

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Student Discipline	6316	5/1/19

1 **Discipline Policy**

2 Safe, calm classrooms and student discipline are fundamental to learning at KIPP
3 Nashville. While students need a challenging curriculum, dedicated teachers and proper
4 materials, they must also have a secure environment in which to learn. Our policy is that a
5 safe environment conducive to learning shall be maintained at school in order to provide
6 an equal and appropriate educational opportunity for all students. KIPP Nashville will
7 apply a strict policy regarding discipline for fighting, classroom distractions, possessing,
8 using, or threatening to use weapons or the unlawful possession, use or distribution of
9 drugs by KIPP Nashville students or families on school properties or at any school
10 sponsored and supervised activity. KIPP Nashville shall provide a fair and consistent
11 approach to student discipline, within the context of students' rights and responsibilities.

12 **Expectations**

13 KIPP Nashville students are expected to exhibit appropriate and safe behavior while on
14 school property or attending school events, at all times. This means students should
15 refrain from any and all behavior that: disrupts their learning or the learning of others; is
16 unsafe to themselves or to others, including other students and staff; is disrespectful to
17 themselves or others, including other students, staff, and the property of other students,
18 staff, or the school; or fails to comply with any school rules for the school, classroom,
19 transportation, and/or school grounds.

20 Failure to obey the school's discipline will result in fair and immediate consequences in
21 line with the school discipline framework. Students will receive consequences in and out
22 of their classrooms for not meeting the high behavioral expectations of KIPP. Students
23 will receive fair, consistent, and appropriate consequences given the nature of the
24 infraction. Minor infractions may be addressed by a verbal correction, being asked to
25 complete the task again the correct way, or feedback using the checks and color behavior
26 system. All behavior feedback will be collected by teachers throughout the day and
27 communicated home to families at the end of each school day. More egregious or
28 repeated misbehavior may result in a phone call home, removal from the classroom,
29 losing privileges, and for the most serious offenses, suspension and expulsion from
30 school.

31 KIPP Nashville will implement a consistent, fair, and appropriate discipline system to
32 ensure a safe learning environment for every student, teacher, and staff member.

- 1 **Description of Behaviors**
- 2 The following outlines the minimum expectations for each KIPP Nashville school.
- 3 Behavior expectations apply to student conduct on school property, conduct in classes,
- 4 and conduct on school buses:

Behavior	Description	Behavior can result in up to the following consequences for K-4:		
		ISS/ Detention	OSS	Expulsion
Cheating or Plagiarism	Use of another student's work, use of notes, use of electronic device to gain an unfair advantage on an assignment	YES	1 DAY	NO
Inappropriate Physical Contact With Other Student	Not horseplaying, play fighting, no contact to private parts	YES	1 DAY	NO
Setting Off False Alarms	Pulling the fire alarm	YES	1 DAY	NO
Skipping Class or School	Coming to arrival in the morning and not entering the building, staying the bathroom or stairwell during class time	YES	1 DAY	NO
Profane or Indecent Language Toward Teammate or Staff Member	Cursing at another student, calling a staff member a name (1 day OSS, egregious = 2-3 days OSS with public apology)	YES	1 DAY	NO
Repeated or Extreme Disruption of the School Environment	Continuously and intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is significantly impaired	YES	1 DAY	NO
Noncompliance With a Directive or Request from a Staff Member	Ignoring or refusing to respond, follow a direction when staff member is asking or telling a student to do something	YES	1 DAY	NO
Elopement from Classroom, Designated Location, School Grounds or School Sponsored Activity	leaving a classroom to use the restroom without permission, running away from a staff member, exiting the front doors of the building, wandering the hallways without permission not in designated location	YES	1 DAY	NO
Fighting	2 participants: wrestling, pushing/shoving, punching, slapping another student	YES	1-3 DAYS	NO
Threats: Class 1	Making a written, verbal or electronic threat to cause harm to students, staff or school in which no plan exists to carry out the threat	YES	1-2 DAYS	NO
Vandalism Under \$500	Willfully destroying or defacing school or personal property	YES	1 DAY	NO
Theft Under \$500	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property	YES	1 DAY	NO
Repeated Violations of a Pattern of Behavior	Any offense that continues	YES	1 DAY	NO
Inappropriate Sexual Behavior	Sexually suggestive remarks or advances; pictures, gesturing or exposure, subtle or direct propositions for sexual favors; touching, petting or pinching, sexual behavior between consenting parties on school grounds or at school-sponsored activity	NO	1-3 DAYS	NO

Alcohol or Drug-Like Substance: Use or Possession, Under the Influence	under the influence of alcohol or substance that has the potential to intoxicate (not-illegal drug) - *See Zero-Tolerance Policy regarding Drugs	NO	1-3 DAYS	NO
Possession of a Non-Lethal Firearm or Replica of Lethal Firearm		NO	1-3 DAYS	NO
Possession of Other Weapons	*See Zero-Tolerance Policy regarding firearms and explosives	NO	1-3 DAYS	NO
Trespassing on School Grounds	Entering or remaining on school property without authorization. Being present in restricted areas of the school without authorization.	NO	1-3 DAYS	NO
Inappropriate Physical Contact Toward School Staff	Engaging in minor physical contact with staff such as intentional or reckless pushing or bumping or other incidents in which there is contact	NO	1-3 DAYS	NO
Gang Activity: Recruitment, Display or Possession of Symbols or Paraphernalia	Participating in the display of symbols or paraphernalia or the recruitment/initiation of a student into a gang	NO	1-3 DAYS	NO
Assault of a Student	Intentionally or recklessly committing an unprovoked physical attack on another student. Evidence of severe injuries resulting from assault must be documented in the referral.	NO	1-5 DAYS	YES
Under the Influence of Illegal Drugs	Being under the influence of illegal drugs while on school grounds or at school-sponsored activities	NO	1-3 DAYS	YES
Threats: Class 2	A written, verbal or electronic threat to cause harm to students, staff or school in which evidence exists that a student has a specific, credible plan to cause harm to students, staff or school. *See Zero-Tolerance Policy regarding Threat by Electronic Submission	NO	1-3 DAYS	YES
Bullying	Intentional act that is severe, persistent or pervasive and substantially interferes with another student's education. Damaging a student's property, unwanted teasing and name calling, threatening or intimidating behavior. Expellable if bullying is repeated over time and persists after school team intervention	NO	1-3 DAYS	YES
Cyberbullying	Using information and communication technologies, including, but not limited to email, cell phones, voicemails, texts, photographs or video messages, instant messaging, defamatory websites, social networking sites and online personal polling sites or journals to bully another student. Expellable if bullying is repeated over time and persists after school team intervention	NO	1-3 DAYS	YES
Harassment or Intimidation Based on Race, Color, National Origin, Religion, Creed, Gender, Sexual Orientation, or Disability	Misconduct that may be perceived or described as bullying, cyberbullying, discrimination, intimidation or hazing may constitute prohibited harassment	NO	1-3 DAYS	YES
Sexual Harassment	Unwelcomed sexually suggestive remarks or advances; pictures, gesturing or exposure; verbal harassment or abuse of a sexual nature; messaging of a harassing,	NO	1-3 DAYS	YES

	abusive or sexual nature sent by e-mail or other electronic medium; subtle or direct propositions for sexual favors; touching, petting or pinching			
Assault of Teacher or Staff	An intentional or reckless act that causes or has the potential to cause physical injury to a teacher or school staff on school grounds or at a school-sponsored activity. *See Zero-Tolerance Policy regarding Aggravated Assault of Teacher or Staff	NO	1-5 DAYS	YES
Extreme Disruption of the School Environment	Intentionally disrupting the school environment to the extent that the safety of other students is at risk - throwing chair, repeatedly punching/hitting items in the classroom - Expellable if risk to other students	NO	1-3 DAYS	YES
Group Fighting	Three or more students engage in a physical altercation, or multiple one on one fights at the same time	NO	1-5 DAYS	YES
Sexual Assault	Unwanted sexual contact with the use of force against a person's will or when the victim is unable to give consent that poses physical, emotional, or psychological distress or injury upon the victim	NO	1-5 DAYS	YES
Robbery	Intentionally or knowingly taking the property of another person by use of violence or with the use of a weapon.	NO	1-5 DAYS	YES
Reckless Endangerment	An intentional action in which the behavior causes injury or may potentially cause injury to students or staff	NO	1-5 DAYS	YES
Fighting: Repeated	A student who participates in two or more fights in a school year may receive a minimum of five days of out-of-school suspension up to a calendar year expulsion.	NO	1-5 DAYS	YES
Vandalism Over \$500	Willfully destroying or defacing school or personal property. The damage caused is over \$500 - purposefully breaking bathroom urinal, large amount of graffiti, irreparable damage	NO	1-3 DAYS	YES
Theft Over \$500		NO	1-3 DAYS	YES
Refusing or Fleeing Drug or Weapon Search	A student who refuses to submit to a drug or weapon search or flees when requested - student would not be eligible for First-Time Offenders Class - Expellable ONLY with evidence of drugs or firearms	NO	1-3 DAYS	YES
Off Campus Behavior	<ul style="list-style-type: none"> • For a felony charge under T.C.AJ49 -6 -3051(b)(l) OR • An act committed against a member of the student's school community that poses a threat to the safety of the school 	NO	1-5 DAYS	YES
Rape		NO	NO	YES
Attempted Homicide		NO	NO	YES
Homicide		NO	NO	YES

Bus Discipline Policy

Bus Discipline Policy	
Level 1 Infractions	
repeatedly talking to a teammate	deduction/demerit + after school detention (MS), lunch detention (ES)
Eating/drinking/candy/gum on the bus	
throwing objects	
littering (leaving trash in your seat)	
use of electronic devices	
not sitting in your assigned seat	
Level 2 Infractions	
2nd offense of any level 1 infractions	1-day bus suspension
destruction of bus property	
moving out of seat while the bus is in motion	
throwing something out of the bus window	
disrespect to bus driver	
2nd offense of level 2 infraction	2 days off
3rd offense of level 2 infraction	3 days off
4th offense of level 2 infraction	4 days off + parent meeting
5th offense of level 2 infraction	5 days off
6th offense of level 2 infraction	suspended for remainder of the semester (*if student has IEP or 504, the school must provide transportation if the student is removed for the remainder of the semester)

1 **Safe and Secure Learning Environment**

2 KIPP Nashville is committed to ensuring a safe and secure learning environment free of
 3 drugs, drug paraphernalia, violence, and dangerous weapons. KIPP Nashville’s policy will
 4 impose swift, certain, and severe disciplinary sanctions on any student:

- 5 (1) Who brings a drug, drug paraphernalia, or a dangerous weapon onto a school
 6 bus, onto school property, or to any school related event or activity;
- 7 (2) Who, while on a school bus, on school property, or while attending any school
 8 related event or activity is under the influence of a drug, possesses a drug, drug
 9 paraphernalia, or dangerous weapon, or assaults or threatens to assault a teacher,
 10 student, or other person; or
- 11 (3) Who transmits by an electronic device any communication containing a credible
 12 threat to cause bodily injury or death to another student or school employee and
 13 the transmission of such threat creates actual disruptive activity at the school that
 14 requires administrative intervention.

15 **Zero Tolerance Offenses**

16 KIPP Nashville follows a Zero Tolerance Policy that is consistent with the Tennessee Public
 17 Charter School Commission LEA Policy 6309, including:

- 18 • Threat by Electronic Transmission

- 1 • Drugs: Use, Possession or Distribution of Drugs As Defined in T.C.A. fiB 9-17 – 403
- 2 Through 39-17-415,T.C.A. fi 39-17-454 and T.C.A. fi 53 - 10-101
- 3 • Intentionally or knowingly causing serious bodily injury to a teacher, school staff
- 4 member
- 5 • Possession of any destructive device, which includes any explosive, incendiary
- 6 device or poison gas, including bombs, grenades, rockets, missiles, mines and
- 7 similar devices
- 8 • Possession of a firearm or bringing a firearm to school. This includes, but is not
- 9 limited to, handguns, rifles and shotguns.

10 **Procedures for Due Process (Suspension/Expulsion)**

11 KIPP Nashville is in compliance with the Tennessee Public Charter School Commission
12 requirements for the procedures for due process when a student is suspended or
13 expelled as a result of a student discipline policy/code of conduct violation. This policy
14 including a description of the appeal process that the school will employ for students
15 facing expulsion is outlined in KIPP Nashville Policy 6316 and 6317.

16 **Reasonable Force**

17 In the event that it is necessary, a KIPP Nashville teacher, principal, school employee, or
18 school bus driver may use reasonable force in compliance with state law.

19 **Acting in Self-Defense**

20 If, as a result of an investigation, a principal or his/her designee finds that a student acted
21 in self-defense under a reasonable belief that the student or another to whom the
22 student was coming to the defense may have been facing the threat of imminent danger
23 of death or serious bodily injury, then the student may not face any disciplinary action.

24 **Students with Disabilities**

25 During any situation involving discipline of a student with a disability, KIPP Nashville will
26 ensure that the rights of the students with disabilities will be protected in disciplinary
27 actions and proceedings. KIPP Nashville will ensure that staff are notified and trained to
28 administer discipline appropriately to students with disabilities in compliance with their
29 Individual Education Plan, Behavior Improvement Plan, or 504 Plan.

30 KIPP Nashville will follow all required policy regarding disciplinary actions and
31 proceedings for students with disabilities:

32 *Suspensions and Short-Term Removals*

- 33 • Suspensions of 10 Days or Less: Students with disabilities may be removed or
- 34 suspended from school for up to ten (10) cumulative days in a school year. During
- 35 the ten (10) "FAPE Free" days, there is no duty to provide alternative services, and
- 36 IEP meeting, manifestation review, BIP, or FBA. However, on the eleventh (11th)
- 37 cumulative day of suspension and every day thereafter, there is a duty to provide
- 38 manifestation review.

- 1 • In-School Suspensions: All in-school suspension days assigned do not count
2 towards the ten (10) days of suspension as long as the student is afforded the
3 opportunity to continue to appropriately participate in the general curriculum,
4 continue to receive the services specified on the child's IEP, and continue to
5 participate with non-disabled students to the extent they would have in their
6 current placement.
- 7 • Bus Suspensions: If transportation is part of the IEP, it counts toward the ten (10)
8 days, unless KIPP Nashville provides alternative transportation. If transportation is
9 not part of the IEP, it does not count toward the ten (10) days and the student
10 must provide his/her own transportation.
- 11 • Short Term Removals: Short term removals can include removals of lesser
12 significance – abbreviated removals from the classroom, time-out /resets, and
13 being sent to the office – do not count toward the ten (10) days of suspension.

14 *Long-Term Removals*

- 15 • More than 10 Days: A removal constitutes a change of placement when it exceeds
16 ten (10) consecutive school days. Any removal occurring after the ten (10) FAPE
17 Free suspension days have been exhausted will generally constitute a change of
18 placement. Therefore, on the eleventh (11th) day of removal, and for all days of
19 removal thereafter during a school year, a student with a disability must be
20 afforded the opportunity to continue to appropriately participate in the general
21 curriculum, continue to receive the services specified on the student's IEP, and
22 continue to participate with non-disabled students to the extent they would have
23 in their current placement. If a change of placement occurs, the IEP team
24 determines the interim setting and services, and the IEP team has the duty to
25 provide, as appropriate, an FBA and BIP and modifications that are designed to
26 address the behavioral violation so that it does not recur.

27 *Manifestation Determination Review Meetings*

- 28 • Manifestation Determination Review (MDR) meetings are held if a student with a
29 disability or a student with a 504 Plan gets to their eleventh (11th) day of out-of-
30 school suspension for that academic year OR if a student with a disability or
31 student with a 504 Plan is expelled from a KIPP Nashville school. By law we are
32 required to hold an MDR meeting if a student is suspended for more than ten (10)
33 days in a given school year, as well as hold a meeting for every suspension
34 thereafter.
- 35 • The Review Standard: Removals of more than ten (10) days require a MDR,
36 wherein the team must ask:
- 37 1. Was the conduct in question caused by, or have a direct and substantial
38 relationship to, the student's disability; or
- 39 2. Was the conduct in question the direct result of KIPP Nashville's failure to
40 implement the IEP or 504 Plan.
- 41 Conduct which has an indirect association to the child's disability, such as low
42 self-esteem, would not equal a manifestation.

- 1 • Meeting Timeframe: If a change of placement is proposed or cumulative removal
2 is above ten (10) school days, the review must be conducted within ten (10)
3 school days and with a minimum of 24-hour notice to the parent/guardian.
- 4 • Services and Setting: Services must be provided during removal to an interim
5 alternative setting pending the MDR. The IEP/504 Team determines the interim
6 alternative educational setting for services.
- 7 • Manifestation Review Team: Team members include the KIPP Nashville Director of
8 Student Supports, the case manager (IEP or 504), an KIPP Nashville representative,
9 the parent/guardian, school psychologist, a general education teacher, and
10 relevant members of the IEP Team – such as Related Service Providers. The team
11 is required to review all relevant information in the student’s file, including the
12 student’s IEP or 504, any teacher observations, and any relevant information
13 provided by the parents/guardians in making its determination. The team should
14 consider the student’s past behavior that resulted in disciplinary action.
- 15 • If Conduct is Not a Manifestation: If the team determines that the conduct is not a
16 manifestation of the disability, the school may discipline the student just as it
17 would discipline a child without a disability. However, the child must continue to
18 receive services during any period of removal. It is advisable to review, and modify
19 as necessary, any behavior plan which might be in place to address the conduct
20 so that it does not recur.
- 21 • If Conduct is a Manifestation: The school must address the child’s behavior
22 through an FBA, unless one has been done due to similar conduct. Parental
23 consent must be obtained prior to conducting an FBA. A behavior plan must be
24 developed, or modified, to address the behavior in question. The child is returned
25 to the placement from which he/she was removed unless the parent/guardian and
26 school agree a change of placement is necessary.

27 **Notice of Code of Conduct**

28 KIPP Nashville will post the discipline policy/code of conduct on the school’s website. A
29 copy will be supplied to all school counselors, teachers, administrative staff, students, and
30 parents on an annual basis.

31 **Corporal Punishment.**

32 KIPP Nashville prohibits the use of corporal punishment as a disciplinary measure in any
33 school.

34 **Safe Relocation of Students.**

35 KIPP Nashville will provide school-based professional development and support on
36 classroom management and behavioral management techniques, including but not
37 limited to de-escalation techniques and restorative practices. In the event that a
38 student’s behavior escalates beyond reasonable means of classroom management,
39 Principals will enact a plan to support a teacher's ability to relocate a student from the
40 student's present location to another location for the student's safety or the safety of
41 others.

1 *Use of Reasonable or Justifiable Force*

2 The use of reasonable or justifiable force, as defined in state statuteⁱ, if required to
3 accomplish this task due to the unwillingness of the student to cooperate, is allowed. If
4 steps beyond the use of reasonable or justifiable force are required, the student shall be
5 allowed to remain in place until such a time as local law enforcement officers or school
6 resource officers can be summoned to relocate the student or take the student into
7 custody until such a time as a parent or guardian can retrieve the student. This policy
8 shall also cover teachers' authorization to intervene in a physical altercation between two
9 (2) or more students, or between a student and KIPP employees using reasonable or
10 justifiable force upon a student, if necessary, to end the altercation by relocating the
11 student to another location.

12 This policy shall be in effect on school property, as well as at official school functions,
13 including, but not limited to, sporting events and approved field trips, taking place away
14 from the local school property. Those covered by this policy shall include KIPP employees
15 who are directly responsible for the student's education or who otherwise interact with
16 the student on a professional basis while acting within the scope of their assigned duties,
17 including, but not limited to, administrators, teachers, school support staff, bus drivers,
18 cafeteria workers, and school resource officers.

19 *Reporting Incidents of Relocation*

20 The policy requires a teacher to file a brief report with the Principal detailing the situation
21 that required the relocation of the student. Either the report shall be kept in a student
22 discipline file and shall not become a part of the student's permanent record or it shall be
23 filed in the student's permanent record, if the student's behavior violated KIPP's zero
24 tolerance policy. The student is then subject to additional disciplinary action that may
25 include suspension or expulsion from the school. The Principal or his/her designee shall
26 notify the teacher involved of the actions taken to address the behavior of the relocated
27 student.

28 *Training and Procedures*

29 Each Principal shall train staff members for safe relocation of students, including CPI's
30 Foundation Course in Nonviolent Crisis Intervention. CPI's training includes prevention
31 and deceleration strategies, decision making, managing behavioral risk using
32 disengagement and/or holding skills, and postvention approaches.

33 *Role of Principal*

34 Each Principal shall fully support the authority of every teacher in the Principal's school to
35 relocate a student under this section. Each Principal shall implement the policies and
36 procedures of the LEA relating to the authority of every teacher to relocate a student and
37 shall disseminate such policies and procedures to the students, faculty, staff, and parents
38 or guardians of students. The policy shall comply with state and federal laws regarding
39 the placements of students.

1 **Alternative Schools.**

2 Placement in an alternative program shall be determined on a case-by-case basis, be
3 reserved for students who significantly disrupt the educational process and shall consider
4 the impact of exclusionary discipline practices on students. Alternative school programs
5 shall comply with all applicable state and federal laws, rules, and regulations, including all
6 state and federal laws relating to special education if a student has an active
7 Individualized Education Program (IEP), 504 Plan, or if the student is suspected of having
8 a disability. Instruction shall proceed as nearly as practicable in accordance with the
9 instructional programs at the student's home school. Prior to the assignment of the
10 student to an alternative school program, the school leader shall provide written notice
11 to the student's parent/guardian stating the reason for the student's placement.

12 Attendance for a student remanded to alternative school shall be mandatory for the
13 duration of the remand. KIPP Nashville shall report attendance for all students remanded
14 to alternative school. All course work and credits earned in an alternative school shall be
15 transferred to and recorded in the student's home school, and students enrolled in
16 alternative schools shall participate in all required state assessments.

17 The academic progress of each student enrolled in an alternative education program
18 shall be monitored and regularly evaluated by KIPP Nashville. Furthermore, the principal
19 of each KIPP Nashville school or his/her designee shall work with the supervisor of the
20 alternative school at which a student attends to develop and implement formal transition
21 plans for the integration of a student from the middle or high school to the alternative
22 school and from the alternative school back to the middle or high school. Transition plans
23 shall be targeted to improve communication between KIPP Nashville and alternative
24 school staff and should address any barriers that would prohibit students from
25 successfully transitioning. Transition plans should include aligning of curricula,
26 educational and behavioral supports, follow-up for students returning to traditional
27 school, and the development of graduation and postsecondary goals.

ⁱ Tennessee Codes: 39-11-603, 39-11-609, 39-11-610, 39-11- 612, 39-11-613, 39-11-614, 39-11-621, and 39-11-622