



Elementary School  
Washington Heights

2015-2016



## KIPP NYC FAMILY AND STUDENT HANDBOOK

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Dear KIPP STAR Elementary School Families,

Welcome to the KIPP STAR Elementary team and family! We are so excited to begin our 5<sup>th</sup> year, and as a team of families, students and staff, we are continuing to build the foundation for early education and character together. We commit to helping our children develop the character, academic skills and habits necessary to succeed in middle school, high school, college and the world beyond. We believe that by working together, we can provide opportunities to enable our children to grow up to have happy, healthy and successful lives.

Whether our KIPPsters are in the classrooms reading *A Chair for My Mother*, at the zoo discovering the needs of animals to live and survive, performing at our winter show or practicing their school values, they truly embody what it is to be a KIPPster. We practice the KIPP Philosophy: *Be nice and work hard*. Due to the tremendous grit, love, hope, communication and support of their teachers and families, we know that our KIPPsters will do amazing things. We are excited about their infinite possibilities, and building the first KIPP elementary school in Washington Heights is one step towards achieving those possibilities. These are truly exciting times, and we are happy that you are part of it!

We recognize that these efforts take tremendous discipline and dedication, which can only be done with the joint efforts of families, staff and our students. Since we value open communication and access to information, we have prepared a handbook regarding the school's structure, attendance, schedule, culture and academics along with other pieces of information that we think you will find helpful. Many of our policies are consistent throughout our schools in the KIPP NYC region, which helps to provide smooth transitions as your children move up through middle and high school. Hopefully, this handbook will serve as a useful resource to answer any questions that you may have. Please keep it handy so that you may refer to it when necessary.

We look forward to an exciting and positive year! Once again, welcome to another year at KIPP STAR Elementary-Washington Heights, which is filled with the promise of greatness, enthusiasm, love and dedication. Please feel free to contact us if you have any questions, comments or concerns.

Thank you for your faith and support,

Anokhi Saraiya  
Principal  
(917)-450-8853

[www.kippnyc.org](http://www.kippnyc.org)

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## ABOUT THE SCHOOL

### KIPP Mission

KIPP STAR Elementary – Washington Heights’ mission is to teach our students to develop the academic and character skills necessary to succeed in high school and college, to be self-sufficient, successful, and happy in the competitive world, and to build a better tomorrow for themselves and us all.

### School History (“Our Beginning”)

We founded KIPP STAR Elementary School – Washington Heights in 2011. This is the first KIPP elementary school in Washington Heights, but we are not the only KIPP School.

KIPP STAR Elementary School is part of KIPP NYC which currently serves over 4,000 students and alumni at five elementary schools, five middle schools, and one high school.

From the beginning, KIPP has focused on developing academic and character skills. Since day one, the key to our success has been the amazing teamwork of families, students and teachers working together.

### School Credo

If there is a problem, we look for a good solution.  
If there is a better way, we try to find it.  
If we need help, we ask.  
If a teammate needs help, we give.

### KIPP Credo

At KIPP, we believe.  
We believe in the creation of inspired lives  
produced by desire, discipline, and dedication.  
We are not frightened  
by the challenges of reality  
but believe that we can change our world  
and our place within in it.  
We work, plan, create, and dream.  
Our talent, character, and integrity  
will be the tools we need  
to build a better tomorrow.  
We believe that we can take  
this place, this time, and the people here  
and build a better place, a better time,  
and a better people.  
As a team and a family,  
we will either find a way or make one.

## KIPP STAR Elementary School Values

### OUR VALUES

The KIPP STAR Elementary School core values, Curiosity, Confidence, Community, Character, and Choice, guide our entire school community.

#### **Curiosity**

We ask and explore questions, and construct knowledge through imagination, discovery, and exploration.

#### **Confidence**

We hold high expectations for ourselves and each other to achieve beyond the standards-driven curriculum. We take risks, and celebrate our successes as well as our opportunities for growth.

#### **Community**

We learn together every day, in every way, from everyone that we meet.

#### **Character**

We exhibit character at all times, by being our best selves and doing what is right even when no one is looking. We show compassion, kindness, honesty, humility, and gratitude to all those around us.

#### **Choice**

We are empowered to make choices and decisions about our learning, ideas, actions, words, and life. We make thoughtful, informed decisions, and take responsibility for those choices.

## KIPP Commitment to Excellence

### **School Commitment:**

1. *Timeliness*—We will arrive every day by 7:30 A.M. and remain at school until 5:15 P.M.
2. *High Quality Education* – We will do whatever it takes to nurture and strengthen our students’ creativity, knowledge, and character as we prepare them to excel academically, physically, and socially in secondary schools, colleges, and life.
3. *Support and Respect*— We promise to respect, appreciate, and support every student. We will work together with you for the benefit of your child and all the children attending KIPP STAR Elementary School.
4. *Communication* – We promise to communicate regularly with parents about their child’s progress and make ourselves available in person and by phone. We will return parent phone calls within 24 hours.
5. *Civility Code*— We promise to maintain a high level of civility in our communication with you and your child. We believe that we are on the same team and we will conduct ourselves respectfully and professionally.
6. *Homework*— We will assign productive, worthwhile homework each night to reinforce and support skills and concepts learned in class.

7. *Fairness*– We will address the values of KIPP STAR Elementary School consistently and fairly. We promise to keep you informed of how your child is demonstrating the STAR values. When students are disciplined or suspended, or when students deserve recognition for their accomplishments, we will inform their parents promptly.
8. *Safety*– We will always protect the safety, interests, and rights of all individuals.

### **Family Commitment:**

1. *Attendance*– We will make sure our child comes to school every day. We will schedule doctor’s appointments, vacations, etc. for days when school is not in session.
2. *Timeliness*– We will make sure our child arrives at school every day on time (between 7:40 and 8:00 A.M.). We will make sure to promptly pick up our child at the end of the school day (4:00 P.M. Monday, Tuesday, Thursday, Friday and 1:30 P.M on Wednesday).
3. *Support & Homework*–We will provide a quiet space for our child to study. We will check our child’s homework every night and ensure that our child reads and/or is read to every night. We will make sure our child gets enough sleep each night (at least 8 hours). We will do whatever it takes for our child to learn and perform to his/her optimal ability. We will reinforce the STAR (Confidence, Curiosity, Character, Community, and Choice) values at home.
4. *Communication*– We will make ourselves available to our child, the school, and any concerns they might have. We will return phone calls from the school within 24 hours. If we are asked to attend a meeting regarding our child’s education or behavior, we will attend. If we have any concerns we will raise them with someone at the school. We will promptly inform the school if my address and/or phone number changes.
5. *Civility Code*– We promise to maintain a high level of civility in our communication with the school. We know that we are on the same team and we will conduct ourselves in a respectful and professional manner.
6. *Dress Code*– We will make sure our child follows the KIPP STAR Elementary School dress code every day.
7. *Extended School Year*– We will make sure our child attends every day of the extended school year, which we understand will begin on August 17. We will schedule all of our family vacations outside of school times.
8. *Saturday School*– We will attend Saturday School with our child once a month starting in September from 9:00 until 11:00. If we are unable to attend Saturday School, we will make sure a family member older than 18 years of age attends with our child.

### **Student’s Commitment:**

1. I will Be Nice everyday
2. I will Work Hard everyday
3. I will do my homework every night and call my teacher if I need help.
4. I will follow the directions of my parents and all the adults at school
5. I will live by our STAR values (Confidence, Curiosity, Character, Community, Choice).

**Some of what every KIPPster learns during Week 1**

*We are committed to reinforcing common standards of character and academic performance to create a sense of team and family. We believe that these ideas serve as a great foundation to be carried beyond the years at KIPP STAR Elementary School. During the first week of summer school every KIPPster learns various songs, sayings and acronyms to reinforce our mission. We constantly refer to these throughout their time at KIPP. Please review with your child and help reinforce these standards in and out of school.*

I - Be Nice, Work Hard!!!

II- We are a TEAM AND A FAMILY!!!

III - "This is the room that has the kids who want to learn to read more books to build a better tomorrow."

IV- There are no shortcuts!!!

V - SSLANT (**S**mile, **S**it Up, **L**isten, **A**sk and Answer Questions, **N**od your head, **T**rack the Speaker)

VI - PETSU's (**P**LEASE, **E**XCUSE ME, **T**HANK YOU, **S**ORRY, **Y**OU'RE WELCOME)

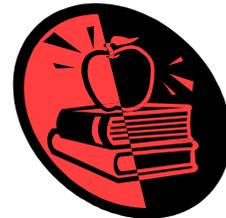
### **READ, BABY READ (written by Harriett Ball)**

You've gotta read, baby read!  
You've gotta read, baby read!  
The more you read, the more you know,  
Knowledge is power, power is freedom  
And I want it!

You've gotta read, baby read!  
You've gotta read, baby read!  
We work hard in school. No Time for nappin'  
When we do good things, good things happen!

You've gotta read, baby read!  
You've gotta read, baby read!  
We make good choices  
We gotta gain knowledge  
We're gonna be successful  
We're gonna go to college!

You've gotta read, baby read!  
You've gotta read, baby read!  
1, 2, 3  
SLANT, SEPIM  
Please do,  
Thank you,  
Say it,  
Do it,  
Boom!



## STAFF CONTACT INFORMATION

<b>School Leadership Team</b>			
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## KIPP NYC FAMILY AND STUDENT HANDBOOK

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## SCHEDULE

### School Day Schedule

Starting in September, all students will start school at 7:40am and will remain until classes are dismissed at 4:00pm, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30PM. If you want your child to eat breakfast, you must arrive between 7:40 and 7:50 am.

Below is a sample of your child’s daily schedule.

### Sample of a KIPPster’s Daily Schedule

7:30am – 7:55am	Arrival & Breakfast
8:00am – 8:20am	Classroom Morning Meeting
8:20am – 9:00am	Theatre and Movement or Music class
9:00am – 11:00am	Literacy Block
11:00am – 12:00pm	Math Problem of the Day and Math Lesson
12:00pm – 12:55pm	Lunch/Recess
1:00pm – 1:40pm	Nap
1:40pm – 2:20pm	Writing
2:20pm – 3:00pm	Social Studies/Science
3:00pm – 3:20pm	Read Aloud
3:20pm – 3:50pm	Choice Time
3:50-4:00	Pack up/Dismissal

### School Calendar

#### Start/End Dates

Summer school is a critical time to get a head start on the coming school year and as a result all students at KIPP STAR Elementary School must attend school during the summer. Summer School will begin for Kindergarten students on August 17<sup>th</sup>, and for 1<sup>st</sup> grade – 4<sup>th</sup> grade on August 19<sup>th</sup>, and ends on August 28<sup>th</sup>, and sessions last from 7:40am – 12:00pm.

This year, school will resume for students on Tuesday, September 8, 2015. The last day for students will be Friday, June 24<sup>th</sup>, 2016.

## Vacations/Holidays

With a few exceptions, KIPP STAR Elementary School will follow the same holiday schedule as the New York City Department of Education (see calendar for full details).

## Family Saturdays

On identified Saturdays, all KIPP STAR Elementary School students are strongly encouraged to attend Saturday School from 9:00am – 11:00am with a parent/guardian or a sibling over the age of 18 (see *full calendar for identified dates*). Students do not need to wear school uniforms on Saturdays. Saturday School is an opportunity for families and students to come together for school-related activities, events, and workshops. It fosters a sense of community among the families in a grade.

## School Closings

If the NYC public schools close due to bad weather, KIPP STAR Elementary School is closed. Listen to the radio (e.g. 1010 WINS news) or television for the announcement closings/delays of NYC Public Schools. Or, check the Department of Education website (<http://schools.nyc.gov>).

KIPP STAR Elementary School will also post school closings on our Facebook page: <https://www.facebook.com/KIPPSTARElementarySchool>.

Once the school day has started, school will not be cancelled early due to weather conditions. Parents should feel free to pick their children up early in the case of serious weather conditions.

## ATTENDANCE

KIPP STAR Elementary School students must arrive by 8:00am Monday through Friday, and remain at school until 4:00 p.m. (1:30pm on Wednesdays).

In the *Commitment to Excellence* it states:

1. **Attendance** – We will make sure our child comes to school every day. We will schedule doctor’s appointments, vacations, etc. for days when school is not in session.
2. **Timeliness** – We will make sure our child arrives at school every day on time by 8:00am.

## Absences

**All Absences – “Excused” and “Unexcused” – are Considered Absences.** Families are expected to ensure that their child is in school.

*If your child is going to miss school:* Call Ms. Moreno in the main office as soon as possible. If your child is absent, Ms. Moreno will follow up with a phone call that morning.

EXCUSED	UNEXCUSED
<b>With a doctor’s note:</b> Illness for 3 or more days (by next business day)	Routine doctor’s appointments Please schedule for when school is not in session (ideally Wednesday afternoons after 1:30 PM)

<p><b>With a parent note:</b>          Up to 2 days of illness          Death in the family          Required court appearance          Religious holiday</p>	<p>Family vacation          Bad weather          Trouble with public transportation  <i>Other reasons for absences may also be considered unexcused</i></p>
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## Support Policy for Absences

All absences and tardies are noted on report cards and progress reports. Students are responsible for all missed assignments. Students and families must arrange a way to complete all missed assignments and homework. Since missing class affects academic achievement, repeated absences may be reflected in the student's grades.

At KIPP STAR Elementary School, we pride ourselves on having a partnership between parents, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on our policies. Please see the chart below for the action steps to make sure we are communicating and working together on your child's attendance.

Cumulative Number Of Absences	Action Step	School Point Person
<b>3 Unexcused Absences</b>	Phone call and conversation with parent/guardian.  Review attendance policy.	School Operations Administrator
<b>5 Unexcused Absences</b>	Phone call, letter sent home	Dean or DOO
<b>8 Total Absences (Excused + Unexcused)</b>	Parent is contacted for meeting with Dean or Director of Operations  Dean will work with family to create an attendance plan.  Parent given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt conversation.	Dean or DOO
<b>10 Total Absences (Excused + Unexcused)</b>	Parent is contacted for a meeting with Principal/Designee.  Attendance plan is updated or revised.  Promotion in Doubt conversation is held and letter is signed by parent/guardian	Principal/Designee

<p><b>15 Total Absences (Excused + Unexcused)</b></p>	<p>Parent is contacted for meeting with Principal. Student is at greater risk of holdover.  Attendance plan is updated or revised.</p>	<p>Principal/Designee</p>
<p><b>20+ Total Absences (Excused + Unexcused)</b></p>	<p>The individualized attendance plan will be revisited.  ACS may be contacted if staff determines that the child is experiencing educational neglect.</p>	<p>Principal/Designee</p>

## Important Notes about Attendance

- ❖ If students are not in school at the beginning of the day, and the school has not already been notified of an absence, parents will receive a phone call from the school.
- ❖ If we cannot contact you to schedule a meeting, after 3 attempts, you and your child will move to the next action step.
- ❖ If concerning patterns are noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if a student has 5 absences in a row, a parent meeting may be called to resolve the situation. If a student is absent for several days without parent communication, the school may conduct a home visit or other investigation.
- ❖ If a student has 10 or more *unexcused* absences, the student may not participate in special events, reward trips, or any extra-curricular activities. (Field lessons, which are a part of the curriculum, will not be withheld due to absences.)
- ❖ With the successful fulfillment of an attendance plan, the Dean or Principal's may reinstate the student's privileges to attend special events, reward trips, or any extra-curricular activities.

- ❖ All students who accrue 10 total absences will receive a Promotion in Doubt (PID) letter from the school, regardless of current academic performance or reason for absence. While we understand that there may be legitimate circumstances that may cause a student to miss 10 or more days of school (such as severe illness or family crisis), we believe that in order to be fair to all of our families, we must implement this policy consistently in every situation.

Please note that receipt of a PID letter does not automatically lead to retention. However, students who are absent for 10 or more days miss a significant amount of our academic program, and chronic absenteeism can cause students to be ill-prepared for the next grade. We therefore believe it is important to have this conversation with families early to ensure transparency and clear communication among all parties.

## Attendance Rewards

There are many rewards for coming to school on time, each day. We have found that the majority of students who are punctual and consistently present for school each day perform better on many academic markers. Students who make it a habit to come to school on time, each day develop key skills that are essential for being successful in the world as an adult.

In addition to the natural rewards that come with high attendance, we have special trips that are scheduled each quarter for those students who have **zero unexcused absences and two or less tardies and/or early dismissals per quarter**. These trips include visits to parks, theatres and performances, restaurants, sporting events, and famous New York City landmarks!

## Tardies

**Be On Time.** Getting to school on time is key to your child's success – at school and in life. Our doors open at 7:40am AM each morning. Students must arrive between 7:40am and 8:00am. **Students arriving even 1 minute after 8:00am are marked tardy.** If you know your student will be tardy, please call Ms. Moreno.

Students who are chronically tardy will face the following consequences:

- For Any Tardy: Students miss fun team-building activities in morning meeting, and essential academic instruction.
- 2 late arrivals in one quarter eliminates students from being eligible to attend each end of quarter attendance reward trips (tardies and absences will reset each quarter for this reward trip)
- Students who reach 15 tardies prior to the student winter performance will lose the privilege to participate in the performance.
- Students who reach 15 tardies between the student winter performance and the student spring performance will lose the privilege to participate in the spring performance.

As is the case with student absences, if a certain actions concerning pattern of tardies is noted, the Principal will reserve the right to accelerate and consequences. For example, if a student has 12 tardy days in a row, a parent meeting may be called to resolve the situation. If a student is tardy for several consecutive days without parent communication, the school may conduct a home visit or other investigation. ACS may be contacted if the Principal determines there is cause for concern.

## Early Dismissal

Parents are required to sign-out students from the Main Office for any early dismissal. At KIPP NYC, an early dismissal constitutes any pick up prior to the official school dismissal time. A child will be dismissed early only to a parent or a properly authorized and identified adult. A letter from you authorizing another adult to pick up your child is required, if you did not previously list that adult as an authorized adult. **An early dismissal counts as a tardy.** Please do not request to pick up students within 20 minutes of regular dismissal time.

## ACADEMIC POLICIES

### Academic Expectations

#### Timing of Quarter System and Key Dates

	Timing	Progress Reports	Family-Teacher Conferences
Quarter 1	Sept – Nov	October 9, 2015	November 18, 2015
Quarter 2	Nov – Jan	December 18, 2015	February 24, 2016
Quarter 3	Jan – Apr	March 11, 2016	May 4, 2016
Quarter 4	Apr – Jun	May 20, 2016	N/A

#### Homework

A key part of the academic program of KIPP STAR Elementary is the homework that every KIPPster will receive every night. Homework must be completed the night before it is due. Students will not be allowed to complete homework during breakfast unless given explicit permission by their teacher. No student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. If the student is unable to contact their teacher for some reason, they must bring a written note from their parents/guardians.

#### KEY HOMEWORK POINTS

*There are many points we review with students. Below are constant messages we send to our KIPPsters as we reinforce the importance of homework. Please review with your child and continue to reinforce accurate, thorough and timely completion of homework. As always, students and parents can call teachers with homework questions.*

- ✓ Because we are committed to our mission of preparing our students for middle school, high school, college and the world beyond, we strongly emphasize the accurate and thorough

completion of homework. Homework helps students develop *grit, self-control, desire, discipline and dedication* – all of which are important tools for success.

- ✓ Each night, students will come home with their homework folder. There is a section that says “Stays at Home”. This is graded work for you to see or important notices that the school is sending home. You will see another section of the folder, which says “Return to School”. This is the homework that needs to be completed that night and sent back to the school in this folder.
- ✓ Our children are still developing their homework and work skills; they will need your support at home. At times, many of the assignments will require you to complete them with your child. Please reach out to the teacher if you need more clarification.
- ✓ Homework completion and effort is logged into PowerSchool, which is used to determine grades in each class.

### **A. MAKE-UP WORK ON DAYS STUDENT IS ABSENT**

Students who are absent are expected to make up the class work and homework when they return to school. All missed, incomplete or incorrect work must be completed. It is the student and parent’s responsibility to check with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then s/he will have one day to make up any missed work.

Late, incomplete or missing assignments (for unexcused reasons other than absences) must be made up by the next day.

### **B. PARENT SIGNATURE ON TESTS**

Parents must sign all tests and graded assignments with a failing grade which includes daily reflections. Daily reflections come home with the student every day and should be signed and sent back to the school. This will help us to communicate how your child is doing in working hard and being nice.

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## **Cheating/Plagiarism**

***Cheating*** is a serious offense. If a student copies another student’s work or if a student gives another student his/her work, it is considered cheating (Academic Dishonesty), and the student will receive a serious consequence for this behavior.

***Plagiarism*** involves the stealing of someone else’s ideas or words as one’s own or the imitation of the language, ideas and thoughts of another author (or person) and then passing them off as the student’s own original work. If a student plagiarized and forges a signature, this is also considered Academic Dishonesty. Students will receive a serious consequence.

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## **Promotion to the Next Grade**

The philosophy of KIPP STAR Elementary School on grading, promotion and retention is based on the recognition that each child is an individual. Therefore, when considering promotion or retention, attention must be given to all aspects of the students’ development in order to accommodate individual needs and to promote the full development of the learners’ potential.

## Grading Policy

Purpose of grading:

- To communicate the achievements of students to parents and others;
- Give information that students can use for self-evaluation;
- Communicate and celebrate achievements with families and establish a focus on areas of growth
- Provide incentives for students to learn and grow;
- And evaluate program effectiveness.

The following are components used to assign a grade:

- Teacher-made assessments in all subject areas
- Homework, projects, book reports
- Reading logs
- MAP assessment
- STEP
- Portfolios
- Classwork
- Informal and formal observations
- KIPP: NYC Quarterly Assessments for Math
- Behaviors observed in class

## Promotion/Retention Policy

Purpose of promotion/retention

- To make sure that the student needs are met at the appropriate level and in the best way possible
- To ensure that students are fully prepared to succeed in the next grade.

The following are components that are considered for promotion and retention:

- Attendance
- Academic level/mastery of standards
- Progress made to date
- Social factors

**\*\*\*We reserve the right to retain students at all grades, including Kindergarten.\*\*\***

## Academic Integrity

### Honor Code

We expect all KIPP STAR Elementary School students to adhere to the highest standards of academic integrity. Every student will produce their own academic work and will neither receive nor give assistance without prior permission from the teacher.

### Academic Dishonesty- Cheating and Plagiarism

To be prepared academically for college one must be able to perform without cheating, plagiarizing, or copying another person's work. When using sources for papers and projects, students should properly use citations giving credit to the appropriate origin of information. Also, a student may not improperly assist another student on an assignment/test or allow another student to copy your work. Students who violate this policy will be subject to consequences consistent with KIPP NYC's suspension and discipline policy.

The consequences for academic dishonesty may include the following:

#### 1<sup>st</sup> Offense

- No credit or a zero will be given on the test, paper, or project.
- The student will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- 2 Hour Detention will be assigned after school.
- Parent/Guardian notified about academic dishonesty.

#### 2<sup>nd</sup> Offense

- No credit or a zero will be given on the test, paper, or project.
- The student will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- In-school suspension will be assigned.
- Parent/Guardian meeting will be scheduled with the Dean of Teaching and Learning.
- Possible removal from Recess/Special Events for a period of time.

#### 3<sup>rd</sup> Offense

- Out of school suspension will be assigned.
- Removal from Recess/Special Events for the remainder of the quarter.
- Parent/Guardian meeting will be scheduled with the Principal.
- Offense will be noted on student's permanent record and colleges will be notified.

#### 4<sup>th</sup> Offense

- Superintendent hearing.

## SCHOOL-LEVEL POLICIES

### Cell Phones

We understand that some families may choose to provide their children with cell phones based on concerns about safety or convenience. However, it is the policy of KIPP NYC that students must store their phones and any other electronic devices out of sight during the school day.

Students may not use their cell phones out during the school day. If a school staff member sees or hears a student's cell phone, even if it is not in use, it will be confiscated immediately. KIPP STAR Elementary School has a right to collect all student phones at the beginning of the day, and secure them in a safe space until the end of the day.

The school may return the phone upon dismissal for the first infraction, but multiple violations of this policy may require a parent/guardian to come to the school to pick it up.

KIPP STAR Elementary School is not responsible for the loss, theft, or damage to cell phones confiscated as a result of a violation of this policy.

### Enrollment

Every year, beginning in the first week of January, KIPP STAR Elementary will begin accepting applications for our kindergarten class for the following year. In accordance with our state law, admissions preference will be granted to siblings as first priority and students living in District 6 as a 2<sup>nd</sup> priority. The lottery will be held the first week of April.

### DOCUMENTS NEEDED BY THE SCHOOL

Upon enrolling at KIPP STAR Elementary, the following documents must be submitted for each student to Ms. Moreno, Office Manager:

- New Student Enrollment Form
- Commitment to Excellence
- Copy of Birth Certificate
- Proof of Address (Copy of a ConEd Bill, Signed Lease, or Notarized Letter)
- Immunization Records/Health Records
- Home Language Survey / PSE Form
- IEP (Individualized Educational Plan)/504 Accommodations (if applicable)

### Food and Wellness

At KSES we are committed to inspiring students to make healthy choices about food and wellness,

setting the foundation for them to have long, healthy lives. The food we eat is what fuels our mind and body. The choices we make about food affect our health, our ability to learn, focus and even our emotions. At KIPP STAR Elementary, we are committed to providing a sugar-free and junk food-free environment, ensuring that the food students eat at school are nutritious and conducive to learning. As such, the following foods are **not** permitted at KIPP STAR Elementary School:

- 1) Candy, cookies, cake, chocolate, gummy treats, fruit roll-ups or other sweets
- 2) Soda or other sugary drinks
- 3) Chips, Cheetos or other packaged snacks high in sodium (pretzels are OK)

**\*Please note that your child will not be permitted to eat the aforementioned foods in school. Should your child bring them to school they will be confiscated and/or returned home.**

### Breakfast

Research shows that students who regularly eat a nutritious breakfast are more successful academically. You may choose to provide your child with a healthy breakfast at home, or you may send your student to school early to eat breakfast at school. **If you would like your child to eat breakfast at school, please make sure they are at the door right at 7:40am** when our doors open. This will ensure they have time to walk upstairs, unpack and eat breakfast before our instructional day begins at 8:00am.

**If you arrive at school after 8:00am**, please make sure to provide your child a nutritious breakfast at home. We recommend healthy whole foods such as fruits, vegetables, whole grains, eggs and breakfast meats are the best options. Research and our experience at KSES shows that students who eat breakfast foods high in sugar and salt, such as sugary cereals and pre-packaged sweets (donuts, cinnamon buns, etc.) are more hyperactive and impulsive at school, and have more trouble succeeding academically. For this reason, we ask that you avoid serving your child these foods before they come to school.

### Lunch

We provide a healthy lunch option for students daily. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program. You may choose to send your child to school with a lunch. If you do this, please make sure that the entire lunch is healthy and nutritious. Here are some ideas for healthy lunch options:

- 1) Sandwiches
- 2) Sliced fruits and vegetables
- 3) Yogurt
- 4) 100% Juices
- 5) Pasta or rice/beans
- 6) Other healthy homemade meals

If you choose to send your student to school with a lunch, please send them with all the appropriate utensils necessary (spoon, fork, etc.) Also, if you choose to send your child to school with pre-packaged lunches (such as Lunchables) please make sure that they do not include any candy, sweets or other foods that are not allowed in school. Lastly, if you choose to send your child to school with a lunch, please have all items in one, clearly labeled bag.

### Snack

We provide a healthy snack for all students every day. Students **may not bring their own snack**. If necessary, we will provide an alternative snack for students with food allergies.

## Water

Staying hydrated helps you learn. We encourage you to send your child to school with a water bottle each day. He/she will be welcome to drink from it throughout the day. Please make sure your child's water bottle is labeled with their name.

## Birthday Parties and Celebrations

We love celebrating our students! If you would like to celebrate your child's birthday at school, please contact your child's teacher at least one week in advance of the date you would like to come in. In order to honor our healthy food and wellness policies, **please make sure to avoid cakes, cupcakes, and cookies, as well as any other dessert foods (this includes goodie bags)**. In the past, parents have brought in the following healthy foods to celebrate their child's birthday: yogurt parfaits, cheese and crackers, assorted fruits, veggies and hummus, pretzels.

## Continued Support to Lead a Healthy Life

We are committed to ensuring all of our students have the skills and habits they need to lead successful, happy lives. This commitment includes empowering students and families with the knowledge and habits necessary to make healthy choices about food and exercise. We live in a society that makes it easy to eat high amounts of salty and sugary foods, and we know that making healthy choices are challenging. To support you in this mission, we host Family Saturday workshops and Coffee and Conversations focusing on the topic of food and wellness. If you would like additional support and resources in making healthy lifestyle changes for you and your family, please feel free to reach out to Ms. McMurdie, Dean of Students or Mr. Baptiste, our Fitness teacher. We would be more than happy to support you!

## Transportation

Students living more than ½ mile in distance from the school but less than 1 mile may receive a Reduced-Fare Metro Card for public transportation. Students living greater than 1 mile from the school may receive a Full-Fare Metro Card for public transportation. It is each family's responsibility to hold onto the Metro Card. Parents are expected to pick up or make special arrangements for students remaining after school for detention, tutoring or special activities.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up the child is not the parent/legal guardian of the child, they must (a) be given explicit written permission to pick up the child and (b) be 18 years or older. Please speak to Ms. Billie (Director of Operations) if there are any concerns.

## Arrival and Dismissal

### Arrival

Students and families must remain outside the building until 7:40am. Students must arrive between 7:40am and 8:00am. Students arriving after 8:00am are considered tardy. Upon entering the building, parents must sign in with School safety (must have proper ID) at the security desk and bring their child to the main office on the 4<sup>th</sup> floor.

## Dismissal

On Monday through Tuesday and Thursday through Friday, families are responsible for picking up students promptly at 4:00pm. On Wednesday, the school day ends at 1:30 PM.

Ten minutes after dismissal, remaining students will be taken to the Late Pick-Up Room.

It is the responsibility of the parent/guardian to ensure a timely pick up of his/her child from school. Late pick-ups are not acceptable. Classroom teachers will contact the families of those students who are picked up late. No student will be allowed to leave the school without an adult escort authorized to regularly pick them up (based on authorized pick-up names listed on registration form). If the person picking up the child is not the parent/legal guardian of the child, they must (a) be given explicit written permission to pick up the child and (b) be 18 years or older. Please speak to Ms. McMurdie if there are any concerns.

If your child remains at school for more than one hour after dismissal time on any school day, KIPP STAR Elementary School reserves the right to take the following actions, at our discretion:

- Per NYC Department of Education policy, a member of our staff may call the New York City Police Department and ask an officer to escort your child to the police station. Your child will then remain at the police station until you pick him/her up.
- Report chronic lateness to ACS.

## Field Lessons

Our students and families look forward to various opportunities, especially our field lessons. Each year, KIPP teachers plan field trip(s) that complement the curriculum, including travels to the local museums and parks, the Statue of Liberty, Columbia University basketball games, ice skating, the Bronx Zoo amongst other New York City sites. We encourage parents and family members (18 years or older) to attend field lessons as chaperones. Students earn these lessons based on their behavior and academic performance. **In addition, the school reserves the right to remove a student from a lesson or prohibit them from going for any reason that jeopardizes the physical or emotional well-being of themselves or others.**

## Local Field Lessons

No child will be permitted to leave the school for a field lesson if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received, if the child has not satisfied the requirements made by the teacher, or if the child is or has recently demonstrated unsafe behavior.

## Chaperones

We welcome parent chaperones on our field lessons throughout the year. Please let your child's homeroom teacher know if you are willing and able to chaperone a particular trip. We will honor volunteers on a first come, first serve basis. Preference will be given to families whose children have the fewest number of absences.

## Dress Code

### Student Dress Code Policy

**Monday – Thursday:** KIPP STAR Elementary uniform t-shirt, khaki pants/shorts/skirt and sneakers.

**Fridays:** COLLEGE shirts *may* be worn in place of uniform t-shirts.

1. Students must wear a KIPP uniform t-shirt every day, except Friday. Their KIPP t-shirts must be fully visible at all times within the building. Long sleeve shirts may be worn underneath KIPP t-shirts. There will be KIPP long-sleeved shirts or sweatshirts available for colder weather.
2. All KIPP shirts are to be tucked in and worn appropriately.
3. All pants must fit around the waist. Belts are optional and if worn, should be of appropriate size and nature (i.e. no large-faced images or symbols which may pose as a distraction).
4. Students may not wear jeans to school, except on special occasions (determined by school staff).
5. Students may not wear jogging pants, sweat pants or athletic shorts.
6. Students may not wear sleeveless or cut -off shirts, blouses or dresses.
7. Students may not wear inappropriately tight clothing.
8. Girls may not wear skirts that are inappropriately short (more than 3 inches above the center of their knee) or that have inappropriately long slits (above their knees). Girls are encouraged to wear shorts or tights under their skirts as the students sit on the carpet a lot.
9. Students may not wear hats, caps, do-rags or other head coverings in the school (except in the case of religious observance).
10. For safety reasons, the following jewelry will not be permitted at KIPP STAR Elementary: necklaces (unless tucked inside of shirt), chains, chokers, multiple finger rings, excessive bracelets, and dangle earrings. Earrings should not hang from the earlobe (studs are permitted). PLEASE NOTE: Any jewelry that becomes a distraction/poses a safety issue will be taken from students and returned directly to family members.
11. Students may not wear makeup. (Students may use lip balm, such as Vaseline, Chapstick, etc. to moisturize lips. As with any item, these may be taken away for inappropriate and excessive use).
12. Students must wear sneakers to school each day. Sneakers should not have wheels, heels, or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels. We recommend Velcro shoes for students who have not yet learned to tie shoelaces. In

the event that students wear rain boots/snow boots to school due to bad weather, please ensure that they come to school with a change of shoes.

In addition to the above uniform regulations, the following rules apply:

- a) Expensive jewelry or large sums of money should not be brought to school. If it is necessary for students to carry more than \$20, the money should be given to a teacher for safekeeping.
- b) The following items may not be brought to school: cell phones, iPods/iPads, or radios of any kind and electronic toys (PSP's, Gameboys, etc.).

## Immunizations

According to the New York State Public Health, all students need to be appropriately immunized and have a physical examination each year.

New York State law also requires that all children entering elementary school be immunized. In accordance with the Department of Health and Mental Hygiene, students entering kindergarten must have the following vaccinations:

Vaccine	Kindergarten	Grade 1-5
DTaP/DTP/Tdap	4 to 5 doses	
Polio (IPV/OPV)	3 to 5 doses	
Measles, Mumps, Rubella (MMR)	1 dose	2 doses by age 7
Hepatitis B	3 doses	3 doses
Varicella (Chicken Pox)	2 doses	1 dose

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP STAR Elementary School must receive a certificate of immunization no later than **September 11<sup>th</sup>**. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

## Student Health/Sickness Policies

If your child is going to miss school because of illness, please call the school as soon as possible. Please let Ms. Billie (Director of Operations) or Ms. Saraiya (Principal) know if there are any medical concerns or special circumstances about which we should be aware.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If the person picking up a child is not the parent/legal guardian of the child, they must be (a) given explicit written permission to pick up the child and (b) be 18 years or older.

In the case of a severe medical emergency, where we cannot contact you or an emergency contact, we will use our discretion to call 911 or an ambulance, to ensure the safety of your child.

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## Medication

If your child requires medication during school hours, the school nurse will assist by administering medication. However, medication may not be given without the completion of the “Administration of Medication” form, which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol and other over-the-counter medicines. Medicine needs to be in its original packaging/case. **Staff at the school are NOT authorized to administer medication.**

Please notify Ms. Moreno or Ms. Ayala if your child has any food allergies, so that we provide your child with the necessary accommodations.

Students with asthma should bring an inhaler prescribed by their doctor to school each day. Asthmatic students should notify a KIPP staff member as soon as breathing becomes difficult. If there are any concerns about medicine, allergies and overall health, please let Ms. Billie or Ms. Saraiya know.

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## Emergency Services

As a school, the safety of all of our students, staff members and families is of the utmost importance. If an emergency arises that requires urgent medical attention which the nurse cannot attend to, we will call 911. We will immediately then call all contacts on the emergency contact list until we are able to speak with someone who can meet us at the school or the hospital. If a family member cannot make it to the school, a staff member will accompany the student to the hospital and will remain with them until the family member arrives. KIPP STAR Elementary School is not financially liable for any emergency medical services.

## Counseling

The counseling services at KIPP STAR Elementary are available to help any student or parent address any social, emotional or academic issue they may be facing. In addition, our Social Workers, Mrs. Melendez and Ms. Jordan, help students work through and cope with personal and school related stress. At KIPP, every student is entitled to counseling support and referral services. Counseling support is also extended to KIPP families in need.

There are several ways in which students may be referred for counseling services:

- If a **parent** is interested in having their child seen by Social Worker, please contact Ms. Saraiya (Principal).
- **Students** are able to ask directly to speak with a Social Worker.
- A student may also be referred at the recommendation of a **Teacher, Social Worker or Principal**.

*Please understand that we are required to respect the rights and privacy of our students and families and as a result all information and counseling services are confidential and cannot be shared (except in instances required by law).*

## MANDATORY LEGAL POLICIES

### KIPP NYC Code of Conduct

KIPP NYC is committed to maintaining safe and orderly learning spaces for all KIPPsters. In collaboration with students and teachers KIPP NYC has created a Code of Conduct which identifies certain behaviors that are punishable by suspension from class or school. Suspension is a serious consequence. Suspended students will not be allowed to participate in any non-core instructional school activities.

KIPP STAR Elementary School partners with families to use a variety of discipline and behavior management techniques to avoid suspension of any type whenever possible. We commit to communicating directly with you whenever there are concerns. Sample student consequences could include missing recess, cleaning or repairing damaged property, finishing work or completing extra academic work, and writing apology letters. We also try to reinforce positive student behaviors through tools such as Collaborative Problem Solving, Character Shout-outs, and Student of the Week awards.

Our staff are trained in techniques such as Collaborative Problem Solving, Non-Violent Crisis Intervention and Love and Logic which help us to build relationships with students and deescalate difficult situations. Our teachers, Deans and counseling staff work collaboratively with students and families to support students through the consequences of negative actions.

In determining appropriate discipline, consideration will be given to the student's age, maturity, previous disciplinary record, the circumstances surrounding the incident and, if applicable, the student's IEP, BIP, or 504 Accommodation Plan. In addition, consideration shall also be given to whether, because of the student's grade, the removal will result in the student being removed from their appropriate grade-level classroom for a single class period or for the entire day. Any removal which extends for multiple class periods will be tracked centrally by the school.

Parents and families are welcome to access additional information about KIPP NYC's Code of Conduct at any time by contacting Ms. McMurdie.

In accordance with The New York Citywide Standards of Discipline and Intervention Measures (The Discipline Code), all KIPP students have the following rights:

- the right to a free public school education
- the right to express opinions, support causes, organize, and assemble to discuss issues and demonstrate peacefully and responsibly in support of them, in accordance with policies and procedures established by the New York City Department of Education.
- the right to be treated fairly in accordance with the rights set forth in the "New York Citywide Standards of Discipline and Intervention Measures."

Insistence on reasonable and responsible behavior from every student is essential to ensuring that the aforementioned rights can be preserved. In accordance with the discipline code, violation of these may lead to disciplinary measures. Acceptance of responsibility will provide students with greater opportunity to serve themselves and society by learning from mistakes.

## Removal of Students from Classrooms by Teachers

When a student engages in behavior which is substantially disruptive of the educational process or substantially interferes with a teacher's authority over the classroom, the student may be removed from the classroom by the teacher. The teacher must inform the principal or another member of the School Leadership Team (Principal/designee) of the removal no later than the end of the school day. During the period of removal from class, the child will be present for the full school day and be provided with on-site supervision as well as the opportunity to continue with schoolwork.

## Suspension

Suspension may be short-term or long-term, depending on the severity of the offense and whether or not the student has previously been suspended for the same offense:

The following conduct is punishable by short-term or long-term suspension, whether it occurs on campus, in the vicinity of the campus, on field trips, on any school sponsored activity, or on school buses.

- Assault of fellow student
- Endangering the physical safety of another by the use of force or threats of force that place the victim in fear of bodily injury
- Conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Insubordination
- Failure to comply with disciplinary sanctions
- Cheating on quizzes, exams, or plagiarism
- Use of forged notes or excuses
- Theft, or attempted theft, or possession of property known by the student to be stolen
- Extortion
- Gambling
- Abuse of school property or equipment
- Obscene or abusive language or gestures
- Verbal or physical harassment based on gender, race, ethnicity, religion or disability
- Bomb threat or false emergency alarm
- Possession of tobacco or alcohol
- Possession of pagers, beepers, or portable/cellular telephones not being used for instructional purposes
- Inappropriate, insufficient, or disruptive clothing or attire, or other violation of the KIPP Student Dress Code
- Making a material false statement – i.e., lying about an important matter -- to a teacher, principal, or other school personnel.

Alternative Instruction will be provided during any period of suspension. Alternative Instruction may be provided either in school or off-site.

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### **Short –term Suspension with On-site Alternative Instruction: Not to Exceed Ten School Days**

Because we believe that students can benefit from instruction in a school setting even when suspension is an appropriate disciplinary response, we provide alternative instruction for suspended students within the school setting unless the severity of the conduct leading to the suspension makes immediate return to school inappropriate or the School does not have adequate facilities or staff to provide a supervised alternative program. To the extent possible, the alternative in-school instruction program will be hosted at the Student’s home school or another KIPP schools with adequate facilities. The alternative program will provide counseling support and the same or substantially similar academic curriculum that students would receive if attending regular classes. Alternative instruction will be provided for at least two hours per day.

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### **Short-term Suspension with Off-site Alternative Instruction: Not to Exceed Ten School Days**

If the School does not have adequate facilities for in-school alternative instruction or if for any other reason, the student’s presence in the school causes a risk of continuing disruption or a risk of danger for the student or others, the Principal may direct that the alternative instruction be provided off-site.

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### **Long Term Suspension: 10 days or More**

As with short-term suspension, alternative instruction may be provided in-school or outside of school, depending on the facilities in the school, the severity of the conduct which led to the disciplinary proceeding and whether return to school can be safely accomplished without continuing disruption or danger to the student or others.

A student who commits any of the infractions listed below will be subject to suspension for ten days or more.

- Possession within school, on school grounds, on school buses or during any school activity, of any weapon identified in the Citywide Standards of Intervention and Discipline Measures as a Category I or Category II Weapon, including any firearm, air gun, imitation gun used to threaten others, knife, razor blade, explosive, mace, tear gas, or other dangerous object
- Arson on school property, whether accomplished or attempted
- Possession or use of illegal drugs or controlled substances within school, on school grounds, on school buses, or during a school activity
- Selling, distributing or purchasing illegal drugs or controlled substances within school, on school grounds, on school buses or during any school activity
- Assault of another student resulting in bodily injury or any assault on a staff member
- Intentionally causing bodily injury to another person, except when student’s actions are reasonably necessary to protect him or herself from injury
- Causing major damage to school property.

In addition, as noted above, a student who commits any of the acts previously described as punishable by short term-suspension may also be subject to a long-term suspension at the Superintendent's discretion based on the severity of the offense or whether the student has previously been suspended for the same or a similar offense.

### Discipline for Students with Special Needs

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same offenses. Discipline of a student with a disability (whether the disability has been formally identified by a Committee on Special Education or is simply suspected) will be consistent with federal and state laws and may be adjusted to reflect individual needs.

In the case of a special education student, or a student who receives 504 accommodations, KIPP STAR Elementary School ensure that it makes the necessary adjustments to comply with the mandates of state and federal law, including the IDEA and Section 504 of the Rehabilitation Act of 1973, regarding the discipline of students with disabilities. Prior to recommending discipline for a Section 504 or special education student, the Principal/Designee will convene a review committee to determine: whether the student's misconduct was a manifestation of his or her disability; whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's IEP or 504 plan. If it is determined that the student's misconduct was not a manifestation of his or her disability, that the student was appropriately placed and received appropriate services at the time of the misconduct, and that appropriate behavior intervention strategies were in effect and consistent with the student's IEP, the student may be disciplined in accordance with KIPP NYC's Code of Conduct, as stated in our charter documents.

If you would like additional information about disciplinary procedures for students with special needs, we welcome you to reach out directly to Ms. Canales or Ms. McMurdie.

### Bullying

All KIPPsters should feel safe and welcome at school. We have a Zero Tolerance Policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt scholars' education.

We are all responsible for stopping harassment, discrimination, and bullying before and when they happen.

In general, bullying:

- Is targeted and repeated
- Involves a power imbalance
- Creates a hostile environment
- Has substantial negative consequences

Harassment, discrimination, and bullying can be behaviors that are physical, verbal, social, and/or cyber (internet). Here are examples of harassing or bullying behaviors when targeted and repeated:

Physical: hitting, kicking, pinching, pushing, or damaging/forcibly taking others' property

Verbal: Name calling, put-downs, making threats, teasing, or spreading harmful rumors

Social: Deliberately harming another scholar's friendships or relationships

Cyber (internet): distributing text messages, pictures, postings, or emails that hurt or embarrass others

Respect toward others is one of our most important principles. You should always treat others as you would want to be treated. It is never okay to engage in harassing, bullying, or discriminatory conduct.

You are responsible for your own actions, even if everyone else is acting in an inappropriate manner. While you don't have to be friends with every single scholar at school, you do have to be respectful at all times.

Tell your teacher, your school's Dignity Act Coordinator (or Dean), a leader, or another adult (including a parent/guardian) right away if you believe you are being harassed, discriminated against, or bullied, or if you believe someone else is. Your school's principal/designee will make sure the school investigates and puts a stop to any harassment, discrimination, and bullying. Parents/guardians may also report potential acts of harassment, discrimination, or bullying to teachers and administrators. Reports may be made orally or in writing.

KIPPsters may be disciplined (including suspension and/or other consequence) for violating this policy.

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

## Technology Use

Technology can be a great learning tool. However, KIPPsters should use technology safely and responsibly.

By "technology" we mean computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, and other online services.

This policy covers the use of ANY technology (not just technology owned by the school), including off-campus use and use of social media, which could disrupt the school or KIPPsters' education and/or interfere with others' rights. This policy is meant to be representative, and does NOT cover every single situation.

BE SAFE

BE APPROPRIATE

BE RESPONSIBLE

If you violate this policy, you may lose technology privileges or be subject to other disciplinary consequences. KIPP NYC can monitor the use of its technology at any time. KIPP NYC may also use filtering software that blocks inappropriate content and/or websites.

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## Acceptable Internet Use Agreement

Student use of the Internet at KIPP NYC is a privilege. KIPP NYC students agree that they will not participate in any of the following activities when using the Internet:

- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users (cyber-bullying); Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy;
- Posting, sending or displaying any personal identification information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others' passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or message that are profane, obscene, or that use language that offends others;
- Playing unauthorized games;
- Computer piracy, hacking, or any tampering with hardware or software;
- Using the Internet for any illegal activity, including violation of copyright or other laws;
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence.

Violation of this agreement could result in loss of a student's online privileges, or other disciplinary action. Note that student behavior on social media that violates KIPP NYC's Internet Use Agreement or Bullying Policy is also subject to disciplinary action consistent with our Code of Conduct.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that grants parents five basic rights regarding their child's school records:

- The right to review your child's education records.
- The right to challenge any false or misleading statements in the records.
- The right to require the school to get written permission to disclose personal information in the record, except in those cases allowed by law.
- The right to be informed of your rights under FERPA.
- The right to file a complaint when these rights have been denied.

FERPA grants these rights to a student's parents, including non-custodial parents or parents who do not live with their children, unless a court order forbids it. When a child turns 18, the parents' rights under FERPA transfer to the student.

At KIPP NYC, our teachers regularly use student assessment data to improve their teaching practice and learn from one another. To this end, teachers use and share student achievement data across our schools.

If you would like additional information about FERPA, we welcome you to contact Ms. Billie.

## MANDATED REPORTERS

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP STAR Elementary School employee becomes aware that a student may have been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm, he or she is required by law to notify his or her Principal/Designee of the situation. The school is legally required to report the behavior or incident to NYC Administration for Children’s Services. Teachers must also refer students to the Principal/MD if they exhibit signs of hurting themselves or others.

## COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES

Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP STAR Elementary School to allege a violation of law or the charter. Information about Board meetings can be found on our website at <http://www.kippnyc.org/>. KIPP NYC Board meetings are open to the public, and we invite families to join.

This complaint procedure may be used to appeal from a decision to suspend a student. Such appeal must be filed within thirty days of a suspension and be submitted to the Board of Trustees at least two weeks prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. The Board, as necessary, shall direct the Principal or other responsible party to act upon the complaint and report to the Board. The Board of Trustees shall as necessary render a determination in writing.

If an individual or group filing a complaint to the Board of Trustees, including an appeal of a suspension decision, is not satisfied with the way that the Board has addressed the complaint, that individual or group may present the complaint to the charter authorizer, which shall investigate and respond. If the individual or group is not satisfied with the actions of the authorizer in reviewing the complaint, further appeal may be made to the Board of Regents of the State of New York, which shall investigate and respond.