KIPP Academy Elementary

Grow Your Dreams

2016-2017

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Principal: Tyritia Groves

Dear Families,

Welcome to the 2016-2017 school 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 college.

KAES is super excited to dive in, especially off of the good news that our 3rd and 4th test scores grew from the year prior. Please see below for our growth data, which is absolutely amazing. The percentage represents the percentage of students who scored within the given range.

MATH	**3RD Grade**	**4th Grade**
	Scored 3 or 4	***Scored 3 or 4***
2014-2015	*55%*	*46%*
2015-2016	*65%*	*57%*
Increase	***10%***	***11%***

We also had an 8% decrease with student who scored a 1 in 3rd grade Math from the year prior

ELA	**3RD Grade**	**4th Grade**
	Scored 3or 4	***Scored 3 or 4***
2014-2015	*27%*	*18%*
2015-2016	*18%*	*47%*
Increase	***19%***	***29%***

We had a 9% decrease inn3rd grade and a 14% decrease in 4th grade with students who scored a 1 in ELA from the year prior.

I am so proud of the staff, students and parents, who all worked very hard to make this possible. We are going into this school year believing the changes we made last year were for the better as the data shows we are moving in the right direction. I am very optimistic that we can continue to see these numbers go up and ensuring we are fulfilling the promise we made to all of you, that your child will be given the education they need in order to succeed and go to and through college.

*We are not resting, we are moving forward. 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 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 22nd.
- 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.

X _____

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 22nd
- 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.

X _____

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 22nd.
- 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.

X _____

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)

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!

MEET THE KIPP STAFF

PRINCIPAL

Tyritia Groves, Principal

TGroves@kippnyc.org

917-450-6807

DEANS

Chloe Moryl, Dean

CMoryl@kippnyc.org

646-612-0065

Kesete Thompkins, Dean

KThompkins@kippnyc.org

646-887-4140

SOCIAL WORK TEAM

Emily Collado, Social Worker

ECollado@kippnyc.org

917-263-1524

Gloribell Mercado-Lopez, Social Worker

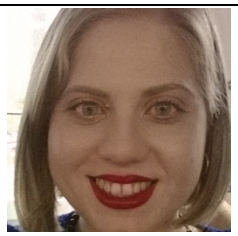
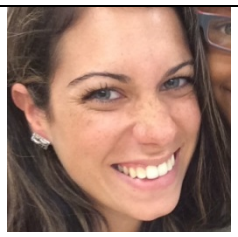
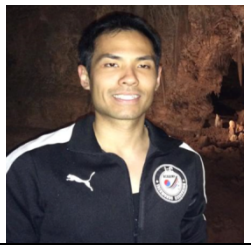
GMercado@kippnyc.org

646-218-2150

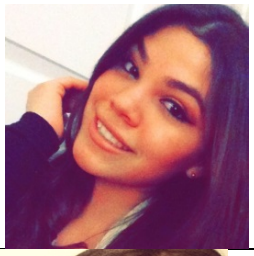
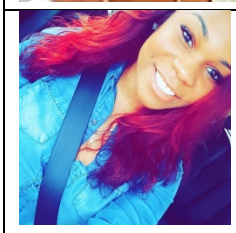
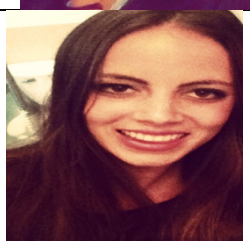
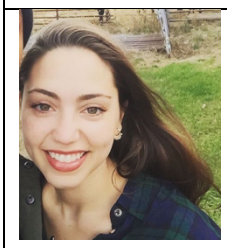
OPERATIONS

	Melanie Babalola, Director of Operations MBabalola@kippnyc.org 646-618-2145		Ilka Brito Santana, School Operations Administrator IBritoSantana@kippnyc.org 646-771-1307
	Leslie Hawkins, School Operations Administrator LHawkins@kippnyc.org 917-263-1528		

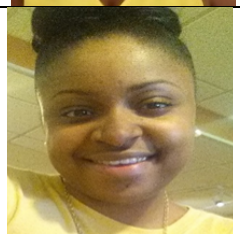
STUDENT SUPPORT SERVICES

	Danielle Estrada Perez, Dean of Student Support Services DPerez@kippnyc.org 917-263-1517		Brittany Padilla, Teacher BPadilla@kippnyc.org 646-784-5484
	Nestor Pura, Teacher NPura@kippnyc.org 551-208-4827		Jessica Butler, Speech and Language Therapist JButler@kippny.org 917-858-0004

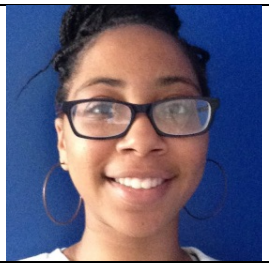
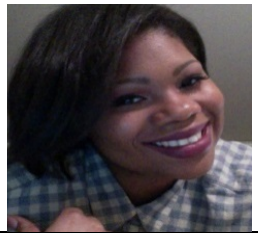
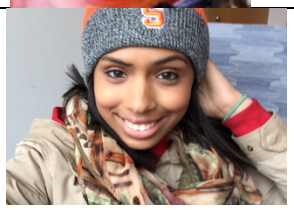
KINDERGARTEN

Laura Rivero, Kindergarten Grade Team Leader LRivero@kippnyc.org 917-921-8649	 Karolina Redrovan, Teacher KRedrovan@kippnyc.org 646-630-6938
 Sharika Buckle, Teacher SBuckle@kippnyc.org 646-618-2147	 Isabel Shapiro, Teacher IShapiro@kippnyc.org 646-891-6750
 Olivia Kerr, Teacher OKerr@kippnyc.org 646-599-0327	Carla Martinez, Teacher CaMartinez@kippnyc.org 646-847-6250

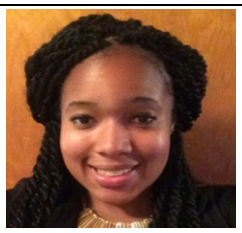
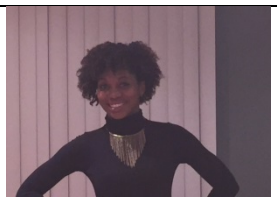
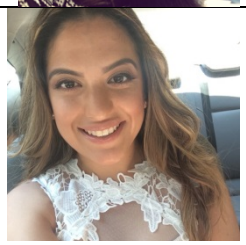
1ST GRADE

	Christine Perera, 1st Grade Team Leader CPerera@kippnyc.org 646-634-3096		Gail Parris, Teacher GParris@kippnyc.org 347-592-7198
	Ashanti Bennett, Teacher ABennett@kippnyc.org 646-832-0164		Ashley Padgett, Teacher AKramer@kippnyc.org 646-784-3547
	Kishma Rogers, Teacher KRogers@kippnyc.org 917-952-2651		Genesis Vallejo, Teacher GVallejo@kippnyc.org 646-647-0581

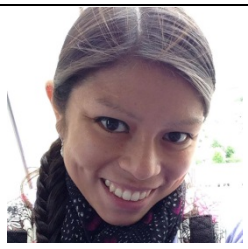
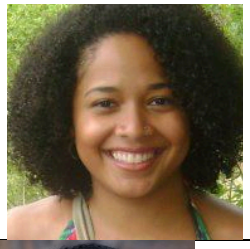
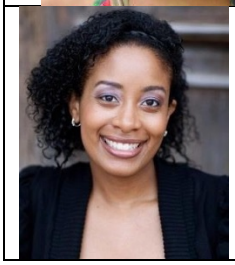
2ND GRADE

	Victor Flores, 2nd Grade Team Leader VFlores@kippnyc.org 646-634-3367		Kennequa Carlton, Teacher KCarlton@kippnyc.org 917-902-0158
	Edwin Garcia, Teacher EGarcia@kippnyc.org 646-634-3263		Kara Burnett, Teacher EBergeron@kippnyc.org 646-532-9490
	Tanique McLean, Teacher TMclean@kippnyc.org 646-847-6318		Arlyn Liriano, Teacher ALiriano@kippnyc.org 646-618-2146

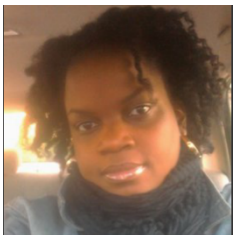
3RD GRADE

Anna Moffett-Thompson, 3rd Grade Team Leader AMoffett@kippnyc.org 646-588-9503	 Takiya Taylor, Teacher TTaylor@kippnyc.org 914-837-6928
Jodi Kaur, Teacher PKaur@kippnyc.org 646-634-3365	 Janelle Duckett, Teacher JDuckett@kippnyc.org 646-618-2149
 Katherine Anderson, Teacher KMunoz@kippnyc.org 646-647-0589	

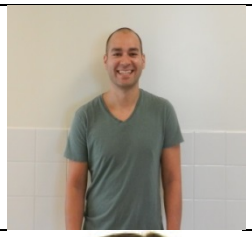
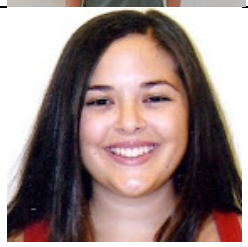
4TH GRADE

Anissa Jones, 4th Grade Team Leader AnJones@kippnyc.org 646-887-4141	 Nicola Burrow, Teacher NBurrow@kippnyc.org 646-630-2649
 Nancy De Leon, Teacher NDeLeon@kippnyc.org 646-630-6936	Jordy Frias, Teacher JFrias@kippnyc.org 917-923-8108
 Crystal Kerr, Teacher CKerr@kippnyc.org 917-887-2102	Marisa Legato, Teacher MLegato@kippnyc.org 646-618-2151

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

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 the most of the day with your child**,** therefore please reach out to them for most questions. If they cannot assist you, the Grade Team Leaders can provide guidance. If issues persist, please arrange 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	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

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

KIPP ACADEMY ELEMENTARY SCHOOL CALENDAR 2016-17

AUGUST

August 19th	Family Survey Day, 8am-1pm
August 22nd	First Day of School for K-1
August 24th	First Day of School for 2 -4

SEPTEMBER

September TBD	**Back to School Night - MANDATORY**
September 5th	**Labor Day (SCHOOL CLOSED)**
September 6th	**First FULL day of school—Full Curriculum Begin**
September 12th	**Eid-al-Fitr (SCHOOL CLOSED)**
September 16th	Coffee & Conversations
September 19th- 30th	MAP testing window for NEW ES students
September 22nd	Dad bring your child to school day
September 28th	Parent Charter Rally

OCTOBER

October 3rd	**Rosh Hashanah (SCHOOL CLOSED)**
October 4th	Parent Rally Rain Date
October 4th	Parent Curriculum Night 5pm-6pm
October 7th	Latino Heritage Celebration
October 7th	**Q1 Progress Reports Distributed**
October 12th	**Yom Kippur (SCHOOL CLOSED)**
October 14th	Coffee & Conversations
October 14th	**Q1 Signed Progress Report Due**
October 28th	**Literacy Day Parade**
October 31st	**Professional Development Day (NO SCHOOL for STUDENTS)**

NOVEMBER

November 4th	Quarter 1 Ends
November 11th	Veteran's Day (**NO SCHOOL FOR STUDENTS)**
November 12th	Family Feast and Staff/Family Basketball Tournament
November 14th	Q1 Awards Ceremony K – 2
November 15th	Q1 Awards Ceremony 3 – 4
November 16th	**Q1 Report Card Day**
November 18th	Coffee and Conversations
November 21st – 25th	**THANKSGIVING RECESS (SCHOOL CLOSED)**
November 28th	Students Return To School

DECEMBER

December 1st	**Lottery Opens**
December 16th	Coffee & Conversations
December 16th	**Q2 Progress Reports Distributed**
December 22nd –January 3rd	**Winter Break (SCHOOL CLOSE)**

JANUARY

January 3rd	**Professional Development Day (NO SCHOOL for Students)**
January 4th	School Begins Again for Students
January 4th	**Q2 Signed Progress Reports Due**

January 10th	Parent Curriculum Night 5pm-6pm
January 16th	**MLK Day (SCHOOL CLOSED. No School)**
January 20th	Coffee & Conversations
January 27th	Quarter 2 Ends

FEBRUARY

February 8th	**Q2 Report Card Day**
February 10th	Coffee & Conversations
February 14th	Friendship Dance
February 15th	**Q2 Awards Ceremony K-2**
February 16th	**Q2 Awards Ceremony 3-4**
February 17th	**Professional Development—No School for Students**
February 20th-24th	**MID-WINTER BREAK (SCHOOL CLOSED. No School)**
February 27th	Students return to school

MARCH

March 1st	Wacky Tacky Day
March 3rd	Black History Month Celebration
March 3rd	Dr. Seuss Day (Read Across America Day)-Pajama Day
March 8th	What I want To Be When I Grow Up Day
March 10th	**Q3 Progress Reports Distributed**
March 10th	Coffee & Conversation
March 14th	Pi Day
March 17th	**Signed Progress Report Due**
March 18th	**ELA Saturday School (3rd & 4th Grade ONLY)**
March 22nd	Twin Day
March 23rd	Test Prep meeting with 3rd and 4th grade parents
March 24th	Woman History Month Celebration (K-2)
March 25th	**ELA Saturday School (3rd & 4th Grade ONLY)**
March 27th	State Test Pep-Rally
March 28th -30th	**ELA NY State Test (3rd & 4th Grade ONLY)**

APRIL

April 3rd -5th	ELA Make-Up Test
April 7th	3rd Quarter Ends
April 10th- 14th	**SPRING BREAK (SCHOOL CLOSED. No School)**
April 17th	Students return to school
April 21st	Coffee & Conversation
April 22nd	**Math Saturday School (3rd & 4th Grade ONLY)**
April 26th	**Q3 Report Card Day**
April 29th	**Math Saturday School (3rd & 4th Grade ONLY)**

MAY

May 2nd – 4th	**Math NY State Test (3rd & 4th Grade ONLY)**
May 3rd	**Q3 Awards Ceremony K – 2**
May 5th	**Q3 Awards Ceremony 3 – 4**
May 8th-10th	Math State Test Make Up
May 10th	Mom Bring Your Child to School Day
May 17th	Field Day
May 19th	**Q4 Progress Reports Distributed**
May 19th	Coffee & Conversations (Last one for the year)
May 24th – June 2nd	**NY State Performance Science Exam (4th Grade ONLY)**

May 26th	**Q4 Signed Progress Reports Due**
May 27th	MAP Test Begins
May 29th	**Memorial Day (SCHOOL CLOSED. No School)**
May 31st	Enrollment Night for NEW incoming K students

JUNE

June 1st	Enrollment Night for NEW incoming K students
June 5th	**NY State Written Science Exam (4th Grade ONLY)**
June 7th	4th Grade Dance
June 10th	KAES Carnival/ Enrollment Night for NEW incoming K students
June 15th-16th	4th Grade Overnight Trip
June 21st	**End of Year Awards Ceremony K-3 Last Day of School**
June 22nd	**End of Year Awards Ceremony 4th Grade (Last day of school)**

NOTE: Summer School 2017 **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.

A) Student and Staff Holidays

Labor Day	September 5th
Eid al-Fitr	September 12th
Rosh Hashanah	October 3rd
Yom Kippur	October 12th
Thanksgiving Recess	November 21st – 25th
Winter Recess	December 22nd – January 3rd
MLK Day	January 16th
Mid-Winter Break	February 20th – 24th
Spring Recess	April 10th – 14th
Memorial Day	May 29th

B) Professional Development Days for Staff (NO SCHOOL FOR STUDENTS)

October 31st
November 11th
January 3rd
February 8th
February 17th

C) Report Card Days – FAMILY ATTENDANCE MANDATORY

November 16th
February 8th
April 26th

D) **Major KAES School Events (FAMILY ATTENDANCE MANDATORY)**

August 19- Family Survey Day
September TBD-Back to School Day
December TBD-Winter Show for K – 2nd Grade ONLY
December TBD-Winter Show for 3rd – 4th Grade ONLY
Summer Homework Meeting **TBD**

June 21-End of Year Awards Ceremony for K – 3rd Grade ONLY (LAST DAY of SCHOOL)
June 22-End of Year Awards Ceremony 4th Grade ONLY (LAST DAY of SCHOOL)

Start/End Dates

School will begin for all students on August 22nd. Sessions will last from 8:00A.M. – 1:30P.M. The last day for students will be Thursday, June 22nd, 2017.

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 from 9:00am – 12:30pm 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).

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's note: Illness for 3 or more days (by next business day) **With a parent note:** Up to 2 days of illness Death in the family Required court appearance 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.

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 22, 2016 – November 4, 2016	October 7, 2016	November 16, 2016
Quarter 2	November 7, 2016 – January 27, 2017	December 18, 2017	February 8, 2017
Quarter 3	January 30, 2017 – April 7, 2017	March 10, 2017	April 26, 2017
Quarter 4	April 10, 2017 – June 22, 2017	N/A	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 Administrator at the School Safety desk or in the Main Office.

Dismissal

On Monday through Tuesday and Thursday through 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 as follows:

- Kindergarten – 1st floor classrooms. Parents may enter through the Main Entrance.
- 1st – Cafeteria. Please go down the stairs to the left of the main entrance and enter through the Northern entrance of the cafeteria.
- 2nd – C-level classrooms. To access the C-level classrooms, please go down the stairs located to the left of the main entrance, walk passed the cafeteria doors, and the entrance will be located on your left.
- 3rd – Gym. To access the Gym please go down the stairs to the left of the main entrance and enter through the Northern entrance of the cafeteria. Walk through the cafeteria to access the Gym.
- 4th – Gym. Please see details above.

Ten 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 one hour 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 grade color short or long sleeve polo only. The KAES cardigan may be worn over any polo at any time.

Polo Grade Colors

Kindergarten-Orange
1st- Green
2nd- Yellow
3rd- Red
4th- Purple

- All KIPP polo's must be tucked in at ALL TIMES
- Students may not wear sleeveless or cut-off shirts, blouses or dresses

Bottoms:

- Tan Khaki pants or shorts (shorts may only be worn if the weather is 85 degrees)
- Tan Khaki skirts (shorts MUST be worn under all skirts)

- All pants and shorts must be accompanied with an all-black, brown, or khaki belt. (The belt may not have a large buckle and there may not be any designs on the belt.)
- Girls may wear the tan KAES jumper. (Girls may **not** wear a jumper that is not KAES)

Shoes:

- All shoes must be all black or all brown. Students may wear all black or brown sneakers.
- If student does not know how to tie their shoes, they must have Velcro
- Snow/rain boots may be worn.
- Shoes that expose toes, heels, and wedges are not permitted

Friday's- Dress Down Days

- Student's may wear the regular uniform
- KAES t-shirts from their grade or below
- 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
- Shirts from any other KIPP school

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 will 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.

- *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.*

- *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 24, 2016**. 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 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.

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)