
KIPP:AMP

ELEMENTARY SCHOOL



Family Handbook: 2015-2016

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Brooklyn, NY 11212

Tel: (718) 943-3740

www.kippnyc.org

Principal: Emily Carroll-Chocolaad

www.kippnyc.org



KIPP NYC FAMILY AND STUDENT HANDBOOK

Dear Families,

Welcome to the KIPP AMP Elementary team and family! We are so excited to begin our 3rd year, and as a team of families, students and staff, as we build the foundation for early education and character together. We commit to helping our children develop the character, academic skills and habits necessary to succeed in middle school, high school, college and the world beyond. We believe that by working together, we can provide opportunities to enable our children to grow up to have happy, healthy and successful lives.

Whether our KIPPsters are in the classrooms reading *A Chair for My Mother*, at the zoo discovering the needs of animals to live and survive, performing at our winter show or practicing their school values, they truly embody what it is to be a KIPPster. We practice the KIPP Philosophy: *Be nice and work hard*. Due to the tremendous grit, love, hope, communication and support of their teachers and families, we know that our KIPPsters will do amazing things. We are excited about their infinite possibilities, and continuing to build the first KIPP elementary school in Brooklyn is one step towards achieving those possibilities. These are truly exciting times, and we're happy that you are part of it!

We recognize that these efforts take tremendous discipline and dedication, which can only be done with the joint efforts of families, staff and our students. Since we value open communication and access to information, we have prepared a handbook regarding the school's structure, attendance, schedule, culture and academics along with other pieces of information that we think you will find helpful. Hopefully, this handbook will serve as a useful resource to answer any questions that you may have. Please keep it handy so that you may refer to it when necessary.

We look forward to an exciting and positive year! Please feel free to contact us if you have any questions, comments or concerns.

Thank you for your faith and support,

Emily Carroll-Chocolaad

Principal

(917) 749-4708



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ABOUT THE SCHOOL

KIPP MISSION

KIPP AMP'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")

We began our founding year at KIPP AMP Elementary in 2013. Ours was the first KIPP elementary school in Brooklyn, but we are not the only KIPP School.

KIPP AMP Elementary is part of KIPP NYC which currently serves over 4,000 students and alumni at five middle schools, one high school and four other elementary schools.

From the beginning, KIPP has focused on developing academic and character skills. Since day one, the key to our success has been the amazing teamwork of families, students and teachers working together.

KIPP CREDO

At KIPP, we believe.

We believe in the creation of inspired lives
produced by desire, discipline, and dedication.

We are not frightened
by the challenges of reality
but believe that we can change our world
and our place within in it.

We work, plan, create, and dream.

Our talent, character, and integrity
will be the tools we need
to build a better tomorrow.

We believe that we can take
this place, this time, and the people here
and build a better place, a better time,
and a better people.

As a team and a family,
we will either find a way or make one.

- Inspired by Providence St. Mel School Motto

KIPP COMMITMENT TO EXCELLENCE

Teachers' Commitment:

We fully commit to KIPP in the following ways:

- We will be fully prepared to work with our KIPPsters every day by 7:20 A.M (Mon. - Fri.) and remain at KIPP until 4:30 P.M. (Mon. - Fri.)
- We will come to KIPP on appropriate Saturdays at 9:00 A.M. and remain until 11:00 A.M.
- We will teach KIPP every day of the extended school year, which begins on August 17th.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
- We will be open to the feedback that we receive from administrators, teachers, parents, and students, and we will do what it takes to make positive changes.
- We will communicate, through our words and actions, our responsibility for addressing the educational, emotional, and character needs of every student at KIPP.
- We believe that all of our students can and will learn the character and academic skills needed to be happy and successful in life.

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

PARENTS'/GUARDIANS' COMMITMENT:

We fully commit to KIPP in the following ways:

- We will make sure our child arrives at KIPP every day by 7:55 A.M. (Mon. - Fri.), remain at KIPP until 4:00 P.M. (Mon., Tues., Thurs., and Fri.) (1:30 P.M. on Wednesdays), and make arrangements for our child to come to KIPP on appropriate Saturdays at 9A.M. and remain until 11:00 P.M.
- We will ensure that our child attends every day of the extended school year, which begins on August 17th
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
- We will always make ourselves available to our children, their teachers, and the school by doing the following:
 - We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
 - We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper...).
 - We will allow our child to go on KIPP field trips.
 - We will make sure our child follows the KIPP dress code.
 - We, not the school, are responsible for the behavior and actions of our child.
 - 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 and can lead to administrative consequences.

Student's Commitment:

I fully commit to KIPP in the following ways:

- I will arrive at KIPP every day by 7:55 A.M. (Mon. - Fri.).
- I will remain at KIPP until 4:00 P.M. (Mon., Tues., Thurs., and Fri.) (1:30 P.M. on Wednesdays).
- I will come to KIPP on appropriate Saturdays at 9:00 A.M. and remain until 11:00 A.M.
- I will attend KIPP every day of the extended school year, which begins on August 17th.
- I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will accept the feedback that I receive from my peers, teachers, and parents, and I will do what it takes to make positive changes.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
- I will follow the KIPP dress code.
- I will come to school every day with all the materials I need for success.
- I am responsible for my own behavior.
- I will **Be Nice** every day.
- I will **Work Hard** every day.
- I will **Be Safe** every day.

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

SOME OF WHAT EVERY KIPPSTER LEARNS DURING WEEK 1

We are committed to reinforcing common standards of character and academic performance to create a sense of team and family. We believe that these ideas serve as a great foundation to be carried beyond the years at KIPP AMP. During the first week of summer school every KIPPster learns various songs, sayings and acronyms to reinforce our mission. We constantly refer to these throughout their time at KIPP. Please review with your child and help reinforce these standards in and out of school.

I - Be Nice, Work Hard!!!

II- We are a TEAM AND A FAMILY!!!

III – STRIVE Values (Scholarship, Tenacity, Respect, Voice, and Enthusiasm)

IV- Track the Speaker – This means that students will always have their eyes and focus on that person.

V- Polite Words (PLEASE, EXCUSE ME, THANK YOU, SORRY, YOU'RE WELCOME)



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STAFF INFORMATION

Who should I ask?

At times, you may have questions about KIPP AMP Elementary. Below is a quick list of common topics and to whom you should direct your questions.

Lunch Forms, Emergency Forms, Medical Forms	Ms. Pozzi or Mr. Jacques
Ordering KIPP Uniform T-shirt	Mr. Jacques
I have concerns about my child’s social adjustment	Ms. Ennis, Ms. Hernandez, or Ms. Carroll-Chocolaad
My child has an IEP Accommodation	Ms. Ennis, Ms. Hernandez, or Ms. Carroll-Chocolaad
My child will be absent or late	Mr. Jacques
I have questions about my child’s academic progress	Your child’s teachers
I have questions about school activities (permissions slips, etc.)	Your child’s teachers
I have overall concerns	Ms. Carroll-Chocolaad (Principal) or

Staff Contact Information

Name	Position	Work Cell	Work Email
Ms. Carroll-Chocolaad	Principal	917- 749-4708	ECarroll@kippnyc.org
Mrs. West	Dean of Teaching and Learning	646-584-4751	DGreen@kippnyc.org
Mr. Carrington	Dean of Culture	646-629-5631	JCarrington@kippnyc.org
Ms. LeGates	Instructional Coach	917-246-7904	CLeGates@kippnyc.org
Ms. Ennis	Social Worker	347-853-9491	AEnnis@KIPPNYC.org



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Ms. Hernandez	Social Worker	646-847-6672	RHernandez@kipponyc.org
Ms. Riddick	Special Education Coordinator	646-647-0591	SRiddick@kipponyc.org
Ms. Pozzi	Director of Operations	646-784-0250	MPozzi@kipponyc.org
Mr. Jacques	School Operations Administrator	917-597-0518	WJacques@kipponyc.org
Ms. Fredericks	Kindergarten Teacher	347-986-8799	MFredericks@KIPPNYC.org
Ms. Bryant	Kindergarten Teacher	347-986-6579	StBryant@KIPPNYC.org
Ms. Ma	Kindergarten Teacher	646-647-0592	SMa@kipponyc.org
Ms. Corlette	Kindergarten Teacher	646-847-6612	Jcorlette@kipponyc.org
Ms. Kersey	Kindergarten Teacher	917-885-0775	NKersey@kipponyc.org
Ms. Lodge	Kindergarten Teacher	646-847-6784	SLodge@kipponyc.org
Ms. Filan	Kindergarten Teacher	646-847-6538	AFilan@kipponyc.org
Ms. Burgess	Kindergarten Teacher	917-952-7135	DBurgess@kipponyc.org
Ms. Welcome	First Grade Teacher	646-647-0597	MWelcome@kipponyc.org
Ms. Long	First Grade Teacher	347-986-9284	MLong@KIPPNYC.org
Ms. Hill	First Grade Teacher	917-842-0254	LHill@kipponyc.org
Mr. Elliot	First Grade Teacher	646-630-6939	CElliott@kipponyc.org



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Ms. Yoo	First Grade Teacher	917-885-1092	Hyoo@kipponyc.org
Ms. Dembrow	First Grade Teacher	646-847-6571	EDembrow@kipponyc.org
Ms. Greene	First Grade Teacher	917-748-1844	NGreene@kipponyc.org
Ms. Lander	First Grade Teacher	646-847-6671	NLander@kipponyc.org
Ms. Blair	Second Grade Teacher	646-628-2372	DBlair@kipponyc.org
Ms. Lynch	Second Grade Teacher	347-986-8365	ELynch@KIPPNYC.org
Ms. Etz	Second Grade Teacher	646-455-7981	AEtz@kipponyc.org
Ms. DeNicola	Second Grade Teacher	646-847-6667	JDenicola@kipponyc.org
Ms. Halderman	Second Grade Teacher	646-847-6672	SHalderman@kipponyc.org
Ms. Burchette	Music Teacher	347-986-9299	SBurchette@KIPPNYC.org
Ms. Cray	Fitness/Wellness Teacher	716-863-2434	LCray@kipponyc.org
Mr. Joyner	Science Teacher	646-647-0596	TJoyner@kipponyc.org
Mrs. Pizzolorusso	Theatre and Movement Teacher	917-322-1807	GPizzolorusso@kipponyc.org
Ms. Charles	Empire Fellow	917-902-9576	SCharles@kipponyc.org
Ms. Porter	Empire Fellow	917-902-1922	RPorter@kipponyc.org
Mr. Harris	Character Coach	646-937-1681	CHarris@kipponyc.org



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SCHEDULE

SCHOOL DAY SCHEDULE

Starting in September, all students will start school 8:00 A.M. and will remain until classes are dismissed at 4:00 P.M. , Monday, Tuesday, Thursday, and Friday, and Saturdays from 9:00 A.M. to 11:00 A.M. Wednesday dismissal will be at 1:30PM.

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

SAMPLE OF A KIPSTER’S DAILY SCHEDULE

7:30am – 7:55am	Arrival & Breakfast
8:00am – 8:20am	Classroom Morning Meeting
8:20am – 9:00am	Literacy Block
9:00am – 10:30am	Guided Reading and Phonics
10:30am – 10:50pm	Read Aloud
10:50pm – 11:45pm	Lunch/Recess
11:45pm – 12:15pm	Nap
12:15pm – 1:45pm	Math
1:45pm – 2:10pm	Writing
2:10pm – 2:45pm	Theater and Movement
2:45pm – 3:25pm	Science
3:25pm – 3:45pm	Choice Time
3:45pm – 4:00pm	Pack up/Dismissal



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SCHOOL CALENDAR

START/END DATES

Summer school is a critical time to get a head start on the coming school year and as a result all students at KIPP AMP must attend school during the summer. Summer School will begin for Kindergarten students on August 17th, and for 1st and 2nd graders on August 24th, and ends for all students on September 4th, and sessions last from 8:00 A.M. – 12:00 A.M.

This year, school will resume for students on Tuesday, September 8, 2015. The last day for students will be Friday, June 24th, 2016.

VACATIONS/HOLIDAYS

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

FAMILY SATURDAYS

On identified Saturdays, all KIPP AMP students are strongly encouraged to attend Saturday School from 9:00A.M. – 11:00 A.M. with a parent/guardian or a sibling over the age of 18 (see full calendar for identified dates). Students do not need to wear school uniforms on Saturdays. Saturday School is an opportunity for families and students to come together for school-related activities, events, and workshops. It fosters a sense of community among the families in a grade.

School Closings

If the NYC public schools close due to bad weather, KIPP AMP 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

KIPPAMP students must arrive by 7:55 A.M. Monday through Friday, and remain at school until 4:00 p.m. (1:30 on Wednesdays).

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 7:55 A.M. and is picked up at 4:00PM Monday, Tuesday, Thursday, and Friday and at 1:30 P.M. on Wednesday.

Absences

All Absences – “Excused” and “Unexcused” – are Considered Absences. Families are expected to ensure that their child is in school. Any day your child does not attend school is considered an absence. Student illness (with doctor’s note), a death in the family, religious holiday (with parent/guardian/guardian’s notes) are all considered absences at KIPP AMP. While we do request a call or note from a parent, guardian or doctor explaining the absence, the student is still considered (and marked) absent from school.

Families are expected to ensure that their child is in school. Please do not allow your child to miss a day of school except for serious illnesses. *If your child is going to miss school because of an illness*, please call Ms. Pozzi or Mr. Jacques as soon as possible. All absences should be followed up the next day with a note signed by a parent, guardian or doctor. If your child is absent, Mr. Jacques will follow up with a phone call.

EXCUSED	UNEXCUSED
<p>With a doctor’s note: Illness for 3 or more days (by next business day)</p> <p>With a parent note: Up to 2 days of illness Death in the family Required court appearance Religious holiday</p>	<p>Routine doctor’s appointments</p> <p>Please schedule for when school is not in session (ideally Wednesday afternoons after 1:30 PM)</p> <p>Family vacation Bad weather Trouble with public transportation</p> <p><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. 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, we pride ourselves on having a partnership between parents, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on our policies. Please see the chart below for the action steps to make sure we are communicating and working together on your child’s attendance.

Cumulative Number Of Absences	Action Step	School Point Person
3 Unexcused Absences	Phone call and conversation with parent/guardian. Review attendance policy.	School Operations Administrator
5 Unexcused Absences	Phone call, letter sent home	Dean or DOO
8 Total Absences (Excused + Unexcused)	Parent is contacted for meeting with Dean or Director of Operations Dean will work with family to create an attendance plan. Parent given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt conversation.	Dean or DOO
10 Total Absences (Excused + Unexcused)	Parent is contacted for a meeting with Principal/Designee. Attendance plan is updated or revised. Promotion in Doubt conversation is held and letter is signed by parent/guardian	Principal/Designee
15 Total Absences (Excused + Unexcused)	Parent is contacted for meeting with Principal. Student is at greater risk of holdover.	Principal/Designee

	Attendance plan is updated or revised.	
20+ Total Absences (Excused + Unexcused)	The individualized attendance plan will be revisited. ACS may be contacted if staff determines that the child is experiencing educational neglect.	Principal/Designee

Important Notes about Attendance

- ❖ If students are not in school at the beginning of the day, and the school has not already been notified of an absence, parents will receive a phone call from the school.
- ❖ If we cannot contact you to schedule a meeting, after 3 attempts, you and your child will move to the next action step.
- ❖ If concerning patterns are noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if a student has 5 absences in a row, a parent meeting may be called to resolve the situation. If a student is absent for several days without parent communication, the school may conduct a home visit or other investigation.
- ❖ If a student has 10 or more unexcused absences, the student may not participate in special events, reward trips, or any extra-curricular activities. (Field lessons, which are a part of the curriculum, will not be withheld due to absences.)
- ❖ With the successful fulfillment of an attendance plan, the Dean or Principal's may reinstate the student's privileges to attend special events, reward trips, or any extra-curricular activities.

- ❖ All students who accrue 10 total absences will receive a Promotion in Doubt (PID) letter from the school, regardless of current academic performance or reason for absence. While we understand that there may be legitimate circumstances that may cause a student to miss 10 or more days of school (such as severe illness or family crisis), we believe that in order to be fair to all of our families, we must implement this policy consistently in every situation.

Please note that receipt of a PID letter does not automatically lead to retention. However, students who are absent for 10 or more days miss a significant amount of our academic program, and chronic absenteeism can cause students to be ill-prepared for the next grade. We therefore believe it is important to have this conversation with families early to ensure transparency and clear communication among all parties.

Tardies

Be On Time. Getting to school on time is key to your child’s success – at school and in life. Our doors open at 7:30 A.M. each morning. Students must arrive between 7:30 A.M. and 7:55 A.M. **Students arriving even 1 minute after are marked tardy.** If you know your student will be tardy, please call Mr. Jacques. If you arrive after 7:55 A.M. you will be required to come in the front door and walk your child up to the 4th floor office and sign in your child.

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.

Early Dismissal

Parents are required to sign-out students from the Main Office for any early dismissal. At KIPP NYC, an early dismissal constitutes any pick up prior to the official school dismissal time. A child will be dismissed early only to a parent or a properly authorized and identified adult. A letter from you authorizing another adult to pick up your child is required, if you did not previously list that adult as an authorized adult. **An early dismissal counts as a tardy.** Please do not request to pick up students within 20 minutes of regular dismissal time.

ACADEMIC POLICIES

ACADEMIC EXPECTATIONS

Timing of Quarter System and Key Dates

	Timing	Progress Reports	Family-Teacher Conferences
Quarter 1	Sept – Nov	10/4/2015	11/18/2015
Quarter 2	Nov – Jan	12/18/2015	2/24/2016
Quarter 3	Jan – Apr	3/11/2016	5/4/2014
Quarter 4	Apr – Jun	5/20/2016	N/A

The grading system for report cards is as follows:

Academic Scale	Character Scale
4: Exceeding expectation	4: Almost always demonstrates this
3: Meeting expectations	3: Frequently demonstrates this
2: Approaching Expectations	2: Sometimes with support demonstrates this
1: Not meeting expectations	1: Rarely or only with teacher support demonstrates this

Grading System

KIPP AMP issues report cards on a quarterly basis. Report cards will be directly linked to KIPP AMP'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 AMP is the homework that every KIPPster will receive every night. **Homework must be completed at night before it is due.** Students will not be allowed to complete homework during breakfast unless given explicit permission by their teacher. No student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. If the student is unable to contact their teacher for some reason, they must bring a written note from their parents/guardians.

Key HW Points

There are many points we review with students. Below are constant messages we send to our KIPPsters as we reinforce the importance of homework. Please review with your child and continue to reinforce accurate, thorough and timely completion of homework. As always, students 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.
- ✓ Each night, students will come home with their homework folder. There is a section that says “Stays at Home”. This is graded work for you to see or important notices that the school is sending home. You will see another section of the folder, which says “Return to School”. This is the homework that needs to be completed that night and sent back to the school in this folder.
- ✓ 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.
- ✓ Homework completion and effort is logged into PowerSchool, which is used to determine grades in each class. 100% Homework completion means:

- ✓ Reading log filled out and signed
- ✓ Homework completed
- ✓ Family signature on glow/grow page

PROMOTION

KIPP AMP 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.
- Failure to meet adequate standards of attendance and lateness.
- Failure to meet behavioral standards of readiness for the next grade level.

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

ACADEMIC INTEGRITY

Honor Code

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

Academic Dishonesty- Cheating and Plagiarism

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

The consequences for academic dishonesty may include the following:

1st Offense

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

2nd Offense

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

3rd 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.

4th Offense

- Superintendent hearing.

SCHOOL-LEVEL POLICIES

CELL PHONES

Please be advised that cell phones are not permitted at school for any reason. If a child brings a cell phone to school, it will be confiscated and returned only to a parent or guardian. If you need a message relayed to your child, please call the school directly or your child's teacher/s.

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

ENROLLMENT

Every year, beginning in the first week of January, KIPP AMP Elementary will begin accepting applications for our kindergarten and first graders for the following year (although very few students are admitted after Kindergarten). In accordance with our state law, admissions preference will be granted to siblings as first priority and students living in District 17 as a second priority. The lottery will be held the first week of April.

Documents Needed by the School

Upon enrolling at KIPP AMP, the following documents must be submitted for each student to Mr. Jacques:

- New Student Enrollment Form
- Media Release
- Student Ethnic Identification
- Internet Use Agreement
- Commitment to Excellence
- Proof of Existence (Birth Certificate, Social Security Card)
- Proof of Residence (Copy of Electric Bill, Lease, Gas Bill, Government Document)

- Free and Reduced Price Lunch Form
- Immunization Records and Health Exam Form
- Home Language Questionnaire
- IEP (Individualized Educational Plan)/504 Accommodations (if applicable)

FOOD SERVICES

At AMP Elementary 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 healthy-food-focused 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, or other sweets
- 2) Soda, Gatorade, Arizona Tea or other sugary, non-100% juice drinks
- 3) Chips, Cheetos or other packaged snacks high in sodium (pretzels are OK)

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.

Food and Wellness

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. Breakfast will be served for students who arrive between 7:30 and 7:50.

If you arrive at school after 7:50am, your child will not have time for breakfast at school. If you are arriving after 7:50, please make sure to provide your child a nutritious breakfast at home. Healthy whole foods such as fruits, vegetables, whole grains, eggs and breakfast meats are the best options. Research and our experience at KIPP 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, please 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. This form will be distributed during the first two months of school. 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

Students may not bring their own snack to school, only lunches.

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 during specified times during 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 of the date you would like to come in. In order to honor our healthy food and wellness policies, please **make sure to avoid cakes, cupcakes and any other foods from our *Foods Not Permitted at KIPP AMP* list above (this includes goodie bags)**. In the past, parents have brought in the following healthy foods to celebrate their child's birthday: yogurt parfaits, cheese and crackers, assorted fruits, veggies and hummus, pretzels. Some parents also have asked to bring in a small trinket or token for each child in the class. If you would like to do this, ensure all small gifts are gender neutral (for instance, no designating gift bag color based on gender). All birthday celebrations should happen at the end of the day (after 3:30pm) as to not interrupt learning time.

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. 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 Ms. Carroll. We would be more than happy to support you!

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. It is each student's responsibility to hold onto the Metro Card. Students will receive a transportation pass the Friday prior to Saturday school. Parents are expected to pick up or make special arrangements for students remaining after school for Reflection/Work Hard Academy, tutoring, or special activities.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up child is not the parent/legal guardian of the child, they must be given explicit written permission to pick up the child. Please speak Mr. Jacques if you have any concerns.

ARRIVAL AND DISMISSAL

Arrival

- Students and families must remain outside the building until 7:30 A.M. Students must arrive between 7:30 A.M. to 7:55 A.M. All students will enter the school through the designated KIPP AMP Elementary entrance on the corner of Park Place and Troy Avenue. Students arriving after 7:55 AM are considered tardy and must use the Sterling Place entrance to enter the building. **Upon entering the building, parents must sign in with School safety (must have proper ID) at the security desk and bring their child upstairs to the 4th floor and sign him/her in at the main office.**

Dismissal

- **Dismissal: On Monday, Tuesday, Thursday, and Fridays families are responsible for picking up students promptly at 4:00 PM. On Wednesdays, families are responsible for picking up students promptly at 1:30 PM.** All students will be dismissed through the designated KIPP AMP Elementary entrance on Park Place and Troy Streets. 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 be given explicit written permission to pick up the child. Please speak to Ms. Pozzi (Director of Operations) 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 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 trips that complement the curriculum, including travels to the local museums and parks, the Brooklyn Botanic Gardens, and the firehouse 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, academic performance, and attendance (*see attendance policy*). In order for your KIPPster to be eligible for the trip, you must sign and return the permission form (sent home in homework folder one week prior to the trip). **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. We will honor volunteers on a first come, first serve basis. Preference will be given to families whose children have the fewest number of absences.

DRESS CODE

Uniform

All students must come to school **wearing their KIPP AMP Elementary uniform t-shirt – tucked in, with khaki pants, skirts (with shorts/tights underneath), capris, or shorts that fall at the knees, and sneakers.** If a khaki jumper or dress is worn, the KIPP uniform shirt must be worn on top. KIPP uniform t-shirts will be available for purchase year round in the main office. Students may wear long sleeved shirts and thermals underneath their uniform shorts. Uniform t-shirts are \$10.00 for short-sleeved shirts and \$15.00 for hoodies. We only accept cash.

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.

Student Dress Code Policy

Students are to wear a KIPP shirt every day. Shirts must be fully visible at all times within the building. Long-sleeve KIPP shirts, sweatshirts, cardigans, and sweater vests are available for colder weather.

1. Students are to wear a KIPP uniform t-shirt or KIPP sweatshirt every day. Their KIPP t-shirt must be tucked in. Their KIPP t-shirts must be fully visible at all times within the building. Long sleeve shirts may be worn underneath KIPP t-shirts.
2. All pants must fit around the waist. Belts are optional and if worn, should be of appropriate size and nature (i.e. no large-faced images or symbols which may pose as a distraction).
3. Students may not wear jeans to school, except on special occasions (determined by school staff).
4. Students may not wear jogging pants, sweat pants or athletic shorts.
5. Students may not wear sleeveless or cut -off shirts, blouses or dresses.
6. Students may not wear inappropriately tight clothing.
7. 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.
8. Students may not wear hats, caps, do-rags or other head coverings in the school (except in the case of religious observance).
9. For safety reasons, the following jewelry will not be permitted at KIPP AMP Elementary: necklaces outside of shirt, chains, chokers, multiple finger rings and dangle earrings.

Earrings should not hang from the earlobe (studs are permitted). One necklace may be worn but must remain tucked in at all times. Students are NOT permitted to wear bracelets and rings.

10. 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).
11. Students **must** wear sneakers to school each day. Sneakers should not have wheels or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels. We recommend Velcro shoes for students who have not yet learned to tie shoelaces.
12. All students must keep an extra change of clothes at school (uniform tee shirt, pant, socks and underwear in a labeled bag) in case of a spill or bathroom accident

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.
- b) The following items may not be brought to school: cell phones, iPods/iPads, or radios of any kind and electronic toys (PSP's, Gameboys, etc.).

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 be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.

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:

Vaccine	Kindergarten	Grade 1-5
DTaP/DTP/Tdap	4 to 5 doses	
Polio (IPV/OPV)	3 to 5 doses	
Measles, Mumps, Rubella (MMR)	1 dose	2 doses by age 7
Hepatitis B	3 doses	3 doses
Varicella (Chicken Pox)	2 doses	1 dose

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP AMP must receive a certificate of immunization no later than September 8, 2015. 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 Mr. Jacques 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 AMP strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office.

Medication may not be given without the completion of the Medication Administration Form (MAF), which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol and other over-the-counter medicines. Staff at the school are NOT authorized to administer medication.

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

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. Jacques know.

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

EMERGENCY SERVICES

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

COUNSELING

The Social Workers and Counselors at KIPP AMP 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 Ms. Ennis or Ms. Hernandez.
- 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 AMP 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 withholding participating in a special events. We also try to reinforce positive student behaviors through tools such as our Character Growth Card and STRIVE circles.

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.

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

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

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

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

Removal of Students from Classrooms by Teachers

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

SUSPENSION

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

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

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

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

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

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

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

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

Long Term Suspension: 10 days or More

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

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

- Possession within school, on school grounds, on school buses or during any school activity, of any weapon identified in the Citywide Standards of Intervention and Discipline Measures as a Category I

or Category II Weapon, including any firearm, air gun, imitation gun used to threaten others, knife, razor blade, explosive, mace, tear gas, or other dangerous object

- Arson on school property, whether accomplished or attempted
- Possession or use of illegal drugs or controlled substances within school, on school grounds, on school buses, or during a school activity
- Selling, distributing or purchasing illegal drugs or controlled substances within school, on school grounds, on school buses or during any school activity
- Assault of another student resulting in bodily injury or any assault on a staff member
- Intentionally causing bodily injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury
- Causing major damage to school property.

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

Discipline for Students with Special Needs

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

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

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

BULLYING

All KIPPsters should feel safe and welcome at school. We have a Zero Tolerance Policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt scholars' education.

We are all responsible for stopping harassment, discrimination, and bullying before and when they happen.

In general, bullying:

- Is targeted and repeated
- Involves a power imbalance
- Creates a hostile environment
- Has substantial negative consequences

Harassment, discrimination, and bullying can be behaviors that are physical, verbal, social, and/or cyber (internet). Here are examples of harassing or bullying behaviors when targeted and repeated:

Physical: hitting, kicking, pinching, pushing, or damaging/forcibly taking others' property

Verbal: Name calling, put-downs, making threats, teasing, or spreading harmful rumors

Social: Deliberately harming another scholar's friendships or relationships

Cyber (internet): distributing text messages, pictures, postings, or emails that hurt or embarrass others

Respect toward others is one of our most important principles. You should always treat others as you would want to be treated. It is never okay to engage in harassing, bullying, or discriminatory conduct.

You are responsible for your own actions, even if everyone else is acting in an inappropriate manner. While you don't have to be friends with every single scholar at school, you do have to be respectful at all times.

Tell your teacher, your school's Dignity Act Coordinator (or Dean), a leader, or another adult (including a parent/guardian) right away if you believe you are being harassed, discriminated against, or bullied, or if you believe someone else is. Your school's principal/designee will make sure the school investigates and

puts a stop to any harassment, discrimination, and bullying. Parents/guardians may also report potential acts of harassment, discrimination, or bullying to teachers and administrators. Reports may be made orally or in writing.

KIPPsters may be disciplined (including suspension and/or other consequence) for violating this policy.

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

TECHNOLOGY USE

Technology can be a great learning tool. However, KIPPsters should use technology safely and responsibly.

By “technology” we mean computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, and other online services.

This policy covers the use of ANY technology (not just technology owned by the school), including off-campus use and use of social media, which could disrupt the school or KIPPsters’ education and/or interfere with others’ rights. This policy is meant to be representative, and does NOT cover every single situation.

BE SAFE
BE APPROPRIATE
BE RESPONSIBLE

If you violate this policy, you may lose technology privileges or be subject to other disciplinary consequences. KIPP NYC can monitor the use of its technology at any time. KIPP NYC may also use filtering software that blocks inappropriate content and/or websites.

Acceptable Internet Use Agreement

Student use of the Internet at KIPP NYC is a privilege. KIPP NYC students agree that they will not participate in any of the following activities when using the Internet:

- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users (cyber-bullying); Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy;
- Posting, sending or displaying any personal identification information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others’ passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or message that are profane, obscene, or that use language that offends others;

- Playing unauthorized games;
- Computer piracy, hacking, or any tampering with hardware or software;
- Using the Internet for any illegal activity, including violation of copyright or other laws;
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence.

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

FERPA

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

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

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

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

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

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

COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES

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