



2023-2024 KIPP Miami Code of Conduct

Intro Letter from Executive Director

Dear Families,

KIPP Miami schools instill in students the desire and the ability to succeed in college and life to change the world. Therefore, it is essential that all students and families fully understand the contents of the Code of Conduct.

The Code of Conduct applies to all KIPP Miami students. The expected behavior applies to all students enrolled in our schools, applying to when a student is waiting for bus transportation to attending regular school sessions and even to participating in a school-sponsored activity, regardless of when and where the activity is occurring.

KIPP Miami believes in creating the routines, procedures and processes that promote positive behavior. We work closely with our teachers to ensure they have effective classroom management that is balanced with addressing the social and emotional learning and well-being of all students to maximize learning opportunities. The education of a child happens only through partnership among families, staff, and students. We collectively take responsibility to create an environment that is safe and secure for our children so that they can unleash the potential inside. This happens through meaningful communication and welcomes participation grounded in mutual respect and understanding that we are always working in the best interest of the development and growth of our students. We believe that the best support we can provide our students is to work in partnership with families to help students uphold the expectations listed in this Code of Conduct and reduce any barriers that stand in the way of student engagement and achievement.

Thank you for your continued partnership and support.

Charlie Schmidt,

Executive Director



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Non-discrimination Statement

We are committed to equal opportunity for all of our students. We prohibit discriminatory practices against any person by reason of race, color, national origin, ancestry, age, sex, pregnancy, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, on account of disability, social or economic status, pregnancy, childbirth, actual or potential parenthood, or family status. We do not discriminate against any person protected for any reason protected by federal or state law.

Rights and Responsibilities of Students/Families/School

Staff: We fully commit to KIPP Miami in the following ways:

- We will arrive at KIPP every day on time and remain until all our obligations at school are over.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn. We will work to know each of our students as individuals so we can help them unlock their innate talents, define their purpose and grow to fulfill their dreams.
- We will always make ourselves available to students and families, and any concerns they might have. We communicate with our families weekly about our student's academic and character strengths, successes, challenges and areas of opportunity. We will provide our cell phone numbers to families and students and be available to help with homework or any other issue.
- We will always protect the safety, interests, and rights of all individuals in the classroom.

Families: We fully commit to KIPP Miami in the following ways:

- We will make sure our child arrives at KIPP every day and on time.
- We will make arrangements so our child can remain at KIPP until the school day is over.
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, and read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the school as soon as possible, and we will carefully read all the papers that the school sends home to us.
- We will make sure our child follows the KIPP dress code.
- We understand that our child must follow the KIPP rules so as to protect the safety, interests, and rights of all individuals in the classroom. We are responsible for the behavior and actions of our child.



Students: We fully commit to KIPP in the following ways:

- We will arrive at KIPP every day on time.
- We will remain at KIPP until the school day is over and attend every class period on time.
- We will always work, think, and behave in the best way we know how and will do whatever it takes for us to learn. This also means that we will complete all our homework every night; we will call our teachers if we have a problem with the homework or a problem with coming to school, and we will raise our hands and ask questions in class if we do not understand something.
- We will always make ourselves available to our family and teachers and any concerns they might have. If we make a mistake, we will tell the truth to our teachers, accept responsibility for our actions, and work to fix our mistake.
- We will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that we will always listen to all KIPP teammates and give everyone our respect.
- We will follow the KIPP dress code.
- We are responsible for our own behavior, and we will follow the teachers' directions.

Safe, Positive, and Receptive Learning Environment	
Rights	Responsibilities
To attend school in a positive learning environment	To maintain a decorum that enhances a positive learning environment
To have school personnel who are receptive to student needs and concerns	To express needs and concerns in an appropriate manner
To have knowledge of the Code of Student Conduct	To follow the guidelines set forth in the Code of Student Conduct
Curriculum	
Rights	Responsibilities
To receive a teacher's grading standard at the beginning of the grading period	To request academic and extracurricular programs that are in line with ability
To receive course descriptions	To ask for help from school personnel in choosing courses
To learn from competent teachers in an atmosphere free from bias and prejudice	To cooperate with teachers and contribute to an atmosphere free from bias and prejudice
To take part in basic skills programs in elementary, middle, and high schools	To make every effort to master the basic skills

Grades	
Rights	Responsibilities
To receive a teacher's grading standards at the beginning of the grading period	To learn about grading standards
To be notified of failure/potential failure when work is unsatisfactory	To meet academic standards in line with ability and to make every effort to improve unsatisfactory work
Attendance Rights and Responsibilities	
Rights	Responsibilities
To be informed of KIPP Miami policies and school rules about absenteeism and tardiness	To make-up class work in a reasonable amount of time after an excused absence/suspension
To appeal a decision about an absence	To attend classes daily and be on time
To request make-up work after an absence/suspension and to complete it in a reasonable amount of time	To explain or document the reason for an absence

Free Speech and Expression	
Rights	Responsibilities
To express views through speaking and writing, but without being obscene, disruptive, abusive, or derogatory	To respect the right of others to express their views and refrain from using speech or expression that could substantially disrupt the learning environment or harm the health, safety, or welfare of others
To participate in patriotic observances, however, students have a right to not participate in recitation of Pledge of Allegiance	To behave respectfully during patriotic observances
To have one's religious beliefs respected	To respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule
To assemble peaceably on school grounds while following federal, state, and local regulations	To plan, get approval for and conduct activities that are in line with the school's goals
To help develop and distribute publications as part of the educational process	To follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refraining from publishing false or obscene materials.
To be protected from sexual harassment	To refrain from sexually harassing students, staff, and community members.
Privacy and Property Rights	
Rights	Responsibilities
To have privacy of personal possessions unless school personnel have reason to believe a student is in possession of materials prohibited by law or school policy; any individual on school property is subject to search	To keep materials prohibited by law or school policy away from school or school activities
To have personal property respected	To respect others' personal property

Attendance Policy

Excused Absences

KIPP Miami considers the following as cause for excused absence:

- a) Personal illness of the student with a written doctor's note;
- b) Medical appointment with a written doctor's note;
- c) Death in immediate family;
- d) Attendance at Court or at a center under Department of Children and Families supervision;
- e) Religious observance (In accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or the State District Superintendent shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence); and
- f) Any cause deemed acceptable to the School Leader with prior approval.

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

Unexcused Absences

We want to ensure that all students engage in learning and absences for any reasons other than those listed above are unexcused absences and are discouraged. In the event of an unexcused absence, families are responsible for communicating the absence with the school. In the case of an unexcused absence, students and families (depending on age appropriateness) are 100% responsible for initiating communication with the teacher and making up all missed work (preferably before the absence). **Parents have 3 days to submit documentation for excused absences. After 3 days the note will not be honored.** If students are absent frequently (excused or unexcused), please keep in mind that this affects learning and therefore may lower grades and negatively impact student performance. Families can expect to receive a call or text when students are late or absent.

Any student who has fifteen unexcused absences within a 90-calendar period will be referred to a Truancy Intervention Program.

Absences and Promotion/ Retention

Once a student reaches 10 or more unexcused absences in an annual course or 5 or more unexcused absences in a semester course, their case will be evaluated by the Promotion Committee to determine whether or not the student is eligible for promotion. Attendance will be taken on all days that school is in session during the school year.

Tardiness

To ensure students do not miss out on any learning, it is critical that all students arrive on time to school every day and to the start of period classes at the scheduled start time. If students are going to be tardy to school, families must notify the school's main office. Upon arrival, students must sign in at the office before going to class. A family member must sign the student in after 9am.

Signing Out Early

In order for a student to receive attendance for the day, they are required to be in school for a minimum of two (2) hours.

No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of, anyone other than a school employee, a police officer with judicial authority, a court official, or the authorized family of the student. Students who need to leave school early for unavoidable reasons must be picked up from school – they are not allowed to walk home or ride the public bus on their own. Family members must walk into the building to sign students out in the office.

Family Engagement Activities Attendance

At KIPP Miami, we believe that family engagement is a key component to our students' success in school and life. Thus, Family Engagement Activities are an important component of our program. There will be Annual Family Engagement activities over the course of the year that families can choose to participate in. During this time, students and families will be exposed to many extracurricular and enrichment activities.

We are asking parents to participate in four (4) activities for the year. Below are a few of activities that KIPP Miami will host annually so you can plan accordingly. Also, schools may have school specific activities throughout the school year that your student may be a part of and requires your participation.

- Legacy Events for Parent Engagement:

- Saturday School Sessions
- Quarterly Report Card Conferences: Q1 & Q2 required, Q3 & Q4 teacher will be informed by teacher, if required to attend
- Back to School Night/Orientation - required
- State testing parent information meeting for all testing grades/subjects - required
- Literacy Week - Last week of January
- STEAM Week - Before winter break
- Parent Workshops

Notice of Limited Responsibility for Supervising Students

KIPP Miami employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and/or 30 minutes before a school-sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and/or 30 minutes after the school-sponsored activity ends. KIPP Miami is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between KIPP Miami personnel and students on school grounds shall not result in a duty to supervise students. Parents/guardians should not rely on KIPP Miami employees to provide supervision for their child outside of the aforementioned time-period. Nothing in this section precludes KIPP Miami from administering discipline for acts or behavior that occur on KIPP Miami property.

Restorative Practices

KIPP Miami has restorative routines and tools that facilitate the ability of all students to self-monitor, reflect on, and take responsibility for the impact of their choices. All staff utilize restorative management techniques to ensure all

classrooms are safe spaces for all community members. Here are some examples of support, restoration and community:

- Morning Meeting
- Restorative Circles
- Reflection Corner
- Peace Path
- Class Agreements
- Community service projects

Family Education Rights and Privacy Act (FERPA)

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the School Leader a written request that identifies the records they wish to inspect. The School Leader will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the School Leader, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, insurance investigator, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official

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in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Directory Information Policy

The Family Educational Rights and Privacy Act (FERPA) requires that the school, with certain exceptions, obtain parent/guardian consent prior to the disclosure of personally identifiable information from a child's educational records. However, the school may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the school to the contrary. The primary purpose of directory information, which is information that is generally not considered harmful or an invasion of privacy if released, is to allow the school to include this type of information in certain school publications. Directory information can be disclosed to outside organizations without a parent's prior written consent.

The school, has designated the following information as directory information:

- Student name
- Grade
- School/Homeroom
- Participation in officially recognized activities and sports
- Parent/guardian name
- Address
- Telephone listing
- Electronic mail address
- Honors and awards received
- Dates of attendance

If you do not want the school to disclose any of the above-listed directory information about your child you must notify the school. Absent this notification it will be assumed you consent to having your child's information available as directory information

Disciplinary System

KIPP Miami's student disciplinary system is a progressive disciplinary system that divides infractions and responses into four Tiers. Tier 1 are the most serious infractions and Tier 4 has the least serious infractions. Each level represents progressively more serious offenses and responses to them become progressively more severe.

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Off campus conduct and conduct outside of school time that violates the Code of Student Conduct may also be the basis for discipline if it has the potential to cause a substantial disruption to the school environment or impact the rights of others.

Students should be aware that any criminal offense could result in criminal prosecution and penalties.

Students with protections under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act (ADA) will be afforded all rights under those laws.

Definitions

- As defined in Fla. Stat. § 1003.01 “Suspension,” also referred to as out-of-school suspension, means the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the School Leader or the School Leader’s designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student’s parent with specific homework assignments for the student to complete.
- As defined in Fla. Stat. § 1003.01 “In-school suspension” means the temporary removal of a student from the student’s regular school program, such as that provided in s. 1003.53, under the supervision of school personnel, for a period not to exceed 10 school days.
- Reference to “the district” shall mean Miami-Dade County Public Schools.
- Reference to “the school” shall mean KIPP Miami.
- Expulsion is governed by Miami-Dade County Public Schools board policies. Only the Miami-Dade School Board can approve an expulsion. The maximum period of time for an expulsion may not exceed the remainder of the term or school year, the summer session, plus one additional school year of attendance. An expelled student is entitled to due process, including a formal hearing. For more information on expulsion please consult Miami-Dade County Public Schools Code of Conduct available at <http://www.dadeschools.net>

Tier 1 Infractions (most serious)

Tier 1 infractions are the most serious acts of misconduct. Any Tier 1 infraction may lead to a suspension up to 10 days or a recommendation for expulsion by the District. Please see the Zero Tolerance section in Notices for more details.

Infractions	Definition
Alcohol	Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

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	<p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Arson	<p>To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Battery - Aggravated/Felony	<p>The physical use of force or violence by an individual against another. The attack must be serious enough to warrant reporting to law enforcement and result in more serious bodily injury. This is different than fighting.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement.</p>
False Imprisonment	<p>Forcibly, by threat, or secretly confining, abducting, imprisoning, or restraining another person without lawful authority and against her or his will.</p>
Homicide	<p>The unjustified killing of one human being by another (murder, manslaughter).</p> <p>This infraction must be reported to the FL Department of Education via the SESIR system. This infraction must be reported to law enforcement.</p>
Kidnapping	<p>Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement.</p>
Motor vehicle theft	<p>Unauthorized use, taking, or attempted taking of a motor vehicle. The taking of a car, truck, motorcycle, golf cart, or anything that is self-propelled or motorized.</p>
Other major crimes/incidents (if results in harm and required law enforcement)	<p>Major disruption of all or a significant portion of campus activities, school sponsored events, and/or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, or the health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement.</p>
Sexual Battery	<p>Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another</p>

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	<p>by any body part or object.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement.</p>
Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons	<p>Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement. See the Notices section for more information on weapons. Please see the Zero Tolerance section in Notices for more details.</p>

Examples of consequences taken for Tier 1 infractions:

- Parent/guardian contact
- Student conference
- Student, parents/guardians/staff conference
- Behavior plan
- Student contract
- Participation in a counseling session related to infraction
- Refer to outside agency/provider
- Peer mediation
- Reprimand
- Out of school suspension
- Expulsion to an alternate education program by the District (if suspension >10 days)
- Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
- Recommendation for expulsion by the District
- In-school suspension and/or community removal
- Detention or other Board-approved in-school program
- Restorative justice program
- Revocation of the privilege to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Loss of bus privileges
- Replacement or payment of any damaged property
- Removal to an alternative educational setting/program
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive

behavior

- Permanent removal from class and reassignment to different class (placement review committee decision required)

Tier 2

Tier 2 offenses are major acts of misconduct that disrupts the orderly operation of the school, school function, or approved transportation that threatens the health, safety, and property of others.

Infraction	Definition
Assault/Threat	An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent. This infraction may be reported to law enforcement. Please see the Zero Tolerance section in Notices for more details.
Breaking and Entering	The unlawful and willful entry or attempted forcible entry of any KIPP Miami property or the personal property of students and KIPP Miami personnel. This infraction must be <i>reported to the FL Department of Education via the SESIR system</i> . It is expected that the school will consult with law enforcement about this infraction.
Drug Sale/Distribution Excluding Alcohol	The transmission or distribution, buying, or selling of any drug or contraband substance, or the transmission or distribution, buying, or selling of any substance represented to be of said nature. This includes any form of payment for any drug or contraband substance. This infraction must be <i>reported to the FL Department of Education via the SESIR system</i> . It is expected that the school will consult with law enforcement about this infraction.
False Activation of Fire Alarm System	The willful and/or malicious activation of a fire alarm system resulting in evacuation or the willful and/or malicious reporting of a false fire
Hate Crime	An act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic

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	preference or mental/physical disability. Creates an intimidating, hostile, or offensive educational environment.
Improper Activation of Fire Extinguisher	To intentionally remove and/or activate a fire extinguisher when there is no actual fire.
Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering	<p>This includes any substance or chemical that alters mood or is used for mood altering, including but not limited to alcohol, marijuana, cocaine, heroin, pills, over-the-counter medications that are unauthorized or abused, etc. Possession, use, sale, or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.</p> <p>The illegal sale or distribution of drugs. The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.</p>
Leaving school grounds without permission	Leaving school grounds without permission
Physical Attack (battery)	<p>Actually and intentionally touches or strikes another person against the will of the other; or intentionally causes bodily harm to another person.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction. Please see the Zero Tolerance section in Notices for more details.</p>
Possession of simulated weapons	Possession of any instrument that looks like a weapon but is not a weapon.
Prohibited sales on school grounds (other than controlled substances)	Sale of items on school grounds without the authority of the School Leader.
Robbery	<p>Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and /or by putting the victim in fear.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction. Please see the Zero Tolerance section in Notices for more details.</p>
Sexting	Using any computer or electronic device to send, forward, display, retain, store or post sexually explicit, lewd, indecent or pornographic

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	<p>photographs, images or messages. Sexting will not be tolerated and shall be just cause for disciplinary action during school hours or school activities on or off campus; while on school property, or beyond the hours of school operation if the behavior adversely affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the education process or experience.</p> <p>See the Notices section for more information on sexting.</p>
Sexual Assault	<p>An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction. Please see the Zero Tolerance section in Notices for more details.</p>

Examples of consequences taken for Tier 2 infractions:

- Out of school suspension
- In-School Suspension and/or Community Removal
- Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
- Expulsion to an Alternate Education Program by the District (if suspension is >10 days)
- Recommendation for expulsion by the District
- Any other consequence mandated by Florida law
- Parent/guardian contact
- Student Conference
- Student, parents/guardians/staff conference
- Behavior plan
- Student contract
- Participation in a counseling session related to infraction
- Refer to outside agency/provider
- Peer mediation
- Reprimand
- Detention or other Board-approved in-school program
- Restorative justice program
- Confiscation of wireless communication devices
- Revocation of the privilege to participate in social and/or extracurricular activities

- Loss of bus privileges
- Replacement or payment of any damaged property
- Removal to an alternative educational setting/program
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Permanent removal from class and reassignment to different class (placement review committee decision required)

Tier 3:

Tier 3 offenses are more serious acts of misconduct than Tier 4 offenses. Tier 4 includes repeated acts of misconduct from Tier 4 and acts directed against people or property that do not seriously endanger the health or safety of others.

Infraction	Definition
Cheating	Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else’s paper, copying from your notebook when you are supposed to use only your memory, or copying someone else’s homework because you did not complete yours.
Confrontation with a staff member or another student	The willful use of force upon an employee, contracted personnel, or student that does not result in bodily injury.
Cutting class	Not in class when you are supposed to be in class.
Defiance of school personnel	Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order
Disruption on Campus-Major	Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This infraction must be <i>reported to the FL Department of Education via the SESIR system</i> . It is expected that the school will consult with law enforcement about this infraction.
Disruptive behavior (including behavior on the school bus and at the school bus stop	Behavior that disturbs the learning and/or safety of others in class, on the school bus and at the bus stop. It is expected that the school will consult with law enforcement about this infraction. Students may also face criminal penalties.
Distribution of items or materials that are inappropriate for an educational setting	Distribution of items unsuitable for school because they tend to disrupt the learning environment.

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Drug Use/Possession Excluding Alcohol	<p>Any substance or chemical that alters mood or is used for mood altering, including but not limited to alcohol, marijuana, cocaine, heroin, pills, over-the-counter medications that are unauthorized or abused, etc. Possession, use, sale, or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Failure to comply with previously prescribed corrective strategies	<p>Failure to follow the methods or steps used to help students learn how to follow school rules and to protect the safety of everyone at school.</p>
False accusation	<p>An untrue and serious statement about a teacher, staff member, or any other person. False accusations are serious when they hurt the professional reputation of others or otherwise get a person in trouble that they do not deserve.</p>
Fighting	<p>When two or more persons mutually participate in use of force or physical violence that requires either 1) physical intervention or 2) results in injury requiring first aid or medical attention.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>.</p>
Forgery (Written Misrepresentation)	<p>The making of a false or misleading written communication to a KIPP Miami employee with either the intent to deceive or under circumstances which would be reasonably calculated to deceive an KIPP Miami employee.</p>
Hazing	<p>Any action or situation that endangers the mental or physical health or safety of a student at a school for purposes of initiation or admission into or affiliation with any school-sanctioned organization. This may include, but is not limited to, false imprisonment not resulting in medical attention, verbal or physical behavior resulting in minor injury, or any other act that creates a substantial risk of physical injury.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Inappropriate public display of affection	<p>Engaging in unsuitable, intimate, sexually-suggestive behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc.</p>
Instigative behavior	<p>Behavior that incites or urges others to do something wrong.</p>

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Larceny/Theft	<p>The act, participating in the act, or attempted act of taking, carrying, leading, riding away with, or concealing of property from the possession or constructive possession of another person without threat of violence or bodily harm. Included are pocket picking, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system if the value is over \$750</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Libel	<p>A writing (including computer-typed), picture, sign, or any other form of print that is false and capable of injuring another person’s reputation through publication and/or distribution.</p>
Other major incident	<p>Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity. Recommendation for expulsion by the District relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. This infraction must be reported to law enforcement.</p>
Sexual Harassment	<p>Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>.</p>
Sexual Offenses (Other)	<p>Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction. Please see the Zero Tolerance section in Notifications for more details.</p>

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Slander	Speaking false words that are capable of hurting another person's reputation, community standing, office, trade, business, or means of livelihood.
Technology and Computer Related Offense	The repeated misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers and other electronic devices.
Threat/Intimidation	<p>Instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Trespassing	<p>To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Use of profane or provocative language directed at someone	Vulgar, crude, indecent language directed at someone.
Vandalism	<p>The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.</p> <p>This infraction may be <i>reported to the FL Department of Education via the SESIR system</i>. It is expected that the school will consult with law enforcement about this infraction.</p>
Unauthorized location (middle school only)	Being in a location the student should not be in.

Examples of Consequences taken for Tier 3 infractions:

- In-School Suspension and/or community removal
- Out of school suspension up to 10 school days
- Any other consequence mandated by Florida law
- Parent/guardian contact
- Student conference
- Student, parents/guardians/staff conference
- Behavior plan
- Student contract
- Participation in a counseling session related to infraction
- Refer to outside agency/provider
- Peer mediation
- Reprimand
- Detention or other Board-approved in-school program
- Restorative justice program
- Confiscation of wireless communication devices
- Revocation of the privilege to participate in social and/or extracurricular activities
- Loss of bus privileges
- Replacement or payment of any damaged property
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Permanent removal from class and reassignment to different class (placement review committee decision required)

Tier 4 (least serious)

Tier 4 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

Infraction	Definition
Unauthorized location (elementary school only)	Being in a location the student should not be in.
Bullying	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. (Intimidating behaviors that are repeated, intentional, and involve a power imbalance). This includes behavior online

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	<p>and through social media.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>. See Notices Section on Bullying for more information.</p>
Failure to comply with class and/or school rules	Failure to follow the class or school rules given by staff.
Harassment	<p>Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.</p> <p>Harassment involves one-time insulting behaviors. This infraction must be <i>reported to the FL Department of Education via the SESIR system</i>.</p> <p>See Notices Section of the Code of Conduct for more information.</p>
Joining clubs or groups NOT approved by the School Board	Students must receive prior consent from administrators before organizing school clubs or groups.
Misrepresentation	An untrue statement or action that is made to deceive or mislead.
Possession of items or materials that are inappropriate for an educational setting	Possession of items unsuitable for school because they tend to disrupt the learning environment.
Repeated use of profane or crude language (general, not directed at someone)	Vulgar, crude, indecent language not directed at someone.
School Uniform Infraction	See the Notice section for further information.
Possession of and/or use of tobacco products or smoking/vaping devices.	The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18. This includes all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, nicotine dispensing devices, electronic cigarettes or smoking devices, any other matter or substances containing tobacco or nicotine, including any product designed or manufactured to imitate any of these products regardless of

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	<p>whether it contains tobacco or nicotine, and the possession of papers used to roll cigarettes.</p> <p>This infraction must be <i>reported to the FL Department of Education via the SESIR system.</i></p>
Unauthorized use of wireless communication devices	Unauthorized use of any wireless communications/electronic device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as; compact disc players, MP3 players, headphones, cellular phones, PDAs, electronic readers, tablets, laptops, cameras and any similar device.

Examples of Consequences taken for Tier 4 infractions:

- Parent/guardian contact
- Student conference
- In-School Suspension and/or community removal
- Student, parents/guardians/staff conference
- Behavior plan
- Student contract
- Participation in a counseling session related to infraction
- Refer to outside agency/provider
- Peer mediation
- Reprimand
- Detention or other Board-approved in-school program
- Restorative justice program
- Confiscation of wireless communication devices
- Revocation of the privilege to participate in social and/or extracurricular activities
- Loss of bus privileges
- Replacement or payment of any damaged property
- School-based program that focuses on modifying the student’s inappropriate behavior or promotes positive behavior
- Permanent removal from class and reassignment to different class (placement review committee decision required)

Notices

Corporal Punishment:

KIPP Miami prohibits the administration of corporal punishment in the school.

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Searches:

Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that, upon reasonable suspicion, student belongings and other storage areas (including, but not limited to book bags, pocketbooks, notebooks, pockets, lockers, personal electronic devices, etc.) may be searched. Additionally, school personnel are permitted to conduct administrative random searches for weapons and other contraband absent reasonable suspicion. Administrative random searches shall be carried out with a neutral plan for execution and in the least intrusive manner.

Dress Code:

Our KIPP Miami uniform policy is designed to build a sense of pride within our school community and to ensure that our students look professional yet remain comfortable as they learn. Students must always remain in uniform while on campus. All students must arrive each morning on campus in uniform; students will not be given time at school to change into their uniform upon arrival.

A student who is not in uniform for a first offense will be given a verbal warning and the student's family will be notified. For a second offense, the students will be ineligible to participate in any extracurricular activity for up to 5 days. Third and subsequent offense could result in a maximum of 3 days of in-school suspension and ineligibility to participate in any extracurricular activities for up to 30 days.

If there is ever an obstacle to your child coming in uniform, please call the school in advance so we can work together toward a solution.

Bullying and Harassment:

It is the policy of KIPP Miami that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. KIPP Miami will not tolerate bullying and harassment. All definitions for bullying and harassment are found in Florida Statutes 1006.147 and below in the Infractions section of the Code of Conduct.

Weapons:

Possession of a firearm or weapon as defined in Florida statutes chapter 790 by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal prosecution. Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under this section or Florida statute 1006.13. Simulating a firearm or weapon while playing includes, but is not limited to:

1. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
2. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
3. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
4. Using a finger or hand to simulate a firearm or weapon.
5. Vocalizing an imaginary firearm or weapon.

6. Drawing a picture, or possessing an image, of a firearm or weapon.
7. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with school board policies for similar infractions. If a student is disciplined for such conduct, the School Leader or his or her designee must call the student's parent.

Any student who is determined to have brought a firearm or weapon, as defined in chapter 790 of Florida Statutes, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be recommended for expulsion by the District, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to mental health services identified by the school district pursuant to s. 1012.584(4) and the criminal justice or juvenile justice system. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

Any student who brings a firearm or weapon on school grounds, a school bus, or to a school function will be referred to mental health services. Students who bring a firearm or weapon on school grounds, a school bus, or to a school function may also face criminal penalties.

Wireless Communications Notice:

Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while on school property or in attendance at a school function. Students must have wireless communication devices turned off (not just silenced) and stowed away in a backpack during the school day. Students are prohibited from using wireless communication devices during the school day unless authorized by school personnel. Use of a wireless communications device in the commission of a crime may result in criminal penalties.

Violence against personnel:

Notice that violence against any school board personnel by a student is grounds for in-school suspension, out-of-school suspension, recommendation for expulsion by the District, imposition of other disciplinary action by the school, and may also result in criminal penalties being imposed.

Sexual harassment Policy:

A violation of the school board's sexual harassment policy as noted in the Student and Family Handbook by a student is grounds for in-school suspension, out-of-school suspension, recommendation for expulsion by the District, imposition of other disciplinary action by the school, and may also result in criminal penalties being imposed.

False Report Notice:

Any student who is determined to have made a threat or false report, as defined by Florida statutes 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity may be recommended for expulsion by the District, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school pursuant to Florida statute 1012.584(4) for evaluation or treatment, when appropriate. District school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and the school system. Students may also be subject to criminal penalties.

Sexting:

As defined in Section 847.0141, Florida Statutes, sexting is defined as using any computer or electronic device to send, forward, display, retain, store, or post sexually explicit, lewd, indecent or pornographic photographs, images or messages. Sexting will not be tolerated and shall be just cause for disciplinary action during school hours or school activities on or off campus; while on school property, or beyond the hours of school operation if the behavior adversely affects the personal safety or well-being of school-related individuals, the governance, climate, or efficient operation of the school; or the education process or experience. Students may also face criminal penalties.

Under the Influence:

The impairment of one's normal faculties, such as walking, talking, etc., as may be evidenced by, but not limited to: bloodshot eyes, slurred speech, odor of alcohol/licit substance, stumbling, imbalance, drowsiness, flushed face. These observations may be made by a lay (non-expert) witness. A school administrator may come to the conclusion that a student is under the influence of alcohol or an illicit substance based on the totality of the circumstances. An administrator should first rule out that the student is having a reaction to food or authorized prescription medication or experiencing a medical condition.

Illegal use, possession, or sale of controlled substances:

As defined in Florida Statutes chapter 893, illegal use, possession, or sale of controlled substances by any student on school property or in attendance at a school function is grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

Bus behavior:

Violation of school transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

Zero Tolerance:

We enforce the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights. This policy requires the school to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as:

- bringing or possessing a firearm or weapon to school, any school sponsored activity, or on school-sponsored transportation; shall also result in a referral for expulsion by the District and mental health services pursuant to Section 1006.13 F.S. Pocket Knives are excluded from this definition.
- making a threat or false report, respectively, involving school or school personnel's property, school transportation, or school-sponsored activity; shall also result in a referral for expulsion by the District and mental health services pursuant to Section 1006.13 F.S.
- homicide;
- assault, battery, and culpable negligence;
- relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
- sexual battery;
- lewdness and indecent exposure;
- child abuse;
- robbery; robbery by sudden snatching;
- carjacking;
- home-invasion robbery.

A student may also be referred for mental health services if deemed necessary by the threat assessment team. The State of Florida Juvenile Justice Reform Act of 1965 requires the school to link juvenile violent incidents to the action taken by the student's school and the District. The school is required to collect data about violent incidents involving students during each school year and transmit a report to the state. Certain infractions in the Code of Student Conduct may result in criminal penalties as well as administrative corrective strategies.

Threat Assessment:

KIPP Miami maintains a Threat Assessment Team for each school that reviews and investigates any event in which a student threatens to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried

out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

A threat assessment team will convene and KIPP Miami will consult with law enforcement. If the infraction is corroborated it must be reported to the FL Department of Education via the SESIR system.

Each school's Threat Assessment Team

- Pursuant to Senate Bill 7030, includes persons with expertise in school administration, instruction, counseling and law enforcement.
- Each member is required to complete training on the Comprehensive School Threat Assessment Guidelines (CSTAG), the standardized instrument selected by the Florida Department of Education's Office of Safe Schools.
- Students who pose a threat to self or others must be referred to the school's Threat Assessment Team (referral action code M1).
- Upon convening the Threat Assessment Team, proceed to the School Safety and Compliance Site (Apps/Services/Sites) and complete the on-line fillable FM # 7719 (Rev. 07/21).

Mental Health Referral:

The Marjory Stoneman Douglas High School Public Safety Act requires a mandatory mental health services referral for students who: (1) made a threat or false report; (2) brought a firearm or weapon; (3) makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat. Additionally, a mental health services referral will be required for any student that is recommended to the District for expulsion.

If a school's Threat Assessment Team determines that a student poses a threat of violence or physical harm to himself or herself or others or significantly disruptive behaviors, a referral may be made to counseling or behavioral health programs. If an immediate mental health or substance abuse crisis is suspected, school personnel will engage behavioral health crisis resources to provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. A good faith attempt will be made to notify the student's parent or legal guardian; however, nothing will preclude school personnel from acting immediately to address imminent threat and/or danger.

No Contact:

Florida law prohibits any student who commits and is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere, of any kind of the felony offenses specified by Section 1006.13, Florida Statutes, (homicide, assault-battery-culpable negligence, kidnapping-luring or enticing-false imprisonment-custody offense, sexual battery, lewdness-indecent exposure, abuse, robbery, sudden snatching, carjacking, home invasion robbery) against another student from attending school with, or riding the same school bus as, the victim or any sibling of the victim, if a "no contact" order is issued by the court and notification is reported by the Department of Juvenile Justice.

Procedures for Disciplinary Action

When it is alleged that a student has committed an infraction the School Leader, or AP/Dean, shall follow the procedures outlined below to ensure the student has a fair opportunity to be heard and that the family is adequately informed of the infraction and consequences.

Procedures	
Step 1	The student shall be told the reason for the referral. The student shall be given the opportunity to present his/her side of the story or present witnesses. When appropriate, the School Leader, or AP/Dean, shall conduct an investigation into the allegations. Social work may be contacted when appropriate. Staff will complete a referral in DeansList.
Step 2	School Leader, or AP/Dean, shall make a determination based on the investigation whether there was a Code of Conduct infraction. If so, discipline shall be consistent with the Code of Conduct. The student shall be informed of the consequences. If the infraction must be reported to the FL Department of Education via the SESIR system or to law enforcement then the school shall ensure a timely report is made.
Step 3	<p>If the consequence is a suspension (whether in-school suspension or out -of-school suspension) then the school leader or AP/Dean shall make a good faith effort, (by calling and leaving a voicemail or texting) to immediately inform a student’s family by telephone of a student’s suspension and the reasons for the suspension. Families should receive a call from the Dean, AP, or School Leader in the case of a suspension prior to the end of the day.</p> <p>An in-school suspension is the temporary removal of a student from the student’s regular school program, under the supervision of school personnel, for a period not to exceed 10 school days. A School Leader/AP/Dean may make the decision whether an infraction warrants in-school suspension.</p> <p>An out-of-school suspension is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the School Leader or the School Leader’s designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student’s parent with specific homework assignments for the student to complete. School Leaders may suspend a student out-of-school. If the suspension requires a SESIR code, the Head of Schools needs to be notified and approved.</p>
Step 4	<p>The staff member issuing the suspension should follow up with the classroom teacher(s) to explain:</p> <ul style="list-style-type: none"> ● The consequence and what has been communicated to families ● The protocol for the student returning to the classroom ● Expectations for the teacher communication with the family

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	<ul style="list-style-type: none"> • Expectations for the teacher or next steps to ensure the student is successful upon returning to the classroom
Step 5	<p>Each suspension and the reasons for the suspension shall be reported in writing within 24 hours of the start of the suspension to the student’s family by United States mail. In addition, the written document shall be handed to the family.</p> <ul style="list-style-type: none"> • Any suspension or removal forms should contain language that is: <ul style="list-style-type: none"> ○ Unique to the student being referred or suspended and does not include the names/discipline of other students ○ Respectful of the student, describing objectively the behaviors for which the student is being suspended
Step 6	<p>Behavior modification interventions that are used to address actions committed by students who meet the guidelines established by the Individuals with Disabilities in Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 must adhere to federal law, Florida Statutes, Florida Board of Education Rules, and KIPP Miami board policies.</p> <p>Recommendations to the District for assignments to an Alternative Educational Setting (AES), suspensions, and recommendations for expulsions for more than ten (10) consecutive days and/or a pattern of suspensions and expulsions that exceed ten (10) days in a school year may be considered “changes in placement” for students with disabilities who have a Section 504 Plan or who are enrolled in Exceptional Student Education (ESE) placement under the Individuals with Disabilities Education Act (IDEA). When the student is removed from his/her educational placement for more than ten (10) days, a manifestation determination must be conducted to review the Behavior Intervention Plan (BIP) and consider whether other strategies, interventions, or assessments are appropriate, and the student must be provided appropriate educational services in order to provide a free appropriate education.</p>
Step 7	<p>Families and students must have a reentry meeting when a student returns from an out of school suspension. The school leader may designate an AP/Dean to hold the meeting. Difficulty or conflicts in scheduling a meeting will never result in an extension of an out-of-school suspension.</p>

- A good faith effort shall be made by the School Leader or the School Leader’s designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined by rules of the school board.
- If parents want to appeal a School Leader’s decision, then it must be directed to the Conflict Resolution Designee, Charlie Schmidt.
- No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

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- The School Leader or the School Leader’s designee may suspend any student transported to or from school at public expense from the privilege of riding on a school bus for violation of school board transportation policies, which shall include a policy regarding behavior at school bus stops, and the school leader or the school leader’s designee shall give notice in writing to the student’s parent and to the school’s Executive Director within 24 hours.
- If a consequence results in the School Leader deciding that the suspension should be in excess of 10 school days or is a zero tolerance infraction, then the matter and consequence will be referred to the District for expulsion and placement in an alternate education setting.



<Tear Off Page, sign and return to your school>

The KIPP Miami Code of Conduct contains information about attendance, dress code, technology, cell phones, student conduct, and grading policies.

FAMILY ACKNOWLEDGEMENT:

I, the parent/guardian of (child's name) _____, hereby confirm that I have access to or have received a copy of the KIPP Miami Code of Conduct. I further understand the responsibilities expected of KIPP Miami families and students as well as the policies, procedures, rules, regulations, and practices as stated in this document.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the KPP Miami Code of Conduct.

Student Printed Name: _____

Family Printed Name: _____

Family Member Signature: _____

Date: _____

Disclaimer: KIPP Miami reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.