



KIPP STAR HARLEM COLLEGE PREP ELEMENTARY  
SCHOOL  
FAMILY & STUDENT HANDBOOK

2017-2018

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New York, NY 10027  
Tel: 212-991-2655  
[www.kippnyc.org](http://www.kippnyc.org)

*Principal: Brandi Vardiman*

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



# KIPP NYC FAMILY AND STUDENT HANDBOOK



## KIPP NYC FAMILY AND STUDENT HANDBOOK

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## KIPP NYC FAMILY AND STUDENT HANDBOOK

### ABOUT THE SCHOOL

#### KIPP Mission

KIPP NYC'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.

### KIPP STAR HARLEM COLLEGE PREP ELEMENTARY SCHOOL VISION:

KIPP STAR HARLEM College Prep Elementary School is a movement of learners who illuminate the power that resides within. We honor each authentic journey, and we champion the perseverance required to move beyond obstacles.

Excellence is our expectation! Thus, we cultivate citizens of the world through the implementation of rigorous, culturally relevant, multimodal learning. We own the future of the Harlem community, therefore we tenaciously prepare our students to take charge of it.

We stand in our choices and are unshakable in our commitment to ensuring that every student has the opportunity to attend the college of their choice.

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## KIPP NYC FAMILY AND STUDENT HANDBOOK

### School History (“Our Beginning”)

KIPP STAR Harlem College Prep Elementary was founded in 2014. In 2017-18, we are entering our fourth year with Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade and 3<sup>rd</sup> grade.

KIPP STAR Harlem College Prep Elementary is part of KIPP NYC which currently serves over 4,000 students and alumni at five elementary schools, five middle schools, and one high school.

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

### School Credo

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

### KIPP Credo

At KIPP, we believe.  
We believe in the creation of inspired lives  
produced by desire, discipline, and dedication.  
We are not frightened  
by the challenges of reality  
but believe that we can change our world  
and our place within in it.  
We work, plan, create, and dream.  
Our talent, character, and integrity  
will be the tools we need  
to build a better tomorrow.  
We believe that we can take  
this place, this time, and the people here  
and build a better place, a better time,  
and a better people.  
As a team and a family,  
we will either find a way or make one.

- Inspired by Providence St. Mel School Motto



## KIPP NYC FAMILY AND STUDENT HANDBOOK

### School Commitment

1. **Timeliness – We will arrive every day by 7:30 A.M. and remain at school until 5:10 P.M.**
2. **High Quality Education** – We will do whatever it takes to nurture and strengthen our students' creativity, knowledge, and character as we prepare them to excel academically, physically, and socially in secondary schools, colleges, and life.
3. **Support and Respect** – We promise to respect, appreciate, and support every student. We will work together with you for the benefit of your child and all the children attending KIPP STAR HARLEM College Preparatory Elementary School.
4. **Communication** – We promise to communicate regularly with parents about their child's progress and make ourselves available in person and by phone. We will return parent phone calls within 24 hours.
5. **Civility Code** – We promise to maintain a high level of civility in our communication with you and your child. We believe that we are on the same team and we will conduct ourselves respectfully and professionally.
6. **Homework** – We will assign productive, worthwhile homework each night to reinforce and support skills and concepts learned in class.
7. **Fairness** – We will address the values of KIPP STAR HARLEM College Preparatory Elementary School consistently and fairly. We promise to keep you informed of how your child is demonstrating the POWER values. When students are disciplined or suspended, or when students deserve recognition for their accomplishments, we will inform their parents promptly.
8. **Safety** – We will always protect the safety, interests, and rights of all individuals.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Commitment

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 and understand that absences in excess of 10 will result in loss of privileges which include but are not limited to field trips, school events and retention.
2. **Timeliness** – We will make sure our child arrives at school every day on time by 8:00 am (7:45 for breakfast). We will make sure to promptly pick up our child at the end of the school day (4:00 P.M. Monday, Tuesday, Thursday, and Friday and 1:30 p.m. on Wednesdays)
3. **Support & Homework** – We will provide a quiet space for our child to study. We will check our child's homework every night for accuracy and completion and ensure that our child reads and/or is read to every night for at least 30 minutes. We will make sure our child gets enough sleep each night (at least 8 hours). We will do whatever it takes for our child to learn and perform to his/her optimal ability. We will reinforce the POWER values at home.
4. **Communication** – We will make ourselves available to our child, the school, and any concerns they might have. We will return phone calls from the school within 24 hours. If we are asked to attend a meeting regarding our child's education or behavior, we will attend. If we have any concerns we will raise them with someone at the school. We will promptly inform the school if our address and/or phone number changes.
5. **Civility Code** – We promise to maintain a high level of civility in our communication with the school. We know that we are on the same team and we will conduct ourselves in a respectful and professional manner.
6. **Dress Code** – We will make sure our child follows the KIPP STAR HARLEM College Prep Elementary School dress code every day (Navy Blue Bottoms through Cookies Uniforms, KIPP STAR polo shirts and belts). We will provide two additional uniforms to our child's teacher in case our child needs to change for any reason.
7. **Summer School** – We will make sure our child attends every day of Summer School, which we understand will take place August 21 (Kinder) / August 23 (1<sup>st</sup>-3<sup>rd</sup> Grad)- September 1<sup>st</sup>, 2017. We will schedule our family vacations outside of this time.

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8. **Saturday School**- We will attend a mandatory Saturday School learning event once per quarter for a total of four starting in October from 9:00am until 1:00pm. If we are unable to attend Saturday School, we will make sure a family member older than 18 years of age attends with our child. If my child and I do not attend Saturday School, I understand that it will count as an absence.

*Failure to adhere to these commitments can cause my child to lose various KIPP privileges and can lead to my child's expulsion from KIPP.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Commitment:

1. I will **Be Nice** every day!
2. I will **Work Hard** every day!
3. I will do my homework every night and call my teacher if I need help!
4. I will follow the directions of my parent/guardians and all the adults at school!
5. I will make **GOOD** choices every day!
6. I will live by our **POWER** values every day!



**P**erseverance



**O**wnership



**W**onder



**E**verything  
with  
**E**xcellence



**R**espect

## KIPP NYC FAMILY AND STUDENT HANDBOOK

### 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 STAR Harlem College Prep ES. 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 - "This is the room that has the kids who want to learn to read more books to build a better tomorrow."

IV- There are no shortcuts!!!

V - SSLANT (**S**mile, **S**it Up, **L**isten, **A**sk and Answer Questions, **N**od your head, **T**rack the Speaker)

VI - PETSYS's (**P**LEASE, **E**XCUSE ME, **T**HANK YOU, **S**ORRY, **Y**OU'RE WELCOME)

### **READ, BABY READ (written by Harriett Ball)**

You've gotta read, baby read!

You've gotta read, baby read!

The more you read, the more you know,  
Knowledge is power, power is freedom  
And I want it!



You've gotta read, baby read!

You've gotta read, baby read!

We work hard in school. No Time for nappin'  
When we do good things, good things happen!

You've gotta read, baby read!

You've gotta read, baby read!

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We make good choices  
We gotta gain knowledge  
We're gonna be successful  
We're gonna go to college!

You've gotta read, baby read!  
You've gotta read, baby read!

1, 2, 3

SLANT, SEPIM

Please do,

Thank you,

Say it,

Do it,

Boom!



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KIPP STAR HARLEM STAFF PHONE LIST				
		Position	Phone Number	Current Email Address
<b>Brandi Vardiman</b>		Principal	917-858-9543	bvardiman@kipppnyc.org
<b>Danielle Wessler</b>		Director of Operations	929-251-3822	dwessler@kipppnyc.org
<b>Lewis B Jenkins III</b>		Student & Family Engagement Advisor	646-787-5460	ljenkins@kipppnyc.org
<b>Alicia Haddock</b>		Dean	646-618-2227	ahaddock@kipppnyc.org
<b>Jose Marcial</b>		Director of Student Support Services	917-246-8062	<a href="mailto:jmarcial@kipppnyc.org">jmarcial@kipppnyc.org</a>
<b>Eva Taishoff</b>		Director of Social Work	347-971-0841	etaishoff@kipppnyc.org
<b>Wendivy Martinez</b>		School Office Administrator	646-618-2243	wmartinez@kipppnyc.org
<b>Krystal Martin</b>		School Office Administrator	646-939-5853	<a href="mailto:krmartin@kipppnyc.org">krmartin@kipppnyc.org</a>
<b>Wilza Descardes</b>		Social Worker	646-939-5768	<a href="mailto:wdescardes@kipppnyc.org">wdescardes@kipppnyc.org</a>
<b>Syracuse University (167/5)</b>	<b>Matthew Greenberg</b>	Kindergarten Teacher	347-971-1186	mgreenberg@kipppnyc.org
	<b>Alicia Miller</b>	Kindergarten Teacher	347-638-3830	<a href="mailto:amiller@kipppnyc.org">amiller@kipppnyc.org</a>
	<b>Sharday Boyd</b>	Kindergarten Empire Fellow	646-939-5768	<a href="mailto:sboyd@kipppnyc.org">sboyd@kipppnyc.org</a>
<b>Texas Southern University (163/1)</b>	<b>Daysy Arellano</b>	Kindergarten Teacher	347-971-2770	<a href="mailto:darellano@kipppnyc.org">darellano@kipppnyc.org</a>
	<b>Meagan Simms</b>	Kindergarten Teacher	646-983-2299	<a href="mailto:msimms@kipppnyc.org">msimms@kipppnyc.org</a>
	<b>Malcolm Dill</b>	Kindergarten Empire Fellow	646-939-5743	<a href="mailto:mdill@kipppnyc.org">mdill@kipppnyc.org</a>
<b>FIT (176)</b>	<b>Carina Cortes</b>	Kindergarten	646-618-2223	camartin@kipppnyc.org



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		Teacher		
	<b>Ingrid Echavarria</b>	Kindergarten Teacher	917-796-2148	<a href="mailto:iechavarria@kipppnyc.org">iechavarria@kipppnyc.org</a>
<b>Drexel University (171)</b>	<b>Joy P. Knight</b>	1 <sup>st</sup> Grade Teacher	917-246-8022	<a href="mailto:jknight@kipppnyc.org">jknight@kipppnyc.org</a>
	<b>Aiyanna Spellman</b>	1 <sup>st</sup> Grade Teacher	646-983-1204	<a href="mailto:aspellman@kipppnyc.org">aspellman@kipppnyc.org</a>
<b>Spelman College (185A)</b>	<b>Kelley Ko</b>	1 <sup>st</sup> Grade Teacher	646-856-4576	<a href="mailto:kko@Kippnyc.org">kko@Kippnyc.org</a>
	<b>Phenia Jean-Pierre</b>	1 <sup>st</sup> Grade Teacher	646-983-1201	<a href="mailto:pjean-pierre@kipppnyc.org">pjean-pierre@kipppnyc.org</a>
<b>City College (159)</b>	<b>Kia R. Widlo</b>	1 <sup>st</sup> Grade Teacher	347-971-2971	<a href="mailto:kwidlo@kipppnyc.org">kwidlo@kipppnyc.org</a>
	<b>Fabiene Boone</b>	1 <sup>st</sup> Grade Teacher	347-971-1418	<a href="mailto:fboone@kipppnyc.org">fboone@kipppnyc.org</a>
<b>University of Missouri (359)</b>	<b>Lauren Leonard</b>	2 <sup>nd</sup> Grade Teacher	646-618-2221	<a href="mailto:lleonard@kipppnyc.org">lleonard@kipppnyc.org</a>
	<b>Angela Hofmann</b>	2 <sup>nd</sup> Grade Teacher	646-939-5852	<a href="mailto:ahofmann@kipppnyc.org">ahofmann@kipppnyc.org</a>
<b>The Juilliard School (363)</b>	<b>Michelle Dubin</b>	2 <sup>nd</sup> Grade Teacher	646-939-5767	<a href="mailto:mdubin@kipppnyc.org">mdubin@kipppnyc.org</a>
	<b>Kyle Morris</b>	2 <sup>nd</sup> Grade Teacher	646-630-6946	<a href="mailto:kmorris@kipppnyc.org">kmorris@kipppnyc.org</a>
<b>Yale University (361)</b>	<b>Alexandra Reed</b>	2 <sup>nd</sup> Grade Teacher	917-246-8005	<a href="mailto:areed@kipppnyc.org">areed@kipppnyc.org</a>
	<b>Allie Re</b>	2 <sup>nd</sup> Grade Teacher	917-733-3103	<a href="mailto:rre@kipppnyc.org">rre@kipppnyc.org</a>
<b>SUNY Oneonta (371)</b>	<b>John Carter</b>	3 <sup>rd</sup> Grade Teacher	646-531-2086	<a href="mailto:jcarter@kipppnyc.org">jcarter@kipppnyc.org</a>
	<b>Beverly Buo</b>	3 <sup>rd</sup> Grade Teacher	917-923-8040	<a href="mailto:Bbuo@kipppnyc.org">Bbuo@kipppnyc.org</a>
<b>Central State</b>	<b>Ashley Moore</b>	3 <sup>rd</sup> Grade	646-629-9701	<a href="mailto:amoore@kipppnyc.org">amoore@kipppnyc.org</a>



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<b>University (368)</b>		Teacher		
	<b>Rachael Balbarona</b>	3rd Grade Teacher	646-983-2292	<a href="mailto:rbalbarona@kipppnyc.org">rbalbarona@kipppnyc.org</a>
<b>USC (367)</b>	<b>Chelsea Massoud</b>	3rd Grade Teacher	646-618-2222	<a href="mailto:cmassoud@kipppnyc.org">cmassoud@kipppnyc.org</a>
	<b>Stephanie Yim</b>	3rd Grade Teacher	646-939-5854	<a href="mailto:syim@kipppnyc.org">syim@kipppnyc.org</a>
	<b>Raul Garza</b>	Science Teacher (Upper Grades)	917-776-1813	<a href="mailto:rgarza@kipppnyc.org">rgarza@kipppnyc.org</a>
	<b>Wilson Villafaña</b>	Perseverance Teacher (Gymnastics)	917-565-3635	<a href="mailto:wvillafana@kipppnyc.org">wvillafana@kipppnyc.org</a>
	<b>Cate Shores</b>	Excellence Teacher (Art)	914-844-8994	<a href="mailto:cshores@Kippnyc.org">cshores@Kippnyc.org</a>
	<b>Allison Spadaro</b>	Ownership Teacher (Dance)	646-939-5802	<a href="mailto:aspadero@kipppnyc.org">aspadero@kipppnyc.org</a>
	<b>Jacqueline Burd</b>	Wonder Teacher (Music)	646-532-8450	<a href="mailto:Jburd@kipppnyc.org">Jburd@kipppnyc.org</a>
	<b>Samara Jaffe Hirsch</b>	Learning Interventionist	215-622-6227	<a href="mailto:shirsch@Kippnyc.org">shirsch@Kippnyc.org</a>
	<b>Ayanna Hall</b>	Learning Interventionist	917-574-6492	<a href="mailto:ahall@kipppnyc.org">ahall@kipppnyc.org</a>

## KIPP NYC FAMILY AND STUDENT HANDBOOK

Meet the KIPP STAR Harlem C.P.E.S 2016-17 Staff ☺

				
Ms. Vardiman Principal	Ms. Wessler Director of Operations	Mr. Jenkins Student & Family Engagement Advisor	Mr. Marcial Director of Student Support Services	Ms. Haddock Dean
				
Ms. Taishoff Director of Social Work	Ms. Descardes Social Worker	Ms. Martinez School Office Administrator	Ms. Martin School Office Administrator	Mr. Greenberg Kindergarten Teacher Homeroom: Syracuse University
				
Ms. Miller Kindergarten Teacher Homeroom: Syracuse University	Ms. Boyd Kindergarten Empire Fellow Homeroom: Syracuse University	Ms. Cortes Kindergarten Teacher Homeroom: FIT	Ms. Echavarria Kindergarten Teacher Homeroom: FIT	Ms. Arellano Kindergarten Teacher Homeroom: Texas Southern University
				
Ms. Simms Kindergarten Teacher Homeroom: Texas Southern University	Mr. Dill Kindergarten Empire Fellow Homeroom: Texas Southern University	Ms. Knight 1 <sup>st</sup> Grade Teacher Homeroom: Drexel University	Ms. Spellman 1 <sup>st</sup> Grade Teacher Homeroom: Drexel University	Ms. Ko 1 <sup>st</sup> Grade Teacher Homeroom: Spelman College

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<p><b>Ms. Jean-Pierre</b> 1<sup>st</sup> Grade Teacher Homeroom: Spelman College</p>	<p><b>Ms. Widlo</b> 1<sup>st</sup> Grade Teacher Homeroom: City College</p>	<p><b>Mr. Boone</b> 1<sup>st</sup> Grade Teacher Homeroom: City College</p>	<p><b>Mr. Morris</b> 2<sup>nd</sup> Grade Teacher Homeroom: Juilliard School</p>	<p><b>Ms. Dubin</b> 2<sup>nd</sup> Grade Teacher Homeroom: Juilliard School</p>
				
<p><b>Ms. Leonard</b> 2<sup>nd</sup> Grade Teacher Homeroom: University of Missouri</p>	<p><b>Ms. Hofmann</b> 2<sup>nd</sup> Grade Teacher Homeroom: University of Missouri</p>	<p><b>Ms. Reed</b> 2<sup>nd</sup> Grade Teacher Homeroom: Yale University</p>	<p><b>Ms. Re</b> 2<sup>nd</sup> Grade Teacher Homeroom: Yale University</p>	<p><b>Mr. Carter</b> 3<sup>rd</sup> Grade Teacher Homeroom: SUNY Oneonta</p>
				
<p><b>Ms. Buo</b> 3<sup>rd</sup> Grade Teacher Homeroom: SUNY Oneonta</p>	<p><b>Ms. Moore</b> 3<sup>rd</sup> Grade Teacher Homeroom: Central State University</p>	<p><b>Ms. Balbarona</b> 3<sup>rd</sup> Grade Teacher Homeroom: Central State University</p>	<p><b>Ms. Massoud</b> 3<sup>rd</sup> Grade Teacher Homeroom: U.S.C.</p>	<p><b>Ms. Yim</b> 3<sup>rd</sup> Grade Teacher Homeroom: U.S.C.</p>
				
<p><b>Mr. Garza</b> Science Teacher (Upper Grades)</p>	<p><b>Mr. Villafaña</b> Perseverance Teacher Gymnastics</p>	<p><b>Ms. Shores</b> Excellence Teacher Art</p>	<p><b>Ms. Spadaro</b> Ownership Teacher Dance</p>	<p><b>Ms. Burd</b> Wonder Teacher Music</p>

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<p>Ms. Hall Learning Interventionist</p>	<p>Ms. Hirsch Learning Interventionist</p>			



## KIPP NYC FAMILY AND STUDENT HANDBOOK

### WHO SHOULD I ASK?

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

CONCERN	STAFF MEMBER
Lunch Forms, Emergency Forms, Immunization Records, etc	Ms. Wessler, Director of Operations
Lost student metrocard	Ms. Martin, School Office Administrator
Ordering KIPP shirt	Ms. Martin, School Office Administrator
I have concerns about my child's social adjustment	Ms. Taishoff, Social Worker
My child has an IEP/504 Accommodations	Mr. Marcial, SPED Coordinator
My child will be absent or late	Ms. Martinez, School Office Administrator
I have questions about my child's academic progress	Your child's teachers
I have questions about my child's character development	Mr. Jenkins, Ms. Taishoff, Ms. Descardes
I have questions about school activities (permissions slips etc)	Your child's teachers
I have overall concerns	Your child's teachers

### SCHEDULE

#### School Day Schedule

Starting in September, all students will start school at 8:00am and will remain until classes are dismissed at 4:00 pm, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30pm. If you want your child to eat breakfast, you must arrive between 7:45 and 8:00am.

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

#### Sample of a KIPPster's Daily Schedule

<b>7:45am – 8:00am</b>	Arrival & Breakfast
<b>8:00am – 8:20am</b>	Classroom Morning Meeting



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<b>8:20am – 9:00am</b>	Wheatley Reading Lesson
<b>9:00am – 10:00am</b>	Guided Math Block
<b>10:00am-11:20am</b>	Guided Reading Block
<b>11:25am-11:50am</b>	Lunch
<b>11:50am-12:20pm</b>	Nap
<b>12:20pm-1:00pm</b>	Science/Social Studies
<b>1:00pm-1:50pm</b>	CGI
<b>1:50pm-2:05pm</b>	Read Aloud
<b>2:05-2:20pm</b>	Recess
<b>2:20-3:00pm</b>	Art / Gymnastics / Music
<b>3:05-3:55pm</b>	Writing Workshop
<b>3:55-4:00pm</b>	Pack Up / Dismissal



## KIPP NYC FAMILY AND STUDENT HANDBOOK

### School Calendar

#### Start/End Dates

Extended Year is a critical time to get a head start on the coming school year and as a result all students at KIPP STAR Harlem College Prep ES must attend school during the summer. Extended Year will begin for kindergarten on August 21<sup>st</sup> and for all students on August 23<sup>rd</sup> and ends on September 1<sup>st</sup>. Sessions last from 8:00am – 1:30pm.

This year, regular school hours will resume for students on Tuesday, September 5, 2017. The last day for students will be June 21<sup>st</sup>, 2018.

#### Vacations/Holidays

Please refer to our school calendar for complete details about our vacation and holiday schedule.

#### Saturday School

Once a quarter, all KIPP STAR Harlem College Prep ES students and families are expected to attend Saturday School from 9:00 am-1:00 pm. Breakfast will be provided.

### School Closings

If the NYC public schools close due to bad weather, KIPP STAR Harlem College Prep ES 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. Parent/guardians should feel free to pick their children up early in the case of serious weather conditions. These early dismissals will be excused in the case of serious weather conditions (the Leadership Team will decide on a case by case basis if the day will be excused).

### ATTENDANCE

KIPP STAR Harlem College Prep ES students must arrive by 8:00 am Monday through Friday, and remain at school until 4:00 p.m. (1:30 on Wednesdays). August hours will also reflect a shortened school day, but they are a part of the regular school year and attendance is mandatory. Any absences or tardies will be counted.

In the **Commitment to Excellence** it states:

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



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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 8:00 am. We will make sure to promptly pick up our child at the end of the school day (4:00pm Monday, Tuesday, Thursday, Friday and 1:30pm on Wednesdays).

### Absences

**All Absences – “Excused” and “Unexcused” – are Considered Absences.** Families are expected to ensure that their child is in school. Absence notes help us understand why your child was absent and whether / not there are ways we can support getting your child to school. **However, the absence still counts as an absence, even with a note, since the child has still missed a day of instruction.**

*If your child is going to miss school:* Call the Main Office as soon as possible. If your child is absent, Ms. Martinez or Ms. Martin will follow up with a phone call that morning if she has not received a call or voicemail from you.

EXCUSED	UNEXCUSED
<p>Absences will only be considered excused in the following circumstances</p> <ul style="list-style-type: none"> <li>• Attendance at a funeral following a death in the immediate family;</li> <li>• Illness verified by a note from a doctor or parent;</li> <li>• Court proceedings at which the student's presence is required, along with documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Routine doctor's appointments (Please schedule for when school is not in session - ideally Wednesday afternoons after 1:30 PM)</li> <li>• Family vacation</li> <li>• Bad weather</li> <li>• Trouble with public transportation</li> <li>• <i>Other reasons for absences may also be considered unexcused by the Principal</i></li> </ul>

### Support Policy for Absences

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



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At KIPP STAR Harlem College Prep ES, we pride ourselves on having a partnership between parent/guardians, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on your child's attendance throughout the entirety of the school year. The chart below outlines specific action and communication steps beginning at the time when a student reaches a level of absences that warrants an intervention

Cumulative Number Of Absences	Action Step	School Point Person
Daily Absence / Tardy Call	) Phone call home.	Ms. Martin
Unexcused Absences – Weekly Round Up	) Phone call and conversation with parent/guardian to understand reason for absence.	Ms. Martin
8 Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> <li>) Letter sent home.</li> <li>) Parent/guardian is contacted for meeting with Dean</li> <li>) Dean will work with family to create an attendance plan.</li> <li>) Parent/guardian given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt notification on the child's report card.</li> <li>) <b>**NEW—if a child reaches 8 TOTAL absences in a quarter, they will not participate in that quarter's special event (Winter Show, March Madness Basketball Game, Spring Show and/or Field Day). This specific consequence resets each quarter.**</b></li> </ul>	Ms. Taishoff or Ms. Descardes
10 Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> <li>) Letter sent home.</li> <li>) Promotion in Doubt notification is placed in child's report card comments</li> </ul>	KSHE Attendance Team
15 Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> <li>) Parent/guardian is contacted for meeting with Principal/Designee. Student is at greater risk of holdover.</li> <li>) Attendance plan is updated or revised.</li> </ul>	Principal/Designee
20+ Total Absences (Excused + Unexcused)	<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, parent/guardians will receive a phone call from the school.
- ❖ If concerning patterns are noted, the Principal will reserve the right to accelerate certain actions.

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and consequences. For example, if a student has 5 absences in a row, a parent/guardian meeting may be called to resolve the situation. If a student is absent for several days without parent/guardian communication, the school may conduct a home visit or other investigation.

- ❖ 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 / Early Dismissal / Late Pick Ups

**Be On Time.** Getting to school on time is key to your child's success – at school and in life. Our doors open at 7:45 am each morning. Students must arrive between 7:45 am and 8:00 am. **Students arriving even 1 minute after 8:00am are marked tardy.** If you know your student will be tardy, please call the main office.

**EARLY DISMISSALS: An early dismissal counts as a tardy.** Please do not request to pick up students within 20 minutes of regular dismissal time (3:40pm on Monday, Tuesday, Thursday and Friday and 1:10pm on Wednesdays).

Certain tardies and early dismissals will be excused if you bring a doctor's note.

Parent/guardians are required to sign-out students from the Main Office for any early dismissal. A child will be dismissed early only to a parent/guardian 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.



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

- ) 15 minutes after dismissal, remaining students will be taken to the 183/185 hallway for Late Pick-Up.
- ) 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. Our staff have mandatory meetings and other responsibilities immediately following dismissal.
- ) Our staff 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. **All families picking up late are required to sign the child out.**
- ) If your child remains at school for more than one hour after dismissal time on any school day, KIPP STAR Harlem College Prep Elementary School reserves the right to take the following actions, at our discretion:
  - o 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.
  - o Report chronic late pick-ups to ACS.

Certain tardies and early dismissals will be excused if you bring a note. Please see below for the definitions of excused and unexcused.

EXCUSED Tardies or Early Dismissals	UNEXCUSED Tardies or Early Dismissals
<p><b>With a doctor's note:</b> Doctor's appointment</p> <p><b>With a parent/guardian note:</b> Death in the family (funeral, wake, etc.) Required court appearance Religious holiday</p> <p><b>With a school nurse visit / note:</b> Sent home early from school due to illness.</p>	<p>Family vacation Bad weather <i>** in the case of extreme weather conditions, early dismissals may be excused on a case-by-case basis. KSHE will alert you if these are to be excused**</i></p> <p>Trouble with public transportation Trouble finding someone to pick up your child at proper dismissal time</p> <p><i>Other reasons for tardies / early dismissals may also be considered unexcused</i></p>

### Consequences for Tardies, Early Dismissals and Late Pick Ups



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**\*\*IF A CHILD HITS 15 UNEXCUSED TARDIES / EARLY DISMISSALS / LATE PICK UPS in a quarter, they are INELIGIBLE for participation in an afterschool club in the following quarter\*\*** *(This consequence is reached if a child has 15 tardies, 15 early dismissals, 15 late-pick-ups and/or a COMBINATION of tardies + early dismissals + late pick-ups that ADDS UP to 15).*

As is the case with student absences, if a concerning pattern of tardies or early dismissals is noted, the Principal will reserve the right to accelerate and consequences. For example, if a student has 12 tardy days in a row, a parent/guardian meeting may be called to resolve the situation. If a student is tardy for several consecutive days without parent/guardian communication, the school may conduct a home visit or other investigation. ACS may be contacted if the Principal determines there is cause for concern.



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### ACADEMIC POLICIES

#### Academic Expectations

#### Timing of Quarter System and Key Dates

	Timing	Progress Reports	Report Card Family-Teacher Conferences
Quarter 1	Aug 21 <sup>st</sup> -Oct 27 <sup>th</sup>	Sept 29 <sup>th</sup> , 2017	Nov 8 <sup>th</sup> , 2017
Quarter 2	October 30 <sup>th</sup> –Jan 26 <sup>th</sup>	Dec 8 <sup>th</sup> , 2017	Feb 7 <sup>th</sup> , 2017
Quarter 3	Jan 29 <sup>th</sup> - April 20 <sup>th</sup>	March 9 <sup>th</sup> , 2018	April 25 <sup>th</sup> , 2017
Quarter 4	Apr 23 <sup>rd</sup> – Jun 20 <sup>th</sup>	May 25 <sup>th</sup> , 2018	N/A: Report Cards go home on June 20 <sup>th</sup> , 2018

The grading system for report cards is as follows:

Academic Scale	Character Scale
4	7 – Always
3.5	6 – Very Often
3	5 – Often
2.5	4 – Sometimes
2	3 – Rarely
1.5	2 - Very Rarely
1	1 - Almost Never

Below are possible assessments that are used to measure academic progress.

- Exams (weekly tests/quizzes, unit tests)
- Written Responses
- Oral Presentations (oral reports, speeches)
- Group Work/Projects
- Class work
- Homework
- Interim Assessments/ State Practice exams (upper grades only)
- Student Self-Assessment
- Peer Reviews



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Conferencing  
Journals/Learning Logs  
Meeting Reading Goals  
Portfolios  
Informal Observations (reflected in some form of documentation by teacher)  
Formal Observation (using criteria list)

### Grading System

KIPP STAR Harlem College Prep ES issues report cards on a quarterly basis. Report cards will be directly linked to KIPP STAR Harlem College Prep ES'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 parent/guardians 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 STAR Harlem College Prep ES is the homework that every KIPPster will receive every night. Homework must be completed the 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 or family is unable to contact their teacher for some reason, they must bring a written note from their parent/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 can call teachers with homework questions.

Because we are committed to our mission of preparing our students for high school, college and the world beyond, we strongly emphasize the accurate and thorough completion of homework. HW helps students develop **grit, self-control, desire, discipline and dedication** – all of which are important tools for success.



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### Promotion

KIPP STAR Harlem College Prep ES students will be promoted or retained on the recommendation of the classroom teachers, as well as the consultation of the grade level team and the principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Student retention is recommended when considered in the best interest of the student. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where he or she will ultimately be the most successful.

Students qualifying for special education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Students may be retained in their grade at the end of the year for any one of, or combination of, the following factors:

*Failure to meet academic standards of readiness for the next grade: [example: Students who fail (earn below 70%) a core subject (Reading, Writing, Math, Social Studies, Science) may be retained. Students who fail either the reading or math standardized test at the end of the year may be retained as well (upper grades only) or who do not meet benchmarks for reading (i.e. the STEP assessment), math (Math Quarterly assessments) or in other subjects. ]*

*Failure to meet adequate standards of attendance and lateness: [example: Students who miss more than 10 days of school may be retained.]*

*Failure to meet behavioral standards of readiness for the next grade level: [example: Students whose behavior has not shown adequate growth or improvement, or is not at a sufficient level, may be retained.]*



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### Academic Integrity

#### Honor Code

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

#### Academic Dishonesty- Cheating and Plagiarism

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

The consequences for academic dishonesty may include the following:

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

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

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

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

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

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



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Parent/guardian/Guardian meeting will be scheduled with the Principal.  
Offense will be noted on student's permanent record and colleges will be notified.

4<sup>th</sup> Offense  
Superintendent hearing.



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### SCHOOL-LEVEL POLICIES

#### Cell Phones

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

Students may not use their cell phones out during the school day. If a school staff member sees or hears a student's cell phone, even if it is not in use, it will be confiscated immediately. KIPP STAR Harlem College Prep ES has a right to collect all student phones at the beginning of the day, and secure them in a safe space until the end of the day.

*The school may return the phone upon dismissal for the first infraction, but multiple violations of this policy may require a parent/guardian to come to the school to pick it up.*

KIPP STAR Harlem College Prep ES 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 December, KIPP STAR Harlem College Prep ES will begin accepting applications for our kindergarten grades for the following year. Admissions preference will be granted to siblings and children of KIPP NYC staff, and students receiving free or reduced lunch living in District 5 as a 2<sup>nd</sup> priority. The lottery will be held the first week of April.

#### Documents Needed by the School

Upon enrolling at KIPP STAR Harlem College Prep ES, the following documents must be submitted for each student to the Main Office:

- Registration Form
- Emergency Form (given two times a year – update if you move)
- Lunch Forms
- Copy of Birth Certificate
- Proof of Address (Copy of a Phone Bill, Electric Bill, Lease, Gas Bill, etc)
- Immunization Records/Health Records



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- IEP (individualized Educational Plan)/504 Accommodations (if applicable)
- Home Language Survey (if applicable)

### Food Services

#### Costs

All families must fill out a federal free/reduced lunch form in September. Regardless of your lunch status, all students receive a free breakfast, lunch and snack each day at our school.

#### Meals

Breakfast is optional each morning from Monday – Friday for all students. Breakfast will be served between 7:45am-8:00am.

Lunch will be provided Monday – Friday for all students at no cost. Families are encouraged to send a bag lunch, if your child frequently chooses not to eat the school lunch offered. The school will be unable to assume responsibility for refrigerating or warming lunch brought from home.

On Monday-Friday, snacks will be provided in the afternoon. Classroom teachers will also be organizing snack calendars for families to bring in. In terms of other foods/beverages that are permitted at school, students are encouraged to bring water, 100% juice, fruits, and healthy snacks. Any unhealthy food or beverage options (i.e. cookies, coffee, hot chocolate, donuts, soda, drinks that are not 100% juice, etc.) are not permitted.

Lastly, please inform the school if your child has any food allergies. We also ask that you inform the school if your child will not eat the school breakfast and/or lunch on a regular basis. Please know that we cannot change the SchoolFood menu due to allergies as the meals come from the city and are citywide. Food may contain traces of nuts and/or have exposure or contain other potential allergens.



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### 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 family's responsibility to hold onto the Metro Card. Parent/guardians are expected to pick up or make special arrangements for students remaining after school.

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

### Arrival and Dismissal

#### Arrival

Students and families must remain outside the building until 7:45am. Students must arrive between 7:45am to 8:00am. All students will enter the school through the courtyard entrance on 133<sup>rd</sup> St. Students arriving after 8:00am are considered tardy. After 8:30 am, upon entering the building, parent/guardians must sign in with School Safety (must have proper ID) at the security desk and bring their child to the Main Office.

#### Dismissal

On Monday, Tuesday, Thursday and Friday, families are responsible for picking up students promptly at 4:00pm. On Wednesday, the school day ends at 1:30pm. All students will be dismissed through the interior courtyard.

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



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### Field Lessons

Field lessons are one of the many ways we both provide students with new learning experiences, and reward students who are doing the right things. Students must earn field lessons through excellent attendance, effort, completed homework, and behavior. While some field lessons are experiential and open to all KIPPsters who demonstrate appropriate levels of safe behavior, *earned field lessons may be taken away from students who do not earn them based on attendance, effort, homework, and behavior. Otherwise, trip attendance will be required.*

### Local Field Lessons

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

### Chaperones

We welcome parent/guardian chaperones on our field lessons throughout the year. Please complete a chaperone field trip interest slip in the Main Office 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 and who have not yet been a chaperone.

### Birthday Parties

We love celebrations; however, there is a time and a place to celebrate. Student birthday parties are limited to free play or lunch time. **Parents are permitted to bring in cupcakes (no cakes) and juice boxes.** We are not permitted to dispense goodie bags in school. Only kids in the classroom may attend the party, with the exception of siblings in other classrooms.

### Dress Code

#### Uniform

All KIPP STAR Harlem College Prep ES students are required to wear the complete uniform every day. The KIPP STAR Harlem College Prep ES uniform consists of:

- ) KSHE polo shirt (tucked in) or KSHE sweatshirt
- ) KSHE belt



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- J Navy blue bottoms from Cookies
  - o **Skirts and Jumpers and Shorts must be the correct brand and style from Cookies (see Uniform Order form for more details).**
  - o **\*\*Only 2<sup>nd</sup> , 3<sup>rd</sup> (and eventually 4<sup>th</sup>) graders can wear Skirts\*\***
- J Sneakers, Mary Janes or Closed Toe shoes
  - o NO sandals or open-toed shoes.
  - o If students arrive in open-toed shoes, rain, snow or dress boots they must change into one of the acceptable options.

Students may also wear the KSHE navy blue cardigan (purchased through Cookies), but they must wear the KSHE polo underneath the cardigan. Students may wear the shirt color of their current class or any previous grades.

More notes on uniforms:

- J KIPP shirt: Solid colored undershirts are permitted beneath a KIPP uniform shirt. Hoodies or non-KIPP sweatshirts/sweaters are not permitted over or under the KIPP shirt. Students must wear the navy blue bottoms purchased through Cookies (Pants, Shorts, Skirts and/or Jumpers). Only 2<sup>nd</sup> and 3<sup>rd</sup> graders (and eventually 4<sup>th</sup> graders) can wear skirts.

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

Please use the Uniform Order Form to purchase any KIPP shirts that you would like. Please see the Main Office for order forms. Please see the student dress code policy, below, for additional information.

### 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 sweatshirts and cardigans are available for colder weather.

1. All KIPP shirts are to be tucked in and worn appropriately.
2. All pants must fit around the waist. **All students must wear a belt every day with the Skirt or Pants. Jumpers do not need a belt.**
3. Pants and jeans may not be excessively baggy and may not cover the shoes.
4. Students may not wear jogging pants or sweat pants.
5. Students may not wear *sleeveless* or *cut-off* shirts, blouses, or dresses.



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6. Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or capris.
7. Students may not wear hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).
8. For safety reasons the following jewelry will not be permitted at KIPP: necklaces, chains, chokers, multiple finger rings, and dangle earrings. Earrings should not hang from the earlobe (i.e. studs are permitted). Students are permitted one bracelet and one ring to be worn in school. Necklaces of religious nature may be worn but must remain tucked in at all times.
9. Students may not pierce any body part other than their ears.
10. Students may not wear makeup, contacts and hair with color or multiple colors. (Students may use lip balm, such as Vaseline, Chapstick, etc. to moisturize lips. As with any items, these may be taken away for inappropriate and excessive use).
11. Students may not wear artificial nails. No type of nail coloring may be worn (including clear).
12. Students cannot wear shoes that show their toes or heels.
13. Girls may not wear jumpers or skirts (only 2<sup>nd</sup> graders can wear skirts) that are inappropriately short (more than 3 inches above the center of their knee). Girls must wear shorts or tights under their skirts as the students sit on the carpet.
14. Students **must** wear sneakers or closed toe shoes 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.
15. All students must keep two extra changes 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 (PSPs, Gameboys, etc.).



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### Consequences for Uniform Violations

Any accessory or article of clothing that becomes a distraction will be sent home with a note and will become a dress code violation if it is worn or brought back to school;

Students who attend school dressed improperly will be changed into their uniform change of clothes by a teacher. The teacher will also contact their family.

If no change of clothes is available at the school, they will remain in the main office until their parent/guardians can bring clothes meeting dress code requirements.

Uniform violations will be tracked by their teachers. **After 5 uniform violations, a student will miss recess for the day.**

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

### Immunizations

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

Elementary Schools:

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

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



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MenACWY		(7 <sup>th</sup> /8 <sup>th</sup> grade)	grade)
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ALL:  
Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parent/guardians or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP STAR Harlem College Prep ES must receive a certificate of immunization no later than **September 10, 2017**. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.



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### 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 the Main Office 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/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 a doctor and a parent /guardian have completed the appropriate forms. KIPP STAR Harlem College Prep ES 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 apply to all medicine, including aspirin, Tylenol and other over-the-counter medicines. Staff at the school is 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 in the building's nurse office. 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. For further information on medication or any health related issues, please contact Ms. Martinez.



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

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

### **Emergency Services**

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

### **Counseling**

The Social Workers at KIPP STAR Harlem College Prep ES are available to help any student or parent/guardian address any social, emotional, or academic issue they may be facing. In addition, our social workers 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/guardian is interested in having their child seen by one of our Social Workers please contact Ms. Taishoff.

- 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).



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### 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 KIPP STAR Harlem College Prep ES partners with families to use a variety of discipline and behavior management techniques to avoid suspension of any type whenever possible. We commit to communicating directly with you whenever there are concerns. Sample student consequences could include afterschool and lunch detention, or withholding participating in a special event. We also try to reinforce positive student behaviors through tools such as our Character Growth Card, Galaxy meeting and Constellation meetings.

Our staff is 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.

Parent/guardians and families are welcome to access additional information about KIPP NYC's Code of Conduct at any time by contacting Mr. Jenkins.

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."



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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



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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.



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

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

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### **Expulsion: Permanent Removal from KIPP and Transfer to Another Setting**

KIPP is committed to continuing to work with students who have engaged in conduct which leads to long-term suspension. Alternative instruction will be provided during the period of suspension and efforts will be made to successfully transition the student back to the School community after the period of suspension is concluded.

If, however, a student during the period of long-term suspension or after he or she has returned to school following a long-term suspension engages in additional acts which threaten the safety of individuals in the school community, the Superintendent of Schools may initiate procedures leading to expulsion of the student and permanent separation from the KIPP community.

Cases which may trigger the Hearing Officer's recommendation of expulsion would include suspensions for weapons, gangs, sexual assault, extreme acts of violence against a person, and repeated drug offenses that harm the school community.

### **Procedures for Expulsion**

Procedures for Long-term suspension will be followed, but if the Principal/Designee determines that long-term suspension may be warranted and that such suspension will be the second long-term suspension for the Student, a finding of guilt by a hearing officer may result in a recommendation for



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expulsion. Written notice of the charges and hearing procedures will advise Parents and Student that the hearing may result in such recommendation.

At the hearing, the student shall have the right to:

1. Be represented by counsel;
2. Confront and cross-examine witnesses supporting the charge; and
3. Call her or his own witnesses to verify her/his version of the incident.

If the Parent is dissatisfied with the determination of the hearing, the Parent can use the complaint procedure described below to appeal from this determination.

The Superintendent or other Hearing Officer may, upon a finding of guilt, recommend to the Board of Trustees that the student be immediately suspended for the balance of the school year and, in addition, permanently expelled. The final decision concerning expulsion, based upon a review of the record of the proceedings and the Student's past disciplinary history, will be made by the Trustees in Executive Session at a Regular or Special Meeting of the Board. Pending review of the Expulsion recommendation, the Student will remain on long-term suspension.

### **Discipline for Students with Special Needs**

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

In the case of a special education student, or a student who receives 504 accommodations, KIPP KIPP STAR Harlem College Prep ES 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.



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

### **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/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. Parent/guardians/guardians may also report potential acts of harassment, discrimination, or bullying to teachers and administrators. Reports may be made orally or in writing.



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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;

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



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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 parent/guardians 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 parent/guardians, including non-custodial parent/guardians or parent/guardians who do not live with their children, unless a court order forbids it. When a child turns 18, the parent/guardians' 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. Wessler.



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### MANDATED REPORTERS

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

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

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

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

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

KIPP STAR HARLEM C.P.E.S. will provide training to staff each year on DASA and its zero tolerance policy against harassment, discrimination, or bullying.

### COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES

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



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Any parent/guardian or legal guardian may bring complaints to the Board of Trustees of KIPP STAR Harlem College Prep ES 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.



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### FAMILY INVOLVEMENT

As already mentioned, one of the keys to the success of KIPP STAR HARLEM College Prep Elementary School is the strong working relationship between parent/guardians, teachers, and children. The key to this is constant communication. It is for this reason that all KIPP STAR HARLEM teachers give out their phone numbers and it is also the reason that we have a completely open door policy. All KIPP families are welcome to visit the school at any time. In addition to phone conversations, school visits, home visits by staff, KIPP STAR HARLEM College Preparatory Elementary School also has quarterly conferences between parent/guardians, teachers and children.

Below are some additional ways that parent/guardians have gotten involved in the past. Please feel free to suggest any other ideas you might have.

### WHAT ARE A FEW WAYS I CAN GET INVOLVED?

*Our families are always asking for ways to get involved. Below are a few ways in which you can do so.*

- ☺ Become an official KSHE volunteer. Families can sign up in the Main Office and can become official family volunteers. Volunteers are only permitted during set volunteer hours.
- ☺ Chaperone and participate in our community service activities
- ☺ Join our pot-luck dinners, concerts and other events
- ☺ Attend student in-class performances (poetry café, in class speeches and presentations, cultural celebrations, and other's depending on specific classes)
- ☺ Attend quarterly awards ceremony
- ☺ Chaperone school trips
- ☺ Patrol before and after-school to ensure safety of all of our children
- ☺ Attend parent/guardian-meetings
- ☺ Stop by the school to sit in on classes (no amount of time is too short☺)
- ☺ Invite us to your homes for home visits
- ☺ Inform us of community events or activities we should be participating in
- ☺ Carpool with other families
- ☺ Attend parent/guardian-teacher conferences
- ☺ And of course we are always available to sample delicious home-cooked meals that your child rants and raves about ☺

And if there are additional volunteer opportunities, please feel free to contact Ms. Vardiman directly.

Charter Authorizers:



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

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