups may have additional eligibility restrictions assigned (i.e. field trips) as determined by school administrators.
- For students with access to their own transportation and/or ability to walk home, a parent/guardian is required to provide verbal and/or written approval for early release.

Visitors

KIPP Indy Public Schools will clearly outline and reinforce policies related to building access and visitation because we love and respect all members of our Team and Family. All visitors, including parents/guardians, should have a clear and positive purpose for being on campus. Because our number one responsibility is to keep our students and staff safe, you should expect staff to ask about your purpose if it is not clear. We trust you understand our commitment to school safety.

To that end, visitors will be required to provide their driver's license or state identification card, which will be used to conduct a limited background screen, and to wear a visible visitor badge at all times. No visitors should leave the front office without expressed permission. Aside from waiting for a scheduled meeting, visitors are not allowed to wait or loiter in the front office. If you need to see your student, we will call for them to come to meet you in the office. Additionally, while parents are welcome to walk their student into the entrance of the school, families are not permitted to walk their student to their classroom unless explicitly communicated by the school. Students are under supervision when they enter school, and fewer bodies in the building allows us to do a better job of maintaining student safety by decreasing traffic.

In order to be granted access to a student at KIPP Indy, a visitor must either be a parent/guardian or listed by the parent/guardian on the student's authorized contact list in KIPP Indy's student information system. An authorized contact (i.e. older sibling, grandparent, or other relative) has the ability to visit the student and/or pick them up from school. If a visitor requests access to a student but is not listed on the authorized contact list, KIPP Indy will call the parent on file to discuss the request prior to providing access. To add an individual to a student's authorized contact list, a parent/guardian must contact the front office. If a parent requests to restrict the access of a biological parent of a student, the parent must provide legal documentation (i.e. court order, letter or order from Department of Child Services, child custody order, restraining order, etc.).

As partners in this work, we welcome parents and those who are listed as authorized contacts to visit students but ***ask that you please schedule visits in advance with the appropriate staff member.*** As outlined below, we may be unable to accommodate unscheduled visits. All visitors must first sign in at the front office, present state-issued ID, obtain a visitor's badge and receive expressed permission to enter the building.

When visiting, we look forward to you aiding our efforts to establish a safe, positive school environment. To that end, we have the following visitor expectations:

1. We expect visitors to not interrupt instruction, use school-appropriate language, and refrain from using personal technology.
2. We expect that any visitor granted access to the building report only to the designated location for their visit and then return to the front office. Visiting other locations (or other students) in the building without expressed permission is prohibited.
3. We expect that visitors will not negatively address students and/or staff in order to respect the privacy and environment of all members of the KIPP Indy team and family.
4. We expect that visitors will not bring on campus any animals unless it is a documented service animal, including at arrival and dismissal.

If you are visiting to drop off special snacks (i.e. birthday cupcakes) for your student's classroom, please ***schedule this in advance*** with your student's teacher and/or appropriate staff member. In order to minimize disruptions to instruction, delivery of these items will only be permitted during designated times, such as lunch and afternoon homeroom. If brought to the school outside of these times, they will be left in the front office for delivery. Any visitor wishing to deliver food, such as a birthday cake or cupcakes, is required to

deliver store-bought goods in their original, unopened packaging. As KIPP Indy Public Schools are “nut-aware” these items should be nut free. This is a safety measure for students and staff who have food allergies. Any food that does not meet these requirements will not be permitted to be served to students and will need to be picked up by the family or disposed of by the school.

If you would like to eat lunch with your student *during their assigned lunch period*, all visitors are required to sign in at the front office, obtain a visitor’s badge and receive expressed permission to enter the building. Following the conclusion of the lunch period, visitors are expected to return to the front office.

If it is not possible to schedule your visit in advance, the front office staff will, upon your arrival, text the teacher (to minimize classroom disruption). If no response is received, it will be assumed that the class is focused on instruction and cannot be interrupted. The front office will then provide you with the staff member’s contact information to schedule a time to visit.

If you are intending to meet with a staff member (including a teacher or administrator) to address a question or concern, the parent/guardian should schedule a meeting ahead of time. Contacting a staff member during instructional time is a disruption to the learning environment and nobody will be permitted to address concerns with staff outside of a scheduled meeting. If you are hoping to address a concern/disagreement and are still unsatisfied after meeting with the School Leader, you may request contact from the KIPP Indy Head of Schools. Families are also welcome to bring their concerns to the next regularly scheduled meeting with the Board of Directors if still dissatisfied with the solution.

Should a parent, guardian, or other visitor violate the visitor policies, KIPP Indy reserves the right to revoke building access and visitation, including and up to being barred from campus.

Volunteer Requirements

KIPP Indy Public Schools values strong partnership with families, and throughout the year, there will be volunteer opportunities. In order to participate, all volunteers must, at minimum, complete the following:

- Provide a government issued ID and complete a limited background screen via our visitor management system (which covers sex offender registries, existing custodial disputes, and other custom alerts); or
- At the school’s request (typically for volunteers providing more involved student supervision), complete a more expansive background check via Safe Hiring Solutions.

We encourage all who are interested in volunteering in the school or assisting on a field trip contact the front office to complete all required steps.

Transportation & Dismissal

KIPP Indy Public Schools partners with IPS and First Student for transportation services and adhere to all IPS transportation policies, which are available at www.myips.org/buses.

General Transportation Information

- Families are able to download the FirstView app at firstviewapp.com. The FirstView app shows the location and direction of your student’s bus in real time. Analyzing route and real-time GPS data, it determines an estimated time of arrival to your stop. The app is designed to provide parents with better guidelines for bus location and ETA.

- Bus routes and stop information are distributed prior to the start of each school year.
- Bus routes and stops are subject to change each year and throughout the year.
- Bus stop location is determined by home address. For those eligible, all bus stops shall be within .3 mile (~three blocks) of a student's home for elementary and middle school students and .7 mile (~seven blocks) for high school students.
- Students are classified as a walker if one of the following conditions are met:
 - K-6 students who reside 1 mile or less from their school.
 - 7-8 students who reside 1.25 miles or less from their school.
 - 9-12 students who reside 1.5 miles or less from their school.
- Determined by IPS, transportation may be provided for students who live within the walk zone parameters when physical barriers prevent safe travel to school (i.e. busy intersections) or because of a qualifying medical condition of the student. The latter does not apply to the parent/guardian. To request a walkzone exemption, please complete the form found at www.myips.org/buses.
- Students are only able to be assigned to **one bus** and **one stop**.
- Students are only allowed to ride their **assigned** bus or be picked up as a car rider/walker.
- Students are required to be at their stop and ready to board the bus 10 minutes before the scheduled pick-up time. If a bus arrives within this window, the driver is not expected to stay until the scheduled pick-up time.
- Buses will not wait for students who are late for their scheduled pick-up time. If a student misses the bus, the parent/guardian should find an alternate way to transport the student to school.
- If a bus is more than 10 minutes past the scheduled pick-up time, please contact the IPS Service Center at 317-226-4000 to check on the location of the bus.
- Parents are responsible for the safety and supervision of their student(s) from the time the student(s) leave home in the morning until they board the bus, and at the end of the day from the time they are dropped off at the bus stop until the student(s) reach their home.
- In alignment with IPS transportation policies, **ALL** elementary students will be dropped off regardless of whether an adult is present to receive them. Parents are not required to be at the bus stop, but we especially encourage parents of younger and special needs students to be present, or to make arrangements for an older sibling or trusted adult to be at the stop.
- All buses are subject to video/audio surveillance. To comply with student privacy laws, surveillance cannot be viewed by non-school officials.

Transportation Conduct

Riding the school bus is a privilege. On the bus, as in the classroom, there are consequences for misconduct. The privilege of utilizing transportation services may be temporarily denied or permanently revoked if the misconduct jeopardizes the safe operation of the bus or the safety of those riding the bus. If a student is suspended or expelled from the bus for disciplinary reasons, attendance is still required and parents are expected to find another source of transportation. Additionally, parents and family members are not permitted to board the bus or engage in behavior that would compromise safety. Such behavior could lead to the privilege of transportation services being temporarily denied or permanently revoked for the student.

The bus driver is responsible for the safety of its passengers, and students are expected to fully follow the directions of the driver. If the bus has an assigned attendant, directions from the attendant should be followed as well. In the event of an emergency, students are to follow the directions of the driver and/or attendant to execute safety procedures. These procedures are practiced each semester with all students.

All KIPP Indy student conduct policies apply to students who utilize transportation services, and students will be held accountable for violations of policy while on the bus. Additionally, in alignment with IPS transportation policies, students should adhere to the following expectations.

- Students should comply with assigned seat assignments.
- Students should accurately identify themselves when asked.
- Students should walk to the assigned seat and remain there for the duration of the ride.
- Students should avoid standing, walking in the aisle, or moving around while the bus is moving.
- Students should talk at a reasonable volume level.
- Students should avoid using profane or inappropriate language.
- Students should not play music from electronic devices without headphones.
- Students should not engage in verbally/physically aggressive behavior.
- Students should not extend any part of their body or personal belongings through a window.
- Students should not throw items out of a window.
- Students should not deface or litter the bus.
- Students should not eat or drink food or beverages on the bus.
- Students should not tamper with any safety device or any other equipment on the bus.
- Students should not bring glass objects, animals, tobacco, drugs, weapons, mirrors, laser-pointers, or any other device that might interfere with the driver's operation of the school bus or compromise the safety of passengers.

Car Riders

Only parents and authorized contacts may pick up a student, and **no early pick-up will be honored after 3:15pm.** Safety is our top priority, and because dismissal procedures across the school will be in progress at that time, additional student movement is prohibited. Parents/guardians who provide transportation are expected to pick their student up no more than 20 minutes following the end of the school day. The appropriate legal authorities may be contacted if a student is not picked up in a timely manner and no reasonable communication has been had with appropriate school staff.

When picking your elementary student up at the end of the day, please stay in your car and in the parent pick up line. If you have to exit your car, you should park in a marked parking space out of the parent pick up line. With staff supervision, we have a routine to get your elementary student safely into your vehicle in the loading zone (see below). If you are walking to the campus, you will greet them outside the main doors of the building. Parents are not allowed to wait in the office. Again, this is a safety measure.

ELEMENTARY CAR RIDERS (apply to K-5 students ONLY)

- To prioritize *safety*, KIPP Indy keeps an electronic record of WHO picks up each elementary student.
- All families are provided with a four-digit PIN number. This PIN number is unique to your carpool and is linked to all of the elementary students you and the authorized contact(s) are assigned to pick up.
- KIPP Indy staff will come to your car in the carline to type in the unique PIN number and will confirm with the driver their last name to ensure they are on the authorized list.
- The student(s) will then be escorted to your car.
- If an adult picking up student(s) does not have the PIN number, staff will provide directions for them to park and come into the front office.
- To add an individual to a student's authorized contact list, a parent/guardian must contact the front office.

Walkers

Students who walk to school should not arrive prior to doors opening at 9:10am, should leave immediately following dismissal, and should utilize all established crosswalks on and around KIPP Indy campuses. Please see below for additional information related to eligibility and procedures associated with walkers.

- ***Kindergarten-2nd Grade***
 - Students cannot walk home *alone* for any reason
 - Students may walk home with a parent/guardian or authorized contact
 - Students may walk home with an older student if the following requirements are met:
 - There is a permission slip on file signed by a parent/guardian
 - The older student is in 3rd-8th Grade
 - The older student must be listed as an emergency contact in PowerSchool as an authorized pick up
 - The older student must know the younger student's Carline pin number
- ***3rd-5th Grade***
 - Students may walk home on their own only with a signed permission slip
- ***6th- 12th Grade***
 - Students may walk home on their own without a signed permission slip

Changing Transportation or End-of-Day Plans

PERMANENT CHANGE: If a student's permanent end-of-day plan must be changed (i.e. family moves and needs a new bus assigned), parents should notify the school as far in advance as possible by contacting the school and following the automated prompts to leave a message. Parents may also stop by the school in-person to request the change. Generating a new bus stop typically takes at least three-five business days.

ONE-DAY CHANGE: If a student's normal end-of-day plan needs to change for a specific day, parents/guardians must, no later than noon (12:00pm), contact the school and follow the automated prompts to leave a message. Parents may also stop by the school in-person to request the change in the front office. Staff members outside the front office, including teachers, cannot accept transportation changes and we do not allow transportation changes to be made by students. **Requests for changes made after noon will not be allowed, except for emergencies, and changes communicated through staff members not in the front office are not accepted.**

After School Events

Parents/guardians are expected to pick up students no more than 20 minutes after the conclusion of special events or extra-curricular activities. The appropriate legal authorities will be contacted if a student is not picked up in a timely manner and no reasonable communication has been had with appropriate school staff. Repeated violations of this policy will lead to a student having restricted access to extracurricular activities.

Student Drivers & Parking

Eligible students at KIPP Indy Legacy High are permitted to drive to and from school and park on campus if they complete the *Application to Drive & Park Personal Vehicle on School Property*. As part of this application, KIPP Indy will require proof of a valid driver's license, registration, and insurance. To request and application, contact the KIPP Indy Legacy High front office.

Closed Campus Policy

KIPP Indy Public Schools are closed campuses. A student is not allowed to leave campus once he/she has arrived unless he/she is signed out by an authorized contact, including lunch periods. For a student who is 18 years or older, the parent must provide the front office written or verbal instructions for each instance that the student is permitted to sign out independently. Any student returning to campus following a medical appointment should provide an excuse note from the healthcare provider. If a student is 18 years or older and is emancipated, the student should contact the Director of School Operations to access our full policy on student rights.

Dress Code Policy

KIPP Indy Public Schools has a dress code policy, and students are required to follow established guidelines unless granted expressed permission (i.e. free dress pass). If there is a circumstance that prevents a student from being in dress code for a given period of time, parents are encouraged to proactively communicate with the school so that the team is aware of the situation and can work with the family as needed. If a student is out of dress code, he/she will not be permitted to attend class. He/she will either need to utilize a school-provided item that is in compliance, or wait for a parent/guardian to bring replacements that are in alignment with dress code guidelines.

The rationale for a dress code policy is to establish a core set of foundational expectations that:

- Create consistency for students and families as they progress through our K-12 network
- Are culturally relevant and respectful of norms of our community
- Allow our shared focus to be on student safety, development, and success
- Contribute to a culture of high expectations while minimizing distractions and inequities in the learning environment

Dress Code Guidelines

1. **SHOES:**
 - **School appropriate shoes of any combination of colors are permitted.**
 - **Not permitted:** sandals, open-toed shoes, shoes with a heel higher than two inches, slides, or shoes lacking a heel cover/strap.
2. **SHIRT:**
 - **School appropriate polos, t-shirts, long-sleeved shirts, and sweatshirts are permitted.**
 - Shirts should be free of any rip, tears, or holes that expose skin.
 - Shirts should not be excessively tight or made of mesh or transparent material.
 - **Not permitted:** tank tops that expose the shoulders, shirts that expose the chest, midriff, or upper/lower back, or coats or jackets intended to be worn outdoors. If a student wears a hooded sweatshirt, the hood must remain down and off of the head/neck while on campus.
3. **PANTS:**
 - **School appropriate khaki-style pants or shorts, dresses or jumpers, jeans, or leisure wear.**
 - Pants should be free of any rip, tears, or holes that expose skin.
 - Pants and shorts are not permitted to sag and should not be excessively tight.
 - Shorts or skirts should reach the knees.
 - Tights worn under skirts, dresses, or shorts should adhere to the expectations for pants.
 - **Not permitted:** leggings and pajama bottoms.

4. ACCESSORIES:

- Socks, Belts, & Jewelry: If worn, must be free of design elements that lack school appropriateness.*
- Purses/personal bags should be stored in lockers or designated locations throughout the day.
- Tattoos with design elements that lack school appropriateness* may require covering.
- KIPP Indy is not responsible for the loss or theft of jewelry or personal items.
- Not permitted: Bandanas, hats, winter hats, ear warmers, gloves, neck scarves, sunglasses, bonnets, durags, lighter leashes, or vape lanyards.

5. EARNED FREE DRESS:

- Students who earn free dress or participate in "spirit week" may wear leader-approved clothing items (i.e. hats) on designated days only. All other dress code guidelines apply.

*Design elements that lack school appropriateness include, but are not limited, the following:

- Profanity, slurs, epithets, threats, or negativity related to race, ethnicity, sex, gender, sexuality, religion, social class, age, or physical/mental health.
- Gang, crew, or clique affiliation.
- Drugs, alcohol, tobacco, illegal substances, references to being under the influence, or drug paraphernalia.
- Imagery that objectifies or threatens bodies, individuals, or groups of people.
- Weapons or references to violence.

Health and Safety

Tobacco-Free Campuses

KIPP Indy Public Schools campuses are 100% tobacco-free. All tobacco products are prohibited from use on campus by students, staff, and visitors, including cigarettes, cigars/cigarillos, pipes, e-cigarettes, vaping devices, and chewing tobacco.

Weapons-Free Campuses

In an effort to establish positive, safe school environments, KIPP Indy Public Schools campuses are 100% weapons-free. Possession of a firearm or other weapon on the property of KIPP Indy Public Schools is prohibited. The prohibition applies regardless of any permit to carry a firearm. The prohibition does not apply to law enforcement officers authorized to possess a firearm, either on or off duty, by the employing law enforcement agency.

School Delays & Closures

KIPP Indy may close or delay school due to events such as weather, facility/mechanical issues, and general safety precautions. In the event of a delay or closure, KIPP Indy will notify all major news stations and send a mass notification to families. Please do not call the school directly for this information. To ensure effective communication, family members must notify the school when their contact information changes.

Similarly, in the event that weather or other conditions become dangerous once the school day has begun, students may be released from school early. Parents should watch and listen to local news announcements regarding early dismissal. The school will also send a mass notification to families.

In the event that the State of Indiana cancels public schools for reasons beyond inclement weather, KIPP Indy may or may not close and will take the necessary steps to notify families of the decision.

Emergency Procedures

To ensure the protection and safety of staff, students, and visitors, meeting all expectations outlined in KIPP Indy's Code of Conduct is especially important during execution of drills and real safety scenarios. KIPP Indy staff members have been trained in emergency scenarios and will practice executing safety procedures with students regularly throughout the year. Students, families, and visitors who are in the building during a drill or real safety situation are expected to follow protocol and instructions given by staff.

To properly execute some safety protocols, KIPP Indy Public Schools may need to shut down front office operations, prevent anyone from entering or leaving the building, and/or require all visitors to adhere to our safety protocols. When possible, the school will post a notice on exterior doors and send out a mass notification to families to notify them of the safety situation and KIPP Indy's response, which may include instructions for families to not come to campus. During certain safety situations, such as a lockdown or severe weather, students will not be released for dismissal. All students will be required to report and remain in their assigned locations until conditions are safe. As a result, families should not attempt to pick up their student(s) or expect someone to answer the phone or open the door during these times. Families can update contact information on the PowerSchool Parent Portal or by emailing newcontact@kippindy.org to ensure the

school has your most updated information for mass notification messages. We appreciate your understanding of our efforts to ensure the safety of all involved.

Anyone violating these procedures is jeopardizing the safety of our school, and students doing so will face consequences including and up to suspension. Any student who pulls the school's fire alarm, discharges fire extinguishers without cause, or falsely reports safety threats will be subject to strict consequences.

Video & Audio Surveillance

For the safety and protection of students, families, visitors, and staff, including their property, video and audio surveillance is used on the campuses of KIPP Indy Public Schools and buses. To comply with student privacy laws, non-school officials cannot view and/or listen to surveillance footage.

Mandatory Reporting

School personnel who have reason to believe that a child is a victim of child abuse or neglect are required to make a report to child protective services or the local law enforcement agency. The identity of a person making such a report is protected, and KIPP Indy staff members have no duty to discuss - and in some situations may be prohibited from discussing - the details of a report with parents or any other party.

Food Service

KIPP Indy Public Schools participate in the USDA School Breakfast, Lunch, and Summer Feeding programs. These programs play a critical role in supporting academic achievement and combating childhood hunger and obesity. Our mission is to provide nutritious, high-quality, cost-effective meals that provide students with healthy choices for developing positive life-style decision making.

Breakfast is designed to supply approximately 1/4 of the vitamins, minerals, protein, carbohydrates and fat needed daily by the body. Lunch is designed to supply approximately 1/3 of the same nutrients. The nutritional value of the meals is evaluated over a period of days rather than calculated on a single meal or food item. Children are required to take a fruit or vegetable as part of the meal. This is required by USDA as part of the Healthy, Hunger-Free Kids act of 2010.

Breakfast and lunch are served each day at no charge to all students under the USDA's Community Eligibility Provision (CEP). Families may choose to have their student(s) eat breakfast at home and/or send them with lunch. If packing a lunch, please be aware that food may not be warmed up or stored in a refrigerator.

KIPP Indy Public Schools are "nut aware" schools. While nuts are not prohibited on campus, we ask members of the school community to be mindful of those who are managing nut allergies. Our meal service program does not include nuts in prepared meals, and if a family brings in any pre-packaged items for a classroom celebration or other event, ingredients should be clearly listed and must be nut free. If your student has nut or other food-related allergies, please disclose information to the school during the registration process.

SPECIAL MEAL ACCOMMODATIONS

KIPP Indy Public Schools adhere to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in USDA Regulation 7 CFR Part 15b, those students who are unable to eat the school meal due to a disability, medical need, or impairment are accommodated. Dietary

needs due to lifestyle and religious reasons are important to our school but not a requirement by USDA to make accommodations. Our school will try to accommodate lifestyle and religious needs through our current menu options. In many cases, students do not require special meal substitutions, but rather avoiding certain foods and making optional choices.

Health Services

All KIPP Indy Public Schools have full time medical clinics staffed by licensed healthcare workers. Additionally, KIPP Indy has a full-time nurse practitioner who is able to partner with families on numerous issues, including those related to immunizations, athletic physicals, and sexual health. A full summary of clinic services available is listed below. Students finding it necessary to go to the clinic must secure a pass or have permission from a staff member. For students who repeatedly violate behavior expectations in the clinic, KIPP Indy reserves the right to restrict access outside of life-threatening situations.

- Emergency care like difficulty breathing or serious injury
- First aid for common minor injuries like sprains, strains, scrapes, or minor burns
- Medical care for common issues like headaches, sore throat, colds, ear infections, sinus infections, stomach pain, period issues, seasonal allergies
- Evaluation of chronic conditions, like asthma, frequent headaches or ear infections, seizures
- Height, weight, or blood pressure checks
- Testing for things like strep throat, urinary tract or yeast infections and TB (tuberculosis)
- Giving medicines
- Well-child checkups including physical exams for sports, college entry, or work
- Vaccinations
- Education about exercise, quitting smoking, stress, nutrition, personal hygiene, period issues, acne, weight, and developing a healthy lifestyle.
- Sexual health education
- Referrals for services like dental, primary care, behavioral health, social work, prenatal care, and other healthcare needs
- HealthNet providers may give private health care to children over the age of 14 years for birth control, sexually transmitted infection (STI) screening and treatment, and referral for substance abuse treatment. In alignment with Indiana law, if a student requests these services, HealthNet will not share this information with the parent/guardian unless the student provides permission.

It is the parent's responsibility to ensure that KIPP Indy has up-to-date contact and health information, including food allergies. If a student has needs we do not know about, we cannot provide for those needs, and if a student has a medical emergency, it is critical that the school is able to reach the parent. Indiana law requires a signed consent by a parent or guardian for medical care. However, Indiana law does allow emergency care without parental consent.

It is the family's responsibility to provide necessary supplies for a student with a chronic health condition, such as instructions from a physician, medications, medical equipment, and other medical supplies. If a parent or guardian does not provide the necessary items, the school will implement procedures up to and including referral to a social worker and/or report to Child Protective Services.

Illness During School Hours

If a student becomes ill or injured during the school day and is not well enough to stay in class as determined by the school nurse (i.e. fever or stomach flu), the student's parent/guardian will be called to pick the student up. If a student is sent home with a fever, we ask the student not return until he/she is fever free without the use of fever-reducing medications for 24 hours.

It is critical to have updated personal and emergency contact numbers on file with the school. Because the school does not have the capacity to watch over and care for ill students, we ask that students be picked up within 90 minutes. The appropriate legal authorities will be contacted if a student is not picked up in a timely manner and/or no reasonable communication has been had with appropriate school staff.

Medications

Except as noted below, medication is only to be dispensed out of the nurse's office, and only the nurse or specific designated employees may dispense medication to students. Medications to be dispensed at school must be brought to the nurse's office in the original container.

KIPP Indy will only administer prescription medicine to a student who has an official note from his or her physician on file, describing the prescribed medication, the required dosage, and the required frequency. Such medications should be submitted to the school nurse and administered in the nurse's office.

Authorization for a student to carry and/or self-administer medication (i.e. inhaler, EpiPen, etc.) for acute or chronic diseases or life-threatening conditions requires authorization in the form of instructions from a physician on file with the school nurse. The authorization must include a description of the medical condition for which the physician has prescribed the medication, the medication that the student should carry and/or self-administer, and that the student has been instructed in how to self-administer the medication.

Students with over the counter medicine for the treatment of temporary illnesses (such as a cold) or minor health concerns (such as allergies) must also bring their medication to the nurse's office along with a written note from their parent or guardian describing the required dosage and frequency.

Students found in possession of medication that should be submitted to the nurse on campus may be subject to discipline policies as part of the student code of conduct.

Immunizations

State law requires that all students have updated immunizations, and therefore, immunization records are required to be submitted as part of registration before the start of the school year. The record must include the student's name, date of birth, and date of each immunization. These requirements can be waived only if a properly signed health or religious exemption is filed with KIPP Indy Public Schools, and all exemptions must be renewed annually.

KIPP Indy Public Schools will collaborate with students and families to ensure notification is provided when a student's file does not contain the required immunization records, but in the interest of student health and safety, KIPP Indy Public Schools may be required to file a report with Child Protective Services for suspected medical neglect if adequate steps are not taken to resolve the situation. Updated immunization records should be submitted to kippclinic@indyhealthnet.org. See the chart below for immunization requirements.

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)	Annual influenza 2 Hepatitis A
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6 th -8 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
9 th -11 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap	Annual influenza 2 Hepatitis A 2/3 HPV
12 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

Student Rights

Diversity Statement

KIPP Indy Public Schools is dedicated to fostering an environment that promotes the education and well-being of all students. KIPP Indy Public Schools is committed to equal opportunity and does not discriminate on the basis of age, race, religion, color, sex, gender identity, disability, national origin, ancestry, or any other characteristic protected by applicable law.

Students with Disabilities

KIPP Indy Public Schools strives to provide a quality education that prepares all students to lead a life of choice. Students identified as having a disability and are eligible for special education services and/or services under Section 504 will be provided with a free, appropriate, public education within the school where placement and services for the student will be based on their individualized needs, pursuing supports take place in the least restrictive environment. We are committed to collaborating with stakeholders to ensure that we provide the best supports possible to all students identified as having a disability in accordance to their needs as well as Article 7. This includes students with identified disabilities, existing IEP's, those with a suspected disability, and general education students engaged in the 504 process. For questions related to special education services, contact diverselearners@kippindy.org.

ELL Services

Supporting multilingual students is important and is most successful when there is a high level of collaboration between the school and the family. Students are found eligible during the enrollment process when families complete the Home Language Survey. After identification, records are requested and additional testing is conducted, if necessary. If additional services are necessary, an Individualized Learning Plan will be created. For students with an existing Individualized Learning Plan, a meeting will be scheduled with the family to determine if any updates need to be made to the existing plan. Notification will be sent to the parent in their native language. For questions related to ELL services, contact multilinguallearners@kippindy.org.

Pregnant & Parenting Students

Under Title IX regulations, an institution that receives federal funding “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” Title IX also ensures the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy-related conditions. If your student is parenting or becomes pregnant, please contact the school to be referred to our Title IX Coordinator, Crystal Woolridge cwoolridge@kippindy.org so that we can share our full set of policies and procedures.

Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to

their children's education records. When a student becomes 18 years of age, they are legally considered an adult and have the right to enroll themselves, access their records, and update their authorized contacts. However, unless a student is emancipated, parents are still entitled to all educational information, must be made aware of such changes to student records, and can make decisions on the student's behalf.

Unless there is evidence of a court order or state law revoking or restricting these rights, parents and eligible students have the right to request, review, and inspect educational records; to seek to amend the records; to consent to disclosure of personally identifiable information from the records (except in certain circumstances); and the right to file a complaint with the Family Policy Compliance Office in the U.S. Dept. of Education regarding an alleged failure to comply with FERPA. Verification of the requester's relationship with the student may be required before the school will provide access to a student's records. KIPP Indy will attempt to honor all records requests made by authorized individuals within one week.

Generally, student information will not be released without parental consent. However, in addition to properly designated "directory information" (see below), FERPA (see 34 CFR § 99.31) allows disclosure, without consent, to parties or under certain conditions, including the following:

- "School officials"¹ with a "legitimate educational interest"²
- Other schools into which a student is transferring or enrolling
- Specified individuals for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for or on the behalf of the school
- Judicial orders or lawfully issued subpoenas
- Health and safety emergencies
- State and local authorities, within the juvenile justice system, pursuant to specific state law

When disclosing personally identifiable information from an education record in any of the above cases, KIPP Indy must do so on the condition that the party receiving the information will use it only for the purpose for which it was disclosed, and will not disclose the information to another, third party without prior consent, unless the re-disclosure is one of the disclosures allowed under CFR § 99.31, noted above.

KIPP Indy may, without consent, disclose directory information from a student's education records. "Directory Information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes information such as the student's name, address, e-mail, phone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended, grade level or year (such as freshman or junior), and enrollment status. Parents and eligible students have the right to provide advance written request to restrict the disclosure of any or all Directory Information.

¹ Including but not limited to instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and contractors, volunteers, or other parties to whom the school has outsourced institutional services or functions.

² A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

McKinney-Vento Act

The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. Homelessness can be defined as students who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to loss of housing, economic hardship or similar reasons; are living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; are living in emergency transitional shelters; are abandoned in hospitals. This definition includes migratory students who live in the aforementioned situations. Beginning December 10, 2016, “those awaiting foster care placement” are not included in the definition.

The McKinney-Vento Act ensures that students who fall into this category have access to meet the same performance standards to which all students are held by working in collaboration with the school to remove barriers and ensure access to enrollment, attendance and transportation. The rights of homeless parents and their children include:

- Attending school every day
- Access to transportation
- Staying at the school that your child was attending before becoming homeless (school of origin) if it is in the best interest of the child
- Enroll in school immediately, even if lacking required documents, such as school records, immunization records, proof of residency, etc.
- Access the same special programs and services that are provided to other children
- Receive the same public education that is provided to other children

If you believe your student(s) may be eligible for any of the above services and/or for additional support, please contact the KIPP Indy Public Schools at mckinneyvento@kippindy.org. If you need further assistance with your child's educational needs, you may also contact the National Center for Homeless Education at 1.800.308.2145.

Due Process

Whenever a student is accused of committing a violation of the Student Code of Conduct, he or she has the right to due process. School staff will investigate the situation and gather evidence to determine what happened and inform the student of the charges and referenced code of conduct violation before making any disciplinary decisions. The student will have an opportunity to present their evidence and/or appeal.

Search and Seizure

According to Indiana law, due to the need for schools to maintain a conducive learning environment, students have a lower than normal expectation of privacy in personal belongings. When there is reasonable suspicion that a violation of the Student Code of Conduct or the laws of the State of Indiana has occurred, or that the health and/or safety of others is endangered, an administrator of KIPP Indy Public Schools or designee has the right to conduct a search of a student and the student's belongings, including a student's vehicle.

Similarly, a student who uses a locker, desk, or other storage area that is the property of KIPP Indy Public Schools is presumed to have no expectation of privacy in that storage area of the storage area's contents. An administrator of KIPP Indy Public Schools or designee may search KIPP provided property at any time. Except

in an emergency that requires the search to be conducted without delay to protect health and safety, the designated administrator will be accompanied by another staff member when conducting the search.

When there is reasonable suspicion to believe that a student is in possession of an illegal or unauthorized object or weapon, the student may be subject to a metal detector check, a pat down, and/or a search of the student's person and/or possessions.

Student Code of Conduct

All KIPP Indy Public Schools follow the same student conduct policies. The student conduct policies apply to students at all times during the school day, while on school property, while traveling to and from school, and at any school-related event. Incidents that occur off school grounds are generally not addressed under the student conduct policies. However, if it is determined that a student has engaged in behaviors, such as cyberbullying, that affects the climate and safety of other students while in school, KIPP Indy Public Schools reserves the right and may be obligated to implement disciplinary procedures.

KIPP Indy Public Schools will comply with court-ordered and other legally-mandated directives pertaining to enrolled students. Grounds for disciplinary action may apply when the student's behavior violates said directives, and when other prohibited conduct is reasonably related to school or school activities, including traveling to or from school or a school activity.

KIPP Indy Public Schools follows state and federal laws concerning the discipline of students with disabilities. Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for violations of the Student Code of Conduct. If a student with disabilities has an IEP that includes behavior and disciplinary guidelines, that student will be disciplined according to those guidelines as required by the Individuals with Disabilities Education Act ("IDEA"). Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policies.

In alignment with privacy laws, KIPP Indy will not disclose student information and/or disciplinary actions associated with other students.

KIPP Indy Culture and Discipline Beliefs

1. We believe all students have the potential to succeed.
2. We believe all students deserve a safe, structured, and consistent learning environment that minimizes distractions, and we are committed to providing that setting for our students.
3. We believe that excellent teachers and staff are the best way to achieve the learning environment that we seek to create.
4. We believe building strong relationships with students and families is a critical aspect of the foundation of excellent school culture.
5. We believe that students and families deserve to be treated with respect and that staff have a responsibility to model emotional constancy and respectfulness.
6. We believe that staff deserve a clear set of expectations for how we will work together to ensure that we sustain a safe, structured, and consistent learning environment for our students. This includes a clear understanding of proactive and reactive interventions that are developmentally appropriate, as well as clarity of what support can be expected from administrators.
7. We are committed to making our approach to suspensions and expulsions transparent to students, families, and staff.
8. We believe that there are some behaviors that warrant immediate suspension or expulsion.
9. We are committed to exhausting available interventions to ensure that students succeed; however, if students are ultimately unable to meet expectations after the available interventions have been executed, we are committed to protecting students' learning environment and will utilize escalating consequences as necessary.
10. We believe establishing partnerships is key to ensuring students have access to the social-emotional services and support they need.

KIPP Indy is committed to utilizing positive behavior supports and working collaboratively with families to ensure a safe and orderly learning environment for all students. The Student Code of Conduct is important for all members of the school community to read and understand. When violations occur, consequences may include, but are not limited to:

- Verbal correction
- Restorative conversations or circles
- Alternative skill-building and/or replacement behavior courses/programs
- Isolation in classroom away from other students
- Placement in teacher buddy room
- Phone call home to parents
- Detention; before or after school or during lunch period
- Teacher-student-parent conference
- Additional assignments to be completed at home and/or at school
- Loss of incentives and field lessons
- Removal from extracurricular or enrichment activities
- Behavior contract
- Suspension
- Expulsion

Prohibited Behaviors

1. **Tobacco:** All tobacco products are prohibited. Disciplinary actions range from short-term suspension to expulsion.
2. **Drugs/Substances/Paraphernalia:** Students found to be in possession of, or under the influence of, any "drug" including alcohol, alcoholic beverages, look-alike drugs, inhalants, pills, tablets, or illegal drugs or substances, and/or in possession of any related paraphernalia, shall be subject to consequences ranging from suspension to expulsion. Students found to be guilty of selling or distributing any "drug" as defined above will be subject to disciplinary action up to and including expulsion. The school may be required to report to law enforcement authorities any students found to be in possession of, or believed to be selling or distributing substances.
3. **Weapons:** A deadly weapon is defined as a weapon, equipment, chemical substance, or other material that is used or is readily capable of causing serious bodily injury. A student shall not possess, handle, or transport any weapon, dangerous object or object that can reasonably be considered a weapon. A student who is identified as bringing a deadly weapon to school or on school property or who is in possession of a deadly weapon on school property may be expelled for not more than one calendar year. Disciplinary actions range from long-term suspension to expulsion.
 - a. **Stun Weapons:** A student shall also not possess a stun weapon. A stun weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person. Disciplinary actions range from long-term suspension to expulsion.
 - b. **Cutting Instruments/Objects:** A student shall not carry, conceal, display or use any knife, cutting instrument, or blunt-force weapon. Disciplinary actions range from long-term suspension to expulsion.

4. **Firearms & Destructive Devices** (*classification of weapons that requires specific school actions*): A firearm is defined as any weapon that is capable of expelling or designed to expel or that may be readily converted to expel a projectile by means of an explosion. A destructive device is defined as an explosive, incendiary, or overpressure device (such as a bomb or grenade), a type of weapon that may be readily converted to expel a projectile by the action of an explosion or other propellant through a barrel that has a diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device. As required by law, a student identified as bringing a firearm or destructive device to or on school property or who is in possession of a firearm or destructive device on school property must be expelled for at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period. If a student engages in a behavior identified in this section, the school shall immediately notify the appropriate law enforcement agency having jurisdiction over the property.
5. **Explosives**: A student shall also not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc., including fireworks, smoke bomb, paint bomb, stink bomb, any homemade bomb, or any form of gasoline, kerosene, explosive or corrosive chemicals, etc. Disciplinary actions range from short-term suspension to expulsion.
6. **Flammable Objects**: A student shall not carry, conceal, display, or use any flammable objects, including lighters. Disciplinary actions range from short-term suspension to expulsion.
7. **Violence**: Violence will not be tolerated. Verbal threatening, fighting or intimidating students, attempts to hurt another, or actions which cause reasonable fear of immediate bodily harm are defined as an "assault" and will result in disciplinary action up to and including expulsion. Making physical contact of an insulting, offensive, or provoking nature with another student is defined as "simple battery" and will result in penalties ranging from suspension to expulsion. Students guilty of "aggravated battery" (maliciously causing bodily harm to another) or "aggravated assault" (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate expulsion. Students who participate in a fight by running to an altercation or by encouraging others to participate are also subject to punishment ranging from loss of privilege to suspension. In addition to school disciplinary actions, students may also be referred to the appropriate law enforcement agency.
8. **Threatening or Violence Against Staff**: Students shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Disciplinary actions range from short-term suspension to expulsion. In addition to school disciplinary actions, students may also be referred to the appropriate law enforcement agency.
9. **Destruction or Theft of Property**: Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property will result in disciplinary action ranging from in-school consequences to suspension or expulsion.
10. **Harassment**: Harassment includes any form of behavior that would contribute to or cause psychological harm to someone else and/or urges students to engage in such conduct, is prohibited. Examples of harassment include verbal, written or physical taunts, insults, or challenges, which are likely to intimidate and/or provoke a negative response from the student being treated in this manner. Harassment is strictly prohibited and will result in immediate disciplinary action ranging from in-school consequences to suspension or expulsion.

11. **Bullying:** Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Bullying is strictly prohibited and will result in immediate disciplinary action ranging from in-school consequences to suspension or expulsion.
 - a. Additional examples of bullying/harassment behaviors include:
 - i. Physical: hitting, kicking, grabbing, spitting, etc.
 - ii. Verbal: name calling, racist remarks, put-downs, extortion, etc.
 - iii. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's possessions, etc.
12. **Cyberbullying:** Bullying via technology is treated in the same way as "in-person" bullying or harassment. Therefore, posting threats, harassing messages, or insults on Facebook, Twitter, Instagram, or other social media sites is strictly prohibited. Disciplinary actions range from in-school consequences to suspension or expulsion.
13. **Rude or Disrespectful Behavior:** Discourteous or inappropriate language and/or behavior or gestures toward a staff member or student will result in disciplinary action ranging from in-school consequences to suspension or expulsion.
14. **Profanity or Obscenity:** The use profane, vulgar, obscene words or gestures; possession of profane, vulgar, or obscene material; accessing, viewing, and/or sending obscene material via the Internet, email, cell phones (e.g. "sexting") or other electronic means; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Disciplinary actions range from in-school consequences to suspension or expulsion depending on the severity of the violation. (See also, Sexual Misconduct and Title IX, below.)
15. **Horseplay:** Playful hitting or touching of any kind, with or without the intent to cause discomfort or pain, is prohibited. Disciplinary actions range from in-school consequences to suspension.
16. **Skipping Class:** Students are considered "skipping" a class if they do not report to assigned location in a timely manner and/or are in an unassigned location with or without supervision. Disciplinary actions may range from making up missed class time after school, during recess, or through alternative assignments, loss of privilege, or suspension.
17. **Classroom Disturbance:** Behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for students and/or staff will result in loss of privilege to suspension or expulsion depending on the severity of the violation(s).
18. **School Disturbance:** Any acts that may cause disruption of the school environment and/or threaten the safety or well-being of other students is strictly prohibited. Such activities may include pulling a fire alarm, damaging emergency equipment, terroristic threats, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, etc. Disciplinary actions range from in-school consequences to suspension or expulsion depending on the severity of the violation.

19. Failure to Accept Disciplinary Action: Students are expected to accept and comply with disciplinary action assigned by a staff member. Failure to do so will lead to disciplinary actions ranging from escalated in-school consequences to suspension or expulsion.
20. Bus Misbehavior: As outlined in the "Transportation & Dismissal" section above, students who do not adhere to transportation policies may have bus-riding privileges temporarily or permanently revoked, depending upon the severity of the violation(s).
21. Gambling: Betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia is prohibited. Disciplinary actions range from in-school consequences to suspension.
22. Providing False Information: Acts such as making or providing false statements or accusations, falsifying school records, forging signatures, using an unauthorized User ID or password, etc. are prohibited. Disciplinary actions range from in-school consequences to suspension.
23. Cheating/Plagiarism: Academic misconduct in the form of cheating or plagiarism is prohibited. Students in violation of policy will not receive credit for the assigned work, and disciplinary action ranges from in-school consequences to suspension.
 - a. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc.
 - b. Plagiarism: Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another source or person and representation of them as one's original work.
24. Sexual Misconduct and Title IX: In accordance with Title IX, KIPP Indy does not discriminate on the basis of sex in its education programs, and all such discrimination or harassment is prohibited. Sexual misconduct between or among students on school property or at any school activity or event, including sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, transmission of indecent images, insulting comments or threats about sexual orientation, gender identity, stalking etc. is strictly prohibited. Any student found to be engaging in any such activities will be subject to swift and harsh consequences, including expulsion. Similarly, all such conduct between or among staff and students is prohibited. When appropriate, any such sexual misconduct matters will be referred to the KIPP Indy's Title IX Coordinator (Crystal Woolridge at cwoolridge@kippindy.org or 317-701-2391), who will launch an independent Title IX investigation, potentially including CPS, the police, parental consent, and/or Human Resources when necessary. The administrator in charge and/or Title IX Coordinator may require that the parties involved have no further contact until resolution. Grievances should be directed to the individuals noted below.

Grievances will be handled on a case-by-case basis with the assurance of prompt and equitable relief. To avoid discomfort and confrontation between alleged victims and alleged perpetrators, mediation will not be used. However, investigations will be adequate, reliable, and impartial, including the opportunity for both sides to present witnesses and other evidence. Parties involved will be notified of prompt timeframes for the major stages of the process (investigation, hearing, outcome of the investigation, and appeal, if applicable), they will receive notice of the outcome of the investigation (based on a preponderance of the evidence - i.e., it is more likely than not that sexual harassment or

violence occurred), and when appropriate KIPP Indy will provide assurances of remedial and/or preventative measures that will be taken.

25. **Trespassing on School Property:** Students are not allowed to enter or stay on the premises of the school after hours or on the weekend without authorization or permission from KIPP Indy personnel. Students who have been suspended or expelled are strictly prohibited from being present on a campus of KIPP Indy Public schools at any time during the length of their suspension or expulsion. Disciplinary actions range from in school consequences to suspension or expulsion. In addition to school disciplinary actions, students may also be referred to the appropriate law enforcement agency.
26. **Soliciting/Selling Merchandise:** Students are not permitted to solicit or sell merchandise to other students or staff members without authorization from KIPP Indy personnel. Such activity is prohibited during all school functions, including on school grounds, during school-sponsored activities, or traveling to or from school or a school activity. Disciplinary actions range from in-school consequences to suspension.
27. **Criminal Gangs and Criminal Gang Activity:** Gang activity and similar destructive or illegal group behavior on school property, school buses or at school-sponsored functions is strictly prohibited. It is the policy of the KIPP Indy Public Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior. The full gang and criminal gang activity policy is available upon request.

Suspension & Expulsion Procedures

Suspension Procedures

A School Leader or designee may impose a suspension at his/her discretion. During the investigative process, the student will be given the opportunity to deny or explain the allegations. If a suspension is imposed, communication will take place via phone (utilizing the most recent phone number provided). Written communication will also be provided to the guardian. If possible, written communication will be sent home with the student. If this is not possible, written communication will be either mailed or emailed to the guardian upon request. The notice will provide a description of the incident which resulted in the suspension and shall offer the opportunity for a conference. The School Leader may also require a re-entry meeting within or following the suspension to align on additional supports, expectations, and/or safety plans.

If a student has been suspended from school, he/she is prohibited from being on school property and/or attending any after school activities on that particular day(s). If the student comes on campus or attempts to attend an after-school activity while suspended, the school may contact the appropriate law enforcement agency to remove the student and address trespassing or other relevant violations.

Expulsion Procedures

A School Leader or designee will provide verbal and written notification to the student and his or her parent/guardian that the student is being recommended for expulsion, and the School Leader will coordinate a time and place for a formal expulsion hearing facilitated by an impartial hearing examiner. The KIPP Indy Executive Director may serve as the hearing examiner, or he/she may appoint a designee, including legal counsel or a member of the administrative staff who was not involved in the events giving rise to the expulsion recommendation. No student will be expelled without receiving the opportunity to be heard before an impartial hearing examiner. However, students are not permitted at school (or after school activities)

from the time that the school moves for expulsion until a decision has been communicated following the expulsion hearing.

At the hearing, the school and family will present evidence to the hearing examiner who will make the final decision about expulsion and the duration of expulsion. Documentation and evidence from the school must clearly demonstrate violation of KIPP Indy policy and provide rationale for the recommendation for expulsion. The expulsion examiner will render a formal decision within 10 business days of the hearing. Written notification will be provided by personal delivery, certified mail delivery, or equivalent means reasonably calculated to assure receipt of such notice at the last known address. Verbal notification will also be provided by telephone at the most recent given phone number on file.

Failure by a student or student's parent(s) to appear at or participate by other scheduled means in the expulsion hearing will be deemed a waiver of rights to contest the expulsion.

If a student is expelled from school, they are prohibited from being on school property and/or attending any after school activities until the period of expulsion expires. If the student comes on campus or attempts to attend an after-school activity during the term of the expulsion, the school may contact the appropriate law enforcement agency to remove the student and address trespassing or other relevant violations.

Seclusion & Restraint

A priority of KIPP Indy Public Schools is to create a safe environment for all students, families, staff, and visitors, and we believe that all students should be treated with dignity and respect. When possible, schools will use positive behavior supports, conflict de-escalation, and crisis prevention strategies to eliminate or minimize the need for the use of restraint or seclusion. However, it is recognized that at times, it may be necessary or otherwise appropriate for staff to use reasonable restraints and/or seclusion, such as when there is an imminent risk of injury to the student or other persons. If seclusion and/or restraint is necessary, as soon as possible after use, parents or guardians will be informed and provided with an account of the incident, including the circumstances that lead to use. The full seclusion and restraint policies are available upon request.

Technology

Cell Phones & Personal Technology

Students who choose to violate the following policies related to cell phones and personal technology will have the device confiscated and be subject to discipline depending on the circumstances and frequency of the violation(s). For chronic violations, a parent/guardian may be required to come to the school to pick up the phone or other personal technology and meet with a member of the school leadership team.

KIPP Indy Public Schools understands that many students have cell phones and other personal technology (i.e. watches, headphones, other streaming devices) in order to be in contact with their family outside of school hours and may utilize electronics while traveling to and from school each day. However, these devices can be distracting and/or disruptive to the learning environment. Except during arrival and dismissal, students may not have cell phones or personal technology devices on their person for any reason, at any time, while at school. During school hours, students must store all such devices in their lockers and/or assigned storage location.

Students are not permitted to connect their cell phones or other personal technology devices to any network of KIPP Indy Public Schools.

Students are not permitted to use personal technology to take pictures or record audio or video without expressed permission.

KIPP Indy Public Schools is not responsible for the loss or theft of any cell phone or personal technology. Students and parents/guardians assume all risk and responsibility for items that are brought to school.

Telephone Use

Students may not use any school phone without permission from a staff member. Students will only be allowed to use the phone in the case of an emergency. Students who use a phone without permission from a staff member will be subject to discipline depending on the circumstances of the violation. Students are also not allowed to receive phone calls unless it is an emergency. Parents/guardians are asked to communicate messages and make transportation arrangements with their student(s) before sending the student to school.

Technology & Internet Use Policy

Computers and other technology are used to support learning and enhance instruction. Families complete a technology release agreement for their student(s) as part of the registration process. Unacceptable use of the Internet and KIPP resources will result in disciplinary actions including but not limited to warnings, usage restrictions, revocation of access privileges, or other consequences outlined in the Code of Conduct at the discretion of School Leaders.

All technology privileges depend on a student's ability to use the technology in a responsible, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose
- Vandalize or intentionally damage KIPP devices
- Bypass or attempt to bypass content filters and restrictions

- Use any social networking site or application (Facebook, Instagram, Snapchat, Twitter, etc.) on KIPP devices or networks
- Access, view, download, display, share, or create material that contains pornography or sexually explicit and otherwise inappropriate text or media on KIPP devices, platforms, or networks
- Threaten, cyberbully, or intimidate any person, persons, building, or property
- Add or install programs, extensions, or applications on KIPP devices or browsers
- Connect to and/or broadcast content to any KIPP Indy device, including but not limited to classroom and hallway displays
- Interfere with or attempt to disable Hapara or any other [approved/mandatory] application or extension
- Change files that do not belong to the user or alter device settings
- Violate someone else's privacy
- Share his/her password with anyone except adults at the school, use other students' accounts or devices as their own, or impersonate another user or person