



FAMILY AND STUDENT HANDBOOK 2017-2018

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KIPP NYC FAMILY AND STUDENT HANDBOOK

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Dear Families,

Welcome to the 2017-18 School Year! If you are new to KIPP AMP Elementary School, 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 we first opened our doors in 2013, we have been dedicated to helping our students develop the character and academic skills necessary to succeed to and through 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.

We know this journey isn't always an easy one. We recognize that these efforts take tremendous discipline and dedication, which we can only achieve with the joint efforts of families, staff and, of course, our students. In our commitment to open communication, we have prepared a handbook regarding the school's structure and expectations, including rules and expectations, attendance systems, schedule, community events, academics, among other pieces of helpful information. Please keep it handy so that you may refer to it when necessary.

It is an honor to work with you and your children. We are thrilled to begin this journey with you and your family. Please feel free to call us if you have any questions. Here's to another great year!

In Partnership,

Chelsey Tubbs
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ABOUT THE SCHOOL

KIPP Mission

KIPP AMP Elementary School'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”)

In 1995, the first KIPP school in New York City, KIPP Academy, opened in the South Bronx serving 45 fifth graders. KIPP AMP Middle School (our feeder middle school) opened its doors in 2005. This year, KIPP AMP Middle School will serve approximately 337 students in fifth through eighth grade.

KIPP AMP Elementary was founded in 2013. We are united in a network comprised of eleven schools serving students in Harlem, Brooklyn, Washington Heights, and the Bronx.

KIPP AMP Middle School and Elementary are part of KIPP NYC which currently serves over 4,000 students and alumni at five elementary schools, five middle schools, and one high school. This year, KIPP NYC College Prep High School will serve approximately 1,090 students in ninth through twelfth grade. While all KIPP schools are united under the same mission, every school is designed with a unique vision and set of values to support our students to and through college.

From the beginning, KIPP has focused on developing academic **and** character skills. Since day one, the key to maintaining the balance between these two necessary skill sets has been rooted in the amazing, collaborative efforts of parents, students, and teachers working together.

School Vision

At KIPP AMP Elementary students will cultivate their **curiosity** of the world around them, **love to learn** every day towards being a college-bound lifelong learner, and use their **voices** to speak out and speak up, in order to be **strong leaders** who **STRIVE** daily to make our community and world a better place.

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 Elementary School Values

OUR VALUES

The KIPP AMP Elementary School core values, **Scholarship, Tenacity, Respect, Inquiry, Voce, Enthusiasm**, guide our entire school community. As our teaching staff models and fosters our S.T.R.I.V.E. values in all our lessons and activities, our students will also learn to give their all, never give up, help others, explore new things, speak up, and smile and laugh along the way.



KIPP Commitment to Excellence

TEACHERS' COMMITMENT:

We fully commit to KIPP in the following ways:

-) We will live the schools values of STRIVE Together, Scholarship. Tenacity, Respect, Inquiry, Voice & Enthusiasm. We will arrive at KIPP every day by 7:15 A.M.
-) We will remain at KIPP AMP ES until 4:45 P.M. (Mon. - Fri.)
-) We will be present for any Saturday events that are occasionally planned.
-) We will teach during KIPP's summer session (August).
-) 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 always make ourselves available to students, parents, and any concerns they might have.
-) We will always protect the safety, interests, and rights of all individuals in the classroom.



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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:

- J We will make sure our child arrives at KIPP AMP ES every day between 7:30 and 7:56 a.m. (Mon. - Fri.).
- J We will make arrangements so our child can remain at KIPP until 4:00 p.m. (Mon. - Fri.) and 1:30 (Wed).
- J We will make sure our child follows the KIPP AMP ES dress code.
- J We will make arrangements for our child to come to KIPP on appropriate Saturdays.
- J We will ensure that our child attends KIPP summer school.
- J We will always help our child in the best way we know how and we will do whatever it takes for them to learn. This also means that we will check our child's homework every night, let them call the teacher if there is a homework question, read with them every night, and limit the amount of television they watch.
- J We will always make ourselves available to our children, the school, and any concerns they might have.
- J This also means that if our child is going to miss school, we will notify the school & teacher as soon as possible and we will read carefully all the papers that the school sends home to us.
- J We will make sure our child comes to school every day with the materials they need to succeed.
- J We will volunteer five hours in supporting the school community within the school year.
- J We will ensure that we attend Report Card Night and Family Events/Workshops.
- J We will allow our child to go on KIPP field trips.
- J We understand that our child must follow the KIPP rules so as to protect the safety, interests, and rights of all individuals in the classroom. 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

X _____

STUDENT'S COMMITMENT:

I fully commit to KIPP in the following ways:

- I will WORK HARD
- I will BE NICE
- I will BE SAFE

X _____



STAFF CONTACT INFORMATION

School Leadership Team			
Tubbs, Chelsey	Principal	917-204-7791	ctubbs@kipppnyc.org
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Kindergarten			
Lodge, Stacey	Kindergarten Teacher	646-847-6784	slodge@kipppnyc.org
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Stewart, Ayoka	CGI Teacher	646-618-2167	aystewart@kippnyc.org
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Stewart, Ayoka	CGI Teacher	646-618-2167	aystewart@kippnyc.org
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Marchena, Stephanie	Visual Arts Teacher	646-939-5838	smarchena@kipppnyc.org
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SCHEDULE

School Day Schedule

Starting on Tuesday, September 5th, all students will start school at 7:30am and will remain until classes are dismissed at 4:00pm, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30PM. If you want your child to eat breakfast at school, you must arrive between 7:30 and 7:45am.

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

Sample of a KIPPster's Daily Schedule

7:30am – 7:56am	Arrival & Breakfast
7:57am – 8:30am	Morning Meeting
8:30am – 9:50am	Guided Reading/Phonics
9:50am – 10:00am	Math Fluency
10:00am – 10:55am	Specials (Fitness, Science, Music, Art, Dance, Theater)
10:55am – 11:40am	Math
11:40am – 12:30am	Reading
12:30pm – 1:00pm	Math Story Problems



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1:00pm – 1:30pm	Lunch
1:30pm – 2:00pm	Recess
2:00pm – 2:20pm	Read Aloud
2:20pm – 3:00pm	Specials (Fitness, Science, Music, Art, Dance, Theater)
3:00pm – 3:50pm	Writing
3:50pm – 4:00pm	Pack up/Dismissal

School Calendar

Start/End Dates

Extended Year is a critical time to get a head start on the coming school year and as a result all students at KIPP AMP Elementary School must attend school during the summer. Extended Year will begin for Kindergarten students on August 21st (7:30am – 12:00pm), and for 1st grade – 3rd grade on August 22nd and ends on September 1st. These sessions last from 7:30am – 1:30pm.

This year, full day hours will resume for students on Tuesday, September 5th, 2017. Full day hours for Monday, Tuesday, Thursday, and Friday will be 7:30am – 4:00pm. Full day hours for Wednesday will be 7:30am – 1:30pm. The last day of school for students will be Thursday, June 21st.

Vacations/Holidays

As much as possible, KIPP AMP Elementary School will follow the same holiday schedule as the New York City Department of Education (see calendar for full details). ***Please note that Spring Break this year will NOT align with the NYC DOE calendar.**

Saturday Schools

On identified Saturdays, all KIPP AMP Elementary School students are strongly encouraged to attend Saturday School events. Some events will be for the whole family, some will be tutoring for the students only. Students do not need to wear school uniforms on Saturdays. There will be more information coming regarding our Saturday Schools.

School Closings

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

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



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 AMP Elementary School students must arrive by 7:56am Monday through Friday, and remain at school until 4:00pm (1:30pm on Wednesdays).

The schedule in August will reflect a shortened school day, but these two weeks are 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 by 7:56am. We will make sure to pick up our child at the end of the school day (4:00pm Monday, Tuesday, Thursday, Friday and 1:30pm on Wednesday).

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. Minor or Mr. Robinson in the main office as soon as possible. If your child is absent, Ms. Minor or Mr. Robinson will follow up with a phone call that morning.

EXCUSED	UNEXCUSED
<p>Absences will only be considered excused in the following circumstances</p> <ul style="list-style-type: none"> • Attendance at a funeral following a death in the immediate family; • Illness verified by a note from a doctor or parent; <p>Court proceedings at which the student's presence is required, along with documentation</p>	<ul style="list-style-type: none"> • 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 <p><i>Other reasons for absences may also be considered unexcused by the Principal</i></p>

Support Policy for Absences

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

At KIPP AMP Elementary School, we pride ourselves on having a partnership between parents, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on our policies. The chart below outlines specific action and communication steps beginning at the time when a student reaches a level of absences that warrants an intervention:

Cumulative Number Of Absences	Action Step	School Point Person
3 Unexcused Absences in One Quarter	Letter is sent home to parent/family.	School Operations Team
8 Total Absences (Excused + Unexcused)	<p>Parent is contacted for meeting with Dean or Director of Operations.</p> <p>Dean will work with family to create an attendance plan.</p> <p>Parent given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt conversation.</p>	Dean or DOO
10 Total Absences (Excused + Unexcused)	<p>Parent is contacted for a meeting with Dean or Principal.</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/Designee
15 Total Absences (Excused + Unexcused)	<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/Designee
20+ Total Absences (Excused + Unexcused)	The individual attendance plan will be revisited.	Principal

Administration for Children's Services (ACS) may be contacted if staff determines that the child is experiencing educational neglect.

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 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 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 7:30am each morning. Students must arrive between 7:30am and 7:56am. **Students arriving even 1 minute after 7:56am are marked tardy.** If you know your student will be tardy, please call Ms. Minor.

Students who are chronically tardy will face the following consequences:

-) For any Tardy: Students miss fun team-building activities in morning meeting, and essential academic instruction.
-) For every 3rd Tardy, a meeting will be held with someone from the Leadership or Student Support Services Team.
-) 2 late arrivals in one quarter eliminates students from being eligible to attend each end of quarter attendance reward trips (tardies and absences will reset each quarter for this reward trip)
-) Students who reach 15 tardies prior to the student winter performance will lose the privilege to participate in the performance.
-) Students who reach 15 tardies between the student winter performance and the student spring performance will lose the privilege to participate in the spring performance.

As is the case with student absences, if a pattern of tardies is noted, the Principal will reserve the right to accelerate any consequences. For example, if a student has 5 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.

*Reminder, students must be picked up from school on time. Students repeatedly picked up late will result in a parent meeting. 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 for pick-up. **An early dismissal counts as a tardy. You may not pick up students within 20 minutes of regular dismissal time.**

ACADEMIC POLICIES

Academic Expectations



Timing of Quarter System and Key Dates

	Timing	Progress Reports	Report Card Conferences
Quarter 1	Sept – Nov	October, 2017	November 8 th , 2017
Quarter 2	Nov – Jan	December, 2017	February 7 th , 2018 (No School on this day)
Quarter 3	Jan – Apr	March, 2018	April 25 th , 2018
Quarter 4	Apr – Jun	May, 2018	N/A

Homework

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

KEY HOMEWORK POINTS

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

- ✓ Because we are committed to our mission of preparing our students for middle school, high school, college and the world beyond, we strongly emphasize the accurate and thorough completion of homework. Homework helps students develop **grit, self-control, desire, discipline and dedication** – all of which are important tools for success.
- ✓ Our children are still developing their homework and work skills; they will need your support at home. At times, many of the assignments will require you to complete them with your child. Please reach out to the teacher if you need more clarification.

MAKE-UP WORK ON DAYS STUDENT IS ABSENT

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



have one day to make up any missed work.

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

Cheating/Plagiarism

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

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

Promotion to the Next Grade

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

Promotion/Retention Policy

Purpose of promotion/retention

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

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

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

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

Grading Policy

Purpose of grading:

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



The following are components used to assign a grade:

-) Teacher-made assessments in all subject areas
-) Homework, projects, book reports
-) Reading logs
-) STEP
-) IA (Interim Assessments) for State Test practice
-) Project/event completion for Arts, Science & P.E.
-) Portfolios
-) Classwork
-) Informal and formal observations
-) KIPP: NYC Quarterly Assessments
-) KIPP: NYC Monthly Assessments
-) Behaviors observed in class

Academic Integrity

Honor Code

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

Academic Dishonesty- Cheating and Plagiarism

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

The consequences for academic dishonesty may include the following:

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.
-) 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 of Teaching and Learning.
-) Possible removal from Recess/Special Events for a period of time.

3rd Offense

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

4th Offense

-) Superintendent hearing.

SCHOOL-LEVEL POLICIES

Cell Phone Usage

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 AMP Elementary that students not bring their cell phones to school.

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. A guardian will have to come in and pick up the cell phone.

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

Toys

Toys (electronic, spinners, etc) are not allowed at KIPP AMP Elementary unless designated by the teacher. A letter will go home to families informing them when and what types of toys may come to school.

Enrollment

Every year, beginning in the first week of December, KIPP AMP Elementary will begin accepting applications for our kindergarten-fourth grade classes for the following year. In accordance with our state law, admissions preference will be granted to siblings and children of KIPP NYC staff as first priority and students receiving free or reduced price lunch living in District 17 as a 2nd priority. The lottery will be held the first week of April.

DOCUMENTS NEEDED BY THE SCHOOL

Upon enrolling at KIPP AMP Elementary, the following documents must be submitted for each student to Ms. Minor or Mr. Robinson in the Main Office:

- New Student Enrollment Form
- Commitment to Excellence
- Copy of Birth Certificate
- Proof of Address (Copy of a ConEd Bill, Signed Lease, or Notarized Letter)
- Immunization Records/Health Records



- Home Language Survey / PSE Form
- IEP (Individualized Educational Plan)/504 Accommodations (if applicable)

Food and Wellness

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

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

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

Breakfast

Research shows that students who regularly eat a nutritious breakfast are more successful academically. You may choose to provide your child with a healthy breakfast at home, or you may send your student to school early to eat breakfast at school. **If you would like your child to eat breakfast at school, please make sure they are at the door right at 7:30am** when our doors open. This will ensure they have time to walk upstairs, unpack and eat breakfast before our instructional day begins at 7:56am.

If you arrive at school after 7:45am, please make sure to provide your child a nutritious breakfast at home. We recommend healthy whole foods such as fruits, vegetables, whole grains, eggs and breakfast meats are the best options. Research and our experience at KIPP AMP Elementary School shows that students who eat breakfast foods high in sugar and salt, such as sugary cereals and pre-packaged sweets (donuts, cinnamon buns, etc.) are more hyperactive and impulsive at school, and have more trouble succeeding academically. For this reason, we ask that you avoid serving your child these foods before they come to school.

Lunch

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



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

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

Snack

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

Water

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

Birthday Parties and Celebrations

We love celebrating our students! If you would like to celebrate your child's birthday at school, please contact your child's teacher at least one week in advance on the Friday you are able to come in between 3 – 4 p.m. We do allow "goodies" for birthday parties. It is easiest to disseminate cupcakes, goody bags, or pizza as opposed to cake.

Continued Support to Lead a Healthy Life

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

Transportation

Students living more than ½ mile in distance from the school but less than 1 mile may receive a Reduced-Fare Metro Card for public transportation. Students living greater than 1 mile from the school may receive a Full-Fare Metro Card for public



transportation. It is each family's responsibility to hold onto the Metro Card. Parents are expected to pick up or make special arrangements for students remaining after school for detention, tutoring or special activities.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up the child is not the parent/legal guardian of the child, they must (a) call Ms. Minor in the Main Office or be given explicit written permission to pick up the child and (b) be 16 years or older. Please speak to Mr. Robinson (Director of Operations) if there are any concerns. Please note, if you're picking up a child, you will be required to show photo identification.

Arrival and Dismissal

Arrival

Students and families must remain outside the building until 7:30am. Students must arrive between 7:30am and 7:56am. Students arriving after 7:56am are considered tardy. Upon entering the building, parents must sign in with School safety (must have photo ID) at the security desk **and bring your child to the small gym to sign in. In the event you arrive after 8:15am, you must bring your child upstairs to the Main Office on the 2nd floor.**

Dismissal

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

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

It is the responsibility of the parent/guardian to ensure a timely pick up of his/her child from school. **Late pick-ups are not acceptable.** Classroom teachers will contact the families of those students who are picked up late. No student will be allowed to leave the school without an adult escort authorized to regularly pick them up (based on authorized pick-up names listed on registration form). If the person picking up the child is not the parent/legal guardian of the child, they must (a) be given explicit written permission to pick up the child and (b) be 16 years or older. Please speak to a member of school leadership if there are any concerns.

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

-) **Per NYC Department of Education policy, a member of our staff may call the New York City Police Department and ask an officer to escort your child to the**



police station. Your child will then remain at the police station until you pick him/her up.

) Report chronic lateness to ACS.

Field Lessons

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

Local Field Lessons

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

Chaperones

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

Dress Code

Student Dress Code Policy

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

Fridays: Students with perfect attendance, perfect homework and zero uniform infractions for the week will be able to wear a KIPP or College shirt in place of the uniform t-shirt.



KIPP NYC FAMILY AND STUDENT HANDBOOK

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



KIPP NYC FAMILY AND STUDENT HANDBOOK

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

- a) Expensive jewelry or money should not be brought to school. In the event money is needed for a field trip, the teacher will collect it.
- b) The following items may not be brought to school: phones, Cell phones, iPods/iPads, or radios of any kind and electronic toys (PSP's, Gameboys, etc.).
) We are not responsible for lost or stolen cellphones. Any cellphone that goes off or is seen, will be confiscated by a staff member and held until a guardian can pick up the phone from our main office.

Immunizations

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

New York State law also requires that all children entering elementary school be immunized. In accordance with the Department of Health and Mental Hygiene, students entering kindergarten must have the following vaccinations effective September 1, 2017:

Vaccine	Kindergarten	Grades 1-3	Grades 4-5	Grades 6-9	Grades 10-12
DTaP/DTP/Tdap	4 to 5 doses	4 to 5 doses	4 to 5 doses	4 to 5 doses	4 to 5 doses
Polio (IPV/OPV)	4 doses	4 doses	3 doses	4 doses	3 doses
Measles, Mumps, Rubella (MMR)	1 dose	2 doses by age 7	2 doses by age 7	2 doses	2 doses
Hepatitis B	3 doses	3 doses	3 doses	3 doses	3 doses
Varicella (Chicken Pox)	2 doses	2 doses	1 dose	2 doses	1 dose
Hib	1 to 4 doses	1 to 4 doses	1 to 4 doses	1 to 4 doses	1 to 4 doses
PCV	1 to 4 doses	1 to 4 doses	1 to 4 doses	1 to 4 doses	1 to 4 doses
NEW for 2016: MenACWY		N/A		1 dose (7 th /8 th grade)	2 doses (12 th grade)

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 AMP Elementary School must receive a certificate of immunization no later than **September 5, 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. Please let any member of the Operations team (Ms. Minor or Mr. Robinson)



know if there are any medical concerns or special circumstances about which we should be aware.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If the person picking up a child is not the parent/legal guardian of the child, they must (a) call Ms. Minor in the Main Office or be given explicit written permission to pick up the child and (b) be 16 years or older. Please speak to Mr. Robinson (Director of Operations) if there are any concerns. **Please note, if you're picking up a child, you will be required to show photo identification.**

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

Medication

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

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

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

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 AMP Elementary School is not financially liable for any emergency medical services.

Social Work Services

The Social Work team aims to join children, families and staff to promote a community of social-emotional wellness and academic growth where our students feel empowered and successful in school and in life.

Our Social Work Team offers school based counseling in individual and group modalities for all students with a counseling mandate on their Individualized Education Plan (IEP). In addition, our team of Social Workers offer services for students (and family) who are self-referred, referred by their parents, teachers or other staff at our school. All referrals will be assessed by the social work team and **prioritized based on the following criteria:**

- J Nature of presenting issue: There should be an excellent chance that the presenting issues can be effectively addressed by the on-site team. Cases will be prioritized in order of urgency/severity utilizing the social worker's professional judgment. If the team concludes a student's concerns would be better addressed in a formal mental health setting with medication management potential, or another specialized service setting, a referral will be initiated and followed up on. Please note that parents/guardian needs to consent to treatment prior to initiating services with student.
- J A student who's standing as a student at KIPP is jeopardized academically and/or behaviorally that do not have IEPs will be prioritized.

Overarching Philosophy on Retention

KIPPAMP Elementary's Promotion Policy mandates that students must pass their classes in order to be promoted to the next grade. Students must meet end of year goals (STEP tests, MAP test, interim assessment and unit assessments) Students must achieve a 3 or a 4 on the state ELA and Math exam or demonstrate marked improvement. In addition, students must maintain a 95% attendance rate (no more than 10 absences). Mastery of all grade level academic skills and content is essential to your child's future success in our city's college preparatory high schools. Students who do not meet any of these criteria will be considered for retention.

IEP's matter a lot, but do not lead to automatic promotion – If a child is not meeting their promotional criteria, they should be a serious candidate for retention. We also need to ensure that their current promotional criteria is rigorous as some of our students enter our schools with criteria that is not setting them up for college / career readiness.

State Test Results can be a Deciding Factor to Retain – If the grade team is uncertain about a child and the state test results come back in saying that they have earned a 1 on either state exam, this should be heavily factored into the retention decision. Students that earn double 1's will be retained.

Irrefutable / Evidence Based – In the end, we need to recognize that holding over a student has a huge impact on not only the child, but their family. If the grade team has agreed that a child would best benefit from being held over, there will be irrefutable



evidence grounded in data that proves this point. In addition, there will be interventions were put in place by teaching staff and the family. The reality of being held over should not be a surprise to the family or to the student.

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

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

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

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

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 rights 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.

- J 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.

- J Assault of fellow student
- J Endangering the physical safety of another by the use of force or threats of force that place the victim in fear of bodily injury
- J Conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- J Insubordination
- J Failure to comply with disciplinary sanctions
- J Cheating on quizzes, exams, or plagiarism
- J Use of forged notes or excuses
- J Theft, or attempted theft, or possession of property known by the student to be stolen
- J Extortion
- J Gambling
- J Abuse of school property or equipment
- J Obscene or abusive language or gestures
- J Verbal or physical harassment based on gender, race, ethnicity, religion or disability
- J Bomb threat or false emergency alarm

- J Possession of tobacco or alcohol
- J Possession of pagers, beepers, or portable/cellular telephones not being used for instructional purposes
- J Inappropriate, insufficient, or disruptive clothing or attire, or other violation of the KIPP Student Dress Code
- J 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 KIPP AMP Elementary 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.

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

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

Bullying

All KIPPsters should feel safe and welcome at school. 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:

- J 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;
- J Posting, sending or displaying any personal identification information of anyone under 18;
- J Using the Internet for financial gain;
- J Damaging or disrupting equipment, software or system performance;
- J Using others' passwords or accounts;
- J Posting anonymous messages or messages with a false identity;
- J Trespassing in or deleting files, info, or data that does not belong to you;
- J Downloading or printing files or message that are profane, obscene, or that use language that offends others;
- J Playing unauthorized games;
- J Computer piracy, hacking, or any tampering with hardware or software;
- J Using the Internet for any illegal activity, including violation of copyright or other laws;
- J Activities that allow a computer or network to becoming infected with a virus or other destructive influence.

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

FERPA

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

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

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

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

If you would like additional information about FERPA, we welcome you to contact Mr. Robinson.

MANDATED REPORTERS

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

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

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

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

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

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

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

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



KIPP NYC FAMILY AND STUDENT HANDBOOK

Charter Authorizers:

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

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

All KIPPsters receive general non-negotiable expectations. Please reinforce these with your child.

1) Adherence to the **KIPP Commitment to Excellence**

2) Adherence to the **KIPP Credo:**

-) If there is a problem, we look for a 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.

3) KIPP Shirts remain tucked in at all times.

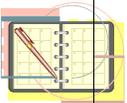
4) Be on-task and present at **all** times during class. While anyone is speaking, students must ***track the speaker***. This means that students will always have their eyes and brains on that person. Students should be sitting properly during class time.



5) Be organized and prepared for class. Work should always be completed and presented neatly. Children should write their names on every paper. All papers should be kept neatly in folders.



6) KIPPsters must complete HW daily (**Monday-Sunday**) to the best of their abilities. Each family and child has the teachers' phone numbers. Please reach out with any questions.



7) Students and families should be reading together every night (**Monday-Sunday**).



8) Respond appropriately to all questions. Tone, reactions and non-verbal actions matter.

9) Walk quietly and orderly while inside any building.

10) We must maintain **integrity** by doing the right thing without being told. KIPPsters are KIPPsters in and out of school. Our actions once we leave the building matter just as much as they do inside of the school building.



KIPP NYC FAMILY AND STUDENT HANDBOOK

Please sign and return this page immediately to the Main Office.

I acknowledge that I have read the 2017-2018 KIPP NYC Family and Student Handbook.

Student Name

Student Signature

Guardian Name

Guardian Signature

Date