KIPP TEXAS PUBLIC SCHOOLS

2026-2027

STUDENT AND FAMILY HANDBOOK

(Board Approved - April 2026)

Please be aware that the KIPP Texas Student and Family Handbook may be revised at any time at the discretion of KIPP Texas, and revisions are applicable immediately. It is important to review the website regularly regarding specific issues or concerns addressed in the Handbook. In addition, in years the Texas Legislature meets, revisions should be expected during the summer and school year as new laws may become effective.

KIPP Texas does not discriminate in its programs and activities based on gender, age, national origin, race, ethnicity, religion, or disability.

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Dear KIPP Texas Families,

Welcome to the 2026-2027 school year! It is an honor to extend a heartfelt welcome to our returning families and our newest Little KIPPsters. At KIPP Texas, we view our schools as more than just classrooms; we are a vibrant Team and Family (community) spanning Austin, Dallas, Houston, and San Antonio. You belong here, and we remain deeply grateful for the trust you place in us to ensure your child is safe, supported, and set up to thrive.

As we kick off this new chapter, we remain steadfast in our belief that every child deserves a high-quality education that paves the way for academic excellence and lifelong success.

This year, we continue to lean into our Multi-Year Plan—*Committed to Excellence: Every School. Every KIPPster. Every Day*. This vision drives our work across three primary pillars:

- **Academic Excellence:** Delivering transformative, rigorous education for every student.
- **Fully Enrolled Schools:** Ensuring every seat is filled by a student ready to benefit from the KIPP experience.
- **Innovative Schooling:** Utilizing creative environments and the latest technology to enhance how our KIPPsters learn.

We know that the strongest schools are built on the foundation of strong family relationships. Your voice is essential to our success. We are committed to transparent communication and active listening because we are your partners in this journey every step of the way.

Thank you for choosing KIPP Texas Public Schools. We are energized for the 2026-2027 year and look forward to fulfilling our shared mission together:

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

Sehba Ali
KIPP Texas CEO

SECTION A:
2026-2027 REGIONAL CALENDARS

*Please see Appendix 1 for the 2026-2027 Regional Calendars

SECTION B: SCHOOLWIDE PROCEDURES AND SYSTEMS

Title I and Parental Rights

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of academically at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards in mathematics, reading, and writing.

KIPP Texas Public Schools is a Title I school district. All schools within KIPP Texas qualify as Title I schools. Being a Title I, Part A school means receiving federal funding (Title I, Part A dollars) to supplement the school's existing programs. These dollars can be used for:

- Identifying students experiencing academic difficulties and providing timely assistance to help these students meet the State's challenging content standards.
- Providing supplemental resources in high-quality staffing, programs, materials, and supplies to support Title I efforts.
- Conducting parent and family engagement meetings, trainings, and activities.
- Any local education area (LEA) with a Title I, Part A allocation exceeding $500,000 is required by statute to set-aside 1% of its Title I, Part A allocation for parent and family engagement.
    - Of that 1%, 5% may be reserved at the LEA for system-wide initiatives and administrative expenses related to parent and family engagement.
    - Of the 1%, 95% must be allocated to the Title I schools in the LEA to implement school-level parent and family engagement activities.
- Title I parents have the right to be involved in the decisions regarding how these funds will be used for parent and family engagement activities.
- The Title I Plan addresses how KIPP will use Title I, Part A funds within the school district. The Title I Plan is incorporated into the District Improvement Plan (DIP). Topics include:
    - High-quality student academic assessments
    - Supplemental services to assist struggling students
    - Coordination and integration of federal funds and programs
    - Strategies to implement effective parent and family engagement

School Visitors

Students, staff, and visitors must follow all safety procedures that the school has implemented. All visitors are required to enter through the main entrance of our campus and school building, sign in at the front office, and submit ID to front office team member for Raptor screening. Raptor screening is used to verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the Department of Public Safety, or in any other database accessible by KIPP Texas as well as to identify other potential alerts. Approved visitors will then be directed or escorted to their destination. Visitors must wear their provided badge for the duration of their time on campus.

Visitors may be ejected from school property if:

1. The person refuses or fails to provide on request identification described above; and/or
2. It reasonably appears that the person has no legitimate reason to be on school property.

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 and on any grounds or buildings where "school-sponsored activities" are conducted. Texas law also prohibits open or concealed carry of handguns and other prohibited weapons in a passenger vehicle of a school or educational institution and on any grounds or buildings in which an activity sponsored by a school or educational institution is being conducted. Generally, KIPP interprets the terms "grounds" or "school-sponsored activity" to include all district property where students are regularly present before, 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 one hour before the start of school, one hour after dismissal, and at other times when pick-up and drop-off are occurring.

Fees Owed to the School

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, may be required to furnish personal or consumable items and supplies including pencils, paper, pens, erasers, and notebooks and may be required to pay certain other fees or deposits if a student/family chooses certain items or activities, including, but not limited to the list below. Fees are only charged for optional items or activities or for replacement of damaged items per Texas Education Code Section 11.158. All fees will be paid via the front office. We do not accept cash or checks.

- Fees for materials which are in excess of minimum requirements and become, at the student's option, the personal property of the student.
- Membership dues in student organizations or voluntary clubs, and admission fees or charges for attending or participating in extracurricular activities, if membership or attendance is voluntary. This also includes voluntarily participating in such activities as marching band, after school theater productions, and other optional fine arts activities.

- Security deposits for the return of materials, supplies, or equipment, including technology equipment: If the item is not returned, the parent/guardian is responsible for paying the school the replacement cost of the item. The deposit will be included in the cost so the parent/guardian would pay the difference between the total replacement cost and what was already deposited. If the item is returned but not in good working order, the parent/guardian is responsible for paying the repair cost. The cost will be taken out of the deposit. If the repair cost is less than the deposit, the difference will be returned. If it is more, the parent/guardian will need to pay the difference.
- Personal physical education and athletic equipment and apparel: A student may, however, provide their own equipment or apparel if it meets reasonable requirements and standards relating to health and safety and school apparel specifications as set by the school (e.g. color, style, logo, etc.). This will be decided by the appropriate school personnel.
- School uniforms as outlined in the Dress Code/Uniform Policy on page 96.
- Fees to participate in optional enrichment trips (see below for more details).
- Items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, yearbooks, graduation announcements, etc.
- A fee specifically permitted by any other statute.
- A fee for a voluntary student accident insurance plan which covers accidents while at school or during a school sponsored activity, including athletic programs. This is not medical or health insurance. For more detail see the student accident insurance section below.
- A fee, not to exceed the annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school.
- A fee for personal apparel items (e.g. T-shirts, logo polo, etc.) used in extracurricular activities which become the property of the student (e.g. after-school robotics club, after-school garden club, National Honor Society).
- Parking fees and the replacement of student and other identification cards or IDs including but not limited to bus identification cards, meal identification cards, student parking ID, etc.
- A fee for a driver training course, not to exceed the actual district cost per student in the program for the current school year.
- A fee for a course offered for credit that requires the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option.
- A fee for a course offered during summer school, except that the board may charge a fee for a course required for graduation only if the course is also offered without a fee during the regular school year.
- A reasonable fee, not to exceed $50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under Texas Education Code 25.092(f) or if the district does not receive any funds under Section 48.151 and does not participate in a county transportation system for which an allotment is provided under Section 48.151(i), a reasonable fee for the transportation of a student to and from the school the student attends.

- Fees and fines for lost, damaged, or overdue library materials or textbooks. If your child ruins or loses a book provided by the school, the same book has to be replaced. This fee will be the replacement or repair cost of the book when this is an option. See the details in the Textbooks section below.
- Fees for lost or damaged chromebooks to replace or repair the item. See details in Chromebook section below.

For any required fee/cost as stated in this provision or the sections below, if a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the school office. As well, any required fee or deposit may be waived if the student and parent/guardian are unable to pay. A formal request must be made by completing the KIPP financial assistance request form (see Appendix 2) and turning this into the school office who will review the request with the School Leader and contact the family within 5 business days with a decision or to clarify the information which has been submitted. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification.

Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay. This policy is posted in a central location in each school facility and in the student and family handbook [Texas Education Code Section 11.158 (f)].

Voluntary Enrichment Activities, Including Clubs, Sports, Fine Arts, and Other Student Organizations

For voluntary membership in extra-curricular clubs and organizations including sports teams, and other activities which are voluntary, a fee may be charged to participate or attend. This fee helps to supplement the cost of providing the activity. If your child does not opt into participation, there is no fee. If your child would like to participate and there is a fee required, this must be paid before the club, organization, first game or scrimmage starts. Once a fee is paid and the student participates, the fee will not be refunded.

Some schools may charge an instrument fee for the use of musical instruments which the school owns or rents, including an annual cleaning fee as part of maintenance of the instrument. Students have the option of bringing their own instrument. If a student does utilize a school owned or rented instrument, the instrument must be returned as requested by the school. If the instrument is returned but not in good working order, the parent/guardian is responsible for paying the repair cost. If the instrument is not returned or is returned in unusable condition, the parent/guardian is responsible for paying the school's instrument replacement cost.

Some activities require a uniform. If purchased through the school, the uniform fee will be at the school's cost or you may be asked to purchase the item directly from the uniform vendor. The uniform item will be an item of personal use that your child gets to keep. Other activities may require a uniform fee for the use of uniforms that the school owns or rents, and which will be returned after the activity is finished or as requested by the school. This can include such activities as marching band and theater where the school rents or purchases the uniforms or costumes for students to use.

If a family is experiencing financial hardship and cannot pay, please contact your school office to discuss other possible arrangements.

School Issued IDs

If your child damages or loses a school issued student ID and Lanyard, Bus ID, Meal ID Card, or other school issued ID, a replacement fee may be charged at the school's replacement cost.

Instructional Materials and Technology (Textbooks, Library Books, Chromebooks, School-Issued Devices, and Other Instructional Items and Materials)

Textbooks, student workbooks/consumables, library books, Chromebooks or other school-issued devices and other approved instructional materials are provided to students free of charge for each subject or class. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued any damaged instructional materials or technology must immediately report the damage to the front office. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent/guardian. The student, however, will be provided the necessary instructional resources for use at school during the school day.

Fees for lost or damaged Chromebooks are as follows - all prices are less than the fair market value. The School Office or Operations Manager will determine the level of damage.

- Broken Screen $100
- Keyboard $40
- Power Adapter and Cord $60
- Hinges $80
- Total Loss $275

Vandalism

We have made a sustained financial commitment for the construction and upkeep of our facilities. To ensure that school facilities can serve those for whom they are intended, both this year and for years to come, littering, defacing, or damaging school property is not tolerated. Parents/guardians of students who vandalize KIPP or KIPP partner property may be subject to criminal proceedings as well as disciplinary consequences in accordance with

the Student Code of Conduct.

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least ten years of age but under 18 years of age.

Texas Family Code Section 41.001.

Voluntary Student Accident Insurance

The safety of our students is very important to us. While we work hard to prevent injuries, accidents can still happen. KIPP provides accident insurance so all students can be covered if an accident occurs on campus or during a KIPP sponsored event. This free insurance program is a secondary insurance program which helps to reduce the out of pocket expenses that come with seeking medical attention for an accident. The policy benefits include:

- Expense reimbursement for costs exceeding any applicable individual medical deductible that are not covered by your primary insurance provider, subject to policy limits and exclusions
- Expense reimbursement for out of pocket costs when there is no primary insurance provider, subject to policy limits and exclusions
- No additional deductibles or costs for the program
- No enrollment paperwork to fill out

If your child has an accident during school or a school sponsored event, please request a claim form from your school, complete the parent/guardian sections and provide a copy to the school. KIPP will then submit the claim form to the insurance company on your behalf. All coverage determinations are made solely by the insurance carrier. Families should watch their mail for any correspondence/requests from the insurance company. Once the claim has been filed, it will be your responsibility to submit any further information required directly to the insurance company. KIPP will not accept or process any medical documentation or related claim information. This is necessary to help keep your student's medical information confidential as required by law.

Classroom and School Supplies

Some schools may require parents/guardians to furnish classroom items and supplies (e.g. glue sticks, markers, crayons, folders, Kleenex, etc). For your convenience, your school may provide you with a supplies list for you to purchase the items at any store of your choosing. Your school may also provide you with the required supplies which you may purchase from the school at the school's cost, or your school may provide you with the supply vendor name, price list, and/or website which will allow you to purchase the items directly from the vendor.

As part of your supplies, your school may ask that you purchase your own combination lock for your student's locker. This is an optional cost to you and the lock will become your personal property. If you do purchase a lock, the combination must be provided to the school during the first week of school. Your school may provide you with a locker lock. If the lock is not returned or is returned but not in good working order, the parent/guardian is responsible for paying the school the replacement cost of the lock.

If a family is experiencing financial hardship and cannot purchase supplies, please contact your school office to discuss other possible arrangements.

Optional Enrichment Trips (Field Lessons, College Visits, and End-of-Year Trips)
Throughout the school year, students may have the opportunity to participate in optional travel experiences, including local field lessons, secondary college visits, and end-of-year trips.

Eligibility and Participation
Participation in these trips is a privilege. To be eligible, students must meet specific criteria defined by the school, which may include standards for grades, attendance, and behavior.

- Permission: A signed permission slip is required for every trip.
- Attendance: If a student does not participate in a trip, they are expected to attend school for regular instruction unless otherwise noted.
- Communication: For larger trips (such as end-of-year events), schools will provide detailed information regarding earning criteria, itineraries, and costs.

Fees and Payments
The cost of optional trips is passed on to the family at the school's cost or less. Fees vary based on the destination, duration, and available fundraising.

- Payment Plans: Some trips may require payment milestones. Failure to meet these milestones may result in the student being unable to participate.
- Financial Assistance: If a family is experiencing financial hardship, please contact the school office to discuss potential arrangements or support.

Refund and Reimbursement Policy
If a child does not attend a trip after a payment has been made, reimbursements are subject to the following conditions:

- Vendor Constraints: The school can only reimburse fees that it can successfully recover from vendors (airlines, hotels, event venues, etc.).
- Committed Costs: If the school has already paid for non-reimbursable items (e.g., pre-paid airfare or tickets) based on your commitment to attend, that portion of the fee cannot be refunded.

KIPP Family Association Voluntary Dues
The purpose of the KIPP Family Association (KFA), which is available in some schools, is to assist the KIPP school faculty as they go above and beyond in their efforts to help prepare

our students to pursue any path they choose; college, career, and beyond. This assistance includes activities such as volunteer coordination, school fundraising, faculty appreciation, student end of year celebrations, and the organization of family-oriented activities.

Voluntary dues are up to $10 per student to help accomplish the purpose and mission. If you are interested in setting up, or participating in a KFA at your school please contact your School Leader.

Household Income Verification and Payments
The KIPP Texas Child Nutrition Program provides nutritionally balanced meals to students under the National School Lunch Program (NSLP). All of our KIPP Texas schools qualify for the Community Eligibility Provision (CEP), which enables KIPP Texas to offer free meals to all students, regardless of income. A confidential Household Income Survey is completed during online registration instead of a meal application.

Students have the option to purchase additional meals or meal components, provided they have sufficient funds in their account. Student balances can be paid online by visiting https://linqconnect.com/main No cash is accepted at the serving line.

Tuition Based Pre-K (for schools which offer Pre-K programming)
Your school may offer half day Pre-K 3 and/or full day Pre-K 4 programs on a tuition basis to students who do not meet the eligibility requirements to attend Pre-K for free. In order to be eligible for free Pre-K your child must meet and show documentation for one of the following criteria as outlined by TEA.

As set forth by the Texas Education Agency, a child must be at least three or four years of age as of September 1 and must meet one of the following requirements:

- **Is Identified as an Emergent Bilingual by the Language Proficiency Assessment Committee (LPAC)** (i.e. who is in the process of acquiring English and has another language as the student's home language.); or
- **Educationally disadvantaged**, determined by **eligibility to participate in the national free or reduced-price lunch program** established under 42 U.S.C. Section 1751 et seq.; or
- **Homeless**, as defined by 42 U.S.C. Section 1143a, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child; or
- **The child of an active duty member of the armed forces** of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority; or
- **The child of a member of the armed forces of the United States**, including the state military forces or a reserve component of the armed forces, **who was injured or killed while serving on active duty**; or
- **Is or has been in the conservatorship of the Department of Family and**

Protective Services following an adversary hearing held as provided by Section 262.201, Family Code, or foster care in another state or territory, if the child resides in this state; or

- **Is the child of a person eligible for the Star of Texas Award as:**
    - a peace officer under Section 3106.002, Government Code;
    - a firefighter under section 3106.003, Government Code; or
    - an emergency medical first responder under Section 3106.004, Government Code.
- **Is the child of a teacher.** A classroom teacher is an educator who is employed by a school district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or a full-time administrator

*Under Texas Education Code Section 28.02124, any Pre-K 3 student who qualifies for free Pre-K 3 will automatically be eligible for free Pre-K 4. New-to-KIPP students will need to provide proof of Pre-K 3 eligibility in order to satisfy this eligibility criterion.

For families who do not qualify for tuition-free Pre-K**,** KIPP offers Pre-K 3 and Pre-K 4 with tuition for students who are admitted through the lottery process. The tuition for half day Pre-K 3 is $2,050* per year for the 2026-2027 school year and $4,100* for full day Pre-K 4. Failure to pay within the specified timelines may result in the student's removal from the program. Rates are dependent upon the Texas Education Agency and may be subject to change.

*SUBJECT TO CHANGE: TEA will publish SY 2026-2027 allowable rates late Summer 2026.

Service Animals

In accordance with applicable federal and state law, KIPP permits service animals into campus buildings where other animals would typically not be permitted. Service animals are defined by the Americans with Disabilities Act as dogs trained to do work or perform tasks for an individual with a disability. Service animals are defined by Texas law as a canine that is specially trained or equipped to help a person with a disability and that is used by a person with a disability. The work or tasks performed by the dog must be directly related to the person's disability. Such work or tasks do not include the crime deterrent effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship. A service animal on campus must meet the following criteria and be controlled accordingly:

- Must be trained as a service animal in the work or tasks directly related to the person's disability.
- Individuals will be permitted to have no more than one service animal.
- Animals on campus grounds must be securely confined in a vehicle, cage, or similar restrictive conveyance, or be secured to a leash, cord, chain, or similar direct physical control of a maximum length of six (6) feet, the other end of which is restrained by a

person. If this constraint interferes with a service animal's work or if the individual's disability prevents using these devices the individual must maintain control of the animal through voice, signal, or other effective controls.
- Animals must not be tethered to a stationary fixture or tree, or left unattended on campus.
- Animals brought to campus should have evidence of current vaccinations (including rabies) or they may be subject to removal from the campus.
- KIPP is not responsible for the care or supervision of a service animal.

KIPP retains the right to take action to remove any animal from KIPP premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. In all cases, the owner of the animal is responsible for the animal's behavior and must be in full control of the animal at all times.

Grading Policy

The KIPP Texas Grading Policy is grounded in the Texas Education Code, research-based best practices, and feedback from our employees and students. Our policy seeks to draw upon three pillars of grading[1]: 1) Our grading is mathematically accurate; 2) our grading is bias-resistant; and 3) our grading motivates students. Below are a few key components to our grading policy:

- **Gradebook -** Skyward gradebook is the official KIPP Texas gradebook for all schools.
- **Grading Scale -** All schools will implement the KIPP Texas Grading Scale below. **This applies for all courses, including electives.**
    - See ***Table 1*** for the KIPP Texas Primary School Grading Scale
    - See ***Table 2*** for Middle & High School Grading Scale
- **Special Services & Grading -** In accordance with Texas Education Code Section 29.051 and 19 Texas Administrative Code Section 89.1210, grading for Emergent Bilingual (EB) students shall be determined by their mastery of the Texas Essential Knowledge and Skills (TEKS), independent of their stage of English language acquisition. Teachers are required to implement and document linguistic accommodations as mandated by the English Language Proficiency Standards (ELPS) under 19 Texas Administrative Code Section 74.4 and the student's Language Proficiency Assessment Committee (LPAC). Consequently, an EB student's grade must reflect their conceptual understanding of the subject matter rather than their English proficiency; no student shall receive a failing grade or be penalized for errors in English mechanics unless such mechanics are a specific requirement of the grade-level TEKS for that content area.

[1] Feldman, J. (2019). *Grading for Equity.* Corwin.

- **Multiple Opportunities for Mastery & Retakes -** Our assignments and assessments emphasize standards mastery, and students should have multiple ways to demonstrate mastery. As such, students should be able to retake an assignment and one opportunity to retake an assessment in order to demonstrate mastery during the current academic quarter.

Table 1. KIPP Texas Grading Scale for Primary School

3rd-4th Grade		K-2nd Grade	
Letter Grade	**Numeric Grade**	**Level of Mastery**	**Description**
A	93-100	Adv *Advanced*	Strong evidence of meeting or exceeding learning goals
A-	90-92		
B+	87-89	Pro *Proficient*	Evidence suggests adequate meeting of learning goals
B	83-86		
B-	80-82		
C+	77-79	Dev *Developing*	Evidence suggests some learning goals met
C	73-76		
C-	70-72		
F	Below 70	Eme *Emerging*	Evidence suggests some partially met learning goals or no learning goals met

**Below 70 is considered non-passing/failing grade*

Table 2. KIPP Texas Grading Scale for Middle and High School Courses

			High School Only	
Letter Grade	**Numeric Grade**	**Grade Points**	**Grade Points for Pre AP/Honors/Pre IB/Practicum CTE**	**Grade Points for AP**
A	93-100	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67

B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
F	Below 70	0.00	0.00	0.00

**Below 70 is considered non-passing/failing grade*

Summative Assessments

KIPP Texas implements an assessment strategy that is based on a framework with varied assessment purposes and frequencies so students, teachers, and parents have information on academic performance throughout the year. Below is a summary of the required summative assessments:

Assessment & Vendor	Which students take this assessment?	How often do students take this assessment?	Why is this assessment important for students?
MAP and/or iReady (NWEA)	Students in grades K-8	Students take this assessment two or three times a year	• This is an adaptive, norm-referenced assessment measuring what students know and need to learn for college readiness. • Adaptive means the test questions change throughout the assessment as you answer them correctly or incorrectly. • Norm-referenced means that students' knowledge and skills are compared to the knowledge and skills of the norm group of students across the nation. • Our goal is to get our students to be college ready, which is scoring in the top 25% of peers across the nation.

STAAR
 	
(Texas Education Agency)
	Students in grades 3 through high school	Most students take this assessment once each spring. Other students have the opportunity to retest if they did not pass.	• This is our annual state standardized test that measures the extent to which a student has learned and can apply knowledge and skills at each tested grade or course.
			• TEA provides annual academic accountability ratings based largely on performance on STAAR.
			• There are up to four performance categories based upon the grade to indicate mastery of our learning standards. Our goal is to get our students to meet and master grade-level standards and show growth from one year to the next.
			  ○ Mathematics in grades 3–8
			  ○ Reading in grades 3–8
			  ○ Science in grades 5 and 8
			  ○ Social Studies in grade 8
			• STAAR Alternate 2 are for students who have significant cognitive disabilities and are receiving special education services.
			• STAAR Spanish is available for students in grades 3-5 and can be assigned by the LPAC.
			• Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules. There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment in order to graduate.
			• STAAR End-Of-Course (EOC) assessments are administered for the

			following courses: • Algebra I • English I and English II • Biology • U.S. History
TELPAS and TELPAS ALT	Emergent Bilingual Students in Grades K-12 (including parent denials)	Once in the spring	● The Texas English Proficiency Assessment System (TELPAS), evaluates English proficiency among students to ensure language learning progress in listening, speaking, reading, and writing. ● Information is used to help educators tailor support and instruction to meet each student's linguistic needs effectively. ● Emergent Bilingual students will continue to take the TELPAS assessment until they have met all requirements to reclassify: ○ Advanced-High composite score across all four language domains. ○ Passing score on Texas standardized reading assessment: ■ Grades 1-2 and 11-12: IOWA ■ Grades 3-10: STAAR Reading/English EOC ○ Positive teacher evaluation/ recommendation
ACT and SAT	Juniors and Seniors	Students have a few **optional** opportunities throughout the year (October, April)	● The ACT is a standardized test that measures a student's skills in five core areas (English, math, reading, science and writing). ● The SAT is a standardized exam used for college admission to measure readiness in reading, writing and math. ● Students take the ACT and/or SAT so they can submit scores to colleges as

			part of the college application process. • Our goal is to get our students to score a college-readiness score in order to prepare them for college-ready coursework.
AP (Advanced Placement) (College Board)	Students enrolled in Advanced Placement courses	Once in the spring	• AP tests are college-level exams on specific subjects that are administered upon completion of an AP course in high school. • A student may be able to earn college credit based on their score of a 3 or above.
TSI (Texas Success Initiative) Assessment			• Prior to enrollment in a Texas public college or university, most students must take TSI. • TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. • This assessment may also be required before a student enrolls in a dual credit course offered through the district. • Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Credit Acquisition

Students receive credit for TEA-identified courses by earning a grade of 70 percent or better. For courses that are one full year, students may earn credit if their fall and spring semester average for the year is 70% or higher, no exceptions. If a student's average is less than 70 percent for a two semester course (i.e. English I) but the student passes one of the semesters, the student may be granted credit only for the semester passed. The student will need to retake the failed semester only. Credits will be added to all high school transcripts at the conclusion of the fall and spring semesters. Recovered credits are added in the fall, spring and summer. Students must reach at least a 70% average in order to recover credit. In

order to receive transcript credit the school must provide passing documentation to the school registrar with School Leader and teacher signature. Documentation must also be placed in the student's cumulative folder. Credit recovery does not replace the original earned grade; rather, both grades will appear on the student's transcript and be calculated in the student's GPA. When a failed course is repeated, however, the higher average replaces the lower average for GPA calculation. The failed course will stay on the transcript, even though it will not count for the GPA calculation.

In the event a 4th year junior needs to be reclassified as a senior, this process will take place at the conclusion of the student's fall semester of the fourth year and will require the notification of the School Leader, Head of Schools, and the Campus and Attendance Specialist. Once identified as a senior, the student will be included into senior class ranking.

Locally developed courses will not receive state credit and are not encouraged. If a school is offering a locally developed course, the school must receive express written permission from the School Leader Manager (HOS/DHOS), and the Deputy Chief of Curriculum and Instruction or Chief Academic Officer. High school courses taken at middle school (Spanish, Algebra, Computer Science) will receive high school credit but will not be calculated in grade point average.

Electronic Access to Student Data

KIPP Texas Public Schools is pleased to offer students, parents and guardians electronic access to student data via the Skyward Student Information Management System. Skyward manages all aspects of student data management including attendance, grading and reporting.

Skyward Family/Student Access is a secure portal available to all parents and guardians of KIPP Texas students. This platform provides a streamlined way to track student progress and manage essential information, including:

- **Real-Time Monitoring:** View attendance records, academic performance, and class schedules.
- **Simplified Data Management:** Access convenient digital forms to update student addresses and contact information.
- **Integrated Testing Results:** Utilize a direct link to the Texas Assessment Parent Portal to view STAAR results and access educational support resources.

For on-the-go connectivity, download the **Skyward Mobile Access** app from the Apple App Store or Google Play Store. If you need assistance with your login credentials or navigating the platform, please contact your school's front office for support.

Skyward Family Access How-To:

- English: Skyward Family Access How-To.pdf

- Spanish: Instrucciones de acceso a Skyward Family.pdf
- Skyward Link: https://skyward.iscorp.com/KIPPTXStuSTS

SECTION C:
SCHOOL HEALTH SERVICES AND

WELLNESS

School-Based Mental Health Services

The KIPP Texas School-Based Mental Health Team exists to promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive developmental school mental health program that seeks to meet the needs of the whole student. We are committed to providing a safe and nurturing environment where students feel seen, heard, supported, and thought of as a whole person. We are committed to developing programming that effectively removes barriers to learning and equips students with the necessary tools needed to navigate their educational experiences and beyond.

The School-Based Mental Health Team provides resources to you and your student such as counseling, responsive services, parent education, program development, teacher consultation, guidance lessons, community referrals, and crisis management. All KTX Campuses have at least one full time Mental Health Professional on campus.

At KIPP Texas you and your student's health, wellness, and sense of belonging are important to us. If you or your student would like assistance from our School-Based Mental Health Team please submit a Student Assistance Form at kipptexassaf.com or by using this QR code.

Suicide Awareness and Mental Health Support (All Grade Levels)

KIPP Texas is committed to partnering with parents and caregivers to support the mental, emotional, and behavioral wellbeing of its students. If you are concerned about your child, please access the following resources or contact the school for more information related to suicide prevention and to find mental health services available in your area:

- If it is an emergency, call 911.
- The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- Suicide Prevention: 988 Suicide and Crisis Lifeline
- Crisis TEXT line: Text "HELLO" to 741-741 (free and confidential, available 24 hours a day, seven days a week).
- Texas Suicide Prevention: https://texassuicideprevention.org
- Your child's pediatrician or doctor.

Schools may play an important role in preventing youth suicide, and being aware of potential warning signs is vital. Warning signs of suicidal ideation include, but are not limited, to the following:

- Talking or joking about suicide.
- Making suicide threats.
- Seeking out weapons, pills, or other ways to die.

- Making statements about feeling hopeless, helpless, or worthless.
- Saying things like, “I’d be better off dead,” “I wish I could sleep forever”, or "People would be better if I died."
- Apathy or loss of interest in things one cares about.
- Taking unnecessary risks or exhibiting self-destructive behavior.
- Writing social media posts about death, dying or suicide.
- Giving away prized possessions.
- Saying goodbye to friends and family as if for good.

A change in behavior can also be a warning sign:

- Changes in eating habits (eating too little or too much).
- Changes in sleeping habits (sleeping too little or too much).
- Changes in school attendance or grades.
- Increased use of alcohol and/or drugs.
- Isolation - change in friendships or withdrawing from friends and social activities.
- Out of character behavior.
- Mood swings or personality changes.
- Loss of interest in activities or things one cares about.
- Engaging in reckless behavior.
- A deepening depression and increased anxiety.

Seek help immediately if you have any concerns about your child.

School Health Services

KIPP Texas is committed to providing a school environment that enhances learning and development of lifelong wellness. KIPP Texas shall follow guidelines that advance student health and shall promote the general wellness of all students. School Health services are provided mainly by the School Nurse (LVN or RN) or Clinic Coordinator. However, additional KIPP Texas staff, such as teachers, coaches, administrators, counselors, or clinic assistants, may also provide first-aid and care to ill or injured students.

Health services provided at KIPP Texas Public Schools include: General First Aid, Acute Care, Chronic Disease Management, Medication and Treatment Administration (with doctor’s orders), Vision Screening, Hearing Screening, Spinal Screening, Diabetes Risk Assessments, Care Coordination, and Referrals to Community Resources.

Families may opt in or out of these services via the Health Services Consent form during the registration or reenrollment process. Permission can be revoked or granted by the parent/guardian at any time. A change in permission must be provided in writing, signed by the parent/guardian, and is effective immediately upon receipt.

Health Screenings

In Texas, students are required by the Texas Department of State Health Services to have vision, hearing, and spinal screenings. Children enrolled in PreK, first, third, fifth, and

seventh grades will receive vision and hearing screening in each of those grade years. Parents may request a vision or hearing screening at any time if they suspect a problem. Female students in 5th and 7th grades and male students in 8th grade are required to have a spinal screening to check for abnormal spinal curvature.

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student's parent, managing conservator, or guardian must submit on or before the day of admission a notarized affidavit stating the objections to screening. Texas Health & Safety Code § 36.005(b); 25 Texas Administrative Code Section 37.25(c).

Athletics

All high school and middle school students who wish to try out for a school sponsored athletic team must first have a current physical on file with the campus athletic director. Physicals MUST be completed and turned in before a student is allowed to try out for any sports team. Once placed on a team, students must complete online medical history and, athletic, and covid testing forms in Rank One. Online forms must be completed within 3 days of team rosters being posted in order for student-athletes to participate.

Child Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately to the Texas Department of Family and Protective Services (TDFPS), also known as Child Protective Services (CPS), and in no case later than 24 hours from, when they have "reasonable cause to believe that a child who is 17 years of age or younger has been harmed or is in danger of being harmed – physically, sexually, or through neglect."

No one in the workplace, including supervisors, is permitted to suppress, change, or edit a report of abuse. A mandated reporter may not delegate or rely on another person to make the report. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and possible criminal sanctions. Falsely reporting information is a misdemeanor.

Notice to Parents or Guardian about Employee Misconduct

The Superintendent or designee shall provide notice to the parent or guardian of a student with whom a person employed by or acting as a service provider for KIPP Texas Public Schools is alleged to have engaged in the misconduct.

The notice must be provided as soon as feasible after KIPP Texas Public Schools becomes aware that alleged misconduct may have occurred.

Sexual Abuse, Trafficking, and Other Maltreatment

KIPP has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed in this handbook. As a parent/guardian, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code Section 261.410 is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare or failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to an appropriate law enforcement agency or to the Texas Department of Family Protective Services (TDFPS), also called Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that they did the right thing by telling you.

As a parent/guardian, if your child is a victim of sexual abuse or other maltreatment the Texas Department of Family and Protective Services (TDFPS) (also known as Child Protective Services (CPS) and/or an appropriate law enforcement agency will be notified. The nurse/clinic coordinator, school counselor, or School Leader will provide information regarding counseling options for you and your child available in your area. The TDFPS/CPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County**.** Reports of abuse, trafficking, or neglect may be made to the CPS division of the TDFPS at 1-800-252-5400 or on the web at Texas Abuse Hotline Website: https://www.txabusehotline.org/Login/Default.aspx

Child trafficking of any sort is prohibited by the Texas Penal Code Section 20A.02. Trafficking includes both sex and labor trafficking. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services. All KIPP Texas schools post required human trafficking awareness signage in high traffic areas [Texas Education Code Section 37.086].

Traffickers can be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Traffickers may also make contact with victims online.

The following websites might help you become more aware of child abuse, sexual abuse, trafficking, and other maltreatment of children:

- https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf **Child Welfare Information Gateway Factsheet**
- Child Abuse (for Parents) | Nemours KidsHealth **KidsHealth, For Parents, Child Abuse**
- http://taasa.org/resources/ **Texas Association Against Sexual Assault, Resources**
- https://www.childwelfare.gov/topics/safety-and-risk/child-abuse-and-neglect/?stt=855&top=86 **Child Welfare Information Gateway, Abuse and Neglect**

Communicable Diseases

A communicable disease is one that may be passed directly or indirectly from one person to another. If a student has a communicable disease, suspected, or possible exposure to a communicable disease, the parent or student should inform the nurse/clinic coordinator immediately. The nurse/clinic coordinator will report the information to the School Health Services Sr. Director for verification. If a student has been identified to have a reportable disease that requires exclusion, they will be excluded from school for the time period specified by the Texas Department of State Health Services and possibly reported to the health department if required by law. The nurse/school leader shall exclude from attendance any student suffering from a contagious disease, as defined by the Texas Department of State Health Services in 25 Texas Administrative Code Section 97.7, until the criteria for re-admittance is fulfilled. Conditions for which the school must be notified and for which children may be excluded include, but are not limited to Hepatitis A, chickenpox, scabies, measles, pertussis, mumps, bacterial meningitis, tuberculosis and infectious forms of conjunctivitis (pink eye). Students excluded due to a contagious disease shall be readmitted by one or more of the following methods:

- Written medical clearance from the student's physician
- Readmission permit from the local health authority
- Disease is no longer contagious, as established by the Texas Department of State Health Services communicable disease chart

If the health risk factors of your child or the school environment are at risk due to a communicable disease outbreak, parents/guardians will be notified and additional information will be given. If local and/or state health departments advise KIPP Texas to change the method of instruction or require school day modifications or closures due to a campus communicable disease outbreaks, we will provide instructions at that time as to how we will proceed.

Fever
A student with a fever at or above 100.0 F. or 37.8 C. must be excluded from school according to the Texas Department of Health Services. In order to return to school, the student must be fever free for 24 hours without the use of fever suppressing medications such as Tylenol.

Vomiting
A student with multiple episodes of vomiting will be excluded from school. In order to return to school, the student should have ceased from active vomiting.

Diarrhea
A student that has had 3 or more loose stools in a 24 hour period will be excluded from school according to the Texas Department of Health Services. In order to return to school the student must be diarrhea free for 24 hours without the use of diarrhea suppressing medications.

Ringworms (Body or Scalp)
Ringworms on the body and scalp must be covered with a bandaid or clothing until healed. Over the counter medications can be applied by parents/guardians. For severe cases of scalp ringworms, a physician's ordered medication may be indicated for treatment. Students will be excluded from school if the ringworm is not covered or treatment has not begun.

Conjunctivitis, Pink eye
A student with the symptoms of pink eye such as red eyes, discharge or crusting around the eyes will be excluded from school according to the Texas Department of Health Services. The student may return to school with a physician statement or is symptom free.

Lice
Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and as well as when children share things like combs, brushes, hats, and headphones. Students with live lice cannot come to school. If careful observation indicates that a student has live head lice, the school nurse/clinic coordinator will contact the student's parent/guardian to pick the student up from school and discuss a plan for treatment. After the student has undergone one treatment, the parent/guardian should check in with the school nurse/clinic coordinator to discuss the treatment used and results. The school can offer additional recommendations, including subsequent treatments and how to best get rid of lice and prevent their return. KIPP shall provide written or electronic notice to parents/guardians in primary schools of a student in the same classroom within five days with live lice.

Medication Administration Policy

Medications may be administered during school hours with a physician's order. Prescribed medication and over the counter medications must have a physician's order written in English to ensure prompt compliance. If not written in English, we will use our best efforts to

work with the family and provider to obtain orders in English in order to offer services at school. The physician's order must be signed by the physician and the parent/guardian. The physician's order must be dated for the current academic school year. It is the policy of KIPP that students should not be in possession of any medication, nor take any medications, during the school day or on school premises on their own without a physician's order stating permission to self-carry as set out in detail below. Faculty are also not permitted under any circumstances to give a student any medicine (prescription, over-the-counter or otherwise).

The school nurse/clinic coordinator or school designee may administer medication (prescription and non-prescription) to students as governed by state law and regulations provided that:

- In the event a student must take medication during school hours, all medication--prescription and over the counter (including medication supplies) -- must be provided and brought to the school by the student's parent/guardian (not by the student or bus driver). The physician's order must include the reason/purpose of the medicine, name of the medicine, and exact dosage and time of administration. This form may be obtained from the school nurse/clinic coordinator.

- The medication must be current and not expired. Prescription medicine must be in the original container with an attached prescription label that includes the student's name, the drug name, the directions for dosage and the schedule for administration. The label must also include the name and address of the pharmacy, the name of the prescribing physician, and the date the prescription was filled.

- All medication must be ordered by a physician/dentist licensed to practice in Texas. The prescription must be filled by a pharmacist licensed to practice in Texas. If a student is new to Texas coming from another state, medications from another state in the U.S. will be accepted on a temporary basis until a new physician licensed in Texas is established.

- Non-prescription or over the counter medication may be administered during school hours with parent permission consent form for 10 days (including but not limited to topical ointments, analgesics, antacids, antipyretics, antihistamines, decongestants, and cold/cough preparations) must be in the original unopened container indicating age-appropriate dosage instructions which will be strictly followed by school personnel. Medications will only be administered according to the dosage and instructions listed on the prescription bottle. If more than 10 days are required then a physician's order will need to be provided for medication administration. No other medications can be given, such as foreign medications, herbal remedies, dietary supplements, or homeopathic medications.

- Age-appropriate students will be allowed to self-carry and self-administer medications such as asthma inhaler or epi-pen medication **when a signed physician's statement is submitted to the school indicating permission for the student to self-carry**. It

is recommended that an additional inhaler be provided to the school. If the student violates campus safety policies, the school may revoke this privilege to self-administer and will notify the physician and parent/guardian.

- **Medicine must be delivered to and picked up from the school by the parent/guardian or other responsible adult.** All medications to be given during the school day will remain in a designated locked or secured area of the school. Any unused medicine not picked up at the end of the school year will be destroyed by school personnel. KIPP Texas is not responsible for replacing medication that is not picked up at the end of the school year.

- All written consents from physicians/dentists as well as parents are valid for one school academic calendar year.

- School nurses and 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.

- Scheduled medications and emergency rescue medications should be provided to the nurse/clinic coordinator. In the event of a medical crisis such as difficulty breathing or anaphylaxis, 911 may be called if no rescue medications are available or are not sufficient for the particular situation.

Please complete the appropriate file or have your healthcare provider complete a physician's order and bring it to the nurse\clinic coordinator:

- Over the Counter Medication Authorization Form
- Prescription Medication Authorization Form
- TEA_Seizure_Form_2024-2025__1_.pdf
- Asthma Action Plan.pdf
- Food Allergy Action Plan.jfif

Chronic Medical Illnesses

School Health Services will work to provide a safe and healthy environment in which all students with physical or mental health conditions have the opportunity to benefit from education and achieve their maximum potential. Any student with a chronic medical illness (i.e. diabetes, asthma, seizures, sickle cell anemia, etc.) and/or life-threatening allergy must notify the school nurse/clinic coordinator. The nurse/clinic coordinator will coordinate care and/or medications for the student during school hours in collaboration with the parents/guardians and healthcare provider. Medications, physician's orders, and emergency action plans should be requested from the physician to care for a student.

Diabetes Management

Students with diabetes that will require care while at school or during school-related activities must submit to the school nurse/clinic coordinator a diabetes medical management plan

from the physician. The nurse will review the diabetes medical management plan and shall develop an individualized health plan in accordance with Texas Health and Safety Code Section 168.001

Seizure Management
Texas Education Code Section 38.032relates to school-based management of student seizure disorders. The law requires public schools to develop, implement, and follow a specific seizure management and treatment plan for students with diagnosed seizure disorders, ensuring appropriate care while they are at school.

Key Aspects of Texas Education Code Section 38.032:

- **Seizure Action Plan:** Requires a comprehensive, written plan for each student with a seizure disorder, developed with input from parents/guardians and medical professionals.
- **Staff Training:** Mandates training for school personnel who have direct contact with a student with a seizure disorder, covering recognition of seizures, first aid, and the student's specific plan.
- **Implementation:** The bill establishes procedures for the administration of medication and emergency care, ensuring schools are equipped to handle seizures safely.
- TEA-seizure-management-form.pdf

Allergy and Food Allergy Management
KIPP Texas recognizes that food allergies may be life-threatening and is committed to providing a safe learning environment for all students.

Parent/Guardian Notification
Parents/guardians of students with known or suspected allergy and food allergies must notify the school nurse in writing at the beginning of each school year or at the time of enrollment. Notification must include documentation from a medical doctor (MD) identifying the specific allergy, recommended precautions, signs and symptoms to the allergen, and required treatment.

Parents/guardians are responsible for providing:

- A completed Food Allergy Action Plan signed by the healthcare provider
- All necessary medications, including prescribed epinephrine auto-injectors (EpiPen) or other medications
- A Food Allergy Action Plan from a medical doctor and is signed by the parent/guardian is needed for rescue medications and for modifications to the school breakfast and lunch.

Food Modifications

If food modification is needed, the school nurse will send a copy of the FARE form to the Nutrition Department for meal modifications. Parents/guardians should plan to provide lunches for approximately 2 weeks for processing.

Updated information whether the student's allergy condition or treatment plan changes during the school year

All medications must be provided in their original pharmacy-labeled container and must not be expired.

Medication and Emergency Procedures

Students diagnosed with severe food allergies requiring emergency medication must have epinephrine auto-injectors available at school. The medication will be stored according to school health procedures and will be accessible to trained staff in the event of an allergic reaction.

If the physician's order states to allow students to carry and self-administer epinephrine with written authorization from the parent/guardian and healthcare provider will be permitted.

In the event of a suspected allergic reaction:

- School staff will follow the student's Emergency Action Plan
- Epinephrine will be administered immediately if indicated
- Emergency Medical Services (911) will be contacted if appropriate
- Parents/guardians will be notified as soon as possible

School personnel receive training, as appropriate, on recognizing symptoms of allergic reactions and responding to emergencies.

Cafeteria and Classroom Food Safety

The school will take reasonable precautions to reduce exposure to known allergens. These precautions may include:

- Communicating allergy information to appropriate staff while maintaining student privacy
- Monitoring food served in the cafeteria and during classroom activities
- Encouraging proper handwashing and surface cleaning before and after meals Parents are encouraged to communicate with teachers and school staff regarding classroom celebrations, snacks, or special events that may involve food.

While the school strives to reduce allergen exposure, it cannot guarantee an allergen-free environment. Cooperation among parents, students, and school staff is essential in maintaining student safety.

Homebound Services

For information on homebound services, see Section G.

Medical Procedures and Treatments

For students requiring medical treatments and procedures during school hours such as gastrostomy tube feedings, urinary catheterizations, and ostomy care, parents/guardians must provide a physician's order for treatments to the school nurse/clinic coordinator.

Emergency Medical Treatment

If a student should have a medical emergency at school or at a school-related activity, the school shall use best efforts to seek emergency medical services as appropriate. In order to provide the best plan of care for the student upon returning to school, the nurse may request the emergency room discharge documents or a return to school/work release from a physician. The nurse will need this documentation upon the student's return to school following a 911 call. Parents/guardians should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the appropriate school personnel to update any information or make changes directly in Skyward. If, in the opinion of the campus administrator or school nurse, a life-threatening emergency occurs, EMS will be called. Parents/guardians will be notified immediately of the call. If the parent/guardian does not respond, all emergency contacts will be attempted. If no contact is made, KIPP Texas will follow EMS recommendations for care.

Concussion Response

In accordance with Texas Education Code Section 38.173, KIPP Texas follows a concussion-response protocol for any student who may experience a head injury outside of athletics, including during class, recess, hallway transitions, or other school activities.

If a concussion is suspected, the student will be immediately removed from activity and monitored by trained staff. Parents/guardians will be notified as soon as possible. Symptoms may include headache, pressure in the head, dizziness, balance problems, or nausea/vomiting. A letter will be sent home advising parents/guardians to observe the student for signs of concussion and any worsening symptoms that may require medical attention.

If the student exhibits red-flag symptoms such as loss of consciousness, repeated vomiting, worsening headache, slurred speech, or seizures, Emergency Medical Services (911) will be called in addition to notifying parents/guardians.

The student may not return to regular school activities until they meet the state's return-to-activity requirements and, if applicable, provide medical clearance to the school nurse/school designee.

KIPP Texas will follow state guidance on supporting students during recovery. If the district chooses to provide academic accommodations, staff will use the TEA-issued form to outline appropriate short-term supports.

This protocol ensures safe management, prompt communication, and a gradual, medically appropriate return to learning and activities.

Opioid Antagonists

An opioid overdose occurs when the amount of opioids in the body is so great the individual becomes unresponsive to stimuli and breathing becomes inadequate. Lack of oxygen affects vital organs, including the heart and brain, leading to unconsciousness, coma, and eventually death. Naloxone is indicated for the reversal of opioid overdose in the presence of respiratory depression or unresponsiveness.

School personnel authorized and trained in accordance with this Policy may administer naloxone to a person who is reasonably believed to be experiencing an opioid-related drug overdose. One or more of the school personnel authorized and trained in accordance with this Policy will be on each campus during regular school hours.

Before any school employee or volunteer may have custody of or administer an opioid antagonist medication under this policy, the employee must successfully complete an annual training program. All school-based personnel that are trained in naloxone administration are protected by law under Texas Education Code, Chapter 38, Subchapter E-1, both for acting or not acting (if naloxone is administered or in the case where naloxone is chosen not to be administered). School-based personnel are asked to use their discretion or judgment based on training to administer naloxone based on their training.

Administration of Naloxone will be reported to local emergency medical services, the parent or legal guardian, and the Department of State Health Services.

Immunization Compliance

Texas State law requires that all children attending school be immunized against various diseases. During registration, an up-to-date copy of the student's immunization record is required. The nurse/clinic coordinator will evaluate the

immunization record and notify the parent/guardian of any other required immunizations. KIPP Texas must abide by Texas State law requiring that all students must be current with immunizations to attend school. These requirements can be waived with a medical exemption, history of illness, and the original signed exemption affidavit submitted to the school from the Texas Department of Health Services. See 25 Texas Administrative Code Section 97.63 for a list of required vaccines. **Failure by a parent, guardian or student to provide sufficient documentation of immunization or a legally compliant exemption affidavit will preclude the child from registering as a student for the respective school year and may result in withdrawal, as provided by law, until required immunizations are obtained.**

A student may be provisionally admitted or enrolled if the student has begun the required immunizations and is not delinquent in catch up series. The student must have an immunization record that indicates the student has received at least one dose of each age-appropriate vaccine specified in the regulations. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible. The student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination.

Texas Immunization Registry

The Texas Department of State Health Services (DSHS) offers the Texas Immunization Registry, ImmTrac2, at no cost to all Texans as part of the DSHS initiative to increase vaccine coverage across Texas. The registry is secure and confidential and safely consolidates and stores immunization records from multiple sources in one centralized system. Texas law requires written consent by individuals to participate in the registry. Parents/guardians can provide this consent at physicians' offices and/or health clinics. Access to the registry records is for those who have authorization. Authorized organizations include health care providers, schools, and public health departments. KIPP Texas is an ImmTrac2 authorized organization and we strongly encourage our families to consider utilizing ImmTrac2 for efficient and effective immunization recordkeeping for their students.

Link: https://www.dshs.texas.gov/immunization-unit/immtrac2-texas-immunization-registry

SECTION D: ENROLLMENT, ADMISSION, ATTENDANCE, WITHDRAWAL, AND TRANSFERS

Admission

Application Procedures

All students who are applying to attend KIPP Texas Public Schools must fill out a student enrollment application. Student enrollment applications may be submitted in the following ways:

- Online via our website: https://kipptexas.org/apply/
- Paper application at any KIPP Texas school or at a recruitment event
- Call any Student Recruitment and Enrollment team member or any of the schools to submit an application by phone:
    - Austin 512-953-7107 ApplyAustin@kipptexas.org
    - Dallas 214-448-5866 ApplyDFW@kipptexas.org
    - Houston 281-879-3051 ApplyHouston@kipptexas.org
    - San Antonio 210-880-8080 ApplySA@kipptexas.org

Former Students: If a former KIPP Texas student wants to return for the current or following school year, their parent/guardian must submit an application and complete the registration as a new student. If they apply before the lottery deadline, the application will go through the lottery process. If they apply after the lottery deadline, their application will be added to the waitlist in the order it was received. Their applications will be treated the same as any other application and will follow the same policies and procedures. Former KIPP Texas students do not receive priority in our lottery process.

Expelled Students: If a former student was expelled from KIPP Texas and wants to return for the current or following school year following the period of expulsion, their parent/guardian must submit a new application. They will be treated as a new student. If they apply before the lottery deadline, the application will go through the lottery. For all expelled students who are pre-offered a seat (status before communication to families), their offer will be rescinded and the student will be placed on the waitlist. If their enrollment date is during their period of expulsion. Their application account will include a note stating their expulsion time period and that the family can receive an offer for an enrollment date once the expulsion or removal end date. If their application is selected through the lottery or during the school year, the parent should contact the front office of the school prior to registration in order to discuss transition.

Student with Prior DAEP or JJAEP Placement: Students placed in a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice (JJAEP) placement or a similar expulsion by another school district must complete all required days of their assigned placement prior to being enrolled in KIPP Texas. If a student enrolls (whether accepted through the lottery or otherwise), and it is determined the student has required time remaining in DAEP or JJAEP or an expulsion at the time the student is to begin at KIPP Texas, the student will be unenrolled and can re-submit an application upon the completion of the assigned placement/expulsion.

This applies whether the DAEP/JJAEP/expulsion occurred prior to or after any application to KIPP Texas.

Once the required days are completed, the student can re-submit an application and if an offer is extended, accepted, and the registration is completed, the school will schedule a required re-entry transition meeting with the student and family to determine appropriate support for a successful transition. Parents/guardians may contact the school for guidance on the transition process and to ensure all necessary documentation is provided.

If a KIPP Texas school learns that an already enrolled and attending student did not complete their DAEP/JJAEP/expulsion placement prior to attendance at KIPP Texas, either through conversation with the family, records requests, or other means, KIPP Texas will honor the DAEP/JJAEP/expulsion of the other school district, and the student will be asked to withdraw from the school and will be required to re-apply as a new student once their placement has been completed.

Application and Lottery Policies

Lottery Deadline: To be included in the lottery for the upcoming school year, applications must be submitted between October 1 and the deadline held a week before the lottery. Any applications received after the established deadline will be added to the waitlist, post lottery, in the order in which they are received. The lottery day will be the first Monday of February of every school year. For years in which the first Monday of February falls on a school holiday (for all school regions), the lottery date will occur on the second Monday of February.

Applications for the current school year are always accepted at any time. They will be added to the waitlist in the order in which they are received.

Applications will be prioritized in the following order:

- *Siblings of Current Students and Children of Staff*
  - *Siblings of Current Students:* Siblings of current KIPP Texas students must complete a student enrollment application and indicate that the applicant is the sibling of a current KIPP Texas student in order to receive priority in the lottery. Sibling applications received after the lottery deadline will be placed at the bottom of the priority waitlist in the order they are received. All sibling applicants will require their sibling to be enrolled at a KIPP Texas school by the time of the lottery. A pre-lottery audit will be conducted for this group.
  - *Children of Staff:* Children of KIPP Texas employees receive priority in the lottery. They must complete a student enrollment application and indicate that the applicant is the child of a **current** KIPP Texas employee in order to receive priority in the lottery. Applications received after the lottery deadline will be placed at the bottom of the priority waitlist in the order they are received. A pre-lottery audit will be conducted for this group.
- *Priority & Attendance Zones:* Each KIPP Texas school has a specific, outlined priority area, bound by zip codes and/or major streets, known as its geographic priority

zone. All applicants will be zoned to a particular school based on their home address. This includes both siblings of current students and students of families who are applying to KIPP for the first time. Applicants who live within those priority zones will receive priority in that schools' lottery. These priority zones may change from year to year. The attendance zone for a school is determined by the school's priority zones.

- *Outside of Zones:* Applications from students who live outside of the assigned zones will be next. If for any reason the school has seats available after going through its priority zones, students living outside of the priority zones will be offered a seat in the KIPP Texas school.

School Assignment: All applicants will be assigned based on their address and the school's priority and attendance zones.

Post-Lottery Decision Communication
After the lottery, there will be a multifaceted approach to communicating with all applicants.

The SSP (administrative offices for KIPP Texas) will send out the initial communications to applicants.

- Families will receive a text and/or an e-mail (based on their chosen communication preference) informing them whether they have been offered a seat or are waitlisted on lottery day.

- Lottery results will be made available in families' application account by 6:00 pm on lottery day.

Registration and Enrollment
Registration is defined as the completion and submission of the registration packet. This takes place when the applicant's parent/guardian fills out and submits the registration forms on the application platform, the KIPP Texas online enrollment system, after they accept their offer. Support to fill out forms on the application platform is available at the school office or at a school registration event. All students applying to pre-K3 and pre-K4 must accept their seats when offered. Due to TEA guidelines, pre-K3 and pre-K4 registration documentation will be made available April 1, 2027.

- Enrollment is official when registration is complete and verified by the school, and the student arrives for the first day of class.

Annual Re-Enrollment
Re-enrollment is defined as the completion and submission of the re-enrollment forms. This takes place when the current student's family fills out and submits the re-enrollment forms. Support to fill out forms is available at the school office or at a school re-enrollment event. All students rising to kindergarten through 12th grade must be re-enrolled by mid-April of the prior school year. All students rising to pre-K4 must confirm that they will re-enroll once the window opens. Due to TEA guidelines, pre-K4 re-enrollment documentation will be made

available April 1, 2026 for completion by April 24, 2027.

- Re-enrollment is official when the re-enrollment documents are complete and verified by the school, and the student arrives for the first day of class of the new school year. All families must keep the school informed if re-enrollment plans change.

Attendance

KIPP Texas takes attendance very seriously. Being present in school every day is the foundation for student achievement and academic success. If students are not in school, they are missing out on what is being taught and are at risk for experiencing lower academic performance. When absences become a pattern or become a chronic issue, students can fall behind and experience academic struggles as well as experience challenges beyond the classroom.

KIPP Texas knows that every now and then students are going to be absent from school. However, we ask that families and students make every effort to come to school every day.

Attendance Policy

KIPP Texas students are expected to be at school every day unless they have spoken with their School Leader ahead of time and received permission or have had an excused absence. It is the duty of the parent/guardian to monitor student attendance and make sure the student is in school every day.

Improving attendance is an essential strategy for ensuring our students are on-track to learn and succeed. KIPP Texas is committed to helping students and families understand that going to school every day and avoiding absences whenever possible is critical to achievement and academic success. It is important to note that absences add up and lost time in the classroom is a lost opportunity to learn.

Texas school districts must submit attendance of its students to the TEA reflecting attendance at a specific time each day. At KIPP Texas, official attendance is taken every day at **10:00 a.m**. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence. Please schedule appointments late in the day and vacations or family trips during school holidays. Having your student in school as frequently as possible positively impacts student academic and social performance as well as resources made available to KIPP schools.

A student may be excused for an absence resulting from:

- Observing religious holy days; the holy day should be one recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, mission trips, revivals, vacation Bible school, baptisms, christenings, bar/bat mitzvahs, church community

events, etc. are not considered holy days. **A written letter for the absence must be sent to the school at least a day in advance.**

- Temporarily absent due to an appointment with a healthcare or mental health professional for the student or the student's child. **To be considered temporarily absent, the student must begin classes or return to class on the same day of the appointment and bring in a doctor or mental health professional's note that same day.** We recommend scheduling doctor appointments on days when school is not in session, e.g. professional development days.
- Sounding "Taps" at a military honors funeral held in Texas for a deceased veteran (grades 6-12). **A written letter for the absence must be sent to the school at least a day in advance.**
- Pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard (17 years of age or older). The school will not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school, and the student must present proof of the visit for school records.
- Required court appearance by the student. The student must be required to appear before the court. <u>If the parent/guardian is required to appear but not the student, the absence is not excused.</u> **Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.**
- Appearing at a governmental office to complete paperwork required in connection with the student application for United States citizenship. <u>Applying for a passport at the Consulate does not apply as governmental paperwork.</u> **Must have documentation on file from a governmental office.**
- Taking part in a United States naturalization oath ceremony. **Must have written letter or documentation on file.**
- Visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Students must be in their Junior (11th) or Senior (12th) year of high school. May not exceed two (2) days per year. **A written letter for the absence must be sent to the school at least a day in advance.**
- Serving as an election clerk or a student election clerk (Students must be at least 16 years old, have consent from their school leader, be a US citizen, and have completed the training required by the election entity). **A written letter for the absence must be sent to the school at least a day in advance.**
- **Documentation must be on file** if the student is in the conservatorship of the Department of Family and Protective Services and misses school:
    - To participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable; or
    - To attend an activity under a service plan under Texas Family Code Chapter 263, Subchapter B.
- Visiting the student's parent, step-parent, 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, step-parent, or guardian regularly resides. **A written letter for the absence must be sent to the school at least a day in advance.** Absences for this reason may not exceed five days in a school year and must be taken:
  - not earlier than the 60th day before the date of deployment; or
  - not later than the 30th day after the date of return from deployment.
- Illness, death, or other family emergency/tragedy. **Must have a written letter or documentation on file no later than two days (2) after the student returns**. A student may be excused for up to 3 days for each bereavement/funeral instance. This allows students a day of travel, day of the funeral, and day of travel back. Any days after that will not be excused by the school.
- **Serious Illness** KIPP Texas Public Schools may excuse a student's absences when the student has a serious or life-threatening illness or is receiving treatment that prevents them from attending school, provided the required medical documentation is submitted. If your child has a serious or life-threatening illness, KIPP Texas may be able to excuse absences related to the illness or treatment. A student may qualify for Serious Illness (SI) attendance coding when:
  - The student has a serious or life-threatening illness or is receiving treatment related to the illness
  - A licensed Texas physician confirms that the student is unable to attend school
  - The illness or treatment causes the student to miss multiple consecutive school days

Routine illnesses such as colds, flu, stomach viruses, or regular doctor appointments do not qualify for SI attendance coding.

Attendance and Course Credit : Although SI absences are excused, students are still expected to meet attendance requirements for promotion or course credit. If a student falls below the required attendance threshold, the campus attendance committee will review the student's situation and determine next steps for credit or promotion.

For questions or support, families should contact their campus Attendance and PEIMS Specialist or front office.

- Attending a school release time course for at least one but no more than five hours a week. Weekly guardians will need to **provide the campus with the Attendance Records on an official signed document from the private entity displaying day and amount of participation time for each day**. Additionally, guardians must:
  - Provide written consent for the student to attend the released time course.
  - Assume responsibility for transportation, including for a student with a disability, to and from the location at which the released time course is offered.
  - Assume responsibility for any schoolwork issued during an absence.

Absences listed above may have specific excuse note requirements. Unless otherwise specified, in order for an absence to be excused, students should provide on their return to school **(no later than 2 days)** a note containing the following:

- Date the note is written
- Dates of the absences
- Student's full name
- Student's grade level
- Reason for the absence (example: illness, sounding Taps, religious...etc.)
- Parent/guardian signature

KIPP Texas will only accept up to **five** handwritten notes per year for absences dealing with illness or family emergencies. Any absences after that will need a doctor's note or will need to be discussed with the school leader. The SIXTH handwritten note will NOT excuse an absence, and the absence will be considered unexcused and count towards truancy policies. (This does not pertain to notes written/signed by a healthcare provider as proof of a documented appointment.)

A student absent for more than five consecutive days because of a personal illness must bring in a note from a healthcare professional verifying the illness or condition that caused the student's extended absence. Without a note, the student's absences may be considered unexcused and count towards the unexcused absences for truancy filings.

Should a student develop a questionable pattern of absences, even if all absences are considered excused, an attendance meeting will be called by the school to discuss the student's attendance. In addition, KIPP Texas will address chronic absenteeism through the entire school year.

Chronic absenteeism is defined by Texas law as missing more than 10 percent of the school's required instructional time within a school year or during any enrollment period lasting more than 10 instructional days.

Students who meet the definition of chronic absenteeism will be identified as "at risk of dropping out of school," as now required by law.

KIPP Texas will work with families to understand any barriers to attendance and ensure that chronically absent students receive appropriate instructional supports, including compensatory, intensive, or accelerated instruction as required by state law.

If a doctor, dentist, or other healthcare appointments need to be made, the expectation is for every attempt to be made to schedule appointments after school hours or on school holiday dates (Please refer to KIPP Texas Academic Calendar for your specific Region to review school holiday dates). If this is not possible, the student must provide notification within 2 days from a licensed healthcare provider validating the absence for it to be excused.

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

There are two important state laws - one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit; these requirements are discussed below.

Texas Compulsory Attendance
Children ages 6-18 (up to the student's 19th birthday). State law requires children who are six years old as of September 1 to attend school through their 19th birthday, unless the student is exempt from attendance as discussed below. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in pre-kindergarten or kindergarten. Texas Education Code Section 25.085(b)-(c).

Older students are those students who voluntarily enroll in or voluntarily attend school after their 19th birthday. Older students are subject to Compulsory Attendance laws. Older students can have enrollment revoked for having more than five unexcused absences in a semester. As an alternative to revoking enrollment of older students, the school may impose a behavior improvement plan or community service options that align with KIPP Core Values.

90/10 Percent Attendance Rule
A student in any grade level from kindergarten through grade 12 shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. An attendance committee may give class credit or a final grade to a student because of extenuating circumstances.

Middle School and High School students are expected to attend every class period each day. Attendance is recorded during each class period and may impact course credit, promotion, course recovery, and attendance interventions.

Students who arrive late or miss class periods may be marked tardy or absent according to KIPP Texas attendance procedures

Truancy
At the beginning of each school year, parents/guardians receive notice of the Texas Compulsory Attendance Law via this handbook and the online student registration forms. During the school year, if a student has been absent without excuse for three days (3) or parts of days within a four-week period, a warning notice will be issued to the parents/guardians. Should the student continue to miss without excuses, on the sixth (6th) absence, the school will require a parent/guardian attendance meeting to discuss the attendance issues. In this meeting, Truancy Prevention Measures (TPM) will be put into place

for a time period not to exceed 45 days. If the student fails to meet the goals set up in the TPM and has been absent without excuse ten (10) days or parts of days within a six-month period, the school may file a truancy complaint with the truancy court for the offense of contributing to nonattendance. Students 12 years and up may be referred to truancy court as well for nonattendance.

In alignment with Texas law, students who accumulate ten (10) or more unexcused absences within a six-month period will also be identified for state reporting as truant students.

The school is required to report this information through the Public Education Information Management System (PEIMS), including whether these students are receiving compensatory, intensive, or accelerated instructional services.

State Reporting Requirements (Texas Education Code Section 29.081)

Texas law now requires all public schools to report information annually to the Texas Education Agency (TEA) regarding:

- ***The number of students who are chronically absent;***
- ***The number of students who have 10 or more unexcused absences within a six-month period;***

Whether these students are receiving compensatory, intensive, or accelerated instruction.

TEA will publicly report chronic absenteeism and truancy data by campus and district each year.

Attendance for Course Credit

A student (kindergarten through 12th grade) may not be given credit unless the student is in attendance for at least 90 percent of the days the class is offered. When looking at 90 percent attendance, all absences both excused and unexcused will be considered, and the student must have passed the course. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the School Leader that provides for the student to meet the instructional requirements of the class. **If the Campus Attendance Committee (CAC) determines the student is not prepared for success in the next grade level, the student will be retained for missing too many instructional minutes**. If a student attends less than 75 percent of the days a class is offered or has not completed then plan approved by the campus leader, then the student will be referred to the CAC to which they can submit a petition to appeal for credit and the CAC will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade because of absence.

Parents and Students will be provided a campus based deadline to submit either your

petition for credit/ final grade or completion of the approved Principals Plan.

In determining whether there were extenuating circumstances for the absences, the CAC will use the following guidelines:

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absence, the CAC will attempt to ensure that it is in the best interest of the student
- The CAC will consider the acceptability and authenticity of documented reasons for the students absence
- The CAC will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- The student or parent will be given the opportunity to present any information to the CAC about the absences.

Withdrawal for Non-Attendance

Any student who does not attend school the first day of the school year, will be marked as a no show, and will be automatically withdrawn from their school. If a student does not attend the first day of school, their family must notify the school of their intention to attend on or prior to the first day of school and establish a date within the first week of school for return. If a student does not attend on the next day or by the established date within the first week, they will lose their seat and must re-apply through the admissions process above.

Additionally, should a student miss ten consecutive days with no communication from the family/ whatsoever, campus staff may begin the withdrawal process. Campus staff may initiate a withdrawal for non-attendance of a student under the age of 18 only after:

- The student has been absent for at least ten consecutive school days;
- The Attendance PEIMS Specialist and/or Campus Designee have/has made and documented repeated unsuccessful attempts to locate the student and/or recover the student to school;
- The Attendance PEIMS Specialist and/or Campus Designee have/has provided, or in good faith attempted to provide, the parental notice required by Texas Education Code Section 25.095; and
- The Attendance PEIMS Specialist and/or Campus Designee have/has:
    - Filed a complaint against the student or the student's guardian with the appropriate court for an offense under Texas Education Code Section 25.092 or 25.094.

Withdrawal Date

In initiating a withdrawal for non-attendance, campus staff will document a withdrawal date that is no earlier than the next school day after the student's tenth consecutive absence from school.

Withdrawal by Choice

At KIPP Texas we value every student and strive to ensure we meet the needs of our students and families so they remain successful and enrolled throughout the year. However, we understand that unforeseen circumstances may occur that may require a family to move or make choices to select another educational experience for their child. When that occurs, we believe it is important for families to (1) schedule to meet with a member of the school leadership team, (2) complete an exit interview, and (3) share why KIPP Texas is no longer their school of choice. The Attendance PEIMS Specialist will document the withdrawal details on the KIPP Texas leaver form and have the parent/guardian sign and date.

Withdrawal Documentation

All actions required by law and KIPP Texas policy will be documented in the student's withdrawal paperwork; a student may not be withdrawn for non-attendance without adequate documentation. Every attempt to work with families and to locate the student must be made and every attempt to contact and/or locate the student must be documented. If the student cannot be located, the student will be withdrawn and recorded as a dropout.

Withdrawal Exception

If campus staff obtain documentation showing that the student was enrolled in another school or district before the documented withdrawal date, the student's withdrawal date may be backdated to prevent overlap of enrollment dates. A copy of the enrollment documentation will be filed in the student's withdrawal paperwork.

Any student who withdraws for any reason during the school year, including administrative withdrawal for non-attendance, will lose their seat and must re-apply through the admissions process above. This applies to students who wish to return for that same school year or subsequent school years.

Promotion and Retention

At KIPP Texas, we do whatever it takes for our students to have opportunities to be successful. If a student demonstrates unsatisfactory performance during the school year, a school may establish a Promotion and Retention Committee to convene, review data, and determine whether or not the student will be retained in the same grade-level for the following school year. This process will include the school leader, teacher, parent, guardian, or family member, the student, and other relevant individuals.

Transfer Policy

We believe that students, families and schools are served by consistency. As such, we always intend for returning students to attend the same school until the student completes the highest grade level offered by that school. With KIPP Texas Public Schools, you have the ability to remain in our network of joyful academically excellent schools even when life takes you to another area of our city or state! It is our intent to continue to serve, support, and provide transportation to as many students as possible at their current schools. However, we

recognize that family circumstances may mean that transferring schools is preferable for the student.

Current students will re-enroll in their current school, except for matriculating grades (Elementary → Middle School and Middle School → High School). Current students transitioning to middle, high, or secondary school will be informed of their respective rising school prior to the Spring semester re-enrollment process. Parents/Guardians who wish to request a transfer can do so during the re-enrollment window. If a current family misses the re-enrollment window, they can participate in the post-lottery process.

New to KIPP Students may request a transfer only after they register to the school in which they have been offered a seat, and have a sibling in Pre-K3 through grade 8 already attending a school on the campus for which the transfer request is being made. All other New to KIPP families may not request a transfer prior to attending a KIPP school. Please apply to the school you wish to attend. The transfer window will be open during re-enrollment, starting on March 23, 2027. Families will know the results of their transfer request prior to the end of the school year.

All requests will be reviewed and assessed based on the information provided. Transfers will be approved only if the request meets the following criteria and subsequent space is available at the requested transfer school. **Transfers are not guaranteed**. The later the request, the less likely space will be available at the requested priority zoned school.

- Families with students currently attending different K-8/Pre-K-8 campuses.
- Families with one or more students zoned for a different school than they are currently attending.
- Hardship requests (must detail hardship in designated space on transfer form).
- All other transfer requests (including preference due to facilities, sports programs, etc.) will not be approved.
- It is our intent to continue to serve, support, and provide transportation to as many students as possible at their current schools. However, we recognize that family circumstances may mean that transferring schools is preferable for the student.

Transfer Process

- Families will submit a transfer request through the annual re-enrollment process and submit all the accompanying documentation.
- Student transfer requests will be granted or waitlisted based on seat availability or denied if they do not meet the criteria for a transfer.
- The receiving school will notify the family of the outcome of their request and provide a warm welcome via a phone call and/or email. If “Approved”, families must accept the transfer offer within 48 hours of email or phone notification (phone notification includes leaving a voicemail). After 48 hours of the email being sent or the call being made (even if a voicemail is left), the approved transfer offer will be withdrawn.
- Current schools will notify families if a student has been placed on the waitlist or

denied.

- The student will be waitlisted if the requested school has no available seats. This means if a seat becomes available, the Enrollment Team will review the waitlist and offer a seat to the next student on the waitlist.
- Families that submit a new student application on behalf of a current student to another KIPP Texas school will have their application either canceled or withdrawn as this does not follow the proper transfer process. These applications will be withdrawn even if the family has already completed the registration process.
- From May 18, 2026 - July 24, 2026, new transfer requests for current families will be reviewed during our summer transfer window and approved on a weekly basis. Families must notify their current school's front office if they would like to submit a summer transfer request.
- The transfer window for current families will be closed from July 27, 2026 - August 21, 2026.
- The in-year transfer process for returning students and New-to-KIPP students will open on August 31, 2026 and all new requests will be reviewed on a weekly basis. Families must notify their current school's front office if they would like to submit their in-year transfer request.

SECTION E:
CODE OF CONDUCT

KIPP Texas values the importance of strong school cultures and has the highest expectations of students attending at each campus. In order to promote a positive educational experience for all students, KIPP Texas expects students to adhere to basic standards of conduct as reflected in the Code of Conduct. This Code of Conduct provides information regarding expectations for student behavior and consequences for misconduct. The goal of KIPP's discipline policy is to assist the student in learning to understand the impact and consequences of behavior or actions, learning to take responsibility for one's own actions and internalizing socially acceptable behavior or expression. Students, and when applicable, their parents, guardians and family members, are expected to comply with the Code of Conduct on KIPP campuses, at school events/activities, on KIPP transportation, and at KIPP bus stops.

All students must follow the safety directions from teachers and staff. If students choose not to follow this requirement as determined by their teacher, disciplinary actions may be taken as outlined in the Code of Conduct.

Transportation

The purpose of this policy is to foster a safe, respectful, and reliable experience for our students who receive daily transportation to and from school. At KIPP Texas, we believe that the school bus is a mobile extension of our classrooms; a place where the school day begins and ends. While we strive to offer this service to our community, access to school transportation is a privilege maintained through a shared commitment to safety and responsible behavior. By upholding these standards at the bus stop and while on board, our families help to ensure that every student arrives at school ready to learn and returns home safely.

Eligibility

KIPP Texas Public Schools transportation services are generally available to students residing within approximately a 10-mile radius of the school campus they attend. For families residing beyond the service area, they will be assigned to a community stop closest to their address within the designated service area. Transportation eligibility is based on your child's primary residential address as it appears on the school's records. Only one primary address is permitted. KIPP Texas will provide transportation to those who reside within their school's transportation boundary and are 2.0 or more miles from the campus main entry, or for whom a certified hazardous situation is noted in compliance with TEC Section 42.155.

All students except Pre-K3 are eligible to ride the bus. Additionally, Pre-K4 students must have an older sibling on the bus to ride. If a Pre-K4 student's older sibling is unable to ride, the parent/guardian must plan to drop off and/or pick up the Pre-K4 student at the school. The parent/guardian of all primary students must show their KIPP Bus ID to the bus driver in order to have the child released from the bus.

Students in Transition (McKinney Vento)
KIPP Texas is committed to supporting students and families experiencing housing instability. Under the federal McKinney-Vento Act and Texas Education Code (TEC) §§ 25.001, 25.002, and 29.153, Texas school districts must provide enrollment and transportation to the "school of origin" for students experiencing homelessness. This support extends to ensuring students can participate in extracurricular activities maintaining consistency in their education during times of transition.

Specialized Transportation
Under Texas Education Code (§48.151, §34.002) and federal IDEA, specialized transportation is a required "related service" if the Admission, Review, and Dismissal (ARD) committee determines it is necessary to support their educational goals.

- **Comprehensive Support**: When mandated by an IEP, KIPP Texas provides this service at no cost to the family. This includes any necessary specialized equipment, support staff, or transportation to and from school on a daily basis.
- **Sibling Ridership:** To support our families, siblings of students receiving specialized transportation services may be permitted to ride the same vehicle, provided space is available, and the arrangement does not interfere with the required service for any student on the route.

Community Stop Locations
KIPP Texas Public Schools provides centralized stops rather than 'door to door' services (unless mandated by an IEP, etc) to ensure the most efficient and safe routes for all riders. These locations are strategically selected based on family addresses in our system of record to be accessible for a large number of students, while also considering road conditions, traffic patterns, and overall student safety. Students are assigned a designated community stop closest to their primary residential address on file. To ensure a smooth daily commute and safety in the event of an emergency, please record your child's specific bus route number and help them memorize it.

Community Stops
To ensure all students arrive on time for breakfast and morning preparation, we require full cooperation with the following schedule and safety protocols:

Morning (AM) Procedures:

- **Arrival:** Parents and students must be at the community stop 10 minutes prior to the scheduled pick-up time.
- **Ready to Board:** Students should be out of their vehicles and standing at the community stop location as the bus approaches. To keep routes on schedule,

students must be ready to board the bus the moment the doors open. (Note: Inclement weather days, ie, heavy rains, etc is an exception)

- **Parent Supervision:** All primary students must be accompanied by an adult while waiting for the bus.
- **Pro Tip:** We strongly encourage downloading the bus-tracking app to monitor real-time arrival and ensure your student is ready to load.

Afternoon (PM) Procedures:

- **Pick-Up Requirements:** For students in Pre-K4 through 4th grade, a parent or guardian must be present at the stop. For safety, you must stand near the bus unloading area and clearly display the proper KIPP Texas signage for the driver to verify before releasing the student.
- **Sibling Unloading:** Students in grades 5-8 with younger siblings may unload with their younger siblings, provided they also present the proper signage to the driver.
- **Return to School Policy:** If a parent/guardian or authorized older sibling is not at the community stop on time, or lacks the required signage, the student will be returned to the school without exception to ensure their safety.

Community Stop & Alternate Address Exceptions

While transportation is primarily provided to a student's registered home address, KIPP Texas does allow for certain exceptions. To ensure student and route consistency, any alternate stop must be used daily and consistently and must fall within the school's designated service area.

Qualifying Exceptions:

- **Child Care Facilities (CCF)**: A state-recognized (licensed, certified, or registered) facility.
- **Grandparent's Home:** A parent-designated grandparent's residence.
- **Legal Requirements:** Court-decreed addresses or specific residency mandates.
- **Sibling Coordination:** Students may be permitted to ride with a sibling on a different route to accommodate distance, subject to seat availability and school supervision.

Requirements and Process:

- **Safety Criteria:** All alternate locations must be approved community stops on existing routes and meet the safety criteria outlined in TEC 48.151(k) and 34.007.
- **Request Submission:** A formal Community Stop Exception Request must be submitted to the Transportation Department.

- **Processing Time:** Please allow (3) business days for the department to review the safety and capacity of the requested stop.

Change of Address

The Transportation Department coordinates all routing based on the official student record (including address) provided to the school. To update a residential address, families must contact the school office directly. Once the new address is received in our system of record, allow up to (3) business days for transportation changes to take effect. To avoid disruption in transportation services, we encourage families to submit address changes as early as possible.

Authorized Passengers & Bus Safety

To ensure the safety of our students and the reliability of our routes, only KIPP students are considered authorized passengers. Boarding Restrictions: For the security of all students on board, parents and guardians are strictly prohibited from entering the bus under any circumstances.

- **Driver Communication:** Our drivers must remain focused on the road and their student rosters to keep our routes on schedule. Please refrain from attempting to hold conversations with drivers at the community stop, as these delays impact the entire route and can cause traffic congestion.
- **Addressing Concerns:** If you would like to discuss a transportation matter, please contact your school's front office to arrange a meeting or conference call with our transportation department.
- **Legal Compliance:** Please be aware that unauthorized entry onto a school bus or interfering with a bus route creates significant safety risks and is a violation of state law, subject to a Class C Misdemeanor charge.

Bus Tracking & Technology

Stay updated on your student's commute in real-time! We encourage all families to download the **FirstView app,** which provides live GPS tracking and arrival notifications directly to your smartphone. This tool is essential for managing morning arrivals and afternoon pick-ups efficiently. To set up your account, please email the KIPP Texas Transportation Department to request your student's unique access code.

Privacy & Release of Information

To ensure your child's security, KTX Transportation adheres to strict privacy protocols. Our team will only discuss routing, community stop locations, or student schedules with the parent or legal guardian listed on the school's official system of record. To prevent unauthorized access to student data, we do not share transportation details with relatives, friends, or other individuals who have not been formally authorized by the primary guardian.

Inclement Weather

The safety of our students is our primary concern during weather events. KIPP Texas Transportation follows these protocols to ensure a secure and safe commute during inclement weather conditions:

- **Family Discretion**: Parents and guardians are ultimately responsible for deciding if it is safe for their child to travel to the community stop during inclement weather. Please ensure students are dressed appropriately for the conditions, as weather-related traffic may cause route delays.
- **Service Delays:** While we strive for punctuality, heavy rain, etc may impact our arrival times. We encourage families to monitor the bus-tracking app for real-time updates during these events.

Bus Rules

At KIPP Texas, we believe the school bus is a mobile extension of the classroom. To ensure a safe and positive experience for all, students are expected to observe the same conduct rules on the bus and at the community stop as they do in our classrooms. The Student Code of Conduct applies at all times.

Safety Protocols

- **Seat Belts**: If the bus is equipped with seat belts, students are required by law to wear them as intended. Drivers may provide instruction, but are not responsible for buckling students.
- **Bus Capacity**: Students may only ride their assigned bus to their assigned community stop. Any one-time exception requires written authorization from both a parent and a KIPP administrator.

On Board Expectations

- **Directives:** Students must follow the bus driver's or the assigned transportation administrator's instructions. Do not rush onto the bus during loading or run off the bus during offloading.
- **Movement:** If assigned seats are instituted, students must remain in their designated seats at all times. Keep hands, feet, and head inside the bus and remain seated until the bus reaches its final destination.
- **Environment:** To keep our buses clean and safe, eating, drinking, and littering are prohibited. Throwing objects inside or out of the bus window is strictly forbidden.
- **Courtesy:** Use appropriate language and show respect to the driver, passengers, and motorists. Inappropriate gestures or disruptive behavior toward those outside the bus will not be tolerated.

Consequences and Restorative Action

- **Additional Action:** Consequences for bus-related offences may be issued via First Acts in addition to standard school-based disciplinary actions.

School Bus Offenses (not exhaustive)

Bus Level	***Student Behaviors***
Bus Level 1- Low	• *Spitting* • *Eating/Drinking/Littering on the bus* • *Excessive Noise* • *Horseplay* • *Leaving one's seat/standing without permission from the driver* • *Profanity, inappropriate gestures* • *Refusing to properly identify oneself to the bus driver* • *Disobedience or disrespect to the bus driver or bus monitor* • *Pushing, shoving, or rushing the bus at a bus stop* • *Inappropriate or disruptive behavior at a bus stop by students and/or their parents.*
Bus Level 2- Moderate	• *Throwing any object in or out of the bus* • *possession of inappropriate materials* • *Profanity or threats toward the bus driver or bus monitor* • *Lighting matches, lighters* • *Possession of a prohibited item* • *Riding an unassigned bus or using an unassigned bus stop* • *Threatening or harassment of any person on the bus, including the bus driver and/or bus monitor*

Bus Level 3- Major	• *Fighting* • *Vandalism to the bus or any bus-related equipment (restitution will be required as well)* • *Bullying, threatening, or harassment of any person on the bus, including the bus driver and/or bus monitor* • *Hanging out of windows with any part of the body* • *Unauthorized entry or leaving the bus through an emergency exit or window* • *Use of a chemical inhalant or any other flammable object or substance* • *Possession or use of a laser pen or pointer that distracts the driver* • *Sexual harassment toward a student or adult* • *Making a false claim against the bus driver, bus monitor, or another passenger* • *Anything that seriously jeopardizes the safety of the student, other students, the bus driver, monitors, or pedestrians*
Bus Level 4- Severe	• *Assault of a student or staff member* • *Possession or use of a weapon* • *Possession of illegal controlled substance(s)* • *Anything that seriously jeopardizes the safety of the student, other students, the bus driver, monitors, or pedestrians*

Consequences for School Bus Offenses

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Bus Level 1	Written warning	1 – 3-day bus suspension	School disciplinary referral and/or 3 – 5-day bus suspension	School disciplinary referral and/or loss of bus privileges for the remainder of the year.

Bus Level 2	1 – 3-day bus suspension	School disciplinary referral and/or 3 – 5-day bus suspension	School disciplinary referral and/or loss of bus privileges for the remainder of the school year	
Bus Level 3	3 – 5-day bus suspension	School disciplinary referral and/or loss of bus privileges for the remainder of the school year		
Bus Level 4	School disciplinary referral and/or loss of bus privileges for the remainder of the school year.			

KIPP Texas has discretion, on a case-by-case basis, to modify the above consequences. The Transportation Department encourages schools to have a restorative approach when addressing incidents or ongoing unsafe behavior. The Transportation Department reserves the right, when applicable and in accordance with FERPA, to provide proof of the incident to a parent/guardian of a child involved in a specific incident. A written statement of the incident, along with disciplinary action, will be provided. These consequences may be in addition to any and all other consequences under the Student Code of Conduct.

KTX Student Arrival and Dismissal Policy

KIPP Texas will work to support families with multiple forms of arrival and dismissal to campus. Once a student arrives on campus, they cannot leave unless signed out. To sign out, they must have a guardian or approved pick up physically at campus to sign them out. Written documentation and phone calls may be used for emergency sign out as detailed below.

Car Riders

- Students should only be dropped off during the arrival window
- Students dropped off early will not be supervised by KIPP staff
- Students must be picked up at the designated dismissal time
- Tier 1 dismissal students will not be allowed to wait on campus for Tier 2 dismissal
- Parents/guardians are required to show a government issued ID (DL or Passport) or car tag in order to pick up a student

Student Walkers

- Students in 5th grade and above may walk home at dismissal without an accompanying adult. Schools may choose to adjust walking approval to a higher grade level based on the campus location and safety concerns.
- In order for a student to walk to and from school, they must have a signed walker permission form on file.
- For a student to walk home during the school day, an approved parent or guardian must call to sign them out. No students will be permitted to leave the school grounds during school hours, including the lunch hour, without permission from the school leader or assistant principal and a written request in advance from the parent or guardian.
- A younger student may walk with a 5th grade or above student if both sets of parents/guardians provide written consent and permission forms. Walking students may not wait on campus for siblings at later dismissal time.
- For emergency or unplanned situations, parents or guardians must send their request to release the student to walk in writing (email or text) to the front office and sign them out over the phone.
- Walkers should be the last group of students released at the end of dismissal
- If car riders are not picked up at the end of the car line and are in 5th grade or above, they may be treated as walkers if contact is made with families informing them that they are being escorted out of the building/property.

Rideshare (Uber, Lyft, Taxi, etc)

<u>When family is requesting a Rideshare</u>

- For recurring use of rideshare as dismissal mode, the student must have a signed permission form on file to be released to a rideshare.
- For emergency or unplanned situations, parents/guardians must send their request to release the student by rideshare in writing (email or text) to the front office and sign them out over the phone.
- Schools will not pay for rideshare or initiate the outreach to the rideshare service.

<u>When school is requesting a Rideshare</u>

- If a school is requesting a Rideshare for a student (examples: when school is at fault for a late dismissal, mistake in bus assignment) a designated staff must accompany the student on the ride to their destination.
- Per the KIPP Texas employee handbook, KIPP staff will not drive students in their personal cars. If a student needs transportation, the staff will:
    - Make every reasonable attempt to contact the student's parent/guardian;
    - Make every reasonable attempt to contact the student's secondary or emergency contacts;
    - **If all other attempts have failed, the staff member will ride with the student to their destination in an Uber, Lyft, or taxi. In this instance, schools may pay for rideshare.**

Student Drivers
KIPP Texas Public Schools will work with all families to ensure our students are responsible student drivers. Some campuses may allow qualified students to drive and park on campus. Each school reserves the right to offer this option or not. Please contact your school with questions.

In order for a student to be considered to drive and park on a KIPP campus which allows students to drive and park, they must be legally qualified to drive and hold a valid driver's license. They must receive approval from the school prior to bringing their vehicle to campus. Student parking is a privilege, and all students are expected to obey all signs and laws, arrive on time to school, and follow the expectations listed below:

- Texting or cell phone use while driving is strictly prohibited.
- No student vehicles will be permitted to leave the school grounds during school hours, including the lunch hour, without permission from the school leader or assistant principal and a written request in advance from the parent/guardian.
- Student drivers may only park in the designated spaces as assigned by the school. The school reserves the right to allow fewer parking spots than demand due to safety and overall parking space availability.
- Student drivers at all times will obey directions from staff performing parking lot duty.
- Student drivers will display the parking pass provided by the school per the school's policy.
- Drivers who are found to be habitually tardy will receive the standard consequences for tardiness as defined in the handbook. In addition, their parking privileges may be suspended or revoked.
- Student drivers will be courteous drivers. Speeding or driving recklessly without regard for the safety of others is a violation. **The speed limit while on campus is 10 miles per hour.**
- A student may transport another student during the school day only if the student passengers' parent/guardian submits written consent and has been confirmed and approved by the school.
- ALL regular school rules apply to the parking lot.

Academic Dishonesty
Because KIPP has high expectations for academic excellence, KIPP strives to instill in its students values of honor and excellence. With these goals in mind, KIPP will not tolerate dishonesty in academic work, including cheating, plagiarism, unauthorized use of artificial intelligence, changing or modifying grades or engaging in any act that shows a lack of integrity in the academic pursuit of excellence at a KIPP school.

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, Artificial Intelligence (i.e. ChatGPT, etc), or

another source. Please refer to our Acceptable Use of Technology Policy for guidelines on ethical technology use. Any student found to have engaged in cheating or plagiarism in any phase of academic work may lose all credit for the assignment and will be required to meet with the student's parent/guardian, teacher, and administrator of the school. Repeated or severe instances of academic dishonesty could result in other disciplinary measures or expulsion from the school.

Gang-Related Activity Prohibited

A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. For purposes of this policy, a "gang" also includes a prohibited fraternity, sorority or secret society as defined by the Texas Education Code, Section 37.121. KIPP prohibits the existence of gangs and gang activity. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti/tagging, display of identified gang colors, or other affiliation in any gang.
- Committing any act or omission, or using any speech, either verbal or nonverbal (tagging, gestures, handshakes, etc.), showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
    - Soliciting others for membership in any gangs.
    - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
    - Inciting other students to act with physical violence upon any other person.
    - Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
    - Committing any other illegal act or other violation of KIPP Texas policies.
- Gang Law Violations: A person commits a Class C misdemeanor if the person:
    - is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
    - is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
- Students who violate this policy related to gang activity will be subject to disciplinary action that may include suspension and/or expulsion. Under this section, public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare,

including Boy Scouts, Girl Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.
- The Office of the Attorney General works to provide youth, parents, educators, and law enforcement with the resources needed to combat juvenile crime and gang activity in our communities. This information can be accessed by utilizing the following link: https://www.texasattorneygeneral.gov/divisions/criminal-justice/gangs-juvenile-justice/community-response

Hazing Prohibited

KIPP prohibits all forms of hazing. defines "hazing" as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code; or
- involves coercing, as defined by Section 1.07 of the Texas Penal Code, the student to consume a drug or alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01 of the Texas Penal Code.

Any student engaging in hazing will be disciplined in accordance with the Student Code of Conduct that may include suspension and/or expulsion. A person commits a criminal offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Dean of Students or other appropriate official of the institution, a peace officer, or a law enforcement agency.

Alcohol/Drugs/Tobacco/Vaping Prohibited

All KIPP schools are declared to be alcohol-free, tobacco-free, and drug-free zones. These substances are prohibited in the school building and on school grounds (including parking lots, athletic facilities, and on school transportation). Violators are subject to criminal sanctions.

No student shall possess, use, transmit or be under the influence of any prohibited substance, including, but not limited to, cigarettes, e-cigarettes, tobacco, vaping device, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, hemp, etc.:

- On school grounds during any school term
- Off school grounds at a school activity, function, or event
- Within 300 feet of KIPP property
- On KIPP buses or KIPP transportation vehicles

This policy shall apply in the event pills or other substances are simulated or represented as any of the previously mentioned controlled substances or over-the-counter drugs and shall apply to any type of drug paraphernalia. This policy shall apply even if the substance is considered to be a legal substance.

A student who uses a drug as authorized by a licensed physician through a prescription specifically issued for the student's use, and in accordance with applicable law, shall not be considered to have violated this rule as long as they follow the guidelines set forth in this Student Handbook regarding Distribution of Medication. Lockers may be searched for any contraband including alcohol and drugs. Additionally, a student and/or the student's property may be searched in accordance with the terms stated in this Handbook. Students are held responsible for any prohibited item(s) found in their locker or on their person and are subject to disciplinary action. Given the impact of using illegal substances on the developing brain, some KIPP schools will utilize vaping sensors or other deterrent devices to locate and respond to students who may be using vapes or other cigarettes on campus.

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device while on school property at any time or while attending an off-campus school-related activity. KIPP and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Students who violate any of these policies on alcohol, tobacco, and drug use shall be subject to disciplinary action deemed appropriate by a school administrator, up to and including suspension and/or expulsion. KIPP Texas provides prevention and intervention programs to support students with substance

education. These initiatives include curriculum from programs like Stanford REACH Lab and the ASPIRE Tobacco Prevention Program. Additionally, families can access the following resource to help their student quit vaping: https://teen.smokefree.gov/quit-vaping/how-to-quit-vaping

Electronic Reporting of Safety or Security Concerns

The safety and security of our KIPPsters continues to be a top priority for KIPP Texas. To that end, KTX provides access to the PurpleSENSE referral system, the Student Assistance Form (SAF). The system is available 24 hours a day and 7 days a week. PurpleSENSE's web-based reporting option is available in English and Spanish. PurpleSENSE enables students to anonymously report student bullying, behavioral, and/or campus safety concerns. Users of the system have the option to remain anonymous or to reveal their identity when submitting a report.

The link to submit a Student Assistance Form is kipptexassaf.com or by using this QR code.

Anti-Bullying Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual or group of people in the KIPP community, is expressly prohibited on KIPP property or at school-related functions. This policy applies not only to individuals who directly engage in an act of bullying but also to individuals who, by their indirect behavior, condone or support another individual's act of bullying.

KIPP is committed to valuing the strength and beauty represented within the diversity of our rich Texas neighborhoods and communities. This includes a commitment to protecting our students, employees, and applicants from bullying, harassment, or discrimination for any reason and of any type. KIPP believes that all students and employees are entitled to a safe and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

KIPP believes that standards for student behavior must be set cooperatively through interaction among the students, parents, guardians, staff, and community partners of KIPP, producing an atmosphere that encourages students to grow in self-control, self-awareness, and self advocacy. The development of this atmosphere requires respect for our entire Team and Family and the vast cultures and communities that are present within KIPP schools as well as for the community property on the part of students, staff, and community members.

The standards of this policy constitute a specific, focused, coordinated, and integrated system of support for all students, staff, families and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention

training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student to direct follow-up when incidents are reported and/or occur.

Definitions

"Bullying" is defined in Section 37.0832 of Texas Education Code as a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school; and (5) includes cyberbullying.

Bullying may involve, but is not limited to:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, using racial and ethnic slurs (even when used collegially), or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting or destroying property.
- Emotional or Psychological: Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Cyberbullying is defined by Section 37.0832 of Texas Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

- This includes AI–Generated content. Students shall not create, possess, distribute, transmit, publish, solicit, display, or threaten to distribute deepfake or AI-generated content that:
    - Depicts another student, employee, volunteer, or community member without consent;
    - Creates a false representation of another person;
    - Harasses, intimidates, bullies, humiliates, or threatens another individual;
    - Depicts nudity, sexual conduct, or intimate imagery;
    - Causes substantial disruption to the educational environment;
    - Damages the reputation, safety, or emotional well-being of another individual;

or
- Violates federal, state, or local law.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, if the conduct occurs at school or if such off-campus conduct results in a substantial disruption of school activities.

Digital Impersonation is the creation of any web page, chat room, message board, virtual classroom, or blog in which the creator assumes the identity of another person; the knowing impersonation of another person; the knowing impersonation of another person as the author of posted content or messages. This also includes the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons while using a false identity, this also includes using another person's account information online or sharing their personal information online.

Harassment includes, but is not limited to oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is unwelcome.

Bullying, Cyberbullying and/or Harassment also encompass:

- Retaliation:
  - Against a student by another student for asserting or alleging an act of bullying, harassment, or discrimination.
  - Also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- Pattern of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by:
  - Incitement or coercion;
  - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of KIPP; or
  - Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Bullying, Cyberbullying, Harassment and Discrimination (hereinafter referred to as bullying for the purpose of this policy) also encompass, but is not limited to, unwanted harm towards a student in regard to their real or gender identity or expression, race, color, religion, political beliefs, linguistic preference, natural origin, age, disability (physical, mental, or educational), socio-economic background, or ancestry.

“Accused” is defined as any KIPP student, employee, volunteer, contractor, or other person in

the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by KIPP who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

"Complainant" is defined as any KIPP student, employee, volunteer, contractor, or other person who formally or informally makes a report of bullying, verbally or in writing.

"Victim" is defined as any KIPP student, employee, volunteer, contractor, or other person inside the school or outside the school at a school-sponsored event, on school buses, and at training facilities or training programs sponsored by KIPP, who is reported to have been the target of an act of bullying during the school day or during any educational program or activity.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, school leader, or another district employee as soon as possible or file a complaint utilizing electronic reporting, Any student (and/or the parent/guardian on the complainant's behalf if the complainant is a minor) who believes they are a victim of bullying or witnesses the bullying of another student is strongly encouraged to fill out a Bullying Incident Report in the front office of their school or to submit a report electronically, see ***Electronic Reporting***.

Complaints should be filed as soon as possible after the alleged incident so that the allegation may be appropriately investigated.

The administration will investigate any allegations of bullying and related misconduct. The school will also provide notice to the parent of the alleged victim(s) and the parent of the student(s) alleged to have engaged in bullying. If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying, reported bullying or has been accused of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited. Bullying complaints must be reported in good faith and any knowingly false allegations are prohibited and subject to disciplinary action.

Upon recommendation of the administration, a student found to have engaged in bullying may be transferred to another classroom at the campus. In consultation with the student's parent or guardian, the school may transfer the student to another campus. The parent or guardian of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus, and such transfer will occur at the discretion of school administration.

- **Behavioral Threat Assessment (BTA)/Safe and Supportive Schools Program**

KIPP Texas has also established a "threat assessment and safe and supportive school team" to serve at each campus and has adopted policies and procedures for the teams. The team is responsible for developing and implementing the safe and supportive school program, as well as conducting threat assessments.

Pursuant to state law, a threat assessment must be conducted in instances of harmful, threatening, or violent behaviors. Texas Education Code Section 37.115(a)(1) defines harmful, threatening, or violent behavior to include behaviors such as:

• Verbal threats
• Threats of self harm
• Bullying
• Cyberbullying
• Fighting
• Use or possession of a weapon
• Sexual assault
• Sexual harassment
• Dating violence
• Stalking
• Assault

The criteria for submitting a particular case for a BTA is whether the above listed behaviors are harmful, threatening, or violent behavior and includes behavior that could result in:

• Specific interventions, including mental health or behavioral supports
• In-school suspension
• Out-of-school suspension
• Expulsion or removal to a disciplinary alternative education program (DAEP) or a juvenile justice alternative education program (JJAEP)

In addition to assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior, the teams are also charged with gathering and analyzing data to determine the level of risk and appropriate intervention (including referring a student for mental health assessment and implementing an escalation procedure, if appropriate based on the team's assessment); providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual; and supporting implementation of the multi hazard emergency operations plan per Texas Education Code Section 37.115(f)(3).

Disciplinary Infractions and Outcomes

Behaviors

Students are prohibited from engaging in conduct that violates expected standards of behavior. Some examples of such violations follow; however, please note that this list is not all-inclusive.

Please note that disciplinary infractions may require the campus to conduct a Behavior Threat Assessment. Further information on BTAs can be found in the section regarding ***Behavior Threat Assessments.***

Any one and/or a combination of these infractions can lead to suspension, expulsion, and/or alternative placement..

- Leaving school grounds or school-sponsored events without permission of an appropriate school official;
- Insubordination i.e., failing to comply with lawful directives given by school personnel (including but not limited to the Item above);
- Engaging in inappropriate physical or sexual conduct;
- 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;
- Possessing or using matches or a lighter, except as part of an instructional program;
- Starting or building a fire on school grounds or at a school-sponsored event, except as part of an instructional program;
- Possessing, using, or smoking tobacco products, e-cigarettes, or cigarette -like products at school-related or school sanctioned activities on or off school property;
- 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;
- Possessing, distributing, being under the influence of, or selling items attempted to be passed off as drugs or contraband or any substance defined in this handbook to be a prohibited substance including but not limited to cigarettes, e-cigarettes, tobacco, vaping device, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverages, toxicant inhalant, or other intoxicants (as those items are defined by law), or over-the-counter drugs, or medications/remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, hemp etc.;
- Possessing distributing, or selling drug paraphernalia;
- Possessing or distributing pornographic material or lewd visual material depicting a child;
- Possessing knives, bladed instruments, air guns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, other dangerous items, or any other prohibited weapon defined by Texas Penal Code Section 46.01, including an improvised explosive device;

- Possessing a firearm;
- Possessing ammunition or explosives;
- Discharging a fire extinguisher, except in an emergency;
- Violating dress code;
- Violating campus, classroom, extracurricular or other communicated standards of behavior;
- 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;
- Cheating, engaging in academic dishonesty, or copying the work of another or allowing another to cheat, engage in academic dishonesty, or copy, and also including the unauthorized use of Artificial Intelligence (AI);
- Throwing objects that can cause bodily injury or property damage;
- Using profanity, vulgar language or obscene gestures;
- Fighting;
- Hazing and bullying, including cyberbullying;
- Stealing, theft, or robbery;
- Damaging or vandalizing property belonging to others;
- Name calling, ethnic or racial slurs intently aimed or targeted at school personnel, students, families, and/or community, or derogatory statements that school officials reasonably anticipate will disrupt the school program or incite violence including but not limited to hate speech;
- Inappropriate or illegal use of the school's electronic communication systems, including the Internet and including any violation of the Acceptance Use Policy or the guiding principles for online learning;
- Falsification of records, passes or other school-related documents;
- Violating local, state or federal laws;
- Continuous or repeated behavior that disrupts the school environment or educational process;
- Assaulting another person or sexually assaulting another person;
- Committing an assault which results in injury;
- Making a terroristic threat, false alarm, or report including, but not limited to, bomb threats;
- Selling, giving, or delivering an alcoholic beverage;
- Possessing, using, or being under the influence of an alcoholic beverage;
- Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue or aerosol paint;
- Behaving in a manner that contains the elements of indecent exposure as defined by the Texas Penal Code;
- Behaving in a manner that contains the elements of the offense of public lewdness as defined by the Texas Penal Code;
- Retaliating against a school employee;
- 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 (including endangering the health of others);

- 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;
- Using or exhibiting an illegal knife, as defined by the Texas Penal Code;
- Engaging in arson;
- While in out-of-school suspension or an alternate placement, coming on school grounds or attended a school-related activity on or off school grounds;
- Failure to cooperate fully in a school investigation;
- 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.
- 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:
        i. 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;
        ii. arson under Section 28.02, Penal Code;
        iii. 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;
        iv. indecency with a child under Section 21.11, Penal Code;
        v. aggravated kidnapping under Section 20.04, Penal Code;
        vi. aggravated robbery under Section 29.03, Penal Code;
        vii. manslaughter under Section 19.04, Penal Code;
        viii. criminally negligent homicide under Section 19.05, Penal Code; or
        ix. 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:
        i. marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;

    ii. a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
    iii. 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 aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder as described 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.
- Regardless of the date of the incident, location of the incident, enrollment status of the student at the time of the incident, or completion of court disposition requirements, the student:
  a. has received deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  b. has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  c. is charged with engaging in conduct defined as a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  d. has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony

offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;

e. has received probation or deferred adjudication for a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code;
f. has been convicted of a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code; or
g. has been arrested for or charged with a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under Section 29.03, Penal Code; and
h. the board or the board's designee determines that the student's presence in the regular classroom: threatens the safety of other students or teachers; will be detrimental to the educational process; or is not in the best interests of KIPP's students.

Consequences

Teachers and staff initially handle discipline issues within their classrooms and may administer consequences ranging from a warning to removal from the classroom and/or an office referral for disciplinary action. The following discipline management techniques may be used alone or in combination by teachers and/or school administrators, as necessary. In addition, the school may be required to conduct a Behavioral Threat Assessment of a student as described in this Handbook. While the use of restorative discipline is generally applied, the following consequences may be utilized in any order:

- Oral correction
- Documenting infractions on the weekly report home
- Cooling off or time-out
- Phone calls to parents/guardians
- Seating changes in the classroom or lunchroom
- Counseling by teachers, counselors, or administrators
- Engaging in restorative justice practices
- Making a public apology to classmates
- Writing apology letters to classmates and/or school staff
- Parent-teacher conferences
- Parent-administrator conferences
- Temporary confiscation of items that disrupt the educational process
- Grade reductions for academic violations such as cheating, copying, allowing others to copy work, or plagiarism
- Rewards or demerits
- Behavioral contracts
- Sending the student to the office or other assigned area, or in-school suspension
- Detention, either during the school day or outside the school day

- School-assessed and administered probation
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
- Other discipline management techniques deemed appropriate by teachers and/or administrators
- Suspension (both in-school and out of school)
- Placement in an alternative education program as deemed by school personnel
- Expulsion

The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be expelled for at least one calendar year. School administrators, however, may modify this expulsion requirement on a case-by-case basis. Weapon, as used in this law, means "firearm," as defined by 18 USC §3214(3)(d).

Corporal Punishment

No form of corporal punishment, whether parent/guardian 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/guardians also will not be permitted to perform corporal punishment on their children while on a KIPP campus.

Suspension, Alternative Placement or Expulsion as Consequences for Serious and/or Persistent Misbehaviors

Except as stated in the Code of Conduct below as it relates to out-of-school suspension for students in grades PreK-2 and students who are homeless, all KIPP students may be suspended and/or placed in an alternative program or expelled for infractions listed in this Code of Conduct. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense may become a more serious infraction subject to expulsion, suspension and/or alternative placement when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel or place in an alternative setting 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, disability, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

Students in grades PreK-2 and students who are homeless may only be out-of-school suspended for serious infractions that include the following:

1) conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2) conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or

3) Conduct that threatens the immediate health and safety of other students in the classroom;
4) A documented conduct that results in repeated or significant disruption to the classroom
5) selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
    a. marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
    b. a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
    c. an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

In addition to the above list of Code of Conduct violations, the School Leader or designee has the authority to suspend a student out of school for a period of up to three (3) school days (there is no limit on In-School Suspension) for any of the following additional reasons:

- The need to further investigate an incident;
- A recommendation to expel or place the student in an alternative setting; or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

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

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

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 efforts to notify the student's parent/guardian that the student has been suspended before the student is sent home. The School Leader or designee will notify a suspended student's parent/guardian of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the School Leader or designee.

A parent/guardian may not refuse a school's determination of out-of-school suspension, and any student who remains at school or comes to school while suspended may be considered trespassing, and the school may involve law enforcement or issue a greater punishment, including expulsion. At the discretion of school administration, after an out-of-school suspension, the school leader or designee may require a re-entry meeting with the

parent/guardian before the student may return to their regular schedule. If the parent/guardian does not respond or comply with the meeting request prior to the student's return, the school may involve an emergency contact, especially if the student's offense poses safety concerns for others or the campus. These decisions will be made by the school.

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.

Absences as a result of suspension are unexcused.

Disciplinary Hearing Process (Expulsion/Alternative Placement)

Notice

When the School Leader determines that a student's conduct warrants expulsion or an alternative placement, the student shall be entitled to a disciplinary hearing. Prior to taking any action, the School Leader will provide the student's parents/guardians, the Head of Schools, and the Regional Superintendent with written notice of:

- The reasons for the proposed expulsion or alternative placement; and
- The date and location for a hearing before the Head of Schools which will occur within five (5) school days from the last date of suspension for the incident

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

- may be present;
- shall have an opportunity to present evidence;
- shall be apprised and informed of the school's evidence;
- may be accompanied by their parents/guardians; and
- may be represented by counsel or another individual.

Hearing Before School Leader Manager

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 and may ask questions of the school’s representative(s).

Within three (3) business days after the hearing (on expulsion/alternative placement), the Head of Schools will notify the student and the student's parents/guardians in writing of their decision. The decision shall specify:

- The outcome of the hearing;
- The length of the expulsion/alternative placement, if any;

- The procedures for re-admittance at the end of the expulsion period, as applicable; and
- The right to appeal the Head of Schools' decision to the Regional Superintendent.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights to any appeal of the discipline. The expulsion is effective immediately regardless of any appeal. An expelled student may not be on any KIPP property for any reason or attend any KIPP sponsored event or extra-curricular activity.

Appeal to Regional Superintendent

After the hearing, the expelled student may request that the Regional Superintendent review the expulsion decision. The student or parent/guardian must submit a written request to the Regional Superintendent within three (3) business days after receipt of the Head of Schools' written decision. The Regional Superintendent will provide the student or parent/guardian with written notice of the date, time, and place of their 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. The written appeal must include the remedy being requested as a result of the appeal.

Within three (3) business days after the hearing, the Regional Superintendent will notify the student and parent/guardian in writing of their decision. Consequences shall not be deferred pending the outcome of the appeal.

Appeal to KIPP Texas Public Schools Chief Schools Officer ("CSO") or Designee

After an appeal to the Regional Superintendent, the expelled student may request that the CSO of KIPP Texas Public Schools review the expulsion decision. The student or parent/guardian must submit a written request to the KIPP Texas Public Schools CSO within three (3) business days after receipt of the decision of the Regional Superintendent. The KIPP Texas Public Schools CSO will hear the matter or will assign a designee. The CSO or designee will provide the student or parent/guardian with written notice of the date, time, and place of 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.

Within three (3) business days after the hearing, the KIPP Texas Public Schools CSO/designee will notify the student and parent/guardian in writing of their decision. Consequences shall not be deferred pending the outcome of the appeal.

Appeal to KIPP Texas Public Schools Board of Directors

The student may appeal the KIPP Texas Public Schools CSO or designee's decision to the KIPP Texas Public Schools Board of Directors by notifying the KIPP Texas Public Schools CSO in writing within three (3) business days of the date of receipt of the KIPP Texas Public Schools CSO or designee's decision. The KIPP Texas Public Schools Board of Directors will review the record from the hearing before the Head of Schools and the appeal decisions at the next regularly scheduled KIPP Texas Public Schools Board meeting for which notice can legally be

posted, or at the discretion of the KIPP Texas Public Schools Board Chair at a specially called meeting. The student and/or representative may attend the hearing and make a presentation limited to the record or make a written presentation limited to the record. The hearing is an appeal hearing. The KIPP Texas Public Schools CSO or designee will notify the student and their parents/guardians of the KIPP Texas Public School Board's decision, in writing, within five (5) business days of the hearing.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board of Directors. Upon a final determination of expulsion, the student shall not be readmitted to KIPP for the period of expulsion.

No Credit Earned
Except when required by law, students will not earn academic credit during a period of expulsion.

KIPP Code of Conduct Extended Scope
In addition to school-specific activities, these rules apply to KIPP students while a) traveling to and from school or to and from any school activity including any conduct at a bus stop, b) participating in any school sponsored or school related activity, c) wearing a KIPP uniform or shirt (as they represent KIPP in some fashion), d) engaging in any activity involving harm to another KIPP student or employee/volunteer regardless of where occurring, e) using KIPP provided technology, and f) engaging in any criminal conduct or illegal activity regardless of where it occurred.

Searches/Interrogations

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students cannot claim the right of freedom from self-incrimination.

Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students. A parent/guardian may not request that they be contacted before a student is questioned or that the student not answer questions from school personnel. School officials may search the student, desk, locker, cell phone, backpacks, purse, vehicle or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent. The school also reserves the right to search the digital content within the cell phone or other electronic device, if confiscated because of a violation of a school rule or law OR by establishing reasonable suspicion of a violation of a school rule or law. Students who are observed in an unauthorized area during school hours are subject to administrative search.

Each student is responsible for their own vehicle parked on school property and the contents of the vehicle. Each student is responsible for making sure the vehicle is locked and secure at all times. Except as otherwise provided by law, only materials allowable on school campuses may be placed in school vehicles at any time such vehicles are on school grounds. If a

student is asked to unlock a locked vehicle at any time and the student refuses, the parent/guardian may be contacted. If the parent/guardian refuses, law enforcement may be contacted.

KIPP reserves the right to use drug dogs, metal detectors (including hand held and free-standing metal detectors) and searches of students at random to ensure campus safety and to maintain the effectiveness of the school. Other searches may be conducted if school officials have reasonable cause. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. Students shall be responsible for any prohibited items found in their lockers or possession while on school property or at school-sponsored or school-related activities. Lockers and desks are the property of KIPP and are subject to inspection/search. School authorities, for any reason, may conduct inspections of lockers at any time, without notice, without student consent, and without a search warrant.

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.

SECTION F: STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

Parent and Family Engagement

Research confirms that a leading predictor of student success is parental involvement; therefore, parents are included in many aspects of the education of children. The school governance structure relies on significant parental input and cultivates a close working partnership between staff members and parents. In addition, parents are asked to volunteer by participating in playground activities, becoming a member of school committees, or helping in the classroom, library, or office.

Keeping up to date with student progress in classes and talking about student grades is critical to ongoing student success. KIPP Texas is pleased to offer students, parents and guardians electronic access to student data via the Skyward Student Information Management System. ***Please see Section B, Electronic Access to Student Data on page 27*** or contact your school's front office with assistance on Skyward or obtaining login credentials. Families should also be familiar with and frequently check school specific platforms such as Class Dojo and Deans List or other similar communications platforms.

In addition, KIPP Texas publishes a family engagement newsletter for all students and their families. Current and prior newsletters can be accessed at: https://kipptexas.org/?s=family+newsletter

Family Expectations on Campus

At KIPP Texas, we believe that family engagement is critical to the success of all our students. We encourage family involvement throughout the year and especially on conference days and at school-sponsored events.

We expect that all family members and KIPP Texas staff and the entire KIPP community will engage with one another in a way that aligns with our KIPP Texas core values and is both professional and respectful at all times.

KIPP Texas may restrict a family member's access to campus if any of the the following takes place in the sole discretion of the School Leader/School Leader Manager:

The person poses a substantial risk of harm to any person; or
The person behaves in a manner that is inappropriate for a school setting; or
The person engages in a serious or repeated violation of KIPP Texas core values either in words or actions.

If warranted, a campus restriction letter will be sent via email to any family members who engage in any of the behavior listed above. The letter will outline the behavior(s) documented as well as the specific details related to the restriction.

The safety, security, and well-being of our students, families and staff is our utmost priority, and the expectations outlined above are intended to ensure a safe and respectful campus environment at all times.

Volunteers
KIPP Texas appreciates the efforts of volunteers who are willing to support our schools and students. Because student safety is a paramount concern, all volunteers are required to register, pass an annual criminal history background check, and adhere to strict safety protocols, including check-in procedures. If you are interested in volunteering, please contact your child's school for more information and to complete a volunteer application.

Cell Phone Policy

KIPP Texas Student Cell Phone Policy: This policy reinforces our focus on creating joyful and rigorous learning environments where our students can thrive. Research shows that students are more engaged in their own learning when they are not distracted by technology.

If a student chooses to bring an electronic communication device, defined as a smartphone, cell phone, smartwatch, or similar device, it must be turned off and not visible (off and away) during the school day (from the first bell through the last bell).

- During school hours, the use of electronic devices named above are limited to: before the school day begins and upon exiting the school building at the end of the day. The use of electronic devices named above on school campuses or at functions during school hours will result in confiscation and could result in disciplinary action.
- When the school day begins, each student must power off all personal communication devices and ensure their personal communication device(s) remain unused for the duration of the school day (from the first bell to the last bell).
- Students must secure the device(s) in their backpack or locker for the entirety of the school day; students should not hold/have a device in their hands at any time during the school day. Students found physically accessing the device, either in the open or by attempting to access within a backpack or locker, are in violation of the policy.
- Headphones/ear-buds/earpieces may not be visible or worn during the school day.
- The use of the electronic devices named above during campus-wide testing is a serious infraction, a testing violation, and will result in confiscation of the device as well as disciplinary action. This could also result in the invalidation of the student's exam, or in extreme cases, the invalidation of multiple student exams.
- Schools may choose to use Yondr pouches or other storage compartments as a way of managing student cell phones during the school day. Your child's School Leader will provide more details, as needed.
- The following two exceptions apply to the policy outlined above. Limited electronic communication device use will be allowed for students who meet the following criteria:

- To implement an individualized education program, a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794), or a similar program or plan; or
- By a student with a documented need based on a directive from a qualified physician.

A student who violates this policy is subject to the following disciplinary measures, in accordance with the KIPP Texas Student Code of Conduct (SCOC), including any progressive sanctions for ongoing violations:

- **First Offense:**
  - The device shall be confiscated and stored in the main office for the remainder of the school day; the student's parent or guardian will be notified. Only the student's parent or guardian is permitted to pick up confiscated device(s).
  - The school shall issue a written policy notice warning to both the student and the parent or guardian about further consequences for failing to comply with this policy. This will require a parent or guardian signature.
  - The school may assign detention.
- **Second Offense:**
  - The device shall be confiscated and stored in the main office for the remainder of the school day; the student's parent or guardian will be notified. Only the student's parent or guardian is permitted to pick up confiscated device(s).
  - The school shall issue a written policy notice warning to both the student and the parent or guardian about further consequences for failing to comply with this policy. This will require a parent or guardian signature.
  - The school may assign detention or in-school suspension (ISS).
- **Third Offense (and higher):**
  - The device shall be confiscated and stored in the main office for the remainder of the school day; the student's parent or guardian will be notified. Only the student's parent or guardian is permitted to pick up confiscated device(s).
  - The school may assign in-school suspension (ISS) and additional consequences may be imposed as outlined in the Student Code of Conduct for continued refusal to comply with this policy.
  - The school shall require a mandatory parent or guardian family conference; a phone restriction agreement must be signed.

In the event that a student refuses to turn over a personal communication device, the parent or guardian will be notified and in-school suspension (ISS) may be assigned. Repeated refusal to turn over the cell phone will result in a review of the situation by the School Leadership Team and additional consequences may be imposed as outlined in the Student Code of Conduct.

Any device not retrieved by the parent/guardian within ninety (90) days may be disposed of by the school at the school's discretion. The school is not responsible for a student's cell phone that is stored in a classroom, backpack, locker, vehicle, or any other location or that is missing, stolen, or has been otherwise collected or confiscated.

Possession and Use of Personal Telecommunications Devices

Cellular Phones and Smartwatches All student possession and use of cellular phones, smartwatches, and similar communication devices are governed strictly by the **KIPP Texas Student Cell Phone Policy (Section B & Section F)**. These devices must remain powered off and stored away (in a backpack or locker) from the first bell until the last bell. Any violation will result in confiscation and disciplinary action as outlined in that policy.

Other Personal Electronic Devices To maintain a distraction-free environment, students are prohibited from possessing or using other personal electronic devices (such as laptops, tablets, or e-readers) on campus. Exceptions to this policy are limited to:

1. Documented Needs: Use required by a student's IEP, Section 504 plan, or a physician's directive.
2. Campus Leadership Approval: Specific, time-bound instances where a Campus Leader has granted written authorization for a specialized instructional purpose.

When authorized, these devices must be used only for the approved purpose and under the direct supervision of a teacher. At all other times, they must be powered off and stored away. Unauthorized possession will result in confiscation and disciplinary action as outlined in the Student Code of Conduct.

Privacy and Prohibited Areas Regardless of the device type, the use of any technology capable of capturing images or video is **strictly prohibited** in locker rooms, restrooms, or other private areas at any time, including school-sponsored events.

Search, Seizure, and Liability In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel if there is reasonable suspicion of a violation of law or the Student Code of Conduct.

- Liability: The District is not responsible for any damaged, lost, or stolen personal telecommunications or electronic devices. Students bring these items to campus at their own risk.

Student Technology Acceptable Use Policy

All students in KIPP Texas must adhere to specific standards while using District-owned technology resources for educational and instructional purposes. Students have access to the following District technology resources: e-mail, network, computer hardware/software, and Internet. It is the student's responsibility to abide by the rules of the District's policies and

regulations. Breaches may result in restricted use or loss of privileges on the Internet. These rules of behavior include, but are not limited to the following:

- Electronic mail (e-mail) and online history is not private. Administrators, teachers, and other staff who operate the systems have access to email and other electronic communications. Messages and online searches relating to or in support of illegal activities may be reported to the authorities. Files stored on the District servers or hosted technology services are not considered private. District personnel may search KIPP Texas email, online histories, or any KIPP Texas device at any time and without cause.
- Students shall not exchange or discuss District network accessibility information, including passwords, with other students or individuals or attempt to use other student, teacher, or staff accounts.
- Students are not permitted to alter District provided equipment or download or install or remove software without permission.
- Students shall not reveal their personal home address, home phone number, or school address or that of other students.
- Students are strictly prohibited from attempting to bypass the District's network filtering or security systems. This includes, but is not limited to, the use of Virtual Private Networks (VPNs), proxy servers, unauthorized "jailbreaking" software, or personal hotspots (tethering). Accessing the internet via a personal cellular data connection to circumvent school filters is a violation of this policy and may result in the immediate suspension of technology privileges.
- Students are not permitted to create, publish, submit, or display any discourteous, hostile, or offensive statements or materials and shall report behavior of this nature.
- Students are not allowed to misuse school resources through unapproved technology use, which includes, but is not limited to: playing games; watching videos; accessing or participating in chat rooms; downloading music; attempting to access social media sites; or accessing, searching for, or promoting content related to vapes, e-cigarettes, or any other prohibited or controlled substances.
- If students encounter an inappropriate image or website or are emailed a link to questionable material, he or she must exit the program immediately and contact a teacher or other staff member.
- E-mail should be used for educational purposes only and to achieve the District's educational goals. When communicating through e-mail or other electronic means, be respectful and use appropriate language.
- If a student is issued a District-owned technology device, they also will receive instructions on the proper use, care, and return of the device.
- Students should respect intellectual property, must obey copyright and plagiarism laws, and suitably cite all use of websites, books, media, software, and content created by others and/or AI and in accordance with any and all KIPP Texas AI guidelines.

Unacceptable and Inappropriate Use of Technology

Students are strictly prohibited from the following actions. Violation of these standards may result in disciplinary action in accordance with the Student Code of Conduct:

- Prohibited Content: Using social media or electronic messaging to send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
- Illegal Activities: Participating in any illegal activity or using electronic communications to contribute to illegal behavior.
- Safety Threats: Sending or posting messages that threaten school safety, whether on or off school property.
- Unauthorized Contact: Making appointments to meet individuals met online. Any such requests must be reported immediately to staff.
- Digital Trespassing: Accessing or "trespassing" in another person's digital folders, work, or files.
- Sexting: Taking, disseminating, transferring, possessing, or sharing obscene, lewd, or sexually oriented images (commonly referred to as "sexting"). Such actions will result in disciplinary action and, in certain circumstances, will be reported to law enforcement. We strongly encourage parents to review the **Before You Text Sexting Prevention Course** with their child to understand the legal and social consequences of this behavior: https://txssc.txstate.edu/tools/courses/before-you-text/.
- Off-Campus Conduct (Nexus to School): Engaging in off-campus electronic conduct (e.g., social media posts, group chats) that causes a substantial disruption to the school environment or threatens the safety of students or staff.
- Cyberbullying: Engaging in bullying or harassment through electronic means (pursuant to Texas Education Code Section 37.0832), regardless of the device used, the network used, or the location of use.
- Misuse of school resources (including but not limited to): playing games; watching videos; accessing or participating in chat rooms; downloading music; attempting to access social media sites; **using technology for commercial purposes or personal financial gain**; or accessing, searching for, or promoting content related to vapes, e-cigarettes, or any other prohibited or controlled substances; unauthorized use of Artificial Intelligence.

Scope of Policy These regulations apply to all conduct—including cyberbullying and sexting—regardless of whether the activity occurs on or off school property, or whether the equipment used is District-owned or personally owned. If the conduct results in a disruption to the educational environment or personal injury, it falls under the jurisdiction of the Student Code of Conduct.

Reporting Violations Students and parents must immediately report any known violation of the District's technology policies, Internet safety plan, or responsible use guidelines to a teacher or campus administrator. This includes, but is not limited to:

- Security & Policy Breaches: Any suspicious behavior or misuse of District-owned or personal devices that violates the standards outlined in this handbook.
- Unauthorized Contact: Any requests for personally identifiable information (PII) or contact from unknown or suspicious individuals.
- Harmful or Illegal Content: Any digital communication or content that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Consequences of Policy Violations Violation of the regulations above is considered unethical and may result in the suspension or revocation of computer access privileges. Additionally, violations of these regulations will lead to disciplinary consequences in accordance with the Student Code of Conduct, up to and including suspension, alternative placement (DAEP), expulsion, and/or legal action.

Limitation of Liability

KIPP Texas is not legally or financially responsible for:

- Damages: Any damages a user may incur, including loss of data or service interruptions.
- Financial Obligations: Unauthorized financial obligations resulting from the use of the District's network, internet, or email.
- Personal Property: As noted in the Cell Phone Policy, the District is not responsible for missing, stolen, or damaged personal electronic devices.

AI Responsible and Ethical Use Guidelines for Students
Artificial Intelligence and Machine Learning are parts of the current and future technology landscape. As such, it is important to understand how to use these tools responsibly and ethically. This is a guide to responsible and ethical use for students.

Respect for Privacy and Consent:
- Seek permission before using AI technologies that involve data collection or sharing.
- Avoid sharing sensitive personal information while interacting with AI systems or platforms. This includes but is not limited to HIPAA, FERPA, IDEA, or any other identifiable information.

Academic Integrity and AI:

- KIPP Texas will not tolerate academic dishonesty, including cheating and plagiarism, which extends to the misuse of AI tools. Students must acknowledge AI usage in their work and utilize it as a learning aid, not a substitute for original work.

Avoid Discrimination and Bias:

- Be aware that AI systems may carry biases based on the data they are trained on. Avoid using AI to perpetuate discriminatory behavior or stereotypes.
- If you notice biased or unfair outcomes from AI systems, report them to your teacher or relevant authority for review and corrective action.

Critical Thinking and Validation:

- Be skeptical of information generated by AI systems and validate it through multiple sources.
- Analyze and question the results provided by AI systems to ensure their accuracy and reliability.
- Use AI outputs as a starting point for investigation, analysis, and critical thinking rather than relying solely on their conclusions.

Responsible Use of AI Tools:

- Recognize the limitations of AI systems and avoid relying solely on their recommendations or decisions.
- Utilize AI technologies as a tool to enhance your learning and problem-solving abilities, rather than replacing your own critical thinking and creativity.
- Take responsibility for your actions and decisions made with the assistance of AI systems.

Online Etiquette and Cybersecurity:

- Treat AI systems and virtual agents with respect and use appropriate language and behavior when interacting with them.
- Prohibit sharing harmful,misleading, or Deep Fake content that is to intentionally threaten to create or share a highly realistic, AI-generated video or photograph of a person doing something they didn't actually do, if your goal is to bully, harass, or blackmail them.SB 441/Penal Code 21.165 identifies this as a criminal offense.

Digital Well-being:

- Maintain a healthy balance between AI technology usage and other activities, ensuring your overall well-being.
- Regularly take breaks from AI technologies to engage in offline activities, socialize, and exercise.

Report Issues:

- Report any instances of AI technology misuse, unethical behavior, or harmful content to your teacher, parents, or a trusted adult.

Consequences of AI Misuse:

- Violations of academic integrity involving AI can result in loss of assignment credit, parent/guardian meetings, and repeated offenses may lead to expulsion.

Safe Use of Technology

KIPP Texas is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. KIPP Texas considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, including the SCOPE Act, Texas Business and Commerce Code Chapter 509, KIPP Texas will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See Required Summative Assessments .]
    - Consent is included within acknowledgement of this student handbook. An updated list of software can be found on our KIPP Texas Website: https://kipptexas.org/public-information/the-texas-public-information-act/
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students.
- Provide age-appropriate training for students on internet safety, appropriate online behavior, interacting on social networking sites, and cyberbullying awareness and response.

Cybersecurity Breach Notification: In accordance with Texas Education Code Section 11.175, KIPP Texas will notify a student's parent or guardian in a timely manner if the District determines that a breach of system security or a "cyber-attack" has occurred involving the student's sensitive personal information.

If you want to know more about partnering with KIPP Texas regarding cybersecurity and online safety, or if you have complaints or concerns about student use of electronic devices, please reach out to *KIPP Texas IT Security* at KTXIT.Security@kipptexas.org .

Dress Code/Uniform Policy

KIPP Texas' student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The student dress code supports our goal of inspiring students to learn and focus on their academic excellence. Our expectation is that parents and guardians are responsible for ensuring student alignment with the school's dress code, and students are responsible for knowing the student dress code and for following this dress code during school hours and school activities.

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health and safety. Attire or grooming that depicts or advocates violence, criminal activity, pornography, the use of alcohol or drugs, or hate speech is strictly prohibited.

KIPP's dress and grooming policies, including all policies for extra curricular activities, do not discriminate against a hair texture or protective hair style (including but not limited to braids, locks, and/or twists) commonly or historically associated with race. Should any student or parent have a concern about the dress and grooming policy and/or application of the policy, the student or parent should reach out to the school leader.

The KIPP Texas dress code policy centers around our core values. The dress code provides an opportunity for community building and school pride through school-specific clothing. It also reinforces our focus on creating equitable, joyful learning environments where our students can thrive.

The dress code should be met every day. If a student's dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to not allow the dress item at school.

KIPP Texas Student Uniform Policy Expectations

- **Shirts (Monday-Thursday)**: Students will be allowed to wear the new KIPP Texas polo shirt in the color specific to their school.
    - Primary School: Light Blue
    - Middle School: Navy Blue

    - High School: Gray
    - Secondary School: Navy Blue (Grades 6-8) and Gray (Grades 9-12).
- **Sweatshirts (Monday-Friday):** Students will be allowed to wear the KIPP Texas crewneck sweatshirt in the color specific to their school.
    - Primary School: Light Blue
    - Middle School: Navy Blue
    - High School: Gray
    - Secondary School: Navy Blue (Grades 6-8) and Gray (Grades 9-12).
- **Shirts (Fridays):** Students will be allowed to wear their school-specific spirit shirt or a college shirt as designated by their school.
    - Individual schools may allow additional shirt options for students, which your school will communicate; if your school does not communicate it, the school-specific spirit shirt or college shirt should be worn.

Your school will provide you information regarding KIPP's uniform vendor, and families will purchase uniforms directly from the vendor. You may also provide your own uniform items if they meet the same specification and standard as established by the school (e.g., color, logo, style, type, embroidery, etc.). Please contact your school's Office or Operations Manager for more information. Families experiencing financial hardship should also contact your school's Office or Operations Manager for more information.

- **Bottoms:** Students will be allowed to wear khaki, blue or black pants, skirts, or shorts as long as the skirts or shorts that are no higher than 3 inches above the knee. **Students *will not be* allowed to wear:**
    - Sheer bottoms
    - Bottoms with holes, rips or tears
    - Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants
    - Jogger-style athletic bottoms
    - Low-rise bottoms

- **Outerwear:**
    - Students may wear non-KIPP outerwear (defined as a heavy jacket or coat) to school, but must remove the outerwear while in the building. Schools may use their discretion to allow outwear to remain on in cold places in the building as long as the student has been confirmed to be in full uniform for the day.
    - Students may wear the KIPP Texas crewneck sweatshirt, a crewneck sweatshirt that is the same color as their KIPP Texas polo or a college sweatshirt inside the building.
        - Primary School: Light Blue
        - Middle School: Navy Blue

        - High School: Gray
        - Secondary School: Navy Blue (Grades 6-8) and Gray (Grades 9-12).
    - Students may not wear hoods, caps, bandanas, sunglasses or other head wear with the exception of head wear that aligns to religious beliefs or purposes. *The exception to this expectation is masks worn for health-related or medical reasons.*

- **Shoes:**
    - For safety purposes, shoes must be worn at all times and meet the following criteria:
        - Closed-toed
        - Must have backs (i.e., no slides)
        - Must have hard soles (i.e., no slippers)
    - Students *will not* be allowed to wear:
        - Shoes with wheels
    - Individual schools may have a policy regarding students wearing crocs (with backs), which your school will communicate; if your school does not communicate it, it is not permitted at that particular school.

If a family is experiencing hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the School Leader. As well, a family in need can make a formal fee waiver request by completing the KIPP financial assistance request form (located in the KIPP Texas Student and Family Handbook) and turning this into the school's office where the office manager will review the request with the School Leader and contact the family within 5 business days with a decision or to clarify the information which has been submitted. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification. Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay. This policy is posted in a central location in each school facility and in the student and family handbook. [Texas Education Code Section 11.158 (f)].

Human Rights

KIPP Texas believes deeply in the potential of every student and family we serve. 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 school 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 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.

In accordance with Title IX, KIPP does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to KIPP's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Prohibited discrimination and harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments (even when thought to be used collegially), 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;
- Sexual harassment which includes, but is not limited to, inappropriate conduct which has the purpose or effect of (1) creating an intimidating, hostile, or offensive work or learning environment; (2) unreasonably interfering with an employee's work performance or a student's educational experience; or (3) affecting an individual's educational opportunities.
- 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.

KIPP has designated and authorized the following employees as the Title IX Coordinator to

address concerns and inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

- Madeline Gilliard, Managing Director of School-Based Mental Health | (713) 927-1716| Madeline.Gilliard@kipptexas.org | 10711 KIPP Way, Houston, TX 77099

If a student or parent/guardian believes that they have 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 Regional Superintendent or the Regional Superintendent's designee. KIPP will immediately undertake an investigation in accordance with applicable law, if any, of the harassment allegations and attempt to resolve the situation.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or e-mail. During business hours, reports can also be made in person. Upon KIPP receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process prescribed by applicable law and policy.

Investigation of Reports other than Title IX

If KIPP Texas 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.

Response to Sexual Harassment - Title IX

When KIPP receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX Coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

KIPP's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, KIPP reserves the right to investigate and respond to prohibited conduct in accordance with KIPP policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from KIPP's general grievance policies (see below), this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as KIPP's "Title IX formal complaint process."

KIPP shall ensure the development of a Title IX formal complaint process that complies with legal requirements. The formal complaint process shall be posted on KIPP's website. In compliance with Title IX regulations, KIPP's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays for the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;

11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the KIPP Board of Directors, CEO, or Regional Superintendent.

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Parents'/Guardians' Rights Notification: 2026-2027 School Year
Parents/Guardians have the right to learn about the following qualifications of their child's teacher:

- State licensure requirements for the grade level and content areas taught,
- Current licensing status of your child's teacher, and
- Baccalaureate/graduate certification/degree.

You may also request the qualifications of an instructional paraprofessional who serves your student.

Parents/Guardians may request this information from the School Leader where your child attends. The school will notify parents if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Family Educational Rights and Privacy Act ("FERPA")
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS
FERPA is a federal law that affords parents/guardians and eligible students certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day that KIPP receives a request for access. Parents or eligible students should submit to the school leader a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or guardian, or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or guardians or eligible students who wish to ask KIPP to amend a record should make a written request to the school leader [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or guardian or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If as a result of the hearing, the district decides not to amend the records, it shall inform the parent or guardian or eligible student of the right to place a statement in the records commenting on the contested information and/or stating why the parent or guardian,or eligible student disagrees with the decision of the district. Any explanation shall be maintained with the contested part of the record for so long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and 34 C.F.R. 99.31 authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by KIPP to comply with the requirements of FERPA and C.F.R. part 99. The name and address of the Office that administers FERPA are:

  Family Compliance Office
  U.S. Department of Education
  400 Maryland Ave. SW Washington, D.C. 20202

KIPP FERPA Policy

Compliance
In regards to student records, KIPP shall comply with FERPA and any other applicable state or federal law governing the use and disclosure of student records.

Custodian of Records
The KIPP Texas Public Schools Chief Executive Officer is designated the custodian of all student records. The school leader of each school is designated as an agent of the KIPP Texas Public Schools Chief Executive Officer for the purposes of the receipt of requests concerning the disclosure of student records.

Annual Notice
The KIPP Texas Public Schools Chief Executive Officer shall ensure that all parents or guardians of students currently in attendance and current students who have reached 18 years of age, ("eligible students"), annually receive a notice of their rights under FERPA.

Directory Information
FERPA governs KIPP's release of directory information regarding students. "Directory Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. § 99.3.

- Definition. KIPP designates the following categories of information as directory information:
  - student's name,
  - address,
  - telephone number,
  - photograph,
  - electronic mail address,
  - participation in officially recognized activities and sports,
  - weight and height of members of athletic teams,
  - dates of attendance,
  - awards received,
  - the most recent school attended by the student,
  - grade level,
  - enrollment status.

- Disclosure. Directory information will only be released to:
  - School officials, for school related purposes;
  - School related affiliates and organizations that require directory information to provide services to KIPP Schools, including school photos, campus directory, yearbook, newsletters, media articles, and honors.
  - For secondary students, to military recruiters and institutions of higher education, as required by federal law.

A parent or eligible student who objects to release of directory information for all or part of the above-stated purposes may do so in writing within 10 school days after receiving the annual notice described in Section 3 of this policy. Written objections shall be collected and maintained by the KIPP Texas Public Schools Chief Executive Officer or Regional Superintendent designee. Directory information shall **not** be released for the above-stated purposes if the parent/guardian or eligible student denies the release of the information on the form attached to the Student Handbook or through the electronic registration system.

Disclosure without Consent

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. §99.31. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 34 C.F.R. §99.32 of the FERPA regulations requires the school to record the disclosure. Parents or guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to

whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (34 C.F.R. §99.31(a)(1))

- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. §99.34. (34 C.F.R. §99.31(a)(2))
- To authorized representatives, officials, or agencies headed by the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA).
- Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (34 C.F.R. §§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (34 C.F.R. §99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 C.F.R. §99.38. (34 C.F.R. §99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (34 C.F.R. §99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (34 C.F.R. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (34 C.F.R. §99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (34 C.F.R. §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. §99.36. (34 C.F.R. §99.31(a)(10))
- Information the school has designated as "directory information" under 34 C.F.R. §99.37. (34 C.F.R. §99.31(a)(11))

Personally Identifiable Information

Personally Identifiable Information includes, but is not limited to:

- The student's name;
- The name of the student's parent/guardian or other family members;
- The address of the student or student's family;

- Personal identifiers, such as the student's social security number, student number, or biometric record;
- Indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone, or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community to identify the student with reasonable certainty; or
- Information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

Video Cameras
At its discretion, KIPP may monitor student behavior on school buses and common areas through the use of video and/or audio (as allowed by law) recording equipment. Any recorded misconduct shall be addressed in accordance with the Student Code of Conduct and the behavior expectations contained in this Student Handbook.

Use of Video Recording Equipment in Special Education Classrooms

In accordance with **Texas Education Code Section 29.022** and 19 **Texas Administrative Code Section 103.1301**, KIPP Texas Public Schools will install and operate video and audio recording equipment in certain self-contained classrooms or other special education settings upon receiving a **written request** from:

- A parent of a student who receives special education services;
- A staff member (as defined by law);
- A school leader or assistant principal

A **special education classroom** or **other special education setting** is a classroom or setting primarily used for delivering special education services to students who spend, on average, **less than 50 percent** of an instructional day in a general education classroom or setting. This includes classrooms or settings used during the regular school year or during extended school year services. Video cameras must be capable of covering all areas of the special education classroom or other special education setting, including a room attached to the classroom or setting used for time-out; and recording audio from all areas of the special education classroom or other special education setting, including a room attached to the classroom or setting used for time-out.

Notification and Implementation
Before a camera is placed in a classroom or special education setting, KIPP Texas will provide **written notice** to:

- The campus staff assigned to the classroom, and

- The parents of any student receiving special education services in the setting where the camera is installed.

Discontinuation of Operation
A school or campus that places a camera in a special education setting will continue to operate and maintain the video camera in the special education setting until the end of the school year for which its implementation was requested. If at any point, the district determines that it will discontinue the operation of the video camera, the campus must notify the parent(s) or guardian(s) of each student in regular attendance with a minimum of 5 days prior written notice that the operation of the camera will discontinue unless requested by a person eligible to make a request.

If the campus intends to discontinue the operation of the camera for the following school year, the district will provide written notice to the parent(s) or guardian(s) of each student in regular attendance no later than the 10th day before the last day of school unless a person eligible to make a request for the next school year.

Access to Recordings
Per **Texas Education Code Section 29.022**, video recordings are confidential and will only be reviewed in limited circumstances, such as investigations of alleged incidents involving abuse or neglect. Recordings are not available for routine viewing by parents, staff, or the general public.

Requesting Video and Audio Equipment
To request the installation and operation of recording equipment in a qualifying classroom, please contact the school leader directly. For additional questions or assistance, you may also reach out to **Joslyn Harmon** at ktx.notifysped@kipptexas.org; 832-328-1051; 10711 KIPP Way, Houston, TX 77099.

Emergency and Nonemergency Notifications

By providing your contact information to the school you are giving consent to be contacted at these phones and emails for school related communication. This includes our family communication platform Dean's List. You can opt-out of these platforms at any point. Please contact your school to do so.
KIPP Texas will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, inclement weather, or other reason, the district will alert the community in the following ways: Dojo/Deanslist, Facebook, text messages, and/or the KIPP Texas website.

Emergency Preparedness and Drills
Throughout the school year, drills are regularly conducted to ensure staff and students are prepared to respond in the event of an emergency according to 19 Texas Administrative Code Section 103.1209. These drills include fire, evacuation, lockdown, secure, hold, and shelter-in-place (severe weather and hazmat). Students and staff are trained to follow the Standard Response Protocols (SRP®) in the event of an alarm activation or announcement. Parent/guardian resources can be reviewed below. Translations in languages other than English and Spanish are available upon request.

K12 SRP Family Handout (English)
K12 SRP Family Handout (Spanish)

Student/Parent Grievance Policy

Students and parents are encouraged to address any concerns with the teacher, school counselor, or school administration. Informal resolution of all complaints is encouraged. If informal resolution cannot be reached, KIPP has a formal complaint process as follows:

General Rules

- The term "parent", as used in this Policy, shall include guardian(s) of the student.
- All complaints and appeals must be filed on KIPP complaint/appeal forms. Forms can be obtained on the KIPP Texas website under "Complaint Forms" (KIPP Texas Public Schools | Student Support and Information) or at any campus main office. Incomplete submissions will not be accepted and will be returned. They may be re-filed within the timelines set by this Policy.
- "Days" in this Policy means KIPP business days.
- The most efficient manner to file a complaint or appeal is to email student.grievances@kipptexas.org.
- Complaints and appeals may also be filed by hand delivery to the Head of Schools for the student's campus, e-mail to the Head of Schools for the student's campus, or U.S. Mail directed to the Head of Schools for the Student's campus. Hand-delivered filings shall be timely filed if received by the appropriate administrator by the close of business on the deadline. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator no more than three KIPP business days after the deadline.
- At each level, the hearing officer may set reasonable timelines for the conference at the sole discretion of the hearing officer.
- If at any point in the process, a hearing officer is unable to make contact with a parent/student after three attempts, the complaint will be dismissed.
- The timelines in this Policy shall be strictly construed. All complaints and/or appeals that are not timely filed may be dismissed without a conference or hearing. Any agreement to waive deadlines in this Policy must be in writing.
- Serial or repetitive grievances about the same or similar subject matters may not be accepted. Should a parent/student file multiple grievances which are accepted, they

may be consolidated at the discretion of the hearing officers or KIPP Texas administrative personnel.

- All evidence a parent/student wants to present must be presented at the Level 1 conference. Only the parent, student, or an authorized representative on behalf of the parent/student may present at the conference. New evidence cannot be accepted after that time. If there is a large amount of evidence, the hearing officer may request that the parent/student organize such information for submission.
- Additional remedies may not be added once the Level 1 complaint form is filed. If remedies requested at Level 1 are granted at any point during the appeal process, there is no further right of appeal.

Filing Deadlines

Level 1: A parent/student may file a complaint within fifteen (15) KIPP business days of the date the parent/student becomes aware or should have become aware of the incident giving rise to the concern. The complaint must be in writing on the KIPP complaint form and filed by emailing student.grievances@kipptexas.org or with the Head of Schools for the student's school in the manners identified above. The complaint must state the remedy sought.

- Within five (5) KIPP business days of receiving a written complaint under this Policy, a Head of Schools will reach out to schedule a conference.
- Within ten (10) KIPP business days of receiving a written complaint, the Head of Schools will conference with the parent/student. At the time of the conference, the parent/student must provide all information/evidence supporting the complaint. Documents and other evidence may not be submitted after the Level 1 conference.
- The Head of Schools will issue a written determination within ten (10) KIPP business days of the conference.

Level 2: If the parent/student is not satisfied with the Head of Schools' decision, the parent/student may appeal. Any appeal must be in writing on the KIPP appeal form and must be submitted by emailing student.grievances@kipptexas.org or filing with the Regional Superintendent in the manners identified above within ten (10) KIPP business days of the Head of Schools' determination.

- Within ten (10) KIPP business days of receiving the written appeal, the Regional Superintendent will conference with the parent/student. Information not provided at Level 1 cannot be provided to the Regional Superintendent.
- The Regional Superintendent will issue a written determination within five (5) KIPP business days of the conference.

Level 3: If the parent/student is not satisfied with the Regional Superintendent's decision, the parent/student may appeal. Any appeal must be in writing on the KIPP appeal form and must be submitted by emailing student.grievances@kipptexas.org or filing with the KIPP Texas Public Schools CEO in the manners identified above within ten (10) KIPP business days of the Regional Superintendent's determination.

- Within ten (10) KIPP business days of receiving the written appeal, the KIPP Texas Public Schools CEO or designee will conference with the parent/student. Information not provided at Level 1 cannot be provided to the KIPP Texas Public Schools CEO.
- The KIPP Texas Public Schools CEO or designee will issue a written determination within five (5) KIPP business days of the conference.

Level 4: If the parent/student is not satisfied with the KIPP Texas Public Schools CEO or designee's decision, the parent/student may appeal to the KIPP Texas Public Schools Board of Directors. Any appeal must be in writing on the KIPP appeal form and must be submitted by emailing student.grievances@kipptexas.org or filing with the KIPP Texas Public Schools CEO in the manners identified above within ten (10) KIPP business days of the KIPP Texas Public Schools CEO's determination.

- The CEO's Office will notify the parent/student of the date and time of a hearing before the KIPP Texas Public Schools Board of Directors. Such date and time will be set at the sole discretion of the KIPP Texas Public Schools Chair of the Board, and the Board is not required to call a special meeting for the purpose of hearing complaints.
- At the hearing, the KIPP Texas Public Schools Board will consider the record compiled from the complaint process. The procedures for the hearing will be at the sole discretion of the KIPP Texas Public Schools Chair of the Board and will allow both the parent and the administration time for presentation as determined by the Chair. The parent/student and representative may appear in person, by video-conference, or by written submission. Information not previously considered may not be submitted.
- The KIPP Texas Public Schools Board of Directors may act on the complaint and may issue a written decision at any time prior to its next Board meeting. If the Board of Directors has not announced a decision prior to its next meeting, no additional decision or action will be taken.
- A decision of the KIPP Texas Public Schools Board of Directors is final.

Instructional Requirements

Parents may remove their child from lessons that conflict with their religious or moral beliefs (with some limits). KIPP Texas also follows state law that:

- Teachers are not required to discuss controversial topics, and if they do, they must present them in a manner free from political bias;
- Students cannot be required to participate in political activism or advocacy as part of a class;
- Certain concepts about race, sex, and American history may not be taught as facts; and
- Students will not be disciplined for reasonably discussing these topics in class.

These rules **do not apply** to activities such as:

- Community charitable projects (for example, volunteering at a local food bank or community garden);
- Career and technical education internships or practicums that do not involve lobbying or advocacy; or
- Programs that help students learn about and practice participation and leadership in local, state, or federal government processes (like mock legislature or model government).

This policy ensures instruction remains objective and aligned with state law.

SHAC (Student Health Advisory Council)

KIPP Texas has established a Student Health Advisory Council (SHAC) composed primarily of parents, along with teachers, health professionals, and community members. The SHAC will:

- Advise on student health education and wellness;
- Review and recommend curriculum related to suicide prevention, substance abuse, child abuse, and safety;
- Meet at least four times yearly, posting agendas, minutes, and recordings publicly;
- Provide annual reports to the Board;
- Ensure parents receive clear information about student health policies and available resources.

Safety & Security Committee

In accordance with Texas Education Code Section 37.109, KIPP Texas has a Safety and Security Committee. This group can include parents, school administrators, school board

members, local law enforcement, fire and emergency medical services (EMS), and community members.

The Safety and Security Committee is responsible for:

- Developing and updating the district's emergency and safety plans (Emergency Operations Plan - EOP).
- Recommending safety best practices to the School Board and district leadership.
- Consulting with police for involvement and presence with our schools.
- Reviewing and ensuring the accuracy of all required safety reports submitted to the state.
- Monitor safety data, audits, and trends to support KIPP Texas in appropriate action
- Meeting at least three times a year (twice during the school year and once in the summer).

Parent Participation & Rights

KIPP Texas values parent voices and it is committed to making it easier for families to share feedback and participate in decision making. Parents can:

- Submit comments online directly to school leaders and the Board;
- Be heard at Board meetings, where public comments are prioritized; and
- Attend Board meetings at more convenient times, since they will be scheduled outside of typical work hours. You can find more information about SY26-27 Board meetings here: https://kipptexas.org/public-information/board-of-directors/

In addition, parents have the right to access library information, including:

- A list of non-curriculum books available in their child's school; and
- Their own child's library checkout records.

SECTION G:
SPECIAL POPULATIONS

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

Students having difficulty in the classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Multi-Tiered Systems of Support (MTSS). The implementation of MTSS has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students. If a child does not respond appropriately to general education interventions, the next step may be a referral for a special education evaluation.

If a child is experiencing learning difficulties, the parent or guardian may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent or guardian may request an evaluation for special education or Section 504 services at any time by reaching out to Joslyn Harmon at Joslyn.Harmon@kipptexas.org; 832-328-1051 ; 10711 KIPP Way, Houston, TX 77099.

Section 504

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

Section 504 Referrals

KIPP has standards and procedures in place for the evaluation and placement of students in the Section 504 program. KIPP also implements a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

- Joslyn Harmon at Joslyn.Harmon@kipptexas.org 832-328-1051 | 10711 KIPP Way, Houston, TX 77099

Additional Information

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process: http://framework.esc18.net/display/Webforms/LandingPage.aspx
- Partners Resource Network: http://www.partnerstx.org/

- Special Education Information Center: http://www.spedtex.org/
- Texas Project First: http://www.texasprojectfirst.org/
- Notice of Procedural Safeguards:

ENG: https://www.spedtex.org/resources/notice-procedural-safeguards
ESP: https://www.spedtex.org/es/recursos/aviso-sobre-procedimientos-de-proteccion

- Texas Transition and Employment Guide https://spedsupport.tea.texas.gov/resource-library/texas-transition-and-employment-guide
- Local Intellectual and Developmental Disability Authorities (LIDDA) https://resources.hhs.texas.gov/directories/lidda

Dyslexia Services

KIPP Texas is committed to identifying and supporting students with dyslexia and related reading difficulties. We follow all state guidelines outlined in the *Dyslexia Handbook* to ensure students receive appropriate services.

Identification and Evaluation

If a student shows signs of dyslexia, the school will:

- Notify parents and request consent for an evaluation
- Conduct a full evaluation to better understand the student's needs
- Evaluate in all areas of suspected disability, if applicable

Screening for dyslexia is provided for all kindergarten and first-grade students as required by the state.

Instruction and Support

Students identified with dyslexia will receive:

- Evidence-based reading instruction
- Support from trained staff
- Instruction aligned with state requirements

Parent Rights and Communication

Parents will receive information about:

- Signs and characteristics of dyslexia
- The evaluation and identification process
- Instructional supports and accommodations

- How to access the *Dyslexia Handbook*

Parents will also receive regular updates on their child's progress.

Commitment to Students

KIPP Texas is dedicated to working in partnership with families to support students with dyslexia and ensure their academic success.

Contact Person for Special Education Referrals
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

- Joslyn Harmon at joslyn.harmon@kipptexas.org 832-328-1051

Special Education

KIPP Texas is deeply committed to all of our students, including students receiving special education services. 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 or specialized classrooms. Parents of students receiving special education services are encouraged to participate in annual Admission, Review, and Dismissal "ARD" Committee meetings designed to review progress, develop, and/or revise their child's individualized education program (IEP).

Special Education Referrals
If a parent or guardian makes a written request for an initial evaluation for special education services to the director of special education assessment or an administrative employee of KIPP, KIPP must respond no later than 15 school days after receiving the request. At that time, KIPP must give the parent or guardian a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards and the Overview of Special Education for Parents in accordance with Texas Education Agency . If KIPP agrees to evaluate the student, it must also give the parent or guardian the opportunity to give written consent for the evaluation.

If KIPP decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent or guardian's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.
There is an exception to the 45-school-day timeline. If KIPP receives a parent or guardian's consent for the initial evaluation at least 35 but less than 45 school days before the last

instructional day of the school year, it must complete the written report and provide a copy of the report to the parent or guardian by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, KIPP must give the parent or guardian a copy of the evaluation report at no cost.

Additional information regarding special education is available from KIPP in a companion document titled Parent or Guardian's Guide to the Admission, Review, and Dismissal Process. Also, families can review the TEA Overview of Special Education for Parents (English; Spanish) and the Senate Bill 139 Notice to Families English/SB 139 Actualizaciones en Educación Especial.

Contact Person for Special Education Referrals
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

- Joslyn Harmon at Joslyn.Harmon@kipptexas.org 832-328-1051 10711 KIPP Way, Houston, TX 77099

Admission, Review, and Dismissal (ARD) Committee and Individualized Education Programs

ARD Committee: Establishment and Authority

KIPP Texas shall establish an Admission, Review, and Dismissal (ARD) Committee for each student eligible for special education and for each student undergoing a full and individual initial evaluation. The ARD Committee serves as the student's individualized education program (IEP) team.

The ARD Committee is responsible for determining eligibility, developing and reviewing the IEP, determining placement in the least restrictive environment (LRE), and ensuring the provision of a free appropriate public education (FAPE) in accordance with applicable law.

ARD Committee Responsibilities

The ARD Committee shall:

- Conduct evaluations and reevaluations and determine eligibility for special education and related services;
- Develop, review, and revise the IEP, including measurable goals, services, accommodations, and placement;

- Determine participation in state assessments and graduation pathways;
- Ensure services are provided in the least restrictive environment;
- Address individualized needs, including behavior supports and access to the general curriculum;
- Coordinate services for students with low-incidence disabilities (e.g., visual impairment, hearing impairment, dyslexia); and
- Ensure access to extracurricular activities and other school programs, as required by law.

Committee Membership

Each ARD Committee shall include required members in accordance with law, including:

- The parent;
- At least one general education teacher (when applicable);
- At least one special education teacher or provider;
- A KIPP Texas representative knowledgeable about curriculum, resources, and specially designed instruction;
- An individual able to interpret evaluation results; and
- The student, when appropriate.

Additional members shall be included based on student need, including specialists or other individuals with knowledge or expertise regarding the student.

Parent Participation and Notice

KIPP Texas shall ensure meaningful parent participation in ARD Committee meetings by:

- Providing timely written notice in the parent's native language, unless not feasible;
- Scheduling meetings at mutually agreed times and locations;
- Providing interpreters or other accommodations as needed; and
- Offering alternative participation methods, including phone or virtual conferencing.

If a parent cannot attend, KIPP Texas shall document reasonable attempts to ensure participation. Meetings may proceed without a parent only when such efforts have been exhausted.

ARD Meetings and Decision-Making

The ARD Committee shall meet at least annually and more frequently as needed to develop, review, and revise the IEP or as otherwise required by law, including upon parent request.

Decisions shall be made collaboratively. If agreement cannot be reached, the ARD Committee may recess for up to ten school days to allow for additional consideration. If disagreement persists, KIPP Texas shall implement the IEP it determines appropriate and provide required notice, including documentation of any disagreement.

Required members may be excused from attending a meeting, in whole or in part, in accordance with applicable law and with appropriate written agreement and documentation; however, the general education teacher and special education teacher or provider shall not be excused from ARD Committee meetings.

Eligibility

KIPP Texas conducts evaluations of students who may require special education services in accordance with applicable federal and state law. Prior to the provision of services, KIPP Texas shall conduct a Full and Individual Evaluation (FIE) with informed parental consent. Evaluations shall be nondiscriminatory and use multiple sources of data, including student performance, educator input, and parent input. No single measure shall be used to determine eligibility, and all areas of suspected disability shall be assessed.

Timelines

KIPP Texas shall comply with required timelines. The school shall respond to a parent request for evaluation within 15 school days. Upon receipt of consent, the evaluation shall be completed within 45 school days, subject to allowable exceptions. The Admission, Review, and Dismissal (ARD) Committee shall convene within 30 calendar days of the evaluation to determine eligibility and, if appropriate, develop an individualized education program (IEP).

Students receiving special education services shall be reevaluated at least every three years, or more frequently if warranted. If a parent disagrees with an evaluation, the parent may request an Independent Educational Evaluation (IEE) no more than during the year in which evaluation took place. KIPP Texas shall either provide the IEE at public expense or initiate due process to defend its evaluation. Independent evaluators must meet KIPP Texas criteria, and only one IEE at public expense shall be provided per evaluation.

For students who transfer with an evaluation in progress, KIPP Texas shall ensure timely coordination and completion of the evaluation.

Eligibility

KIPP Texas determines eligibility for special education and related services in accordance with applicable federal and state law. Students ages 3 through 21 may qualify if they are identified

with a disability and require specially designed instruction. Eligibility may be considered in one or more of the following categories:

- Autism;
- Deaf or hard of hearing;
- Visual impairment;
- Emotional disability;
- Intellectual disability;
- Specific learning disability, including dyslexia;
- Speech or language impairment;
- Other health impairment;
- Traumatic brain injury;
- Multiple disabilities; or
- Developmental delay, as applicable for younger students.

When a student is suspected of having a disability, KIPP Texas shall seek informed parental consent to conduct a comprehensive evaluation. A group of qualified professionals, including the parent, shall review evaluation results and determine eligibility through the Admission, Review, and Dismissal (ARD) Committee process. The ARD Committee shall consider multiple sources of information, including Evaluation data, Teacher input, Parent input; and the student's academic and functional performance.

A student shall not be determined eligible for special education if the primary reason for academic difficulty is lack of appropriate instruction in reading or mathematics or limited English proficiency.

If a student is found eligible, the ARD Committee shall develop an individualized education program (IEP) that outlines the student's educational needs, including:

- Measurable learning goals;
- Special education and related services; and
- Accommodations and supports necessary for the student to access and progress in the general curriculum.

KIPP Texas is committed to collaborating with families to ensure that each eligible student receives the support necessary to access educational opportunities and make meaningful progress.

Parent Communication and Safeguards

At the time of evaluation, KIPP Schools will provide the Parent or Guardian with a Guide to the Admission, Review, and Dismissal Process and the TEA Overview of Special Education for Parents (English; Spanish).

Other Special Populations

In addition to special education and Section 504, KIPP provides special programs for students experiencing homelessness, students in foster care, emergent bilingual students, and/or immigrant students. At any time, parents/guardians have the right to request an evaluation of their child to ensure appropriate academic programming is in place. All KIPP schools honor parent/guardian rights for information, requests, and access to information. More information about these programs, as well as information regarding available resources from organizations outside of KIPP can be obtained by contacting your school campus.

Emergent Bilingual Students

KIPP Texas values the cultural and language assets of all students and provides instructional programs to best meet the educational needs of all students. A student who is identified as an Emergent Bilingual (EB) is entitled to receive specialized educational services from KIPP Texas. Students who are identified as Emergent Bilingual students are eligible for language program services via the Dual Language, Transitional Early-Exit, or English as a Second Language (ESL).. A Language Proficiency Assessment Committee (LPAC) will be formed, consisting of KIPP Texas personnel and at least one parent representative (who does not work for KIPP Texas), to determine identification of emergent bilingual students and to recommend program placement within four calendar weeks of the student's initial enrollment in a Texas public school.

Initial Enrollment in Texas Public School and EB Identification

Texas Education Code Section 89.1215 requires that for each new student enrolling for the first time in a Texas public school, in any grade, parents are required to complete a Home Language Survey. If any response on the Home Language Survey indicates a language other than English, KIPP Texas must use the standardized state-approved English language proficiency test for identification. Students with a home language of Spanish, must be administered the preLAS or LAS Links Español (listening and speaking).

To determine a student's eligibility, the LPAC will review information from the language proficiency tests. If the student qualifies for language services, and once a level of proficiency has been established, the LPAC may designate instructional accommodations, recommended scheduling and additional special programs that the student will require to eventually become proficient at grade level work in English.

The student's parent must be notified and consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible for.

***Note*:** A parent or guardian may request a correction to the Home Language Survey only if (1) the child has not yet been assessed for English proficiency **and** (2) corrections are made within two calendar weeks of the child's enrollment date.

Emergent Bilingual Students Transferring from Another Texas Public School

KIPP Texas will request and secure student's records, including the original Home Language Survey and all LPAC documentation from the most recent Texas public school. KIPP will honor the original identification as an emergent bilingual student if there is sufficient evidence that indicates that the student was previously identified in Texas. If there is documented evidence that the student was previously identified as an emergent bilingual in Texas, but no HLS has been obtained, the school shall document this in writing and retain this documentation in the student's cumulative folder. Schools will communicate the continuation of bilingual education or ESL services with parent/family members.

Ongoing Support and Monitoring of Emergent Bilingual Students

The LPAC will convene throughout the school year to determine whether certain accommodations are necessary for instruction and any state-mandated assessments. The STAAR Spanish, as mentioned in the **Summative Assessment** section of this handbook, may be administered to an Emergent Bilingual in grades 3-5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandates assessment or may waive certain graduation requirements related to the English I End-Of-Course (EOC) assessment.

The Texas English Language Proficiency Assessment System (TELPAS) is administered annually to all Emergent Bilingual students in grades K-12, including dually identified Emergency Bilingual students who receive special education services and students whose parents did not approve language services.

At the end of the academic year, the LPAC will meet to review the student's language and academic progress and determine whether the student will continue the language program or qualifies for exiting. The campus LPAC is responsible for exiting all Emergent Bilingual students according to the criteria provided by the Texas Education Agency. Students who are recommended for program exit are to be monitored by the LPAC for two academic years after the exit.

Student Identified as Emergent Bilingual and Receive Special Education Services (Dually Identified)

A student identified as an Emergent Bilingual and receives Special Education services may also be eligible to receive specialized language supports. Both the Language Proficiency Assessment Committee (LPAC), in conjunction with the Admission Review DIsmissal committee (ARD), will determine the types of services the student needs, including language accommodations related to classroom instruction and state and local assessment and placement in Dual Language, Transitional Early-Exit or English as a Second Language (ESL)as well as any services related to special education. TAC 89.130

Contact Person for Multilingual Programs

The designated person to contact regarding options for a student who is identified as an emergent bilingual is:

- Roxanne Rangel, Deputy Chief, Professional Learning Academics|832-328-1051|10711 KIPP Way, Houston, TX 77099

Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain school and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The school will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave, or
- Returning from a deployment of at least four months.

The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment. Additional information may be found at Military Family Resources at the Texas Education Agency.

Students who are Homeless

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

"Children and youth who are homeless," as defined by this federal law, means and includes children who:

- Are abandoned in hospitals, or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.

- Lack a fixed, regular, and adequate nighttime residence.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the "school of origin" or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; out of school suspensions; and other related matters. Questions concerning assistance offered to homeless students can be obtained from the school campus.

Student in the Conservatorship of the State (Foster Care)
A student in the conservatorship (custody) of the state who enrolls at a KIPP Texas school after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The school will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

A student in the conservatorship of the state who is moved outside of KIPP Texas attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the KIPP Texas boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to a district or charter but does not meet the graduation requirements of the receiving district or charter, the student can request a diploma from the previous district or charter if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and

- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

If you have questions, please contact the foster care liaison at the school campus.

Student qualifying as Migrant
The Migrant Education Program's intention is to design and support programs that help migrant students overcome the challenges of mobility, cultural and language barriers, social isolation, and other difficulties associated with a migratory lifestyle. These efforts are aimed at assisting migrant students in order to help them succeed in school and successfully transition to postsecondary education or employment.

To be eligible for classification as a migrant student, a child must have a parent, spouse, or guardian who is a migratory agricultural worker or migratory fisher, and has moved from one school district to another. In states that are composed of a single school district, they must have moved from one school administrative area to another within that district. They must have done this in order to obtain or accompany their parent, spouse, or guardian in order to obtain temporary or seasonal employment in agricultural or fishing work that serves as a principal means of livelihood for the worker and their family. All of this must have been done within the past 36 months.

Homeless Student Resources

If you or your child needs additional support, please submit a Student Assistance Form at kipptexassaf.com or using the QR code below, and one of our counselors or social workers will contact you to see how we can best support you.

Homebound Services

Homebound Services
The KIPP Texas Homebound Program provides home-based instructional services for students who are unable to attend school due to a documented medical condition. A student qualifies if:

- The student is enrolled in a KIPP Texas Public School.

- The student is expected to be confined at home or in a hospital for at least four weeks due to a medical or psychological condition documented by a physician licensed to practice in the U.S.
- If the student receives special education services, the ARD Committee determines eligibility and services.
- If the student has a 504 plan, the 504 committee will review and determine necessary accommodations.

Instructional Services & Expectations

- Eligible students will receive a minimum of four hours of instruction per week, as required by Texas law.
- Instruction may be provided in person, virtually, or through a combination of both, based on the student's medical needs and the school's resources.
- The student's progress will be regularly monitored, and a transition plan will be developed to support their return to school when appropriate.

Requesting Homebound Services

- A parent/guardian must submit a written request for the KTX Hospital Homebound Packet along with a medical certification form completed by a licensed U.S. physician. The Packet should be returned within 5 business days to ensure there is no delay in service.
- The school will review requests within 10 business days of receipt to determine eligibility.
- Until a determination is made, the campus should immediately coordinate assignments, grades, and attendance with the student's parent/guardian.

For more information or to request Homebound Services, please contact Joslyn Harmon, at Joslyn.harmon@kipptexas.org; 832-328-1051; 10711 KIPP Way, Houston, TX 77099.

SECTION H:
NOTICES and APPENDICES

Student Support and Compliance Contacts

Parents/guardians can seek information and/or support for the following programs by contacting:

- Title IX Coordinator:
  - Student-Related Concerns:
    - i. Madeline Gilliard, Managing Director of School-Based Mental Health | (713) 927-1716 | madeline.gilliard@kipptexas.org | 10711 KIPP Way, Houston, TX 77099
  - Employee-Related Concerns: Karen Roath, Managing Director of HR & Talent Operations | (832) 328-1051 hrhelp@kipptexas.org| 10711 KIPP Way, Houston, TX 77099

- Special Education/Section 504 Services
  - Joslyn Harmon, Managing Director of Special Populations|832-328-1051| joslyn.harmon@kipptexas.org| 10711 KIPP Way, Houston, TX 77099

- Homeless/Foster Care/Migrant/Military Students:
  - Madeline Gilliard, Managing Director of School-Based Mental Health | (713) 927-1716 | madeline.gilliard@kipptexas.org | 10711 KIPP Way, Houston, TX 77099

- Homebound Services:
  - Joslyn Harmon, Managing Director of Special Populations |832-328-1051| joslyn.harmon@kipptexas.org | 10711 KIPP Way, Houston, TX 77099

- Age Discrimination Act Coordinator:
  - Karen Roath, Managing Director of HR & Talent Operations| (832) 328-1051 hrhelp@kipptexas.org| 10711 KIPP Way, Houston, TX 77099

Title VI Notice

KIPP Texas receives Federal Financial Assistance from the Federal Government. Title VI of the Civil Rights Act of 1964 provides that "[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Therefore, KIPP Texas abides by and follows Title VI in all aspects of the Charter School. Any violation of Title VI should be reported to the Title VI Coordinators:

- Student-Related Concerns:
  - Madeline Gilliard, Managing Director of School-Based Mental Health | (713)

927-1716 | madeline.gilliard@kipptexas.org | 10711 KIPP Way, Houston, TX 77099

- Employee-Related Concerns: Karen Roath, Managing Director of HR & Talent Operations| (832) 328-1051 hrhelp@kipptexas.org| 10711 KIPP Way, Houston, TX 77099

Career and Technology Education (CTE) Non Discrimination Statement:

KIPP Texas Public Schools offers career and technology education courses. It is the policy of KIPP Texas Public Schools not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

APPENDIX 1: 2026-27 Academic Calendars

KTX-English
KTX-Spanish

APPENDIX 2: Financial Assistance Request Form

In accordance with Texas Education Code Section 11.158(f), a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility and in the KIPP Texas Student and Family Handbook.

A parent/guardian may request a waiver of required and/or optional student fees due to financial hardship in accordance with the procedures established by KIPP. KIPP determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification.

If you would like to be considered for financial assistance with respect to payment of either a required or optional student fee for an activity, service, or item that your school offers, please complete and sign this form and give it to the school's Office or Operations Manager. The Office or Operations Manager and School Leader will review and contact you within 5 business days with any questions or a decision.

Student name _____

Type and $ amount of fee requesting to be waived _____

Explanation of hardship _____

_____

_____

Documentation provided _____

By signing below, you certify that the information you provided is accurate and correct.

_____	_____	_____
Parent/Guardian Name	Signature	Date

Office Use:

Decision _____ Date _____

School Leader Name _____

School Leader Signature _____

APPENDIX 3: Release of Responsibility Form for Walkers And Share Ride

Please complete one student per form.

Approved to Walk _____
Approved to Rideshare _____
Approved to Drive ____

In consideration of KIPP allowing my KIPPster (student's name) _____to walk, drive, or rideshare from campus, I agree as follows:

1. Assumption of risk. I acknowledge and assume the risks involved for walkers and rideshare options. I acknowledge that I am responsible for any and all medical expenses resulting from illness or injury in connection with or arising out of this option.

2. Release and indemnity. I (on my behalf and on behalf of my heirs, personal representatives, executors, administrators, successors and assigns) hereby (A) release KIPP, any sponsor or corporate partner of KIPP and their representatives, successors, assigns, employees, and volunteers or any representatives (the "Agents") from and against any and all claims, demands, actions, costs, losses, expenses, damages or causes of action for injuries or illnesses (up to and including death), damages or other claims of any nature that my child/student might suffer arising out of or in any way connected with or related to the Program, including, without limitation, any claims which may arise in respect to walking or using a share ride option (the "Claims"), and (B) defend, indemnify, and hold harmless KIPP and their agents from and against any and all Claims which may be brought against them by anyone claiming to have been injured or damaged as a result of my child's/student's walking or using a share ride option.

I certify that I am the:
_____**parent**
_____**legal guardian**

of the Student and acknowledge that the authorizations, agreements and waivers included herein apply to the Student referenced above. I am signing to evidence the agreement of the Student.

Parent/Guardian Signature: _____Date: _____
Parent Name (printed): _____Phone Number: _____
Email:_____

Additional Emergency Contact Information:
Name (printed): _____Relationship: _____
Address:_____Phone Number:_____

Student Walker/Share Ride permission:

Any siblings allowed to walk/share ride: _____

Any other students allowed to walk/share ride*: _____
***Requires parent/guardian permission for the student(s) listed above:**

Parent/Guardian Signature: _____Date:_____
Parent/Guardian Name (printed): _____Phone Number: _____
Email:_____

Additional Emergency Contact Information:
Name (printed): _____Relationship: _____
Address:_____Phone Number: _____

Student Driver permission:

Parent/Guardian Signature: _____Date: _____
Parent/Guardian Name (printed): _____Phone Number:_____
Email:_____

Additional Emergency Contact Information:
Name (printed): _____Relationship: _____
Address:_____Phone Number: _____

Student Information:
Student Name (printed): _____Phone Number: _____
Email:_____

Vehicle description and placards: _____