

# KIPP

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## ACADEMY

FOUNDED 1995 · BRONX, NY

**2017-2018**

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Bronx, New York 10451  
718-665-3555

*Frank Corcoran, Principal*

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

Dear students, parents, and families of KIPP Academy,

In the spring of 1995, Dave Levin and I stood in front of a group of fifty-four students and their parents and made a promise to do whatever it takes to teach the character and academic skills needed for success in high school, college, and the competitive world beyond. Twenty-three years later, KIPP Academy has grown to serve more than 330 students, and the KIPP model has grown into a network of 200 schools across the nation. But at its core, KIPP Academy, the place where it all started, remains committed to the promise to do whatever it takes for its students to learn.

I have spent nearly half of my life at this little school in the Bronx, and in that time I have had the pleasure of watching generations of KIPP students go on to attend college, graduate, and find success in the professional world. Here, I am able to enjoy the special privilege of working alongside several of my former students, who have completed the journey to and through college, and who now teach at KIPP Academy. I feel fortunate to work with veteran teachers who know and understand our community and who know and understand what it takes to graduate from a competitive university.

I do not make promises lightly. Twenty-three years ago when I promised to do whatever it takes for my students to learn, I meant exactly that, and I have been keeping that promise for over two decades. As we enter the 2017-2018 school year, I would like to renew my promise to you. I promise to make myself available to parents and students and any concerns you may have. Please reach out to me if you ever have questions or concerns. I may not always be able to offer the solution that you would like to hear, but I promise to listen and do my best to help. Most of all, I promise to do whatever it takes for the students of KIPP academy to learn.

Sincerely,

Frank Corcoran

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## INTRODUCTION

### KIPP Mission

KIPP ACADEMY’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”)

#### Two Teachers. . . Two Classrooms. . . 54 Kids. . . One Promise

In the fall of 1995, Dave Levin and Frank Corcoran opened KIPP Academy in the South Bronx. From the beginning, KIPP – Knowledge Is Power Program – focused on developing character and academic skills. We promised to do whatever it took to help our students succeed, and we had an unrelenting focus on results. We offered an extended day and an extended year. We asked students and teachers to “Be Nice” and “Work Hard.” In 1998, KIPP Academy became the highest-performing public middle school in the Bronx, as measured by Math scores, English Language Arts scores, and attendance. And our success has grown. . .

### 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 from 7:15pm – 4:45pm (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 3:45 P.M on all days, except Wednesday which dismisses at 1:30 P.M. We will ensure our child attends 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 school year, which begins on August 22<sup>nd</sup>.
- 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 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: 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. 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 3:45 P.M on all days, except Wednesday which dismisses at 1:30 P.M.
- 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 22<sup>nd</sup> .
- 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 \_\_\_\_\_

**What KIPPsters BELIEVE**

*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. 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 - PETSYS (**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!

**What Room Is This?**

This is the room  
That has the kids  
Who want to learn  
To read more books  
To build a better tomorrow!

**SCHEDULE**

**School Day Schedule**

Starting in August, all students will start school at 7:30a.m. and will remain until classes are dismissed at 1:30p.m. Beginning in September, we will switch to a 3:45 PM dismissal on Monday, Tuesday, Thursday, and Friday, and 1:30p.m. on Wednesdays.

If you want your child to eat breakfast, you must arrive between 7:00a.m. and 7:15am.

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

**7:00 AM - 7:25 AM (Breakfast)**

**7:30 AM - 7:50AM (Morning Math)**

Students work independently and cooperatively on math, logic, and critical thinking skills through a variety of problem-solving activities.

**7:50 AM – 3:45PM (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 snack and lunch period.

**After 3:45 PM – 6:00 PM (Homework / Extra Tutoring / Afterschool/ Orchestra)**

Students may stay after school for homework help, extra tutoring, after-school and sports activities from 4:00pm through 6:00 pm Monday through Thursday.

**Start/End Dates**

School begins on August 21<sup>st</sup>, 2017.

The last day for students will be Thursday, June 21<sup>st</sup>, 2018.

**Vacations/Holidays**

2017

September 4 Labor Day  
21-22 Rosh Hashannah

October 30-31 Teacher PD – No school for students

November 20-24 Thanksgiving Break

December 21-31 Winter Break

January 1-2 Winter Break  
15 Martin Luther King’s Birthday  
29 Teacher PD – No school for students

**Vacations/Holidays (continued)**

2018

February 19-23 February Break

March 26-30 Spring Break

May 4 Teacher PD – No school for students  
28 Memorial Day

June 22 First Day of Summer Vacation

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**Saturday School**

On appropriate Saturdays, all KIPP Academy students are expected to attend Saturday school. Unless otherwise specified, students must continue to follow the standard KIPP Academy dress code on Saturdays. Lunch will be provided.

**School Closings**

If the NYC public schools close due to bad weather, KIPP Academy 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 students must arrive by 7:30a.m. Monday through Friday, and remain at school until 3:45 p.m. (1:30 on Wednesdays). On certain Saturdays, school will begin at 9:00 a.m. and end at 12:30 p.m. August hours will be from 7:30 – 1:30p.m. and the August school days are a part of the regular school year and attendance is mandatory. Any absences or tardies will be counted.

The ***Commitment to Excellence*** 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 7:30 a.m

**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. Miranda or Mr. Corcoran as soon as possible. If your child is absent, we will follow up with a phone call that morning.

EXCUSED	UNEXCUSED
<p><b>With a doctor’s note:</b> Illness for 3 or more days (by next school day)</p> <p><b>With a parent note:</b> Up to 2 days of illness Death in the family Required court appearance Religious holiday</p>	<p>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 <i>Other reasons for absences may also be considered unexcused</i></p>

**Support Policy for Absences**

All absences and tardies are noted on report cards and affect paychecks. 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 quality of student’s grades.

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

Cumulative Number Of Absences	Action Step	School Point Person
<b>3 Unexcused Absences</b>	Phone call and conversation with parent/guardian.	School Operations Administrator
	Review attendance policy.	
<b>5 Unexcused Absences</b>	Phone call, letter sent home	Counselor
<b>8 Total Absences (Excused + Unexcused)</b>	Parent is contacted for meeting with Dean or Director of Operations	Counselor
	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.	
<b>10 Total Absences (Excused + Unexcused)</b>	<p>Parent is contacted for a meeting with Principal/Designee.</p> <p>Attendance plan is updated or revised.</p> <p>Promotion in Doubt conversation is held and letter is signed by parent/guardian</p>	Principal/Counselor
<b>15 Total Absences (Excused + Unexcused)</b>	<p>Parent is contacted for meeting with Principal. Student is at greater risk of holdover.</p> <p>Attendance plan is updated or revised.</p>	Principal/Counselor
<b>20+ Total Absences (Excused + Unexcused)</b>	<p>The individualized attendance plan will be revisited.</p> <p>NYC Administration of Children Services may be contacted if staff determines that the child is experiencing educational neglect.</p>	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.

❖ 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 7:00 AM each morning. Students must arrive by 7:30 AM. **Students arriving even 1 minute after 7:30AM are marked tardy.** If you know your student will be tardy, please call Ms. Nieves or Mr. Corcoran.

Students who are tardy will face the following consequences:

- Any unexcused lateness will result in lunch/recess detention in which a student must write a reflective statement.

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 several 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. 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**

	<b>Timing</b>	<b>Report Card Conferences</b>
Quarter 1	Aug 21 – Oct 27	November 8, 2017
Quarter 2	Nov 1 – Jan 26	February 7, 2018
Quarter 3	Jan 30 – Apr 20	April 25, 2018
Quarter 4	Apr 23 – Jun 21	N/A

**Grading System**

KIPP Academy issues report cards on a quarterly basis. Report cards will be directly linked to KIPP Academy'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 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 Homework Points**

*There are many points we review with students. Below are constant messages we send to our KIPPsters as we reinforce the importance of homework. Please review with your child and continue to reinforce accurate, thorough and timely completion of homework. As always students 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 POLICIES:** Schools may choose to supplement the policy with additional key points or consequences associated with failure to complete homework. Examples include:

- ✓ *Students who come to class with no homework, and who have not received permission from the teacher or authorized staff member, will receive a No Homework on their paycheck and may be required to attend Effort Academy on that day from 3:45pm to 4:45pm.*
- ✓ *HW Comments are logged on the weekly paychecks. Paychecks, a weekly log of student behavioral and academic performance, will be further explained in the next section.*
- ✓ *Students have until the next day to make up homework assignments in order to receive class credit.*

## Promotion

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

**Academic Dishonesty- Cheating and Plagiarism**

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

The consequences for academic dishonesty may include the following:

**1<sup>st</sup> Offense**

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

**2<sup>nd</sup> Offense**

- No credit or a zero will be given on the test, paper, or project.
- The student will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- In-school suspension will be assigned.
- Parent/Guardian meeting will be scheduled with the Dean/Director of Academics.
- Possible removal from Extracurricular Activities/Special Events/KIPP Block activity or sports team for a period of time.

**3<sup>rd</sup> Offense**

- Out of school suspension will be assigned.
- Removal from Extracurricular Activities/Special Events/KIPP Block activity or 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.

**4<sup>th</sup> Offense**

- Superintendent hearing.

## SCHOOL-LEVEL POLICIES

### Cell Phones

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

Students may not use their cell phones 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 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 is not responsible for the loss, theft, or damage to cell phones confiscated as a result of a violation of this policy.

### Paychecks Reports

**“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 Paycheck that will be given to students every Friday. This report is used to give you a weekly idea of your child's social and academic performance. Parents/guardians will be asked to review the reach 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.

## 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 7:00AM – 7:20AM.

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 is unable to refrigerate or warm lunch brought from home.

Snacks will be provided daily. 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 and will be confiscated and discarded.

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.

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.

## Arrival and Dismissal

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### Arrival

Students and families must remain outside the building until 7:00AM. Students must arrive between 7:00 – 7:30 AM. All students will enter the school through the school’s main entrance. Students arriving after 7:30 AM are considered tardy.

### Dismissal

On Monday, Tuesday, Thursday and Friday, families are responsible for picking up students promptly at 3:45 PM. On Wednesday, the school day ends at 1:30 PM. All students will be dismissed through the school’s main entrance.

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

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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.

## Dress Code

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### Uniform

All KIPP Academy students are required to wear the complete uniform every day. The KIPP Academy uniform is a *KIPP polo shirt (tucked in) with khaki bottoms and a belt*.

- KIPP polo shirt: 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.
- Khaki bottoms: Khaki bottoms can be pants or shorts (of appropriate length). Tights are allowed, but leggings are not.

Jewelry should be limited to one ring, one necklace, and one bracelet on each arm. Earrings should not be larger than a quarter. Artificial nails are not permitted.

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

### Student Dress Code Policy

Students are to wear a KIPP shirt every day except on Wednesdays, which are Professional Dress Days. Long-sleeve KIPP shirts, sweatshirts, cardigans, and sweater vests are available for colder weather.

1. All KIPP shirts and button-down shirts (on professional dress days) are to be tucked in and worn appropriately.
2. 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).
3. Pants and jeans may not be excessively baggy and may not cover the shoes.
4. Students may not wear jogging pants or sweat pants.
5. Students may not wear *sleeveless* or *cut-off* shirts, blouses, or dresses.
6. Students may not wear shorts, capris or skorts.
7. Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or capris.
8. Girls may not wear skirts that are inappropriately short (more than 3 inches above the center of their knee) or that have inappropriately long slits (above their knees). Girls are encouraged to avoid wearing dresses or skirts that “ride up.” They have the option of wearing a slip underneath dresses or skirts.
9. Students may not wear hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).

10. For safety reasons the following jewelry will not be permitted at KIPP: necklaces, chains, chokers, multiple finger rings, and dangle earrings. Earrings should not hang from the earlobe (i.e. studs are permitted). Students are permitted one bracelet and one ring to be worn in school. Necklaces of religious nature may be worn but must remain tucked in at all times.
11. Students may not pierce any body part other than their ears.
12. Students may not wear makeup. Students may use lip *balm*, such as Vaseline, Chapstick, etc. to moisturize lips. As with any items, these may be taken away for inappropriate and excessive use.
13. Students may not wear artificial nails. Nail coloring is permitted (but not encouraged).
14. Students should refrain from wearing perfumes, colognes, and strongly-scented lotion, though deodorant is encouraged.
15. Students cannot wear shoes that show their toes or heels.

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

- a) Expensive jewelry or large sums of money should not be brought to school. If it is necessary for students to carry more than \$20, the money should be given to a teacher for safekeeping.

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### **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.
- Students will receive a 30 minute detention for a dress code violation that cannot be immediately fixed.
- Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.
- On Wednesdays (except during summer school), all students must wear professional dress clothing. For boys this includes dress pants, a dress shirt with tie, and dress shoes (no sneakers or unprofessional boots). For girls, this includes a dress, a dress shirt with a skirt, or a dress shirt with dress pants (no denim) and dress shoes (no sneakers or unprofessional boots). Dress shirts should not have any type of printed words or pictures. (If weather is extreme, students should bring a change of shoes).

## 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 against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella. If your child is in 6<sup>th</sup> grade and is turning 11he/she should receive the TDAP shot. Per New York State Regulations, all 7<sup>th</sup> and 12<sup>th</sup> graders are required to receive the meningococcal conjugate vaccine MenACWY (previously known as MCV4).

ALL:

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 must receive a certificate of immunization no later than **September 15, 2017**. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

## Student Health/Sickness Policies

If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. KIPP staff will call to verify all student absences. Please let us 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 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.

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 us know.

Please notify us if your child has any food allergies, so that we provide your child with the necessary accommodations.

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### **Emergency Services**

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

### **Counseling**

The Social Workers and Counselors at KIPP Academy 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 social worker on staff and/or the principal.
- 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 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, 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.

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.

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**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 a Dean. The Dean 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.

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**Suspension**

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

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

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

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

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

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

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

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

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

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

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

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

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

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**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 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 the Deans of Students.

## 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.

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