



2015-16 Team and Family Handbook



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Every KIPP STAR student will develop the character and academic 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.



Dear Team and Family,

If you are new to KIPP:STAR, welcome to our family! If you returning to us, welcome back, and thank you for your continued support and faith as we venture into another exciting school year. Since its start in 2003, KIPP:STAR has been dedicated to helping our students develop the character and academic skills necessary to succeed in high school, college, and the world beyond. We continue to work together to provide opportunities so that our children grow up to have happy, healthy, and successful lives.

This upcoming year is the 13th school year since STAR first opened its doors to 90 5th graders in 2003. These young men and women are now graduating from college... hard to believe how fast time has flown by! At that time, we were only the second KIPP school in the city. Now, we are one of five middle schools, five elementary schools, and an excellent high school with a top-notch, state-of-the-art facility. We are prepared and ready to work alongside you to see your children to and through college. These are truly exciting times, filled with possibilities, and we are glad that you are a part of our team and family.

We know this journey is never an easy one. We recognize that these efforts take tremendous discipline and dedication, which can only be achieved with the joint efforts of families, staff and, of course, our students themselves. In our commitment to open communication and access to information, we have prepared a handbook regarding the school's structure, attendance, schedule, culture, academics, among other pieces of helpful information. Hopefully, this handbook will serve as a useful resource to answer many questions you may have. Please keep it handy so that you may refer to it when necessary. And, as always, please feel free to call, text, email, or stop by and ask any questions you have. We always want to hear from you and know how things are going with your experience at STAR.

We look forward to an exciting and positive year! Once again, welcome to another year filled with successes, greatness, enthusiasm, love, and dedication. We hope to speak with each of you soon!

Faithfully,

Stacy Johnson and Joe Negrón
Proud Co-Principals of KIPP:STAR

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ABOUT KIPP:STAR

KIPP Mission

KIPP STAR'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 STAR is part of KIPP NYC which currently serves over 4,700 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 4:00 P.M. (Mon. - Fri.)
- We will come to KIPP on appropriate Saturdays.
- We will teach KIPP every day of the extended school year, which begins on August 17th.
- 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 7:25 A.M. (Mon. - Fri.), remain at KIPP until 4:00 P.M. (Mon. - Fri.) (1:30 P.M. on Wednesday), and make arrangements for our child to come to KIPP on appropriate Saturdays.
- We will ensure that our child attends every day of the extended school year, which begins on August 17th.
- 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: signing and returning paychecks, 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 7:25 A.M. (Mon. - Fri.).
- I will remain at KIPP until 4:00 P.M. (Mon. - Fri.) (1:30 P.M. on Wednesdays).
- I will come to KIPP on appropriate Saturdays.
- I will attend KIPP every day of the extended school year, which begins on August 17th.
- 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 KIPPSTAR Learns During Week 1

We are committed to reinforcing common standards of character and academic performance to create a sense of team and family. We believe that these ideas serve as a great foundation to be carried beyond the years at KIPP:STAR. 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.

- Work Hard, Be Nice
- We are a TEAM and a FAMILY
- "This is the room that has the kids who want to learn to read more books to build a better tomorrow."
- We leave a place cleaner than we found it.
- There are no shortcuts.
- SSLANT (**S**mile, **S**it Up, **L**isten, **A**sk and Answer Questions, **N**od your head, **T**rack the Speaker)
- PETSYS (**P**LEASE, **E**XCUSE ME, **T**HANK YOU, **S**ORRY, **Y**OU'RE WELCOME)
- Character Matters: Zest, Grit, Self-Control, Optimism, Curiosity, Social Intelligence, and Gratitude

KIPP STAR SONG

It started back in 2003
A charter school called KIPP STAR CP
It took a while to get use to the school
The chants, the slants, long days and all the rules.

Ten hours a day, five days a week.
Two hours of homework every night before sleep.
We've got a dream and college is the goal.
I feel it in my hands, my feet, and all through my soul!

We rock those tests climbing the mountain to college.
Knowledge is power and freedom and I want it.
No excuses, no half-steppin and no drama.
Hey you, grow up, save the drama for your mama!

We give our best, no less, we reach for the top.
Hardest working kids in Harlem can't be stopped.
Cuz we work hard (YEAH)
And be nice (YEAH)
We work H-A-R-D and be N-I-C-E
Work hard, be nice (YEAH)
Work hard, be nice (YEAH)

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!

SCHEDULE, CALENDAR, and ATTENDANCE

School Day Schedule

Starting in September, all students will start school at 7:25 AM and will remain until classes are dismissed at 4:00 PM, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30 PM. If you want your child to eat breakfast, you must arrive between 6:45 and 7:15 am.

Sample of a KIPPster's Daily Schedule

6:45 AM - 7:25 AM (Breakfast)

7:30 AM - 8:00 AM (Morning Meeting)

Our entire school starts the day together in the auditorium to build community and character.

8:00 AM - 4:00 PM (Core Academic Subjects)

Students are engaged in the standard curriculum areas of reading, writing, math, science, and social studies. During this time, students will also have a lunch period, advisory, and gym or music.

4:00 PM – 6:30 PM Afterschool

Students in 6th -8th grade can stay for tutoring, enrichment, and sports. Students in 5th grade can stay for tutoring from 4:00-5:00.

School Closings

If the NYC public schools close due to bad weather, KIPP: STAR 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.

School Calendar

Start/End Dates

Summer school is a critical time to get a head start on the coming school year and as a result all students at KIPP: STAR must attend school during the summer. Summer School will begin for all students on August 17th and ends on August 28th, and sessions last from 8:00 AM-2:00 PM. This year, school will resume for students on Tuesday, September 8, 2015. The last day for students will be Friday, June 24th, 2016.

Vacations/Holidays

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

Attendance

KIPP STAR students must arrive by 7:25 Monday through Friday, and remain at school until 4:00 p.m. (1:30 on Wednesdays). August hours will 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 7:25 AM.

Absences

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

If your child is going to miss school: Call Ms. Delgado-Perez as soon as possible. If your child is absent, Ms. Delgado-Perez 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)	Routine doctor’s appointments Please schedule for when school is not in session (ideally Wednesday afternoons after 1:30 PM)
With a parent note: Up to 2 days of illness Death in the family Required court appearance Religious holiday	Family vacation Bad weather Trouble with public transportation <i>Other reasons for absences may also be considered unexcused</i>

Support Policy for Absences

All absences and tardies are noted on paychecks and 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 STAR, 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 DOO
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 DOO
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 6:45 AM each morning. Students must arrive by 7:25 AM. **Students arriving even 1 minute after 7:25 AM are marked tardy.** If you know your student will be tardy, please call Ms. Delgado-Perez.

Students who are tardy will face the following consequences:

- 30 minutes of after school detention for each tardy
- After 15 tardies, the detention extends to one hour for each tardy

As is the case with student absences, 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.

ACADEMICS AND CHARACTER

Academic Expectations

Timing of Quarter System and Key Dates

	Timing	Progress Reports	Family Conferences
Quarter 1	Sept – Nov	October 2, 2015	November 18, 2015
Quarter 2	Nov – Jan	December 18, 2016	February 24, 2016
Quarter 3	Jan – Apr	March 11, 2016	Ma7 4, 2016
Quarter 4	Apr – Jun	N/A	N/A

The grading system for report cards is as follows:

Academic Scale	Character Scale
97 - 100 = A+	7 – Always
94 - 96 = A	6 – Very Often
90 - 93 = A-	5 – Often
87 - 89 = B+	4 – Sometimes
83 - 86 = B	3 – Rarely
80 - 82 = B-	2 - Very Rarely
77 - 79 = C+	1 - Almost Never
73 - 76 = C	
70- 72 = C-	
Below 70 = Failing	

- Honor Roll is all As and Bs, no Cs.
- Principal’s List is all As.

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
- Group Work/Projects
- Class work
- Homework
- Interim Assessments/ State exams
- Student Self-Assessment
- Peer Reviews
- Conferencing
- Journals/Learning Logs
- Meeting Reading Goals
- Portfolios
- Informal Observations
- Formal Observation (using criteria list)

Grading System

KIPP STAR issues report cards on a quarterly basis. Report cards will be directly linked to KIPP STAR'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. Teachers update grades weekly, and parents can access gradebooks online at any time.

Homework

A key part of the academic program of KIPP STAR 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 KIPPSTARS 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. HW helps students develop grit, self-control, desire, discipline and dedication – all of which are important tools for success.
- ✓ Homework is given every night and over all vacations.
- ✓ Homework is graded at least once per week and returned promptly.
- ✓ Every student is required to read independently each night and get their Reading Log signed each night.
- ✓ Homework is written in the student agenda each day. Parents are required to sign the agenda each night in fifth and sixth grade.
- ✓ Students who come to class with 2 or more incomplete homeworks or one missing homework will be required to attend lunch detention. Students missing more assignments than this will also be required to serve after school detention.
- ✓ HW Comments are logged on the weekly paychecks. Incomplete assignments are a \$1 deduction. Missing assignments are a \$3 deduction.
- ✓ Each day, students will turn in their homework folder to be checked. Parents will receive a phone call if a student is required to stay for detention.

Make-Up Work from Absence

Students who are absent are expected to call individual teachers to find out their assignments and make up the homework when they return to school. All missed, incomplete or incorrect work must be completed. It is the student's responsibility to check with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then s/he will have one day to make up any missed work. If at all possible, arrange for someone to pick up homework for the student or for a teammate to bring home the missed work.

Student Organization and Supplies

Organizational skills are taught to students in each of their academic classes. Students are given an agenda at the beginning of the school year to track their homework. When a student is absent, he or she will be able to get back on track as quickly as possible and begin making up missed work. Please check your child's agenda and sign off on completed homework assignments to ensure that s/he has successfully completed all assignments. In addition, we provide all student materials for a cost of \$30. This ensures that students have the same materials, making it easier for teachers to support organization, while still keeping costs low. If there is even a struggle with paying for materials, please let Ms. Johnson know.

Promotion

KIPP STAR 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: 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: 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: 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:STAR 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.
- 2 Hour Detention will be assigned after school.
- 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.
- Possible removal from Extracurricular Activities/Special Events/Sports teams for a period of time.

3rd Offense

- Out of school suspension will be assigned.
- Removal from Extracurricular Activities/Special Events/Sports team for the remainder of the quarter/season.
- 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.

Special Education

Special education is the wide array of services that KIPP:STAR provides to ensure that our students with diagnosed disabilities and exceptional needs achieve academic success and character development. These services are created to address the special needs of students as well as to meet the mandates of each student's Individual Education Plan (I.E.P). If you feel your child may need to be evaluated for Special Education, please contact Ms.Watson-George, our Special Education Coordinator. These services include, but are not limited to the following:

- Integrated Co-Teaching
- Small group instruction
- Special Education Teacher Support Services (SETSS)
- Testing accommodations and modifications
- Counseling and character development services
- Speech therapy
- Occupational therapy
- Physical therapy
- Remediation and academic intervention
- Teacher training and professional development in addressing the needs of exceptional learners

Academic Intervention

KIPP:STAR is committed to supporting the learning of all students. We have many academic interventions, such as:

- Read 180 reading intervention at all grade levels
- Extended Math and Reading classes
- Guided Reading
- DEAR (Drop Everything and Read) in every grade to support independent reading growth.
- Accelerated Reader computer testing to support reading comprehension and accountability
- Homework Academy during After School

Character Education

At KIPP:STAR, we believe that character is just as important as academics. We believe that certain character strengths are vital to the success of our children. In particular, we focus on grit, zest, self-control, social intelligence, optimism, curiosity, and gratitude. Research shows that these traits will help our children to accomplish their goals and lead healthy, happy lives. We support character development in the following ways:

- Summer School Morning Meetings: Character meetings for students during summer school
- Summer Culture Class: These classes teach skills such as leadership and how to avoid gossip.
- Advisory: These groups meet each week to support character and academic development.
- Songfest: every grade team ends the week with a celebration of character and accomplishments on Friday afternoon.
- Family Reunion: Once per month, the entire school gathers to celebrate character and accomplishments all together.
- Character Cup: At the Family Reunion, we recognize one grade for showing an example of outstanding character.
- Character Growth Card: Along with Report Cards, we provide a detailed report about how students are progressing with character development.

- School-wide discipline: We have one consistent system throughout our school to ensure fairness and accountability.
- J-Factor: We celebrate when students do good things with our trips, incentives, STAR Nights, Dean’s List, awards, auctions, and Leadership Groups.

SCHOOL-LEVEL POLICIES

Enrollment

Every year, beginning in the first week of January, KIPP STAR will begin accepting applications for our fifth – eighth grades for the following year. Admissions preference will be granted to siblings, and students receiving free or reduced lunch living in District 5 as a 2nd priority. The lottery will be held the first week of April.

Documents Needed by the School

Upon enrolling at KIPP:STAR, the following documents must be submitted for each student to Ms. Matias or Ms. Delgado-Perez:

- 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)

Dress Code

All KIPP:STAR students are required to wear the complete uniform every day.

1. KIPP STAR shirt: polo, t-shirt, or sweatshirt
 - Solid colored undershirts are permitted beneath a KIPP uniform shirt. Hoodies or non-KIPP sweatshirts/sweaters are not permitted over or under the KIPP shirt.
 - Students may NOT wear their current grade level shirt (5th: navy, 6th: maroon, 7th: gray, 8th: black) UNTIL the first shirt has been earned through excellent attendance and paycheck dollars.
 - Students ARE permitted to wear shirts from the previous grade level(s) at any time.
 - All shirts are to be tucked in and worn appropriately.
 - On **Fridays**, all students may wear other KIPP t-shirts (Harlem Heat athletic t-shirt, Super Reader Accelerated Reader T-Shirt, Little Dipper/North Star/Sirius Star Leadership T-Shirt, Principal’s List T-shirt, etc), or a college t-shirt tucked in to their khaki pants.

2. Khaki bottoms:

- Khaki bottoms can be pants (not cargo pants), shorts or skirts/ “skorts” (of appropriate length). Tights are allowed, but leggings are not.
- All pants must fit around the waist. **All students must wear a belt every day.** (Belts should be of appropriate size and nature (ie: no large-faced images or symbols which may pose as a distraction).
- Pants may not be excessively baggy and may not cover the shoes.
- Students may not wear jogging pants or sweat pants.
- Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or capris.
- 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 avoid wearing dresses or skirts that “ride up.” They have the option of wearing a slip underneath dresses or skirts.

3. Jewelry:

- For safety reasons the following jewelry the following jewelry restrictions apply:
 - Stud earrings only (no hoops, nothing that covers the lobe)
 - One watch and one tucked-in necklace are permitted.
 - NO rings, bracelets, and necklaces that are un-tucked or large are allowed.
- Inappropriate jewelry will be taken by an adult and locked up until the end of the day. Paycheck deductions will be taken.

4. Accessories:

- Students may not wear hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).
- Students cannot wear shoes that show their toes or heels.
- Expensive jewelry or large sums of money should not be brought to school. If it is necessary for students to carry more than \$20, the money should be given to a teacher for safekeeping.

Please use the Shirt Order Form to purchase any KIPP shirts that you would like. Please see Ms. Delgado-Perez for order forms.

Any uniform violations will receive a Level 2 uniform detention and paycheck deduction.

Paychecks

**“Good things happen when you do the right things.
Bad things happen when you do the wrong things.”**

One of the most important ways that you will be able to keep track of how your child is doing will be through a weekly personalized paycheck that will be given to students each Friday. This paycheck is used to give you a weekly idea of your child’s social and academic performance. All paychecks should be signed by a parent/guardian. Parents/guardians will be asked to review with their students, sign it to show that they have seen it, and then students will need to return them on the next day of school. Students must maintain a \$35 average to participate in special events and trips.

PAYCHECK DOLLAR AMOUNT	WHAT THE SCORE REFLECTS
35-40 KIPP dollars	an average week of school
40-44 KIPP dollars	a good week of school
45+ KIPP dollars	an excellent week of school

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 6:45 AM- 7:15 AM.

Lunch will be provided Monday – Friday for all students. 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.

Snacks 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 are not permitted. Cookies or chips should be in small, individual sized portions only. Candy, soda, gum, and sunflower seeds 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. KIPPSTARS 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 Ms. Johnson if you have any concerns.

Arrival and Dismissal

Arrival

Students and families must remain outside the building until 6:45 AM. Students must arrive between 6:45 AM and 7:25 AM. All students will enter the school through the lobby door. Students may not enter through P.S. 125. Students arriving after 7:25 AM are considered tardy.

Dismissal

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

If your child remains at school for more than one hour after dismissal time on any school day, KIPP:STAR 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 KIPPSTARS who demonstrate appropriate levels of safe behavior, earned field lessons maybe taken away from students who do not earn them. 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 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.

HEALTH AND SAFETY

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 turn in their phones and any other electronic devices during the school day. Phones will be locked in the lobby until dismissal. 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 and a parent must pick it up. KIPP STAR 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. If you need a message relayed to your child please call the school directly or a KIPP STAR staff member.

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

Immunizations

According to the New York State Public Health, all students need to be appropriately immunized and have a physical examination each year. If your child is 6th grade and is turning 11he/she should receive the TDAP shot.

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP: STAR must receive a certificate of immunization no later than **September 18, 2015**. These requirements can be waived only if a properly signed health or religious exemption is filed.

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 Ms. Delgado-Perez 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:STAR 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 nurse. For further information on medication or any health related issues, please contact Ms. Johnson.

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

Please notify Ms. Johnson if your child has any food allergies, 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:STAR is not financially liable for any emergency medical services.

We practice fire drills, lock downs, and shelter-ins throughout the year to be positive that all students and staff are prepared in the unlikely event of an emergency. We keep a visitors' log so that we can always be aware of who is in our building. We will make it our top priority to contact you in the event of an emergency. Please wait for us to reach out to you, as we will be busy keeping every child safe and cared for first. If you ever have any concerns about your child's safety, please do not hesitate to reach out to the Principals.

Counseling

The Social Workers and Counselors at KIPP:STAR 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 Mr. Pearsall.
- 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).

School-Wide Discipline

We believe that developing character is just as important as developing academics. This means helping our students to always make the best choices they can and always maintaining a school environment that is safe, respectful, and nurtures the learning of our kids. We have several school-wide systems to help ensure that we can maximize learning and joy each and every day. When a student is clear on the expectations and is not responding to 100% correction techniques, we administer consequences in the form of Levels.

Level 1: Paycheck Deduction: *If a student is not responding to whole class reminders and management, the student will receive a \$1 paycheck deduction.*

Level 2: Lunch Detention: *If a student continues to struggle to meet expectations, he/she will earn a Level 2, which includes a lunch detention and a \$3 paycheck deduction. *** If a student earns a level 2 detention after lunch, we will call home to have the student stay after school for 30 minutes. This is to ensure that each day is a fresh start and that no student earns a detention that cannot be served that same day.*

Level 3: After School Detention: *If a student continues to struggle, he/she will earn a Level 3, which includes 1 hour of after school detention and a \$5 paycheck deduction. During detention, students will SLANT, reflect, and work on homework from 4:30-5:30. Parents will be contacted.*

Level 4: Dean's Detention: *If a student's behavior continues to escalate, or if he/she engages in more serious behaviors such as playfighting, lying, cheating, plagiarism, cutting class, teasing, gossiping, or instigating an argument or fight, he/she will be placed on Dean's Detention for 90 minutes after school and a \$10 paycheck deduction.*

Level 5/6: In-School and Out-of-School Suspension: *If a student's behavior continues to escalate, or if he/she engages in more serious behavior outlined in our code of conduct. The student will be separated from his/her peers, complete a reflection, serve after school detention, and lose \$40 off their paycheck. A mandatory parent meeting will be held.*

MANDATORY LEGAL POLICIES

KIPP NYC Code of Conduct

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

KIPP STAR 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 and lunch 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 Paychecks.

Our staff are trained in techniques such as Collaborative Problem Solving and Therapeutic Crisis Intervention 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 our Deans: Ms. Tubbs, Mr. Pearsall, and Ms. Martinez.

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

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

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

Removal of Students from Classrooms by Teachers

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

Suspension

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

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

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

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

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 or if for any other reason, the student’s presence in the school causes a risk of continuing disruption or a risk of danger for the student or others, the Principal may direct that the alternative instruction be provided off-site.

Long Term Suspension: 10 days or More

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

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

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

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

Discipline for Students with Special Needs

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

In the case of a special education student, or a student who receives 504 accommodations, KIPP:STAR 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 Ms. Watson-George, our Director of Student Support Services.

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.

Internet Use Outside of School

At KIPP:STAR, we do not tolerate cyber bullying of any kind. We will hold students accountable in school for any inappropriate comments, messages or pictures that pertain to our students, alumni, staff members, former staff members, families, or our school posted on internet sites. Students will be subject to disciplinary action. Our top priority is to ensure the physical and emotional safety of our community at all times.

FERPA

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

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

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

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

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

Mandated Reporters

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

Complaints Submitted To The Board of Trustees

Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP:STAR 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.

COMMUNICATION AND INVOLVEMENT

Part of the success of KIPP STAR is the open communication between parents, students, and teachers. In an effort to help with this, we give all telephone numbers of KIPP STAR staff. Students and parents should feel free to call staff members for any reason. This is also a good chance to get help, if necessary, with homework. If you or your child is trying to call a teacher but they don’t answer, please leave a message explaining the reason for the call, your full name and telephone number and allow time to return your call. In addition, in the event of an emergency, please call Ms. Johnson directly at 646-241-0261.

Who Should I ask?

At times, you may have questions about KIPP STAR. Below is a quick list of common concerns and to whom you can ask for more information.

CONCERN	STAFF MEMBER
Lunch Forms, Emergency Forms, Immunization Records, etc	Ms. Matias (School Operations Manager)
I don't understand a paycheck comment.	Teacher who made the comment.
Lost bus pass	Ms. Matias (School Operations Manager)
Ordering KIPP shirt	Ms. Matias (School Operations Manager), Ms. Delgado-Perez (Office Assistant)
My child sees a therapist/psychotherapist/case worker	Ms. Randolph (Social Worker), Mr. Suriel (Social Worker), Ms. Wazeerud-Din (Social Worker)
I am interested in my child receiving counseling services	Ms. Randolph (Social Worker), Mr. Suriel (Social Worker), Ms. Wazeerud-Din (Social Worker)
I have concerns about my child's social adjustment.	Ms. Tubbs (5-6 th), Ms. Martinez (7 th), and Mr. Pearsall (8 th)
My child has an IEP/504 Accommodations.	Ms. Watson-George (Director of Student Support Services)
My child will be absent or late.	Ms. Delgado-Perez (Office Assistant)
I have concerns about a grade.	Teacher of the subject in question.
I have concerns about disciplinary action.	Ms. Martinez (Assistant Principal), Mr. Negron (Co-Principal)
I have overall concerns.	Ms. Johnson or Mr. Negron (Co-Principal)
I need a letter verifying that my child attends KIPP:STAR.	Ms. Matias (School Operations Manager), Ms. Delgado-Perez (Office Assistant)

Issues/Concerns

If there is an issue or concern, please first contact the teacher or staff member directly. If you are not satisfied with the result of that contact, please contact the Grade Team Leader. If you are still not satisfied, please contact the Assistant Principal, Ms. Martinez, or the Principals, Ms. Johnson or Mr. Negron. We will make sure that your concerns are addressed in a timely manner.

Methods of Communication

We utilize several methods of communication to reach out to families and keep them informed. These include phone calls, emails, text messages (if approved by the family), One Call (an automated phone message system), Power School (our online grading system), class websites, and the weekly paycheck and parent memo sent home with students the first day of every week. Please be on the lookout for communications from the school so that you are informed of all that is happening with our students.

Staff Contact List

See next page.

Name	Title	Email	Phone
Adams, Catherine	8th Learning Specialist	cadams@kipstar.org	205-381-0934
Andrew, Erica	5th Writing, ELA Instructional Coach	eandrew@kipstar.org	646-647-0618
Archibald, Decia	5th Reading/Nonfiction	darchibald@kipstar.org	646-630-6948
Barasch, Katie	5th and 6th Math Intervention	kbarasch@kipstar.org	917-902-6179
Cedano, Josue	8 th Grade Teaching Associate	jcedano@kipstar.org	
Charles, Matthew	7th Math	mcharles@kipstar.org	646-832-0155
Cole, Amysha	5th Learning Specialist, Team Leader	acole@kipstar.org	917-263-1564
Cruz, Giovanni	Empire Fellow	gcruz@kipstar.org	347-515-9317
Delgado-Perez, Lillian	School Operations Associate	ldelgado-perez@kipstar.org	646-647-0616
Douglas, Stacy	7th Science	sdouglas@kipstar.org	917-804-6839
Edwards, Diana	7th Writing	dedwards@kipstar.org	646-630-6947
Fairrow, Devin	8th Science	dfairrow@kipstar.org	646-832-0156
Gilliam, Lorenzo	Gym/Assistant Dean	lgilliam@kipstar.org	646-599-2845
Goodlett, Kristen	7th Grade Learning Specialist	kgoodlett@kipstar.org	646-832-0157
Griffin, Chrystal	ELA Instructional Coach	cgriffin@kipstar.org	248-345-6194
Griffith, Gerard	8 th History	ggriffith@kipinfinity.org	917-439-7217
Guerrero, Stacey	8th Math	sguerrero@kipstar.org	917-204-4984
Hageman, Bernadette	After-School Director	bhageman@kipstar.org	917-553-8590
Johnson, Stacy	Co-Principal, Operations	sjohnson@kipstar.org	646-241-0261
Jones, Crystal	8th Learning Specialist	cjones@kipstar.org	917-723-2651
Keough, Lauren	6th Reading, Team Leader	lkeough@kipstar.org	646-584-4723
Knight, Dawn	Math Instructional Coach	dknight@kipstar.org	857-488-0507
Mancini, Joe	5th Math	jmancini@kipstar.org	610-248-6472
Martinez, Carol	Assistant Principal	cmartinez@kipstar.org	917-697-8999
Matias, Christina	School Operations Manager	cmatias@kipstar.org	917-886-7742
Melvin, Simone	5th and 6th Learning Specialist	smelvin@kipstar.org	646-592-1290
Miskowski, Casey	8th ELA	cmiskowski@kipstar.org	646-647-0598
Negron, Joe	Co-Principal	jnegron@kipstar.org	917-455-4770
Newman, Maria	6th Writing	mnewman@kipstar.org	317-459-7705
Nishino, Ai	6th Math	anishino@kipstar.org	646-832-0158
Pearsall, Ranardo	Dean of Students	rpearsall@kipstar.org	917-701-4342
Pizzo, Alaria	6th Learning Specialist	apizzo@kipstar.org	203-496-9439
Randolph, Tamika	Social Worker	trandolph@kipstar.org	646-761-4802
Raysor, Lawrence	7th History	lraysor@kipstar.org	917-806-3014
Robinson, Leselle	Speech and Language	lrobinson@kipnyc.org	646 592-0464
Slivken, Scott	7th and 8th Math Intervention	sslivken@kipstar.org	646-832-0159
Soson, David	Music Teacher	dsoson@kipstar.org	
Stegner, Grant	7th Reading, Team Leader	gstegner@kipstar.org	917-263-1648
Suriel, David	Social Worker	dsuriel@kipstar.org	917-882-4868
Swaby, Brandon	Empire Fellow	bswaby@kipstar.org	917-796-3178
Tubbs, Chelsey	5th Reading, Dean of Students	ctubbs@kipstar.org	917-204-7791
Walcott, Larissa	6th Nonfiction	lwalcott@kipstar.org	646-647-0615
Watson-George, Auriel	Director of Student Support Services	awatson-george@kipstar.org	917-804-9786
Wazeerud-Din, Kamilah	Social Worker	kdin@kipstar.org	646-832-0160
Webb, Francie	7th Learning Specialist	fwebb@kipstar.org	917-536-5855
Yisrael, Khalif	School Safety	kyisrael@kipstar.org	917-858-0003
York, Chelsea	8th ELA, Team Leader	cyork@kipstar.org	917-696-3874

Family Involvement

One of the keys to the success of KIPP STAR is the strong working relationship between parents, teachers, and children. All KIPP families are welcome to visit the school at any time. In addition to phone conversations, school visits, home visits by staff, KIPP STAR also has quarterly conferences between parents, teachers and children. We send home our newsletter weekly to keep you informed. Below are some additional ways that parents can get involved. Please feel free to suggest any other ideas you might have.

- ☺ Join the KSTFA (KIPP STAR Team and Family Association, our parent group)
- ☺ Chaperone and participate in our community service activities
- ☺ Get involved in parent-literacy activities with your child
- ☺ Attend our family nights
- ☺ Attend student in-class performances (Poetry Night, publishing parties, cultural celebrations, and other's depending on specific classes)
- ☺ Attend quarterly awards ceremony and Honor Roll Breakfasts
- ☺ Chaperone school trips
- ☺ Patrol after-school to ensure safety of all of our children
- ☺ Attend parent-meetings with teaches
- ☺ Stop by the school to sit in on classes (no amount of time is too short☺)
- ☺ Invite us to your homes for home visits
- ☺ Sit in on panels
- ☺ Inform us of community events or activities we should be participating in
- ☺ Help with Picture Day
- ☺ Carpool with other families
- ☺ Attend parent-teacher conferences
- ☺ Attend Saturday School Workshops
- ☺ Cheer and support our sports teams (basketball, flag football, soccer)
- ☺ Call us anytime!
- ☺ And of course we are always available to sample the delicious home-cooked meals that your child rants and raves about! ☺

Acknowledgement of Receipt

Please sign below to confirm that you have received a copy of the 2015-16 KIPP:STAR Family Handbook. Please return just this page to school with your child. Thank you!

Signature: _____

Printed Name: _____

Parent/Guardian of Student:

Grade Level: _____

