

2017-2018

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*Principal: Tyritia Groves*

**

*Dear Families,*

*Welcome to the 2017-2018school year at KIPP Academy Elementary School. I cannot tell you how excited I am for the year to begin. I, as well as the KAES staff am committed to making this year amazing for our KIPPsters. They are my, as well as the staff’s number one priority. We believe in them and are ready to set the foundation to their journey to and through college.*







*In my 14 years of education I have learned many lessons along the way. The greatest lesson learned when it comes to leading a school has been, as long as me make decisions keeping in mind kids come first, everything else falls into place smoothly. That is in fact, exactly what we believe, say, and embody. We are dedicated to making sure we lay the foundation to your child’s academic success. We are committed to fulfilling the promise we made to all of you, of seeing your child to and through college.*

*We had a short rest, but we are now back and ready to go. Teachers have been in Professional Development since the first week of August. We are all dedicated to ensure your KIPPster knows what excellence looks and feels like. I want to make sure they are prepared academically to let the world know that in the South Bronx we are* ***brilliant*** *and deserve the same chances that those in other zip codes receive.*

*I am committed to each and every one of your children. I can commit to you that the KAES staff will be intellectually prepared, will focus on what works, will be held accountable and this school will be run like a tight ship. All of these combined can only equate to EXCELLENCE, and that is exactly what our KIPPsters deserve. We are what we say every day, which is:*

*One Team. One Family. One Commitment….to EXCELLENCE!*

*Here is to one AMAZING year!*

*Sincerely,*

*Tyritia Groves*

*Principal*

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**ABOUT THE SCHOOL**

**KIPP Mission**

KIPP Academy Elementary’s 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”)**

KIPP Academy Elementary School was founded in 2009. KIPP Academy 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.

- Inspired by Providence St. Mel School Motto

**KIPP Commitment to Excellence**

**Teachers' Commitment:**

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

* We will be fully prepared to work with our KIPPsters every day by 7:25 A.M (Mon. - Fri.) and remain at KIPP until 5:15 P.M. (Mon. - Fri.)
* We will come to KIPP on appropriate Saturdays at 9:00 A.M. and remain until 12:30 P.M.
* We will teach KIPP every day of the extended school year, which begins on August 21st.
* We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
* We will be open to the feedback that we receive from administrators, teachers, parents, and students, and we will do what it takes to make positive changes.
* We will communicate, through our words and actions, our responsibility for addressing the educational, emotional, and character needs of every student at KIPP.
* We believe that all of our students can and will learn the character and academic skills needed to be happy and successful in life.

*Failure to adhere to these commitments can lead to our removal from KIPP.*

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**Parents'/Guardians' Commitment:**

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

* We will make sure our child arrives at KIPP every day by 7:30 A.M. (Mon. - Fri.), remain at KIPP until 4:15 P.M. (Monday, Tuesday, Thursday and Friday) (1:30 P.M. on Wednesdays), and make arrangements for our child to come to KIPP on appropriate Saturdays at 9A.M. and remain until 12:30 P.M.
* We will ensure that our child attends every day of the extended school year, which begins on August 21st.
* We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
* We will always make ourselves available to our children, their teachers, and the school by doing the following:

Carefully reading all forms that are sent home to us, and attending parent-teacher conferences and administrative meetings.

* We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
* We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper…).
* We will allow our child to go on KIPP field trips.
* We will make sure our child follows the KIPP dress code.
* We, not the school, are responsible for the behavior and actions of our child.

*Failure to adhere to these commitments can cause my child to lose various KIPP privileges and can lead to administrative consequences.*

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**Student’s Commitment:**

*I fully commit to KIPP in the following ways:*

* I will arrive at KIPP every day by 7:30 A.M. (Mon. - Fri.).
* I will remain at KIPP until 4:15 P.M. (Monday, Tuesday, Thursday and Friday) (1:30 P.M. on Wednesdays).
* I will come to KIPP on appropriate Saturdays at 9:00 A.M. and remain until 12:30P.M.
* I will attend KIPP every day of the extended school year, which begins on August 21st.
* I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night; I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
* I will accept the feedback that I receive from my peers, teachers, and parents, and I will do what it takes to make positive changes.
* I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
* I will follow the KIPP dress code.
* I will come to school every day with all the materials I need for success.
* I am responsible for my own behavior.

*Failure to adhere to these commitments can cause me to lose various KIPP privileges and can lead to administrative consequences.*

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**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 Academy 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 - PETSY’s (**P**LEASE, **E**XCUSE ME, **T**HANK YOU, **S**ORRY, **Y**OU’RE WELCOME)

**I Am Somebody**

I am somebody,

I was somebody when I came,

I will be a better somebody when I leave.

When I fall,

I will pick myself up,

and dust it off.

I am strong!

I am powerful!

I deserve the education I receive here,

because I have things to do,

statics to crush,

people to impress,

and places to GO!

I am somebody!

I AM Somebody!

I AM SOMEBODY!

**WHO DO I GO TO**

At KIPP Academy Elementary School we are committed to working as a team with our families! Our school strives to be as helpful as possible. Your child’s teacher spends most of the day with them***,*** therefore please reach out to them first for your questions and/or concerns. If your child’s teacher cannot assist you, please then speak with the grade’s team leader. If you continue to have questions and/or concerns please reach out to the deans. If issues persist even after speaking with a dean, please arrange a time to speak with Ms. Groves. There are also several opportunities for you to speak to Ms. Groves, our Deans, Counselors and teachers at Coffee and Conversations. As a quick reference, we have developed the following guide if you need any assistance:

|  |  |  |
| --- | --- | --- |
| The What | The Who | The Where |
| Medical Forms, Allergies, Doctors Notes, Proof of Address | Order of Contact:   1. School Operations Staff 2. Director of Operations | Main Office |
| Attendance or tardies for your child | Order of Contact:   1. School Operations Staff 2. Director of Operations | Main Office |
| Homework questions, effort of your child in class, issues with another student, incidents that happened in school | Order of Contact:   1. Classroom Teacher 2. Grade Team Leader 3. Dean 4. Principal | 1. Students Classroom 2. Main Office 3. Room B89 4. Main Office |
| Student behaviors | Order of Contact:   1. Classroom Teacher 2. Grade Team Leader 3. Dean 4. Principal | 1. Students Classroom 2. Main Office 3. Room B89 4. Main Office |
| Suspensions or classroom removals | Dean of Students | Room B89 |
| Counseling services and referrals, community Service, assistance accessing resources, housing, summer camp, etc. | Social Work Team  Dean of Student Support Services | Room B89  Room B89 |
| Bullying | Order of Contact:   1. Classroom teachers 2. School Social Workers 3. Deans of students 4. Principal | 1. Students Classroom 2. Room B89 3. Room B89 4. Main Office |
| Uniform | School Operations team | Main Office |
| Questions around IEP’s, referrals for medical and mental support services | Dean of Student Support Services | Room B89 |
| Holdovers | Order of Contact:   1. Classroom teacher 2. Dean 3. Principal | 1. Students Classroom 2. Room B89 3. Main Office |
| Concerns around a teacher | Order of Contact:   1. Grade Team Leader 2. Principal | Main Office |
| Notices that go home | School Operations Staff | Main Office |
| Afterschool | Director of Operations | Main Office |

**MEET THE KIPP STAFF**

**\*\*Please note that all staff cell phones will be off as of 7:00pm\*\***

**PRINCIPAL**

|  |
| --- |
| Tyritia Groves, Principal  TGroves@kippnyc.org  917-450-6807 |

**DEANS**

|  |  |
| --- | --- |
| Kesete Thompkins, Dean  KThompkins@kippnyc.org  646-887-4140 | Danielle Estrada Perez, Dean of Student Support Services  DPerez@kippnyc.org  917-263-1517 |
| Katherine Anderson, Dean  KMunoz@kippnyc.org  646-647-0589 | Anissa Jones, Dean  AnJones@kippnyc.org  646-887-4141 |

**OPERATIONS**

|  |  |
| --- | --- |
| Melanie Babalola, Director of Operations  MBabalola@kippnyc.org  646-618-2145 | Ilka Brito Santana, School Operations Manager  IBritoSantana@kippnyc.org  646-771-1307 |
| C:\Users\ISantana\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\4R0O6K1C\IMG_4399.JPGLeslie Hawkins, School Operations Administrator  LHawkins@kippnyc.org  917-263-1528 |  |

**SOCIAL WORK TEAM**

|  |  |
| --- | --- |
| Gloribell Mercado-Lopez, Social Worker  GMercado@kippnyc.org  646-618-2150 | Dora Lisah St. John,  Social Worker  DStJohn@kippnyc.org  646-618-2164 |

**STUDENT SUPPORT SERVICES**

|  |  |
| --- | --- |
| Nestor Pura, Teacher  NPura@kippnyc.org  551-208-4827 | Martha Vega, Teacher  cid:a9e40d21-af2f-430e-876b-24f4ec01f5c9@namprd10.prod.outlook.comMVega@kippnyc.org |
| Jessica Butler, Speech and Language Therapist  JButler@kippny.org  917-858-0004 |  |

**KINDERGARTEN**

|  |  |
| --- | --- |
| Isabel Shapiro,  Grade Team Leader  IShapiro@kippnyc.org  646-891-6750 | Nathan Cambridge, Teacher  NCambridge@kippnyc.org  646-469-6988 |
| Joannella Rivas, Teacher  JRivas@kippnyc.org  646-939-5834 | image1.jpegBrittany Padilla, Teacher  BPadilla@kippnyc.org  646-784-5484 |
| Olivia Kerr, Teacher  OKerr@kippnyc.org  646-599-0327 | Adwoa Nyantakyi, Teacher  ANyantakyi@kippnyc.org  646-939-5717 |

**1ST GRADE**

|  |  |
| --- | --- |
| Kishma Rogers,  Grade Team Leader  KRogers @kippnyc.org  917-952-2651 | Karolina Redrovan, Teacher  KRedrovan@kippnyc.org  646-630-6938 |
| Tanique McLean, Teacher  TMclean@kippnyc.org  646-847-6318 | C:\Users\ISantana\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\IN1RZHA6\picture.JPGLaska Blodget, Teacher  LBlodget@kippnyc.org  646-983-1202 |
| Takiya Taylor, Teacher  TTaylor@kippnyc.org  917-796-0418 |  |

**2ND GRADE**

|  |  |
| --- | --- |
| Edwin Garcia,  Grade Team Leader  EGarcia@kippnyc.org  646-634-3263 | Sariely Collado, Teacher  SCollado@kippnyc.org  646-939-5753 |
| Arlyn Liriano, Teacher  ALiriano@kippnyc.org  646-618-2146 | cid:image014.jpg@01D2D0DD.7D5C3370Moises Santana, Teacher  MSantana@kippnyc.org  646-939-5725 |
| Kennequa Carlton, Teacher  KCarlton@kippnyc.org  917-902-0158 | Amanda Cohen, Teacher  cid:12943d20-f533-487b-8236-2e28321302b7@namprd10.prod.outlook.comACohen@kippnyc.org  646-983-1181 |

**3RD GRADE**

|  |  |
| --- | --- |
| C:\Users\SBuckle\Downloads\FullSizeRender.jpgSharika Buckle,  Grade Team Leader  SBuckle@kippnyc.org  646-618-2147 | Elizabeth Milliner, Teacher  EMilliner@kippnyc.org  646-530-0995 |
| Jodi Kaur, Teacher  PKaur@kippnyc.org  646-634-3365 | Genesis Vallejo, Teacher  GVallejo@kippnyc.org  646-647-0581 |
| C:\Users\AKramer\Desktop\Ashley Morgan (@ashley_padge) • Instagram photos and videos_files\10518229_719010224909156_1283978224_n(1).jpgAshley Padgett, Teacher  AKramer@kippnyc.org  646-784-3547 | Jordy Frias, Teacher  JFrias@kippnyc.org  917-923-8101 |

**4TH GRADE**

|  |  |
| --- | --- |
| Victor Flores, Grade Team Leader  VFlores@kippnyc.org  917-991-8262 | C:\Users\ISantana\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\IN1RZHA6\IMG_4931.jpgMarisa Legato, Teacher  MLegato@kippnyc.org  646-618-2151 |
| https://scontent.xx.fbcdn.net/hphotos-xpf1/v/t1.0-9/10478178_10202266385044655_5745604261385064121_n.jpg?oh=f7d8823702110033522ead5c0abb7cad&oe=5645A5F5Nicola Burrow, Teacher  NBurrow@kippnyc.org  646-630-2649 | Crystal Kerr, Teacher  CKerr@kippnyc.org  917-887-2102 |
| C:\Users\ISantana\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\4R0O6K1C\295456_10150847923506735_1325902450_n.jpgNancy De Leon, Teacher  NDeLeon@kippnyc.org  646-630-6936 |  |

**SCIENCE**

|  |  |
| --- | --- |
| Jenna Brutzman, Lower Grade Science Teacher  JMizia@kippnyc.org  646-887-4211 | Fatima Wilson, Upper Grade Science Teacher  FWilson@kippnyc.org  646-847-6247 |

**SPECIALS**

|  |  |
| --- | --- |
| Calvin Martin, Dance Teacher  CMartin@kippnyc.org  646-847-6217 | Daniel Alvarez, PE Teacher  DAlvarez@kippnyc.org  917-749-8280 |
| Kelli Williams, Art Teacher  KeWilliams@kippnyc.org  347-898-1071 | Elissa Nieves, Music Teacher  ENieves@kippnyc.org  646-618-2148 |
| Jeffery Leshansky, Theater Teacher  JLeshansky@kippnyc.org  516-312-2548 |  |

**SCHEDULE**

**School Day Schedule**

Starting in August, doors will open at 7:30am for all students. Breakfast will be served from 7:30-7:45am. 7:45-8:00am will be intervention time. The school day starts at 8 am and students will remain until classes are dismissed at 4:15 pm, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30pm.

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

**Sample of a KIPPster’s Daily Schedule**

|  |  |
| --- | --- |
| **7:30 am – 7:45 am** | Arrival & Breakfast |
| **7:45 am – 8:00 am** | Academic Intervention |
| **8:00 am – 8:10 am** | Math Routines |
| **8:15 am – 9:50 am** | Guided Reading |
| **9:55 am – 11:10 am** | Wheatley Reading |
| **11:15 am – 12:00 pm** | Eureka Math |
| **12:05 pm – 12:20 pm** | Independent Reading |
| **12:25 AM – 1:10 pm** | Lunch & Recess |
| **1:15 pm – 1:55 pm** | Art |
| **2:00 pm – 2:35** | CGI Math |
| **2:40 pm – 3:20 pm** | Science |
| **3:25 pm – 4:05 pm** | Writing |
| **4:10 pm – 4:15 pm** | Pack up & Dismissal |

**School Calendar**

**AUGUST**

August21st First Day of School for K

August22nd First Day of School for 1 -4

August 23rd Back to School Day

August 28th – September 22nd MAP testing window

**SEPTEMBER**

**September 4th Labor Day (SCHOOL CLOSED)**

**September 5th First FULL day of school—Full Curriculum Begin**

September 19th Dad bring your child to school day

September 21st – 22nd **Rosh Hashanah (SCHOOL CLOSED)**

September 25th Parent Curriculum Night

September29th Coffee & Conversations

**OCTOBER**

**October6th Q1 Progress Reports Distributed**

October13th Latino Heritage Celebration

**October13th**  **Q1 Signed Progress Report Due**

October27th Coffee & Conversations

October 27th Quarter 1 Ends

October 27th Literacy Day Parade

**October 30th - 31st Professional Development Day (NO SCHOOL for STUDENTS)**

**NOVEMBER**

November 2nd Picture Day

November 4th Family Feast and Staff/Family Basketball Tournament

**November 8th Q1 Report Card Day (1/2 Day—School is in SESSION)**

**November20th – 24th THANKSGIVING RECESS (SCHOOL CLOSED)**

November 27th Students Return To School

**DECEMBER**

**December 1st Lottery Opens**

December 1st Coffee & Conversations

December 12th Winter Show (K-2)

December 14th Winter Show (3-4)

**December20th Q2 Progress Reports Distributed**

**December 21st –January 2nd Winter Break (SCHOOL CLOSED)**

**JANUARY**

**January 2nd Professional Development Day (NO SCHOOL for Students)**

**January 3rd School Begins Again for Students**

**January3rd Q2 Signed Progress Reports Due**

**January15th MLK Day (SCHOOL CLOSED. No School)**

January26th Coffee & Conversations

January26th Quarter 2 Ends

**FEBRUARY**

**February 5th 100th Day of School**

**February 7th Q2 Report Card Day**

February 12th Parent Curriculum Night

February 14th Friendship Dance

**February19th – 23rd**  **MID-WINTER BREAK (SCHOOL CLOSED)**

February26th Students return to school

**MARCH**

March1st Black History Month Celebration

March 2nd Dr. Seuss Day (Read Across America Day)-Pajama Day

March 2nd Coffee & Conversation

March 7th Wacky Tacky Day

March 14th PI Day

March16th Test Prep meeting with 3rd and 4th grade parents

March 21st Twin Day

**March23rd Q3 Progress Reports Distributed**

**March 26th – 30th**  **SPRING BREAK (SCHOOL CLOSED)**

**APRIL**

April 2nd All Students Return to School

April 2nd **Signed Progress Report Due**

April10th State Test Pep-Rally

**April 11th – 13th ELA NY State Test (3rd & 4th Grade ONLY)**

April 16th – 17th ELA Make-Up Test

April20th 3rd Quarter Ends

**April25th Q3 Report Card Day (1/2 Day—School is in SESSION)**

April 29th Saturday School for 3rd and 4th grade **ONLY**

**MAY**

**May1st – 3rd Math NY State Test** **(3rd & 4th Grade ONLY)**

**May 4th Staff Professional Development Day (No School for Students)**

May 7th – 9th Math State Test Make Up

May 10th Mother s Bring your Child to School Day

May 15th Spring Show (K-2)

May 17th Spring Show (3-4)

May21st MAP Test Begins

May23rd Field Day

**May23rd – June 1st NY State Performance Science Exam (4th Grade ONLY)**

May 25th Coffee & Conversations (Last one for the year)

May 26th Enrollment for NEW Kinder students

**May 28th Memorial Day (SCHOOL CLOSED)**

May 30th Enrollment for NEW Kinder students

**JUNE**

**June 1st Q4 Progress Reports Distributed**

**June 2nd Carnival/Enrollment for NEW Kinder students**

**June 4th 3:00pm Dismissal Begins (Mon, Tues, Thurs, Fri.)**

June 7th-8th 4th Grade Overnight Trip

June 8th **Q4 Signed Progress Reports Due**

June 11th 4th Grade Luncheon

June 14th 4th Grade Dance

June 15th Eid al Fitr (**No School for Students)**

**June 20th End of Year Awards Ceremony K-3rd Grade (Last Day of School)**

**June 21st  End of Year Awards Ceremony 4th Grade (Last day of school)**

**NOTE**: Summer School 2018 **WILL** take place in mid to late August, please plan your family vacations for July and beginning of August. It is mandatory that **ALL** students are at summer school each year.

***If there are any changes in the calendar, the school will send an updated notice prior to the change.***

1. **Student and Staff Holidays**

Labor Day September 4th

Rosh Hashanah September 21st – 22nd

Thanksgiving Recess November 20th – 24th

Winter Recess December 21st – January 3rd

MLK Day January 15th

Mid-Winter Break February 19th – 23rd

Spring Recess March 26th – 30th

Memorial Day May 28th

Eid al-Fitr June 15th

1. **Professional Development Days for Staff (NO SCHOOL FOR STUDENTS)**

October 30th and 31st

January 2nd

January 29th

February 7th

June 15th

1. **Report Card Days – FAMILY ATTENDANCE MANDATORY**

November 8th

February 7th

April 25th

1. **Major KAES School Events (FAMILY ATTENDANCE MANDATORY)**

August 23rd - Back to School Day

September 25th –Curriculum Night

December 12th Winter Show (K-2)

December 14th Winter Show (3-4)

May 15th Spring Show (K-2)

May 17th Spring Show (3-4)

Summer Homework Meeting **TBD**

June 20th -End of Year Awards Ceremony for K – 3rd Grade ONLY (LAST DAY of SCHOOL)

June 21st -End of Year Awards Ceremony 4th Grade ONLY (LAST DAY of SCHOOL)

## Start/End Dates

School will begin for all students on August 21st. Sessions will last from 8:00A.M. – 1:30P.M. The last day for students will be Thursday, June 22nd, 2018.

## Vacations/Holidays

Please refer to our school calendar for complete details about our vacation and holiday schedule.

## Saturday School

On appropriate Saturdays, all KIPP Academy Elementary students are expected to attend Saturday school from 9:00A.M – 12:30P.M. Unless otherwise specified, students must continue to follow the standard KIPP Academy Elementary dress code on Saturdays. Lunch will be provided.

**Family Saturdays**

On identified Saturdays, all KIPP Academy Elementary School students are strongly encouraged to attend Saturday School 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 Academy Elementary 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](mailto:ychavira@kippny.org)).

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 Academy Elementary School students must arrive by 8:00A.M. Monday through Friday, and remain at school until 4:15P.M. (1:30 on Wednesdays). On appropriate Saturdays, school will begin at 9:00 A.M. and end at 12:30 P.M. August hours will also reflect a shortened school day, but they are a part of the regular school year and attendance is mandatory. Any absences or tardies will be counted.

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 at 8 am. We will make sure to promptly pick up our child at the end of the school day (4:15 pm Monday, Tuesday, Thursday, Friday and 1:30 pm on Wednesdays).

**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 Mrs. Brito as soon as possible. If your child is absent, Mrs. Brito will follow up with a phone call that morning.

|  |  |
| --- | --- |
| EXCUSED | **UNEXCUSED** |
| With a doctor/appointment note:  -Illness for 3 or more days  -Required court appearance  (must be submitted by next business day to the main office)  With a parent note:  -Death in the family  -Religious holiday | -Routine doctor’s appointments  Please schedule for when school is not in session (ideally Wednesday afternoons after 1:30 PM)  -Family vacation  -Bad weather  -Trouble with public transportation  *-Other reasons for absences may also be considered unexcused* |

## Support Policy for Absences

All absences and tardies are noted on report cards. 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 Academy 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 |
| 3 *Unexcused* Absences | Phone call and conversation with parent/guardian.  Review attendance policy. | School Operations Administrator |
| 5 *Unexcused* Absences | Phone call, letter sent home | Dean or Director of Operations |
| 8 *Total* Absences  (Excused + Unexcused) | 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 Director of Operations |
| 10 *Total* Absences (Excused + Unexcused) | 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 |
| 15 *Total* Absences (Excused + Unexcused) | Parent is contacted for meeting with Principal. Student is at greater risk of holdover.  Attendance plan is updated or revised. | Principal/Designee |
| 20+ *Total* Absences (Excused + Unexcused) | The individualized attendance plan will be revisited.  ACS may be contacted if staff determines that the child is experiencing educational neglect. | Principal/Designee |

**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. |

**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 7:30 A.M. each morning. Students must arrive between 7:30 A.M. and 8 A.M. **Students arriving even 1 minute after 8 A.M. are marked tardy.** If you know your student will be tardy, please call our School Operations Administrators. Please note, calling the office, does not excuse the tardy, but will give us an opportunity to inform the teacher.

**Early pickups**, meaning picking your student up before 4:15 P.M. Mon, Tue, Thurs, and Fri and 1:30 P.M. on Wed is **counted as a tardy**. Please make appointments on Wednesday, when students have half days.

Students who are chronically tardy will face the following consequences:

## Late arrivals will result in lunch study hall. Please also be aware that once a student has called one time during a week they will still be required to serve study hall at lunch if they are late another time that week.

Again, if a concerning pattern of tardies is noted, the Principal will reserve the right to accelerate certain actions 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 | August 21, 2016 – October 27, 2017 | October 6, 2017 | November 8, 2017 |
| Quarter 2 | October 27, 2017 – January 26, 2018 | December 20,2017 | February 7, 2018 |
| Quarter 3 | January 26, 2018 – April 20, 2018 | March 23, 2018 | April 25, 2018 |
| Quarter 4 | April 20, 2018 – June 21, 2018 | June 1, 2018 | N/A |

The grading system for report cards is as follows:

|  |  |
| --- | --- |
| **Academic Scale** | **Character Scale** |
| 4 – Excelling, beyond one year growth goal  3 – Progressing and at grade level  2 – Progressing but not at grade level  1 – Not yet progressing | 7 – Always  6 – Very Often  5 – Often  4 – Sometimes  3 – Rarely  2 - Very Rarely  1 - Almost Never |

Below are possible assessments that are used to measure academic progress.

* Exams (weekly tests/quizzes, unit tests)
* Written Responses
* Extended Responses (Labs, Essays)
* Oral Presentations (oral reports, speeches)
* Group Work/Projects
* Class work
* Homework
* Interim Assessments/ State Practice exams
* Student Self-Assessment
* Peer Reviews
* Conferencing
* Journals/Learning Logs
* Meeting Reading Goals
* Portfolios
* Informal Observations (reflected in some form of documentation by teacher)
* Formal Observation (using criteria list)

**Grading System**

KIPP Academy Elementary School issues report cards on a quarterly basis. Report cards will be directly linked to KIPP Academy Elementary School’s standards. The grading scale is based on the students’ mastery of the content standard. Family-Teacher Conferences will be held for each report card. Progress reports will be provided to parents at the mid-point of each quarter to update them on their child’s academic progress. Progress reports provide a detailed picture of a student’s academic performance based on assignments and assessments administered in a given period.

**Homework**

A key part of the academic program of KIPP Academy Elementary School is the homework that every KIPPster will receive every night. Homework must be completed at 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 HW 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 can call teachers with homework questions.*

* *Because we are committed to our mission of preparing our students for 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.*
* *Students have until the next day to make up homework assignments in order to receive class credit.*
* *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.*

**Promotion**

KIPP Academy Elementary School students will be promoted or retained on the recommendation of the classroom teachers, as well as the consultation of the grade level team and the principal.  This recommendation will be based upon the following criteria:

* Formative assessment data
* Summative assessment data
* Attendance
* Classwork
* Social/developmental characteristics
* Other pertinent data

Student retention is recommended when considered in the best interest of the student. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where he or she will ultimately be the most successful.

Students qualifying for special education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Students may be retained in their grade at the end of the year for any one of, or combination of, the following factors:

* Failure to meet academic standards of readiness for the next grade: *[example: Students who fail (earn below 70%) a core subject (Reading, Writing, Math, Social Studies, Science) may be retained. Students who fail either the reading or math standardized test at the end of the year may be retained as well. ]*
* Failure to meet adequate standards of attendance and lateness: *[example: Students who miss more than 10 days of school may be retained. (Please note that every 3 tardies counts as one day absent)]*
* Failure to meet behavioral standards of readiness for the next grade level: *[example: Students whose behavior has not shown adequate growth or improvement, or is not at a sufficient level, may be retained.]*

**Academic Integrity**

**Honor Code**

We expect all KIPP Academy Elementary 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:

1st 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.
* Lunch and Recess Detention will be assigned.
* Parent/Guardian notified about academic dishonesty.

2nd 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.

3rd Offense

* Out of school suspension will be assigned.
* Parent/Guardian meeting will be scheduled with the Principal.
* Offense will be noted on student’s permanent record and colleges will be notified.

4th 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 Academy 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 Academy 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 December, KIPP Academy Elementary will begin accepting applications for our kindergarten-fourth grades for the following year. Admissions preference will be granted to siblings and children of KIPP NYC staff, and students receiving free or reduced lunch living in District 7 as a 2nd priority. The lottery will be held the first week of April.

**Documents Needed by the School**

Upon enrolling at KIPP Academy Elementary the following documents must be submitted for each student to your School Operations Administrator:

* Registration Form
* Emergency Form (given two times a year – update if you move)
* Lunch Forms
* Copy of Birth Certificate
* Proof of Address (Copy of a Phone Bill, Electric Bill, Lease, Gas Bill, etc.)
* Immunization Records/Health Records
* IEP (individualized Educational Plan)/504 Accommodations (if applicable)
* Home Language Survey (if applicable)

**Food Services**

**Costs**

All families must fill out a federal free/reduced lunch form in September. Families that qualify will receive free/reduced pricing for lunch. The full price for lunch is $1.50 and is subject to change as New York City Department of Education policies change.

**Meals**

Breakfast is optional each morning from Monday – Friday for all students. Breakfast will be served between 7:30 A.M. – 7:45 A.M.

Lunch will be provided Monday – Friday for all students at no cost. Families are encouraged to send a bag lunch, if your child frequently chooses not to eat the school lunch offered. The school will be unable to assume responsibility for refrigerating or warming lunch brought from home.

On Monday, Tuesday, Thursday, and Friday snack will be provided. In terms of other foods/beverages that are permitted at school, students are encouraged to bring water, 100% juice, fruits, and healthy snacks. Any unhealthy food or beverage options (i.e. cookies, coffee, hot chocolate, donuts, soda, drinks that are not 100% juice, etc.) are not permitted.

Lastly, please inform the school if your child has any food allergies.We also ask that you inform the school if your child will not eat the school breakfast and/or lunch on a regular basis.

**Transportation**

We believe that “our children are always ours” and we take their safety seriously even when they are not in the school building. KIPPsters are expected to live up to high expectations, even when their families and teachers are not present. We appreciate your support in recognizing that the bus and the subway are important times to think about safety. In the event that there are safety issues with any students traveling to or from school, we will consider any action necessary to keep our children safe. In some cases, we may ask for families to pick up or drop off their children at particular times. We understand this decision might create travel difficulty for you; however, we need every student to adhere to behavior expectations for their own safety as well as the safety of everyone else. Disciplinary actions may occur even though the students are not on school property.

Students living more than ½ mile in distance from the school, but less than 1 mile, will receive a Reduced-fare Metro Card for public transportation. Students living greater than 1 mile from the school will receive a Full-fare Metro Card for public transportation. It is each student’s responsibility to hold onto the Metro Card. Students will receive a transportation pass the Friday prior to Saturday school. Parents are expected to pick up or make special arrangements for students remaining after school for Reflection/Work Hard Academy, tutoring, or special activities.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up 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. Please speak to School Operations staff if you have any concerns.

**Arrival and Dismissal**

**Arrival**

Students and families must remain outside the building until 7:30 A.M. Students must arrive between 7:30 A.M. to 8 A.M. All students will enter the school through the main entrance. Students arriving after 8:01 A.M. are considered tardy. Upon entering the building, parents must sign in with the Schools Operations Manager at the School Safety desk or in the Main Office.

**Dismissal**

From August 21st – September 1st, families are responsible for picking up students promptly at 1:30pm. Starting on September 5th, every Monday, Tuesday, Thursday, and Friday, families are responsible for picking up students promptly at 4:15 pm. On Wednesday, the school day ends at 1:30 pm.

All students will be dismissed outside with the exception of the kindergarten students.

* Kindergarten – 1st floor classrooms. Parents may enter through the main entrance.
* 1st and 2nd graders – Please go down the stairs located to the left of the main entrance to the B-level landing. Your child will be lined up beside the walls.
* 3rd and 4th graders – Pick up your child from the main exterior entrance.

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

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 the School Operations staff if there are any concerns.

If your child remains at school for more than **30 minutes** after dismissal time on any school day, KIPP Academy 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**

Field lessons are one of the many ways we both provide students with new learning experiences, and reward students who are doing the right things. Students must earn field lessons through excellent attendance, effort, completed homework, and behavior. While some field lessons are experiential and open to all KIPPsters who demonstrate appropriate levels of safe behavior, earned *field lessons maybe taken away from students who do not earn them based on attendance, effort, homework, and behavior. Otherwise, trip attendance will be required.*

**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**

**Uniform**

All KIPP Academy Elementary School students are required to wear the complete uniform every day. In keeping with our commitment to excellence we want to make sure students come to school every day ready to grow their brains, and take their education seriously. Therefore, our KIPPsters come to school ready to work and looking professional. *All students must adhere to the dress code at all times. Failure to adhere to the dress code, can result in child sitting in main office until someone comes to bring them clothing that adheres to the policy. There will be no exceptions.*

**Monday-Thursday**

**Tops:**

* All students must wear the appropriate red short or long sleeve polo from Lands’ End only. The KAES cardigan may be worn over any polo at any time.

**All uniforms can be purchased in the KAES store on the Lands’ End website—Preferred School Number 900183104**

* All KIPP polo’s must be tucked in at ALL TIMES
* If students wear a long sleeve shirt under their short sleeve polo it must be white or navy blue ONLY
* Students may not wear sleeveless or cut-off shirts, blouses or dresses

**Bottoms:**

* Lands’ End navy blue pants or shorts (shorts may only be worn if the weather is 85 degrees). May purchase from any vendor, but the shade of navy blue must be identical to Lands’ End.
* Lands’ End navy blue skirts (shorts MUST be worn under all skirts). May purchase from any vendor, but the shade of navy blue must be identical to Lands’ End.
* All pants and shorts must be accompanied with an all-black, all-navy blue or all-brown belt. (The belt may not have a large buckle and there may not be any designs on the belt).
* Girls may wear the navy blue Lands’ End KAES jumper. There are two options for jumpers on the website (Girls may **not** wear a jumper that is not KAES).
* All skirts and shorts must be knee length.

**Shoes:**

* All shoes must be **all** black or **all** brown this includes the soles and any designs on the shoes. Students may wear all black or brown sneakers or boots.
* If student does not know how to tie their shoes, they must have Velcro or slide on shoes. If students are hurt due to untied shoelaces, KAES will not be liable
* Snow/rain boots may be worn, but must be changed once a student arrives at school.
* Shoes that expose toes, heels, and wedges are **not** permitted
  + **Websites where you can find all black and brown shoes $10 and up.**
    - **Payless.com**
    - **Finishline.com**
    - **Footaction.com**
    - **Footlocker.com**

**Socks:**

* All white, red or navy blue socks only
* No designs on socks
* Girls tights must be all white, red or navy blue

**Friday- Dress Down Day**

* Student’s may wear the regular uniform
* Any KAES t-shirt
* Jeans (no rips, no holes, if they are shorts, they must be at least knee length)
* Tan, black, blue or brown pants or shorts (at least knee length)
* KAES Hoodies
* Long sleeve polo’s from previous years
* College shirts

**Accessories:**

For safety reasons the following applies-

* Only small short chained necklaces that can be worn under students shirts
* Studded earrings only (no hoops or large earrings may be worn)
* No bracelets may be worn
* No rings
* Nail polish that is distracting. If the polish becomes a distraction it will be removed by office staff
* No fake nails, hair clips, no hats, caps, do-rags, or other head covering in school (except in the case of religious observance)
* No make-up, contacts, or hair with multiple colors. (Students may use colorless lip moisturizer. As with any items, these may be taken away for inappropriate and excessive use)

*\*Please note the school will NOT provide loaner clothing for any reason whatsoever. It is imperative that you send 2 full change of clothes to school for your child in case of an accident. There are no exceptions to this rule.*

**Consequences for Uniform Violations**

Any accessory or article of clothing that becomes a distraction will be sent home with a note and will become a dress code violation if it is worn or brought back to school;

* Students who attend school dressed improperly will be required to call their parents/guardians to bring clothes meeting dress code requirements. No student will be admitted to class if not in proper uniform
* Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.

**All students who are not in the entire uniform and parents do not bring the proper clothing will attend after school detention and will miss that days recess.**

* *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 must wear shorts under their skirts as all students will be required to sit on the carpet with their legs crossed.*
* *Students* ***may*** *wear sneakers to school. Sneakers should not have wheels 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.*
* *All students must keep 2 extra changes of clothes at school (uniform tee shirt, pants, socks and underwear in a labeled bag) in case of a spill or bathroom accident.*

**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 must have the following vaccinations:

|  |  |  |
| --- | --- | --- |
| **Vaccine** | **Kindergarten** | **Grade 1-5** |
| DTaP/DTP/Tdap | 4 to 5 doses | 3 to 5 doses |
| Polio (IPV/OPV) | 3 to 4 doses | 3 to 4 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 Academy Elementary School must receive a certificate of immunization no later than **September 22, 2017**. 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. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. KIPP staff will call to verify all student absences. Please let School Operations Administrator know if there are any medical concerns or special circumstances of which we should be aware.

**Illness During School Hours**

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 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.

## Medication

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. KIPP Academy Elementary School strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office.

Medication may not be given without the completion of the **Medication Administration Form (MAF),** 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. Staff at the school are **NOT** authorized to administer medication.

The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it’s given to us for your child’s use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor’s office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their book bags. Adults should bring the medication to the main office. For further information on medication or any health related issues, please contact our School Operations Administrators.

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 (including food) and overall health, please let our School Operations staff know so that we provide your child with the necessary accommodations.

## 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 Academy Elementary is not financially liable for any emergency medical services.

**Counseling**

The Social Workers and Counselors at KIPP Academy Elementary School are available to help any student or parent address any social, emotional, or academic issue they may be facing. In addition, our social workers/counselors 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 one of our Social Workers please contact the Director of Social Work.
* Students are able to ask directly to speak with one of the social workers on staff
* 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 Academy 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 afterschool, lunch and recess detention, or withholding participating in a special event. We also try to reinforce positive student behaviors through tools such as our Character Growth Card and KIPP Circle.

Our staff is trained in techniques such as Collaborative Problem Solving, Therapeutic 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 the School Operations staff.

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 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.

**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.

**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 of 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.

**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 subjectto 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.

**Expulsion: Permanent Removal from KIPP and Transfer to another Setting**

KIPP is committed to continuing to work with students who have engaged in conduct which leads to long-term suspension. Alternative instruction will be provided during the period of suspension and efforts will be made to successfully transition the student back to the School community after the period of suspension is concluded.

If, however, a student during the period of long-term suspension or after he or she has returned to school following a long-term suspension engages in additional acts which threaten the safety of individuals in the school community, the Superintendent of Schools may initiate procedures leading to expulsion of the student and permanent separation from the KIPP community.

Cases which may trigger the Hearing Officer’s recommendation of expulsion would include suspensions for weapons, gangs, sexual assault, extreme acts of violence against a person, and repeated drug offenses that harm the school community.

**Procedures for Expulsion**

Procedures for Long-term suspension will be followed, but if the Principal/Designee determines that long-term suspension may be warranted and that such suspension will be the second long-term suspension for the Student, a finding of guilt by a hearing officer may result in a recommendation for expulsion. Written notice of the charges and hearing procedures will advise Parents and Student that the hearing may result in such recommendation.

At the hearing, the student shall have the right to:

1. Be represented by counsel;
2. Confront and cross-examine witnesses supporting the charge; and
3. Call her or his own witnesses to verify her/his version of the incident.

If the Parent is dissatisfied with the determination of the hearing, the Parent can use the complaint procedure described below to appeal from this determination.

The Superintendent or other Hearing Officer may, upon a finding of guilt, recommend to the Board of Trustees that the student be immediately suspended for the balance of the school year and, in addition, permanently expelled. The final decision concerning expulsion, based upon a review of the record of the proceedings and the Student’s past disciplinary history, will be made by the Trustees in Executive Session at a Regular or Special Meeting of the Board. Pending review of the Expulsion recommendation, the Student will remain on long-term suspension.

**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 Academy Elementary School will 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 our Dean of Special Education.

**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.

**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 School Operations staff.

**MANDATED REPORTERS**

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP Academy 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.

**SPECIAL RULES RELATING TO THE DIGNITY FOR ALL STUDENTS ACT (DASA)**

Upon receipt of a report of a material incident of harassment, bullying, and/or discrimination, the Principal shall take prompt action to intervene. Intervention may include one or more of the following:

1. Initiating disciplinary proceedings, as above, and/or engaging the student who has done the bullying in a reflective activity such as writing a statement about the misbehavior and how it might affect others;
2. Providing supportive intervention and mediation to assist in conflict resolution;
3. Assigning adult mentors to the student who has been bullied and to the student who was responsible for the conduct;
4. Arranging class discussions or school meetings to re-emphasize behavioral expectations; and/or
5. Referring any student who has been a victim of bullying to counseling; notifying parents of all students involved.

Retaliation against any student or teacher who reports or assists in the investigation of harassment, bullying or discrimination is strictly prohibited and will be subject to disciplinary measures.

KIPP Academy Elementary will provide training to staff each year on DASA and its zero tolerance policy against harassment, discrimination, or bullying.

**COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES**

Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP Academy Elementary 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.

*Charter Authorizers:*

For KIPP STAR, KIPP AMP, KIPP Infinity and KIPP Washington Heights Charters, please contact NYS Education Department, Charter School Office, 89 Washington Avenue, Albany, NY 12234 (or via email: charterschools@nysed.gov)

For KIPP Academy please contact NYC DOE, Charter School Office, 52 Chambers Street, Room 413, New York, NY 10007 (or via email: charterschools@schools.nyc.gov)

August 23, 2017

Parent and School Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), parent of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name), in the \_\_\_\_\_\_grade, have read and agreed to all items listed in the KAES 2017-2018 handbook. I am aware that as a team and family it is important to be abreast of the policies and procedures of the school. If at any time I have questions or concerns, I will reach out to the main office so I can be directed to the correct person to speak with.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature Date