



2017-2018

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# KIPP NYC FAMILY AND STUDENT HANDBOOK

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## ABOUT THE SCHOOL

### KIPP NYC College Prep Mission

KIPP NYC College Prep High 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 August 2009, KIPP NYC College Prep opened its doors to serve students graduating from KIPP middle schools who are seeking a rigorous, college-preparatory high school program. Our high school builds on the key elements of our successful elementary and middle schools, including more time in school, a focus on student achievement and results, highly qualified and committed faculty, strong teamwork of families, students and teachers working together, and a school culture that supports learning and success.

KIPP NYC College Prep High School is part of KIPP NYC, which currently serves over 4,800 students at five elementary schools, five middle schools, and our high school, as well as 1,200 alumni and counting via our alumni support program, KIPP Through College.

### Our Name

Our name, KIPP NYC College Prep, signifies one of our primary objectives as a school – to develop the academic and character skills necessary to attain a college degree. Currently the majority of teenagers from New York City never attend college, and many of the NYC students who do start college never finish. By naming our school KIPP NYC College Prep, we refuse to accept that most New York City students are not prepared to start and finish college. Our belief is that every KIPPster can earn a college degree, which is one major key to being self-sufficient, successful, and happy in our competitive world. Our goal is to have our students go and graduate from college.

### Our Motto

KIPP NYC College Prep's motto translates to "I am still learning." Michelangelo, the great Italian Renaissance artist that created such masterpieces as the painted ceiling of the Sistine Chapel and the sculpture of David, spoke these words in his eighty-seventh year, at a time when he was considered a master of his craft. *Ancora Imparo* exemplifies KIPP NYC College Prep's lifelong learning philosophy, in which our students and faculty constantly seek to learn new things, challenge their thinking, practice their skills and develop themselves. Like Michelangelo, we are motivated to become better tomorrow than we are today.

**Our Crest**

The school crest stands as the visual representation of our values and philosophy. Our students wear our crest with pride on their school uniforms, and it is the first thing colleges see when they read our recommendations. The key elements of our crest are the laurel wreath, an open book, our motto, and the date of our school's founding. The laurel wreaths symbolize perseverance and victory. The open book symbolizes the sharing of knowledge and the importance of curiosity. It is our strong belief that we all learn from each other and that one day our students will become the teachers of the next generation. Additionally, the quest for knowledge is as important as having knowledge. We plan to help students become lifelong learners by fostering a sense of curiosity that extends beyond the school walls. We will drive our students to question the world around them and find better answers to today's problems.

**School Credo**

If there is a problem, we will look for a solution.  
If there is a better way, we will find it.  
If we need help, we will ask for it.  
If a teammate needs help, we will give it.

**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 NYC FAMILY AND STUDENT HANDBOOK

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### The Five Pillars of KIPP

KIPP NYC College Prep is part of a national network of KIPP (Knowledge Is Power Program) schools, which share a set of core operating principles known as the Five Pillars:

**I. High Expectations:** KIPP NYC College Prep sets clearly defined and measurable high expectations for academic excellence and conduct in order to create and reinforce a culture of achievement and support. We know that every student is different and we personalize learning based on a student's needs, skills, and interests.

**II. Choice & Commitment:** Students, their parents, and the faculty choose to attend KIPP NYC College Prep. No one is assigned or required to attend. Everyone must make and uphold a commitment to the school and to each other and put in the time and effort required to achieve success.

**III. More Time:** We know that there are no shortcuts when it comes to success in academics and life. With an extended school day and many Saturday school days, students have more time in the classroom both to acquire the academic knowledge and skills that will prepare them for competitive colleges and to engage in diverse extracurricular experiences.

**IV. Power to Lead:** At KIPP NYC College Prep, we believe that great schools require great school leaders. KIPP NYC principals have control over their schools' budget and personnel, allowing them maximum effectiveness in helping students learn.

**V. Focus on Results:** KIPP has a relentless focus on high student performance on standardized tests and other objective measures. Just as there are no shortcuts, there are no excuses. Students are expected to achieve a level of academic performance that will enable them to succeed at the nation's best colleges. KIPP NYC College Prep will administer New York State Regents tests in all major subject areas, in addition to school-based assessments.

### KIPP NYC College Prep Commitment to Excellence

Every incoming 9<sup>th</sup> grader at KIPP NYC College Prep signs the Commitment to Excellence. In choosing to attend this school, students fully commit to these habits of excellence that will lead to their success in our school and in life. We hold this document sacred and it is permanently affixed to the wall in the school's main lobby.



## KIPP NYC FAMILY AND STUDENT HANDBOOK

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### KIPP NYC College Prep Commitment to Excellence Form

#### **Student Commitment:**

In choosing to attend KIPP NY College Prep I fully commit to the following expectations:

To be responsible for my own character, academic growth, and success.

To report to school on time, prepared, and ready to learn.

To attend school each day, complete my homework, and ask questions when I am uncertain.

To work, think, and behave in the best way possible.

To do whatever it takes for my fellow teammates and me to go and graduate from college. In doing so I will always follow the KIPP Credo:

*If there is a problem, I will look for a solution.*

*If there is a better way, I will find it.*

*If I need help, I will ask for it IMMEDIATELY.*

*If a teammate needs help, I will give it.*

To maintain a Grade Point Average of 2.5 or higher in all of my classes. I will take the most challenging courses I can, including Advanced Placement (AP) and Honors classes. If my GPA falls below 2.5, I will seek out additional help from teachers, staff and teammates.

To follow the school's policies, including discipline and dress code, as detailed in the KIPP NYC College Prep student handbook.

To show respect for school property and the property of others.

To participate in at-least one extra-curricular activity and strive to excel in that activity.

To participate in mandatory Saturday school sessions, SAT Prep, Summer Opportunities Program and extra activities that support my development

To build relationships with teachers, mentors, advisors and friends who will contribute to my educational development and personal growth.

To avoid people, places, and activities—both inside and outside of school—that will not contribute to a brighter future.

To be honest with myself and others at all times by accepting responsibility for my actions, and making choices that will lead me toward success in the future.

X \_\_\_\_\_  
Student Signature

Name: \_\_\_\_\_

***Failure to adhere to these commitments can lead to loss of privileges, suspension and/or expulsion from KIPP NYC College Prep.***



# KIPP NYC FAMILY AND STUDENT HANDBOOK

## KIPP NYC College Prep Commitment to Excellence Form

### **Teacher/Staff Commitment:**

We the Teachers/ Staff of KIPP NYC College Prep fully commit to the following:

We will always teach in the best way we know how and will do whatever it takes for our students to learn.

We will arrive at work on time each day, work on appropriate Saturdays, and work during the summer to ensure our students' success.

We will work, think, and behave in the best way we know how, and we will do whatever it takes to help our students to go to and graduate from college. As a result we will always follow the KIPP Credo:

*If there is a problem, I will look for a solution.*

*If there is a better way, I will find it.*

*If I need help, I will ask for it IMMEDIATELY.*

*If a teammate needs help, I will give it.*

We will make ourselves available to students and families and address any concerns they might have in a timely manner.

We will protect the safety, interests and rights of all individuals in the classroom.

We will ensure that our students enroll in challenging courses that will prepare them for college entrance and that will fulfill KIPP NYC College Prep graduation requirements.

We will sponsor and chaperone KIPP NYC College Prep events on appropriate weekdays, evenings, and weekends.

We will support the school's policies, including discipline and dress code, as detailed in the KIPP NYC College Prep student handbook.

We will actively communicate with students, parents, and fellow teachers regarding students' progress, difficulties, and successes.

We will contact students' parents, advisors, and/or counselors if our students have problems that may jeopardize their college preparation.

X \_\_\_\_\_  
Staff Signature

Name: \_\_\_\_\_



# KIPP NYC FAMILY AND STUDENT HANDBOOK

## KIPP NYC College Commitment to Excellence Form

### **Parents' / Guardians' Commitment:**

As the parent/guardian of a child at KIPP NYC College Prep I fully commit to the following:

I will encourage my child to be successful, to achieve excellence and to do whatever it takes to help him/her become the best possible person he/she can be.

I will make sure my child arrives at school every day on time and stays until the appropriate dismissal time.

I will encourage my child to work, think, and behave in the best way that he/she knows how, and I will do whatever it takes to support my child to go to and graduate from college. As a result I will always follow the KIPP Credo:

*If there is a problem, I will look for a solution.*

*If there is a better way, I will find it.*

*If I need help, I will ask for it IMMEDIATELY.*

*If a teammate needs help, I will give it.*

I will encourage my child to take classes that are challenging, including Advanced Placement (AP) and Honors Classes.

I will allow my child to participate in activities offered during KIPP Block, as well as school-related activities and field trips, which occur during non-school hours.

I will make myself available to teachers and staff at KIPP NYC College Prep and will address questions or concerns in a timely manner.

I will allow my child to go on KIPP NYC College Prep field lessons, participate in internships and summer programs, and visit colleges.

I will support the school's policies, including discipline and dress code, as detailed in the KIPP NYC College Prep student handbook.

I will actively communicate with my child and his/her teachers regarding his or her progress, difficulties, and successes.

I will contact my child's advisor or counselor if my child has a problem that may jeopardize his/her college preparation.

*Failure to adhere to these commitments can jeopardize my child's ability to achieve academic, personal and social success and may result in the loss of privileges, suspension and/or expulsion from KIPP NYC College Prep.*

X \_\_\_\_\_  
Parent/Guardian Signature

Name: \_\_\_\_\_



## LEADERSHIP CONTACT LIST

Name	Title	Phone Number	Email
Mr. Capellan	Principal	347.880.3286	<a href="mailto:ccapellan@kippnyc.org">ccapellan@kippnyc.org</a>
Ms. De Pesa	Assistant Principal of Teaching and Learning	917.279.3370	<a href="mailto:bdepesa@kippnyc.org">bdepesa@kippnyc.org</a>
Mr. Ioli	Assistant Principal of Students	917.647.6323	<a href="mailto:mioli@kippnyc.org">mioli@kippnyc.org</a>
Mr. Imwold	Assistant Principal of Intervention	410.459.5588	<a href="mailto:jimwold@kippnyc.org">jimwold@kippnyc.org</a>
Mr. Chen	Director of Academics and Counseling	917.658.9353	<a href="mailto:hchen@kippnyc.org">hchen@kippnyc.org</a>
Ms. David	Director of Operations	646.265.6428	<a href="mailto:k david@kippnyc.org">k david@kippnyc.org</a>
Ms. Kratz	Managing Director of College Access	206.735.5178	<a href="mailto:tkratz@kippnyc.org">tkratz@kippnyc.org</a>

## SCHEDULE

### School Day Schedule

From September through June, most students will start school at 8:30 a.m. and will remain until classes are dismissed at 3:38 p.m. Select students will be scheduled for a 0 period. 9<sup>th</sup> Grade students will be required to attend 9<sup>th</sup> Grade Block for part or all of the year, depending on their academic support needs.

Master Schedule			Wednesdays-Advisory		
Period	Start Time	End Time	Period	Start Time	End Time
0	7:30 AM	8:20 AM	0	7:30 AM	8:20 AM
	8:20 AM	8:30 AM		8:20 AM	8:30 AM
1	8:30 AM	9:20 AM	Advisory	8:30 AM	9:06 AM
	9:20 AM	9:24 AM		9:06 AM	9:10 AM
2	9:24 AM	10:14 AM	1	9:10 AM	9:55 AM
	10:14 AM	10:18 AM		9:55 AM	9:59 AM
3	10:18 AM	11:08 AM	2	9:59 AM	10:44 AM
	11:08 AM	11:12 AM		10:44 AM	10:48 AM
4	11:12 AM	12:02 PM	3	10:48 AM	11:33 AM
	12:02 PM	12:06 PM		11:33 AM	11:37 AM
5	12:06 PM	12:56 PM	4	11:37 AM	12:22 PM
	12:56 PM	1:00 PM		12:22 PM	12:26 PM
6	1:00 PM	1:50 PM	5	12:26 PM	1:11 PM
	1:50 PM	1:54 PM		1:11 PM	1:15 PM
7	1:54 PM	2:44 PM	6	1:15 PM	2:00 PM
	2:44 PM	2:48 PM		2:00 PM	2:04 PM
8	2:48 PM	3:38 PM	7	2:04 PM	2:49 PM
	3:38 PM	3:45 PM		2:49 PM	2:53 PM
9 <sup>th</sup> Gr Block	3:45 PM	4:25 PM	8	2:53 PM	3:38 PM
	0:50	Class		0:45	Class
	0:50	Lunch		0:45	Lunch
	0:40	9 <sup>th</sup> Gr Block		0:36	Advisory
	0:04	Passing Time		0:04	Passing Time

## School Calendar

This year, school will resume for all students on Tuesday, September 11, 2017. The last day of classes will be Friday, June 8<sup>th</sup>, 2018, with Regents Exams occurring until June 20<sup>th</sup>. Graduation will take place on Friday, June 22<sup>nd</sup>.

## Saturday School

On appropriate Saturdays, College Prep students are expected to attend Saturday school. Unless otherwise specified, students must wear Jeans Day attire (referenced in dress code) on Saturdays.

## School Closings

Generally, if the NYC public schools close due to bad weather, KIPP NYC College Prep 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 ([schools.nyc.gov](http://schools.nyc.gov)). One Calls will be also made to alert parents as soon as possible for KIPP to send the message out.

## ATTENDANCE

KIPP NYC College Prep believes students need to be at school on-time daily to maximize their learning opportunities. We insist that students and their parents make every effort possible to minimize the number of days they miss school or are late. **Our school wide goal is 97% daily attendance.** This means that a student cannot miss more than 5 days in a school year in order to meet this goal. In the **Commitment to Excellence** students fully commit:

- To report to school on time, prepared and ready to learn.
- To attend school each day, complete my homework, and ask questions when I am uncertain.

## School Hours

The school will be open for student access from 7:00 a.m. to 6:00 p.m. daily. While the academic day goes from 8:30am to 3:38pm, optional breakfast will be served from 7:15 - 8:15 a.m., and there will be extracurricular activities, tutoring and sports team meetings available daily from 3:45 until 6:00 p.m. All students must swipe in with their student ID cards upon arrival in the main lobby.

## 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 the main office as soon as possible at (212) 991-2626.

EXCUSED	UNEXCUSED
<p><b>With a parent note:</b>            Up to 2 days of illness            Death in the family            Required court appearance            Religious holiday</p> <p><b>With a doctor’s note:</b>            Illness for 3 or more days (by next business day)</p>	<p>No call/note to office or response to outreach            Routine doctor’s appointments (please schedule for when school is not in session)            Family vacation            Bad weather            Trouble with public transportation  <i>Other reasons may also be considered unexcused</i></p>

## Excused Absences

For an excused absence, parents/guardians must notify KIPP NYC College Prep before 8:30 a.m. of the student’s absence. When the student returns to school, he/she must bring a note signed by a parent/guardian to the main office. The note must be written clearly in ink and contain the following information:

- Full name of the student
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where parents/guardians may be reached (home and work)
- Signature of parent/guardian

Any student who is absent with an illness for more than three days must bring an official note signed by their doctor to the main office when they return to school. The note must include the name of the student, dates of absence and reason for absence. The note must be written clearly in ink on a doctor’s letterhead.

## Unexcused Absences

If a student is absent for an unexcused reason, we ask that parents/guardians notify KIPP NYC College Prep before 8:30 a.m. or as soon as they are aware of the absence. Any student who is absent from school without the permission of a parent or guardian and/or without the knowledge and permission of KIPP NYC College Prep is considered TRUANT and may be subject to disciplinary actions in school and/or by local authorities. **Under New York State law, KIPP NYC College Prep is required to report excessive truancy to the NYC Administration of Children Services (ACS).**

Unexcused absences reflect poorly on student conduct, so we strongly encourage students to minimize the number of unexcused absences they incur. If a student does not arrive to school or class and we have not received notification of the absence from a parent/guardian, the parent/guardian will be contacted as soon as possible. If a student is absent frequently (excused or unexcused), a letter of concern will be sent home. If the absences continue, a parent conference will be called to discuss a solution to the problem.

## Support Policy for Absences

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

Cumulative Number Of Absences	Action Step	School Point Person
<b>3 Unexcused Absences</b>	<ul style="list-style-type: none"> <li>Phone call and conversation with parent/guardian</li> <li>Review attendance policy</li> </ul>	School Operations Administrator
<b>5 Unexcused Absences</b>	<ul style="list-style-type: none"> <li>Phone call, letter sent home</li> </ul>	Dean/ Counselor
<b>8 Total Absences (Excused + Unexcused)</b>	<ul style="list-style-type: none"> <li>Parent is contacted for meeting with Dean or Assistant Principal</li> <li>Dean will work with family to create an attendance plan.</li> <li>Parent given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt conversation.</li> </ul>	Dean/Counselor
<b>10 Total Absences (Excused + Unexcused)</b>	<ul style="list-style-type: none"> <li>Parent is contacted for a meeting with Asst. Principal/Designee.</li> <li>Attendance plan is updated or revised.</li> <li>Promotion in Doubt conversation is held and letter is signed by parent/guardian</li> </ul>	Asst. Principal/Designee
<b>15 Total Absences (Excused + Unexcused)</b>	<ul style="list-style-type: none"> <li>Parent is contacted for meeting with Principal. Student is at greater risk of holdover.</li> <li>Attendance plan is updated or revised.</li> </ul>	Principal/Designee
<b>20+ Total Absences (Excused + Unexcused)</b>	<ul style="list-style-type: none"> <li>The individualized attendance plan will be revisited.</li> <li>ACS may be contacted if staff determines that the child is experiencing educational neglect.</li> </ul>	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 Assistant 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.** Arriving on time is key to success – at school and in life. Our doors open at 7:00 a.m. each morning. Students must arrive and swipe in with their student ID between **7:00 and 8:25 a.m.** If you know your child will be tardy, please call the main office. **First period begins promptly at 8:30 a.m.** Any student not seated and ready to learn in their classroom when the 8:30 a.m. bell rings will be marked tardy.

Our school wide goal is **95% on-time arrival to school**. In order to reach this goal, a student can be late to school no more than 8 times over the school year, which equates to twice per quarter.

We also place a heavy emphasis on being on-time to each class period in order to maximize learning, and expect students to move with urgency from class to class to be seated by the bell. Students not seated by the time the bell rings to start each period will be marked tardy for that class.

## Consequences for Excessive Tardies

- Late to school more than 2 times in any given quarter = 1 detention for each day late beyond the two.
- Late to more than 2 class periods in any given day = 1 detention

As is the case with student absences, if a concerning pattern of tardies is noted, the Deans will reserve the right to accelerate certain actions and consequences. For example, if a student has several late arrivals to school in a row or several tardies to classes in one day, a parent meeting may be called to resolve the situation. If a student is tardy for several consecutive days without parent communication, the school may conduct a home visit or other investigation. ACS may be contacted if the Principal determines there is cause for concern.

### Early Dismissal

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

### Illness or Injury during School Hours

A student's family will be contacted to pick their child up from school if a student becomes too ill to remain at school. **Family members must come to the Main Office to sign students out if students are determined to be too ill to remain at school.** In the case of severe illness or injury, emergency medical services will be called which may include calling an ambulance and/or hospitalization. A student who is severely sick or injured will not be allowed to leave on their own.

Please note: The school will use the contact information provided on the Emergency Contact Form to notify a family of their child's illness. A student's emergency contact information should be kept current so we are able to contact families regarding a student's health in a timely manner. To make changes or update to a student's information you can contact the main office at 212-991-2626.

## ACADEMIC POLICIES

### Academic Expectations

KIPP NYC College Prep set our special College Prep Diploma graduation requirements to exceed the New York State requirements (22 credits and a 65 passing for both courses and Regents Exams) based on the belief that students meeting our higher standards will be prepared to successfully enroll and pass entry-level college courses by graduation, without remediation.

To receive our College Prep diploma, students must successfully complete a minimum of 24 credits (1 credit = 1 year) consisting of the courses below, as well as pass five New York State regents Exams (Science, Math, English, Global History and US History) with a 75 or above.

<b>Courses</b>	<b>Number of Credits Required</b>
English & Language Arts	4
Mathematics	4
Science	4
Social Studies	4
Language other than English (LOTE)	3
Visual & Performing Arts	1
Physical Education	2
Health	0.5
College Prep Electives	1
Electives of Choice	0.5

### Quarterly Grade Reports

KIPP NYC College Prep issues report cards on a quarterly basis. Report cards will be directly linked to KIPP NYC College Prep’s standards. The grading scale is based on the students’ mastery of the content standard. Family-Teacher Report Card Nights 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. Grades can also be viewed at any time in PowerSchool Student and Parent Portals.

	<b>Timing</b>	<b>Progress Reports</b>	<b>Report Card Nights</b>
Quarter 1	Sept – Nov	Oct. 4 <sup>th</sup>	Nov. 16 <sup>th</sup>
Quarter 2	Nov – Jan	Dec. 12 <sup>th</sup>	Feb. 15 <sup>th</sup>
Quarter 3	Jan – Apr	March 7 <sup>th</sup>	April 19 <sup>th</sup>
Quarter 4	Apr – Jun	May 9 <sup>th</sup>	Report Card Mailed Home

### Grading Scale, Grade Point Average (GPA) and Earned Credits

A grade point average (GPA) is a calculated average of the letter grades a student earns in school following a 0 to 4.0 scale. Every semester, students receive a GPA based on the grades he/she earned in all of their classes during that semester. Throughout high school, students also maintain a cumulative GPA, which is an ongoing average of all their semester one and two grades beginning with freshman year. Colleges use this number to measure their overall performance in school and compare them to other prospective students

We know that in order to be competitive candidates for colleges, students must maintain the highest GPA possible. In signing the Commitment to Excellence, students agree:

- *To maintain a Grade Point Average of **2.5 or higher** in all of my classes. I will take the most challenging courses I can, including Advanced Placement (AP) and Honors classes. If my GPA falls below 2.5, I will seek out additional help from teachers, staff and teammates.*

<u>Letter Grade</u>	<u>GPA</u>	<u>Description</u>
A (93-100)	4.0	Students receiving an <b>A</b> show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
A- (90-92)	3.67	
B+ (87-89)	3.33	Although students receiving a <b>B</b> may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
B (83-86)	3.0	
B- (80-82)	2.67	
C+ (77-79)	2.33	Students receiving a <b>C</b> are meeting minimum requirements, and may need to develop significant skills.
C (73-76)	2.0	
C- (70-72)	1.67	
F* (67-69)	1.33	Students receiving an <b>F</b> produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.
F**( 65-66)	1.00	
F (0-64)	0.0	

**At KIPP NYC College Prep, students must receive a grade of C- (70) or higher in order to receive credit for a class.** Any grade of 69 or below is considered a failing grade and receives an F on the transcript. However grade of 65-69 do receive grade point average credit, as indicated above.

KIPP NYC College Prep uses a cumulative weighted and unweighted GPA system. The unweighted GPA is based on a 4-point scale, while the highest achievable weighted GPA is 4.66. In calculating the weighted GPA, we award 1 additional point for Advanced Placement classes, 0.75 additional points for SUPA classes, and 0.5 additional points for Honors level classes. The weighted GPA determines the class rank reported on transcripts.

We calculate course credit value into the grade point average as well; classes that earn a 0.5 credit receive half the weight of our typical 1 credit course, and classes that earn 2 credits receive twice the weight of our typical 1 credit course. Pass/ Fail grades are not factored into the grade point averages.

### Assessments and Exams

At KIPP NYC College Prep, students will be assessed in their classes in various ways. Classroom teachers will use class work, homework, participation, conduct, papers, projects, presentations, tests/quizzes, and major exams at the end of each semester to determine each student's grade. Unit assessments, tests, quizzes and/or essays will count for at least 60% of a student's grade.

As the vast majority of colleges use final exams, at the end of each semester KIPP NYC College Prep students will have a mid-term and final exam or paper/project in all their core academic classes. If a course includes a NY State Regents or Advanced Placement Exam, these tests may replace a final exam.

## Credit Requirements for Promotion

Students earn 1.0 credit for passing a year-long class, and half a credit (.5) for passing a semester-long class.

To be promoted from 9<sup>th</sup> to 10<sup>th</sup> grade:

- Students must have earned 4.0 credits.

To be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade:

- Students must have earned a minimum of 10.0 credits.
- Students must have at least 2.0 credits in Global History.
- Students must have at least 2.0 credits in English.

To be promoted from 11<sup>th</sup> to 12<sup>th</sup> grade:

- Students must have earned a minimum of 15.0 credits.

## Graduation Requirements

KIPP NYC College Prep offers five different diplomas:

### **KIPP NYC College Prep Advanced Regents Diploma**

24 credits plus 9 NYS Regents exams with 5 exam scores being 75 or higher.  
Honors diploma offered for Regents scores averaging 90 or higher

### **KIPP NYC College Prep Regents Diploma**

24 credits with scores of 75 or higher on 5 NYS Regents exams  
Honors diploma offered for Regents scores averaging 90 or higher

### **Advanced Regents Diploma**

22 credits with scores of 65 or higher on 9 NYS Regents exams  
Honors diploma offered for Regents scores averaging 90 or higher

### **Regents Diploma**

22 credits with scores of 65 or higher on 5 NYS Regents exams  
Honors diploma offered for Regents scores averaging 90 or higher

### **Local Diploma**

22 credits with scores of 55 or higher on 5 NYS Regents exams  
Only selected students with Individualized Education Plans approved by KIPP's special education department and the NYC Committee on Special Education are eligible for the Local Diploma.

## Academic Integrity: Our Honor Code

A KIPP NYC College Prep student will 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. Every student will write the KIPP NYC College Prep Honor Code at the bottom of every major test, paper, or project:

***On my honor, I pledge that this test/paper/project is my own, original work.***

## 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. The consequences for academic dishonesty may include the following by a Dean of Students or the Director of Academics.

### 1<sup>st</sup> Offense

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

### 2<sup>nd</sup> Offense

- No credit or a zero will be given on the test, paper, or project.
- The student will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- 2 hr. detention will be assigned after school.
- Parent/Guardian meeting will be scheduled with the Grade Level Dean.
- Possible removal from extracurricular activity or sports team for a period of time.

### 3<sup>rd</sup> Offense

- No credit or a zero will be given on the test, paper, or project.
- Out of school suspension will be assigned.
- Possible removal from extracurricular activity or sports team for the remainder of the season.
- Parent/Guardian meeting will be scheduled with the Principal.
- Offense will be noted on student's permanent record and colleges will be notified.

### 4<sup>th</sup> Offense

- Principal or Superintendent hearing regarding possible long term suspension or expulsion from KIPP NYC College Prep.

**Please Note: If a student violates the honor code on a major assignment or assessment such as a unit test or Regents exam, there will be more severe consequences than those listed which will be determined by members of the school leadership committee.**

## Academic Support Program

KIPP NYC College Prep is committed to providing every opportunity for students to succeed academically and to develop the skills necessary for higher education. Students may receive 1:1 teacher tutoring by appointment. Access to laptop computers, printers, and the internet for academic research and writing purposes will be available during lunch and after school in the library. Please contact the Director of Academics and Counseling for more information on academic support services.

## Advisory Program

All KIPP NYC College Prep Students are part of an advisory cohort for all four years of their high school experience. Beginning in their freshmen year, students are grouped with 15-20 peers and one staff member. These groups meet weekly over the course of their high school career to discuss issues relevant to our students. Discussion points include habits for academic success, social justice, equity and diversity, school spirit, community issues, college and career exploration, and personal goal setting and growth. Advisory groups also participate in school activities together, such as Pep Rally games, field day, and choice day field trips. Advisors are an excellent contact person for families who may have questions or concerns about their child or about upcoming school events. Families will receive their child's advisor's contact information during freshmen orientation or during back-to-school Saturday.

## Summer School

One of the goals of KIPP NYC College Prep is to prepare our students for the academic rigor necessary to be successful in college. In keeping with our goal, it is our policy to inform parents and guardians when their child is not meeting expectations in their classes and work with you to develop solutions. If a student fails a class, they may not earn the requisite credits to advance to the next grade level. Summer school is an opportunity for students to make up a limited number of credits towards their graduation requirement and become academically prepared and eligible for future classes.

Summer school dates will be released as soon as the State releases August Regents Exam dates. Summer school hours consist of classes from Monday through Thursday between 8:30am and 1:00pm. Summer school will be required for the following reasons:

- Failed the course(s) with a grade between 60 and 69
- Scored less than a 75 on one of the 5 major NYS Regents, but passed the course.
  - A score of 75 on NYS Regents exams is required to receive a KIPP NYC College Prep diploma.

Note: Students with a grade below 60 will not be eligible for summer school in that class.

## SCHOOL-LEVEL POLICIES

### Student Dress Code

At KIPP NYC College Prep, we aim to promote a safe and academically focused environment for our students. Our dress code is designed to build a sense of pride within our school community and will ensure that our students look professional, yet remain comfortable as they learn.

Students are responsible for attending school in accordance to KIPP NYC College Prep dress code. Students that do not adhere to the dress code may be subject to disciplinary action and may not be permitted to enter the school without proper attire. They may be required to purchase the appropriate uniform or a family member may be asked to come to the school with proper dress code attire for the student.

KIPP NYC College Prep High school will adhere to the below dress code:

<u>Daily Dress Code</u>	<u>Professional Dress</u>	<u>Jeans Day</u>
<p><b>Shirts:</b> KIPP NYC College Prep polo (long or short-sleeved). Students may wear <u>KIPP NYC College Prep</u> sweatshirts, hoodies, or cardigans. If students remove their sweatshirt or sweater they should be wearing a polo.</p> <p><b>Pants:</b> Slacks, khakis, cargo, or corduroy pants with belt loops. “Joggers” or pants with drawstrings and elasticized waists or cuffs are not allowed. Only the following colors should be worn: black, navy blue, gray, brown, and/or tan. Jeans are not allowed outside of jeans days. Bright colors, denim materials and patterned prints are not acceptable. Skirts must follow the same standards as pants and be an appropriate length.</p> <p><b>Shorts/Capri Pants:</b>(May 1 - June 30, Summer) Cargo Shorts and Capri pants are permitted, but must be worn with a belt. Only the following colors should be worn: black, navy blue, gray, brown, and/or tan. Jeans are not allowed. Bright colors, denim materials and patterned prints are not acceptable. Shorts must be within two inches of the knee</p> <p><b>Belt:</b> Must be worn every day</p> <p><b>Shoes:</b> Sneakers or casual shoes (<u>no</u> open-toe shoes)</p>	<p><b>Shirts:</b> Button-down shirts and blouses</p> <p><b>Pants:</b> Slacks in black, blue, gray, brown, or tan</p> <p><b>Belt:</b> Must be worn every day</p> <p><b>Shoes:</b> <u>Dress</u> shoes (<u>no</u> open toes or sneakers)</p> <p><b>Skirts / Dresses :</b> Appropriate length professional skirts and dresses</p> <p><b>Ties:</b> Male students are required to wear a tie on Professional Dress Day</p> <p><b>* Professional Dress Days will be once a month by grade and for special events. Students should make note of Dean Announcements for dress code changes.</b></p>	<p><b>Shirts:</b> KIPP NYC College Prep t-shirts, sweatshirts, hoodies, or cardigans <u>or</u> College shirts/sweatshirts</p> <p><b>Pants:</b> Jeans in any color - no rips or holes</p> <p><b>Shoes:</b> Sneakers or casual shoes (<u>no</u> open toe shoes)</p> <p><b>* Students should make note of Dean Announcements for Jeans Days.</b></p>

## Uniform Guidelines

### Clothing

- Shirts must remain tucked into pants and skirts at all times.
- Pants must be worn at waist level, and may not ride or sag below the waist.
- Pants should not be excessively baggy.
- Students should not wear inappropriately tight shirts, pants, or skirts.
- Skirts or shorts must be knee length.
- Clothing may not be see-through, torn, cut, faded, patched, frayed, drawn on, or have logos, writing or pictures other than KIPP NYC College Prep logos and name.
- Scarves may only be worn in a professional manner or for religious purposes.

### Jewelry, Accessories and Makeup

- Jewelry may not be distracting, make noise, or have inappropriate connotations.
- Sunglasses may not be worn over the eyes or as an accessory during the school day.
- Makeup, perfume, lotion, or any other cosmetics are never to be applied anywhere but in bathrooms.
- Hats, sweatbands, hoods, do-rags, hair picks, and bandanas, may not be worn.

## KIPP NYC College Prep High School Expectations

Every KIPP NYC College Prep student is expected to conduct themselves in a manner that is appropriate for college and the professional world. In order to maintain an orderly learning environment, students will be held to the following expectations every day at KIPP NYC College Prep. Violation of the KIPP NYC College Prep Behavioral Norms can vary from a 45 min detention at the end of a day to a Saturday School Detention depending on the kinds of inappropriate behaviors exhibited by the student.

### **Classroom Norms:**

- Students should arrive on time, prepared to begin before the bell rings.
- Students should enter the room quietly, be seated, and begin the assigned task.
- Students should be respectful of themselves, their classmates, and their teacher.
- Students should be engaged and on-task throughout the class period.
- All assignments should be completed neatly, on time, and to the student's best ability.
- Students should exit the classroom quietly and calmly after being dismissed by the teacher.
- If students fail to abide by these norms, teachers may take action to correct the issue as necessary.

### **Norms for Hallways and Stairwells:**

- Students should move calmly to and from each of their classes. Loitering in the halls may earn a student detention.
- Quiet conversation is acceptable; loud, raucous conversation is not.
- Students should discard trash in appropriate receptacles provided.
- Students should be aware of traffic flow and not congregate in groups.
- Students should follow the directions of **all** school staff members. Every adult should be respected and listened to just as they will listen to and respect our students.

- Engaging in inappropriate physical contact of any type in the halls, including both altercations and public displays of affection (PDA) will not be tolerated. Physical altercations will result in immediate consequences. (See *KIPP NYC College Prep Code of Conduct- Suspensions*)
- Engaging in horseplay or using obscene or vulgar language may result in detention.

### **Food Policy:**

- All food must be consumed in the cafeteria. Students are not allowed to have food in class.
- Students are not allowed to have any beverage other than water in class. Containers must display water clearly. No glass bottles are permitted anywhere in the building.
- No beverages allowed at all during the use of computers, including water.
- Students are not allowed to chew gum anywhere in the building and can be assigned detention for refusing to dispose of gum in proper receptacle.

### **Bathroom Use Policy:**

- Bathroom use will be limited to after the first 10 minutes of class and before the last 10 minutes of class.
- After respectfully asking for and receiving permission to use the bathroom from the teacher, students should quietly leave the classroom with the Hall Pass.
- One student at a time may leave class to use the bathroom so please be mindful of your time using the bathroom as other classmates may be waiting patiently for your return.
- Limit bathroom use during class time; lost class time negatively impacts performance.

### **Cafeteria Guidelines:**

Breakfast and lunch are served only at designated times in the cafeteria. Students who use the cafeteria must abide by the guidelines listed below:

- Students must treat all food service staff, cafeteria supervisors, and fellow students with courtesy and respect.
- Students are to walk and never run to the cafeteria.
- The line in the cafeteria should be orderly at all times and students must present their student ID to be scanned before receiving their food.
- Students are not permitted to order food from outside of the school.
- Dining spaces must be clean and neat upon student exit.
- Students will be allowed to use the bathroom when given permission by the Dean on duty at the door.
- If teachers would like to tutor during lunch, they should provide a purple pass to students or come down to the cafeteria to pick up their students and bring them to their classroom in a quiet and organized way.
- Students should exit the cafeteria in a quiet and orderly manner.

### **Hallway Passes:**

Three types of passes are used at KIPP NYC College Prep. Students traveling between classrooms and other spaces at any time other than transition must carry a pass at all times. The passes are:

- Class hallway pass: Bathroom usage
- Office pass: Any student arriving late to school will receive an office pass to enter their class. If students have medical or other needs that require them to go to the nurse or office, they will receive an office pass to return to class.

- Lunch pass: Students who receive a dated and signed purple pass from teachers and counselors can eat quickly and then leave the cafeteria with this pass for appointments. Students who want to study in the Library can stop by the Library and pick up a pass before going down to eat lunch. Seniors with dated and signed gold passes may bring their lunch directly to the college counseling office.

### Identification Cards

Every student is issued an identification card. This card is used to scan them in the building every day and also to monitor their lunch intake. It is mandatory that students have their ID card every day during arrival and lunch. If a student loses their ID card he/she is required to pay \$5 to replace the card.

### Lockers/Personal Belongings

Every student is issued a locker in the beginning of the school year with a lock. The locker is to help students secure their personal belongings and valuables. If a locker issued to a student is malfunctioning in any way, it is the responsibility of the student to inform the Deans at KIPP NYC College Prep that it needs to be replaced or repaired. Locks assigned to lockers should not be replaced. If a student is found to be using their locker inappropriately, not maintaining their locker clean and/or abusing any of the expectations he/she will lose access to a personal locker. Students will need to provide locks for the lockers in the gym daily. **Please be advised that KIPP NYC College Prep reserves the right to search any locker at any time.**

**Personal belongings and valuables are the responsibility of the student.** They must monitor and care for their own belongings. **KIPP NYC College Prep is not responsible for lost belongings and valuables.** We ask students to come to school with only what they need each day and to keep at home any items that they do not need at school.

## Technology and Internet Use Policy

### Cell Phone/ Electronics Policies

Cell phones, headphones, smart watches and other electronic devices have become a major distraction in schools. Unwanted picture taking, distractions and disruptions during class time, cheating, cyber bullying, and theft are among the reasons for them being banned. KIPP NYC College Prep seeks to minimize these and other disruptions to the learning process through the following practice.

**If a student brings a phone into the school building, it is recommended that they keep their electronics in their lockers during class periods. KIPP NYC College Prep is NOT RESPONSIBLE for lost or damaged cellular phones and other electronic devices.**

**If a parent needs a message relayed to his/her child please call the school directly or a KIPP NYC College Prep staff member, not their child's cell phone.** If a student needs to make a phone call home they are to **use the office phone or staff member's phone** after receiving permission from a staff member.

Cell phones are only permitted in the cafeteria during breakfast or lunch and may not be used to make phone calls, take photos or video recordings. They are never permitted in the hallways or classrooms. Headphones are never allowed anywhere in the building, unless they are school sponsored headphones being used as part of a class lesson. If a student is seen with a cell phone or any electronic device anywhere or anytime other than breakfast and lunch in the cafeteria it will be confiscated by any staff

member. Moreover, if a student is misusing their device during the permitted times and locations it will be confiscated. Cell phones restrictions end at the final 3:38pm bell.

The following systems of consequences are in place for students that fail to adhere to this expectation:

- **The first time an electronic device or cell phone is confiscated it will be held until the end of the day. Student will be responsible for serving detention the same day and will receive their device upon completion of the detention.**
- **The second time an electronic device or cell phone is confiscated it will be held until the end of the day. Student will be responsible for serving a double detention the same day and will receive their device upon completion of a double detention.**
- **The third time an electronic device or cell phone is confiscated it will be held until the end of the day. Student will be responsible for serving detention the same day and will be required to turn in their phone upon entering school for the next 10 school days.**
- **If a fourth offense occurs there will be a parent meeting, possible suspension and student will be required to turn in their phone for the remainder of the school year.**

### **Computer / Internet Use**

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all computer privileges depend on every student using the technology in a responsible, efficient, ethical, and legal manner.

#### **A student may not:**

- Use the Internet for any illegal purpose
- Use profane, obscene, impolite or abusive language
- View websites that have sexually explicit or obscene violent content unrelated to their course work
- Violate someone else's privacy
- Share his/her password with anyone except adults at the school
- Print excessively large documents without teacher permission
- Use computers without staff supervision or permission
- Download software, plug-ins, games or other programs without permission
- Use Snapchat, Facebook, Instagram, Twitter, or other social networking websites
- Change Windows desktop, taskbar, screensaver, or any other computer settings
- Access or change anyone else's data folders, files or documents
- Eat or drink near a computer
- Leave a laptop anywhere else but in mobile lab when done with it
- Play non-education games on a KIPP computer

Students in violation of any of the above may be subject to disciplinary action including suspension and/or expulsion and loss of technology privileges.

### **Social Networking**

KIPP NYC College Prep encourages the use of technology for instruction and learning. Make sure to monitor your child's activity online at home. An increasing number of students are engaging in social networking on websites such as Facebook, Twitter, Instagram, and Snapchat. Social Networks are public

and lack privacy, contrary to the belief of many students. In the Commitment to Excellence form, students are made aware of the following point:

- *I will avoid people, places, and things—both inside and outside of school—that I know or should know will not help me have a bright future.*

Posting inappropriate information (text, images, and videos) on social networks would represent one of the things outside of school. Here are some reasons a student may be addressed, after posting inappropriate information on line.

- If information posted on a social network is causing others on school grounds to feel emotionally unsafe.
  - Threats
  - Cyber Bullying
- If a student has the school name tagged to their profile and has posted information that places the schools integrity in jeopardy.
  - Information that is of a provocative nature.
  - Information that hints towards the illegal usage of drugs, or alcohol.
  - Information that hints towards participation in any illegal activity.
  - Information that hints towards student involvement in gang activity.
  - Information that in any way harms the reputation of the student, family, or school community.

It is important to note that any negative interactions by or between KIPP students on these social networking sites may result in in-school consequences. The use of social networks in an inappropriate fashion can be addressed in two different forms.

- A) A student posting information that is not appropriate may prompt a **Counseling Session** with one of the school counselors, where a student may be asked to remove information off of their profiles. A counselor meeting with a student in reference to information about social networks is to help a student make better decisions about how they present themselves on a public forum but also to develop their social intelligence.
- B) A student posting information that is not appropriate may prompt a **meeting with the Deans** that will result in consequences. In most of these cases, these steps are taken when others in the KIPP Community are made to feel emotionally or physically unsafe because of the material posted on the social network. Also when, as mentioned above, the integrity of the school is put in jeopardy a student may also be addressed by a Dean or a Counselor.

### Protecting Your Privacy

We at KIPP want to stress the importance of protecting your privacy. As mentioned before, any information posted on any social network can easily be made public. It is important that all students are careful about the information you post because it can affect a student's ability to get into college or obtain a job it can also lead to possible identity theft. Please avoid posting cell phone numbers, birthdates, social security numbers and other information that may be private this is for your own protection and safety.

### Ways to use Social Networks Correctly

Social Networks can be quite a powerful tool if used correctly. There are a couple ways one can use a Social Network to benefit them. Here is how:

- Connecting with peers to obtain needed information such as homework, dress code information, or school events.

- Socialize in ways that are of a positive fashion.
- Presenting one's self in a positive light to potential colleges and potential employers.

Be wise about how you use the internet and also how you use social networks. It can be a tool to use to your benefit or a hurdle that gets in your way.

### Food Services

#### School Meals

School breakfast and lunch are available to students each day, Monday – Friday. Breakfast will be served between 7:15-8:15 am. Lunch is served during periods 3 – 6. An afterschool snack is available at no cost to students each day.

#### Meal Costs

All families must fill out a federal free/reduced meal form annually. This form is due by September 15<sup>th</sup> for the 2017-2018 school year. This form is mailed to families in late-August and available at school. After meal form processing, families that qualify will receive free/reduced pricing for breakfast and lunch. Families are able to view any outstanding meal fee balances on PowerSchool. Meal fees can be paid online at [www.spsezpaykipp.com](http://www.spsezpaykipp.com) or via check made out to *Infinity PCS, LLC*.

#### Food Allergies

Please inform the KIPP NYC College Prep main office team if your child has any food allergies. We will provide that information to our food program team.

### Transportation

We believe that “our children are always ours” and we take their safety seriously even when they are not in the school building. KIPPsters are expected to live up to high expectations, even when their families and teachers are not present. We appreciate your support in recognizing that the bus and the subway are important times to think about safety. In the event that there are safety issues with any students traveling to or from school, we will consider any action necessary to keep our children safe. In some cases, we may ask for families to pick up or drop off their children at particular times. We understand this decision might create travel difficulty for you; however, we need every student to adhere to behavior expectations for their own safety as well as the safety of everyone else. Disciplinary actions may occur even though the students are not on school property.

Students living more than ½ mile in distance from the school, but less than 1 mile, will receive a Reduced-fare Metro Card for public transportation. Students living greater than 1 mile from the school will receive a Full-fare Metro Card for public transportation. It is each student's responsibility to hold onto the Metro Card. Students will receive a transportation pass the Friday prior to Saturday school. Parents are expected to pick up or make special arrangements for students remaining after school for Reflection/Work Hard Academy, tutoring, or special activities.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up child is not the parent/legal guardian of the child, they must be a) given explicit written permission to pick up the child and b) be 18 years or older. Please speak to the Main Office if you have any concerns.

## Immunizations

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

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

## Student Health: Medications and Emergency Services

As a school, the health and wellbeing of all of our students, staff members and families is of the utmost importance. KIPP NYC College Prep has a nurse on campus daily to oversee and address any medical concerns. If a student requests to see the nurse, a Dean or other staff member must escort them to the nurse's office.

KIPP NYC College Prep **cannot** administer over the counter medications. KIPP NYC College Prep can administer appropriate prescription medications in their original packaging to students with the written consent 504 form of a parent/guardian. Parents/Guardians of students with special medical needs are required to meet with the School Nurse and Main Office to obtain this form and to provide detailed information regarding their child's medical need and a letter from the doctor explaining how the medication should be administered.

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 NYC College Prep is not financially liable for any emergency medical services.

## Counseling Services

KIPP NYC College Prep understands that students may experience personal, social, or family issues that can affect their academic performance. We have made a strong commitment to meet any needs that students and their families may encounter. Each grade at KIPP NYC College Prep will have two full-time social workers or counselors that will help students and families overcome any obstacles that can affect a student's learning. The Counseling team will provide 1:1 counseling sessions as well as running small support groups with students. If a challenge cannot be solved within our counseling team, external partnerships and referrals with other social service agencies and organizations will be made to help find solutions. In an effort to support and educate our student, we provide information, testing and an array of preventative materials. Parents have the opportunity opting out of any of these services and information.

Services provided by the Counseling Team include:

- Individual Counseling, formal and informal
- Small group counseling and lessons

- Peer Mediation, training and conflict resolution
- Family Counseling upon request and need
- Referral to external medical, social service, and mental health agencies when necessary. Northside Center for Child Development has a satellite office in the school. Please contact your child's counselor if you would like a referral for their services.

If you have any questions please feel free to reach out to Hugh Chen, our Director of Academics and Counseling.

### Special Education Services

For students who have Individual Education Plans (IEPs) or 504 Accommodations, the KIPP NYC College Prep's Student Support Services staff will provide the necessary support to meet every student's needs.

Direct services provided by KIPP NYC College Prep staff include:

- A schedule designed uniquely for each student in order to meet his or her individual needs.
- Courses taught by teachers who are dual-certified with Special Education and a content area
- Push-in support services
- Smaller class sizes in certain content areas.
- Resource room special education teacher support services (SETSS)
- Testing accommodations such as extended time, separate location, and/or questions read aloud
- Counseling
- Speech and language therapy

Any other related special education services mandated by an IEP or 504 Accommodations In the event that KIPP NYC College Prep cannot provide the necessary support for a student, external agencies and resources will be referred for a student either on-site or at another facility. The SES staff will follow up and monitor any off-site services that are provided for students in need of special services.

Services for which KIPP NYC College Prep will work with an external provider include:

- Occupational therapy
- Physical therapy and/or accommodations
- 1:1 paraprofessional services

If you have any questions or require more information regarding our Special Education Services, please contact Jeff Imwold, our Assistant Principal of Intervention.

## MANDATORY LEGAL POLICIES

### Discipline Policies

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.

Parents and families are welcome to access additional information about KIPP NYC’s Code of Conduct at any time by contacting Michael Ioli, Assistant Principal of Students.

### Detention Policy

KIPP NYC College Prep High School has implemented detention in the disciplinary policy to develop and correct the behavior of students. Detention may be required for students having attendance issues, behavioral problems, and/or homework issues. Detentions may be held by individual teachers or by the Deans. Staff at KIPP NYC College Prep use the following methods of detention:

- **AM Detention:** AM detention is when a student is required to arrive at school earlier than the required time. During this time they will reflect on the behavior they displayed that needs to be corrected. Morning detention may be administered from 7:30am until 8:15am.
- **Lunch Detention:** During lunch time students will be isolated from the rest of the students and not be allowed to participate in the lunch activities. They will eat their food separately. Lunch detention will be for the duration of their entire lunch period.
- **PM Detention:** PM Detention will be administered towards the end of the day. Students are responsible for getting themselves to detention on time. A student who reports to detention late will not be allowed to complete their detention and will be required to return the next day and serve extended time.
- **Saturday School Detention:** Saturday school detention will be administered from 9am-12pm. Saturday detention will be used as a more severe consequence. This may include community service in the school building and/or self-reflection.
- **In School Detention:** In school detention is when a student needs to be isolated from the rest of the student population to serve a consequence for an action. **When students skip regular detention they could be assigned ISD.** However, in school detention does not affect the student’s record in the way a suspension will.

### Suspension Policy

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.

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.

The Citywide Standards are applicable to conduct during the school day and before and after school on KIPP premises, on transportation to and from KIPP, during KIPP sponsored events, and off-campus conduct when such conduct can negatively affect the educational process or endanger the welfare of the KIPP community or any member of the community. When students conduct themselves in a manner that requires a suspension we refer to the Citywide Standards. You can view a copy of the Citywide Standard at the following website: <http://schools.nyc.gov/NR/rdonlyres/92F313F8-C164-4B64-B236-BFF55A812254/0/DisciplineCode612FINALforposting040517.pdf>

KIPP NYC College Prep recognizes that each individual student may have unique challenges facing them in and out of the classroom. We strive to find solutions for all of our students; therefore, a variety of disciplinary and supportive programs may be put in place. These are not limited to, but may include:

**In-School Suspension** - For extreme disciplinary actions (i.e. major disruptions) or repeated offenses, students may spend all or a portion of the day in a quiet, supervised, in-school suspension room. **Students will be given class work, reflections and literature to complete but will not be able to attend class until a parent conference is completed.**

**Short Term Suspension** - In accordance with New York State Law, the Principal reserves the right to suspend and/or expel a student. A student, who has committed any of the actions listed below (additional behaviors eligible for long term suspension can be found in the Citywide Standards), or other similar infractions, is subject to short term suspension (defined as a period of five days or less).

- Vandalize school property causing minor damage
- Engage in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Engage in insubordination, which is directly and repeatedly violating school rules
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions
- Cheat on quizzes, exams, or commit plagiarism
- Used forged notes or excuses
- Engage in gambling
- Abuse school property or equipment
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the KIPP NYC College Prep Dress Code
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action

**Procedures and Due Process for Short Term Suspension** - Before imposing a short term suspension, Administration shall provide notice to inform the student of the infractions they have incurred, and if the student denies the infractions, an explanation of the evidence against the student will be provided.

A chance to present the student's version of events shall also be provided. At this point, written notice shall be provided within 48 hours of the decision to impose suspension at the last known address of the parents or guardians. Where possible, notification also shall be provided by telephone. Parents are required to attend a reinstatement meeting before a student returns to their classes. Failure to attend this meeting may compromise the agreed upon next steps put into place by the school, and may cause students to miss additional class time.

**Long Term Suspension** - In accordance with New York State Law, the Principal reserves the right to suspend and/or expel a student. A student who has committed any of the actions listed below (additional behaviors eligible for long term suspension can be found in the Citywide Standards) is subject to long term suspension (defined as a period of more than 10 days) or expulsion from school. In addition, a student who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the Principal's discretion.

- Attempt to assault any student or staff member or fighting with another student
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury
- Commit, or attempt to commit arson on school property
- Use obscene or abusive language or gestures towards another person in the community
- Engage in acts of verbal or physical sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Knowingly possess property that belongs to another person.
- Possess, use, or attempt to use alcohol, tobacco, or illegal drugs on school property
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school
- Assault any other student or staff member
- Intentionally cause physical, mental, or emotional injury to another person
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long-term suspension

**Procedures and Due Process for Long Term Suspension** - The Administration may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the Principal may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the Assistant Principal of Students shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The Assistant Principal of Students also shall immediately notify the student's parent(s) or guardian(s) in writing within 48 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a formal hearing will be held on the matter which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence. Parents may be required to attend a reinstatement meeting before a student returns to their classes. Failure to attend this meeting may compromise the agreed upon next steps put into place by the school, and may cause students to miss additional class time.

**Alternate Instruction** - Students who are serving a long term suspension will be provided with alternative instruction. Arrangements will be made between the school and each individual for the delivery of services, pick-up/delivery of work, and the make-up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.

## 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 student with and IEP, or a student who receives 504 accommodations, KIPP NYC College Prep 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 Jeff Imwold; Assistant Principal of Intervention.

## Harassment, Intimidation, Discrimination, and Bullying

All KIPPsters should feel safe and welcome at school. We have a Zero Tolerance Policy against acts of harassment, discrimination, intimidation and/or bullying by students against other members of the community on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, disability, weight, sexual orientation, gender, gender identity or gender expression (**Please also see Transgender Student Guidelines Attached**). This includes behaviors that take place in school, outside of school, and on the internet. If the choices made harm others in the community or disrupt the educational process a student will be held accountable for these actions.

These behaviors can be identified when a student is attempting to do one of the following:

- **Create an Imbalance of Power:** people who try use their power to control or harm, and the people experiencing these behaviors have a hard time defending themselves
- **Intent to Cause Harm:** The person who is displaying the types of behavior has an intent to cause harm
- **Repetition of Behavior:** The student continuously displays the similar behaviors towards the same victim.

## Types of Harassment, Discrimination, Intimidation and/or Bullying:

- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, leaving people out on purpose, breaking up friendships
- **Physical:** hitting, punching, shoving, stalking
- **Cyberbullying:** using the Internet, mobile phones or other digital technologies to emotionally harm others
- **Sexual Harassment:** physical contact, gestures, sounds, verbal comments, stalking

\*\*Should a student exhibit behaviors of harassment, discrimination, intimidation and/or bullying, please note that he/she could be held to most severe consequences from those listed below which will be determined by members of the school administrative team. (i.e. Deans, Counselors and Leadership) In the event that a student is found guilty of such behavior, the following steps will be taken.

## Minimum Level Consequences

- Parent Meeting
- Double Detention
- Written Assignment – Analyzing the Impacts of these behaviors on our community
- Recommended Counseling

## Mid-Level Consequences

- Parent Meeting
- Minor Principal's Suspension ranging anywhere between three to nine days outside of school.
- Written Assignment – Analyzing the Impacts of these behaviors on our community
- Recommended Counseling
- Community Service Assignment

## Maximum Level Consequences

- Parent Meeting
- Major Superintendent Suspension ranging anywhere between 10 days to 90 days out of school, or potential expulsion, pending on the details of the incident.
- Written Assignment – Analyzing the Impacts of these behaviors on our community
- Recommended Counseling
- Community Service Assignment

Students should tell a teacher, dean, counselor, leader, or another adult (including a parent/guardian) right away if they believe they are being harassed, discriminated against, or bullied, or if he/she believes someone else is. The 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. 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.

## Transgender Student Guidelines

At KIPP, every student is valued, respected, and deserves a safe learning environment, including transgender and gender-nonconforming students. Discrimination or harassment based on a student's actual or perceived gender identity or expression will not be tolerated and will result in consequences

according to this handbook regarding bullying, discrimination, and harassment. KIPP adheres to the following guidelines:

- KIPP is required to have the legal name of students and their biological gender on record, and must use a student's legal name on standardized tests. In all other cases however, a student's preferred name, preferred pronoun, and gender identity will be used (i.e., by teachers, on classroom documents, etc.) Student privacy will always be respected and school personnel will not share information that may reveal a student's transgender status. Only school employees with a legitimate need will have access to a student's records.
- Transgender and gender-nonconforming students have the right to discuss and express their gender identity openly and decide when, with whom, and how much to share with peers, staff, and also family. School staff will support in every way possible following the student's lead. School counselors are here to support students regarding gender identity and gender expression.
- Students have the right to dress according to their gender identity and expression, within KIPP dress code.
- Student IDs will be issued in the preferred name and gender identity of the student.
- Transgender students can participate in physical education and sports according to their gender identity; participation in contact sports will be determined individually.
- Transgender students have the right to use the restrooms and locker rooms that are in line with their gender identity, or they can be provided with alternative arrangements to the best of KIPP's ability and according to their comfort level. Alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom.
- In any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students can participate according to their gender identity. If there is a privacy concern, alternative accommodations will be provided to the best of KIPP's ability.

### Definitions:

- *Gender Identity* - a person's inner sense of being male, female, both, or neither, regardless of their reproductive organs or the sex assigned at birth.
- *Transgender* – gender identity does not match reproductive organs or sex assigned at birth.
- *Gender expression* - how a person walks, talks, dresses and acts that communicates gender to others.
- *Gender non-conforming* - gender identity and/or gender expression do not conform to the social expectations of the sex assigned at birth.

### **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 Kim David, Director of Operations.

### MANDATED REPORTERS

Preserving the safety and well-being of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP NYC College Prep employee becomes aware that a student may have been harmed or is in danger of being harmed—physically, sexually, emotionally, 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 NYC College Prep 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.

At any point, members of the KIPP NYC College Prep community can bring concerns to the attention of: Natalie Byrne, Head of School; [nwebb@kippnyc.org](mailto:nwebb@kippnyc.org) or Jim Manly, Superintendent of Schools; [jmanly@kipppny.org](mailto:jmanly@kipppny.org)