2019-2020
Student & Family Handbook

2246 Jerome Ave, Bronx, NY 10453
Phone: 929-288-4740

Principal: Ms. Graham
# 2019-2020 School Calendar

## August 2019
- **August 13th**: Family Preview Day (4PM – 6PM)
- **August 14th**: Family Preview Day (8AM – 10AM)
- **August 20th – 30th**: First Day of School (8AM – 1:30PM)

### September 2019
- **September 2nd**: Labor Day (**No School**)
- **September 3rd**: First Full Day of School (8AM – 4PM)
- **September 9th**: Back to School Night (5PM – 6:30PM)
- **September 23rd**: Shooting Star (Newsletter/Calendar)
- **September 30th**: Rosh Hashanah (**No School**)

## October 2019
- **October 8th**: Coffee and Conversation Begins (AM)
- **October 9th**: Yom Kippur (**No School**)
- **October 17th**: KIPP NYC Reads (K – 8 Parent Event)
- **October 31st**: Halloween (**No School**)

### November 2019
- **November 1st**: KIPP NYC PD Day (**No School**)
- **November 15th**: Trimester 1 Ends
- **November 25th – 29th**: Thanksgiving Break (**No School**)

### December 2019
- **December 11th**: Report Card Conference
- **December 23rd – January 3rd**: Winter Break (**No School**)

## January 2020
- **January 20th**: MLK Day (**No School**)
- **January 22nd**: Progress Reports

## February 2020
- **February 13th – 21st**: Mid-Winter Break (**No School**)

### March 2020
- **March 6th**: Trimester 2 Ends
- **March 11th**: Report Card Conference (**No School**)

### April 2020
- **April 6th – 10th**: Spring Break (**No School**)
- **April 24th**: Staff Wellness Day (1:30PM Dismissal)
- **April 30th – May 1st**: KIPP NYC PD Day (**No School**)

### May 2020
- **May 13th**: Progress Reports
- **May 25th**: Memorial Day (**No School**)

### June 2020
- **June 19th**: Trimester 3 Ends
- **June 24th**: Last Day of School (1:30PM Dismissal)
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KIPP MISSION

KIPP NYC’s mission is to teach our student to develop the academic and character skill 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 NYC CORE VALUES

- **We Believe.** We believe in the infinite potential of all people. Our hope, faith, and optimism fuel our daily work and drive us toward achieving a more equitable and just world, starting with our KIPPsters.

- **All of Us Will Learn.** We know excellent instruction means teaching the whole child and the whole class. We believe student achievement is the product of adult learning and development. Together all KIPPsters – big and small – intellectually prepare, practice, teach, and assess in order to maximize our individual and collective potential.

- **Commitment to Excellence.** We believe excellence is a sustained pursuit, not an endpoint. We own the results we achieve. We assert that excellence is often the 1/12th between good and great. We strive for excellence in all things.

- **Teach Like Harriett.** KIPP was founded on the inspiration of Harriett Ball, and the understanding that great teaching is fundamental to great schools. Like Harriett, we cultivate joy and love of learning with high expectations for academic work. We believe Math is Life, Reading is Freedom, and Knowledge is Power. We measure our success by student mastery and alumni outcomes.

- **Team & Family.** We work in schools and communities, not classrooms. We believe team always beats individual. We contribute to and are responsible for group success. Like a family, we act with empathy and support one another to build strong relationships. We never give up on our Team & Family.

- **Be Nice. Work Hard.** We believe in the power of AND – character and academics. We strive to be our best selves, and we want to bring out the best in others. We believe that effort will improve our future. Building on the strengths of our communities, our families, and ourselves, we continuously encourage our students to develop outstanding character.

- **Find a Way or Make One.** We persist in the face of challenges and creatively seek solutions. We cultivate critical and divergent thinking in ourselves and others to achieve our goals. We work to achieve transformational outcomes through enduring alliances and a humble commitment to find, learn, and share what is best for students and alumni.

- **Revolutionary Love.** We believe extraordinary school communities are built from love. The love we have for ourselves, our teammates, and our communities drives the courageous change we need to leave the world better than we found it.

**www.kippnyc.org**
• **Build a Better Tomorrow.** We know our KIPPsters, past, present, and future, are the leaders of a better tomorrow, so we work to empower, prepare, and embolden them to lead choice-filled lives. We take action to dismantle systems of oppression and construct a society that is defined by equity and restorative justice.

• **We Remember. We Appreciate.** We remember and appreciate where we have come from in order to know where we are going. We look honestly at our past and present to plan our future. We believe our staff, our families, and our students are our greatest strength.

**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 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.
KIPP COMMITMENT TO EXCELLENCE

TEACHERS’ COMMITMENT

We fully commit to KIPP in the following ways:

- We will be fully prepared to work with our KIPPsters every day by 7:15 A.M (Mon. - Fri.) and remain at KIPP until 5:15 P.M. (Mon. - Fri.)
- We will come to KIPP on appropriate Saturdays at 9:00 A.M. and remain until 1:00 P.M.
- We will teach KIPP every day of the extended school year, which begins on August 20th.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
- We will be open to the feedback that we receive from administrators, teachers, parents, and students, and we will do what it takes to make positive changes.
- We will communicate, through our words and actions, our responsibility for addressing the educational, emotional, and character needs of every student at KIPP.
- We believe that all of our students can and will learn the character and academic skills needed to be happy and successful in life.

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

PARENTS’/GUARDIANS’ COMMITMENT

We fully commit to KIPP in the following ways:

- We will make sure our child arrives at KIPP every day by 8:00am (Mon. - Fri.), remain at KIPP until 4:00pm (Mon., Tues, Thurs, Fri.) (1:30pm on Wednesdays), and make arrangements for our child to come to KIPP on appropriate Saturdays.
- We will ensure that our child attends every day of the extended school year, which begins on August 20th.
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child’s homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
- We will always make ourselves available to our children, their teachers, and the school by doing the following:
  - We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
  - We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper...).
  - We will allow our child to go on KIPP field trips.
  - We will make sure our child follows the KIPP dress code.
  - We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments can cause my child to lose various KIPP privileges and can lead to administrative consequences.
STUDENTS’ COMMITMENT

I fully commit to KIPP in the following ways:

● I will arrive at KIPP every day by 8:00am (Mon. - Fri.).
● I will remain at KIPP until 4:00pm (Mon., Tues., Thurs, Fri.) (1:30pm on Wednesdays).
● I will come to KIPP on appropriate Saturdays.
● I will attend KIPP every day of the extended school year, which begins on August 20th.
● I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
● I will accept the feedback that I receive from my peers, teachers, and parents, and I will do what it takes to make positive changes.
● I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
● I will follow the KIPP dress code.
● I will come to school every day with all the materials I need for success.
● I am responsible for my own behavior.

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

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>ROLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Graham</td>
<td>Principal</td>
<td>917-263-1675</td>
<td><a href="mailto:dgraham@kippnyc.org">dgraham@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Crowley</td>
<td>Dean</td>
<td>646-988-2498</td>
<td><a href="mailto:lcrowley@kippnyc.org">lcrowley@kippnyc.org</a></td>
</tr>
<tr>
<td>Mr. Choi</td>
<td>Director of Operations</td>
<td>646-629-3446</td>
<td><a href="mailto:bchoi@kippnyc.org">bchoi@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Pena</td>
<td>School Office Admin</td>
<td>917-608-0718</td>
<td><a href="mailto:ypena@kippnyc.org">ypena@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Gil</td>
<td>Teacher</td>
<td>917-613-6035</td>
<td><a href="mailto:ygil@kippnyc.org">ygil@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Gordon</td>
<td>Teacher</td>
<td>917-608-0192</td>
<td><a href="mailto:algordon@kippnyc.org">algordon@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Hight</td>
<td>Teacher</td>
<td>917-613-7991</td>
<td><a href="mailto:ghight@kippnyc.org">ghight@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Inghram</td>
<td>Teacher</td>
<td>917-613-3040</td>
<td><a href="mailto:cingham@kippnyc.org">cingham@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Perdomo</td>
<td>Teacher</td>
<td>646-832-0147</td>
<td><a href="mailto:aperdomo@kippnyc.org">aperdomo@kippnyc.org</a></td>
</tr>
<tr>
<td>Ms. Shaw</td>
<td>Teacher</td>
<td>917-613-3844</td>
<td><a href="mailto:dshaw@kippnyc.org">dshaw@kippnyc.org</a></td>
</tr>
</tbody>
</table>

WHO TO CONTACT

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

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>STAFF MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Forms, Emergency Forms, Medical Forms</td>
<td>Ms. Pena</td>
</tr>
<tr>
<td>Lost Metro Card</td>
<td>Ms. Pena</td>
</tr>
<tr>
<td>Ordering KIPP Uniform T-shirt</td>
<td>Ms. Pena</td>
</tr>
<tr>
<td>I have concerns about my child’s social adjustment</td>
<td>Ms. Crowley</td>
</tr>
<tr>
<td>My child has an IEP Accommodation</td>
<td>Ms. Schaefer or Ms. Graham</td>
</tr>
<tr>
<td>My child will be absent or late</td>
<td>Ms. Pena or call the office</td>
</tr>
<tr>
<td>I have questions about my child’s academic progress</td>
<td>Your child’s teachers</td>
</tr>
<tr>
<td>I have questions about school activities (permissions slips, etc.)</td>
<td>Your child’s teachers</td>
</tr>
<tr>
<td>I have overall concerns</td>
<td>Ms. Graham</td>
</tr>
</tbody>
</table>
SCHOOL CALENDAR & DAILY SCHEDULE

SCHOOL DAY SCHEDULE

From August 20th – August 30th: All students will start school at 8:00am and will remain until classes are dismissed at 1:30pm on Monday, Tuesday, Wednesday, Thursday & Friday. If you want your child to eat breakfast, you must arrive between 7:30am and 7:50am.

From September 3rd – June 24th: All students will start school at 8:00am and will remain until classes are dismissed at 4:00pm on Monday, Tuesday, Thursday & Friday. On Wednesday, students will be dismissed at 1:30pm. If you want your child to eat breakfast, you must arrive between 7:30am and 7:50am.

SCHOOL CALENDAR

START/END DATES

School will begin for Kindergarteners on Tuesday, August 20th. The last day for students will be Wednesday, June 24th.

SATURDAY SCHOOL

On certain Saturdays, all KIPP Elements students are expected to attend Saturday school from 10:00am – 12:00pm. Unless otherwise specified, students must continue to follow the standard KIPP Elements dress code on Saturdays. Lunch will be provided.

On identified Saturdays, all KIPP Elements students are strongly encouraged to attend Saturday School from 10am – 12:00pm with a parent/guardian or a sibling over the age of 18 (see full calendar for identified dates). Saturday School is an opportunity for families and students to come together for school-related activities, events, and workshops. It fosters a sense of community among the families in a grade.
## August 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 13</td>
<td>Family Preview Day</td>
</tr>
<tr>
<td>August 14</td>
<td>Family Preview Day</td>
</tr>
<tr>
<td>August 20</td>
<td><strong>Kindergarten: First day of school</strong></td>
</tr>
<tr>
<td></td>
<td>Shortened schedule: Mon, Tues, Wed, Thu, Fri 8:00am – 1:30pm</td>
</tr>
</tbody>
</table>
# JANUARY 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 1-3</td>
<td>NO SCHOOL: Winter Holiday Break</td>
</tr>
<tr>
<td>January 6</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 20</td>
<td>NO SCHOOL: Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 22</td>
<td>Trimester 2 Progress Reports</td>
</tr>
</tbody>
</table>

# FEBRUARY 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 13–14</td>
<td>NO SCHOOL: Staff Development</td>
</tr>
<tr>
<td>February 17–21</td>
<td>NO SCHOOL: Mid-winter Break</td>
</tr>
</tbody>
</table>

# MARCH 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6</td>
<td>End of Trimester 2</td>
</tr>
<tr>
<td>March 11</td>
<td>Trimester 2 Report Cards – No School for Elementary Schools</td>
</tr>
<tr>
<td>March 25–27</td>
<td>ELA State Test (Grades 3-8)</td>
</tr>
<tr>
<td>March 27</td>
<td>Early Dismissal Day: 1:30pm Dismissal for Students</td>
</tr>
</tbody>
</table>

# APRIL 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6-10</td>
<td>NO SCHOOL: Spring Break</td>
</tr>
<tr>
<td>April 13–17</td>
<td>KIPP IN SESSION (DOE Schools closed)</td>
</tr>
<tr>
<td>April 21–23</td>
<td>Math State Test (Grades 3-8)</td>
</tr>
<tr>
<td>April 24</td>
<td>Early Dismissal Day: 1:30pm Dismissal for Students</td>
</tr>
<tr>
<td>April 30</td>
<td>NO SCHOOL: Staff Development</td>
</tr>
</tbody>
</table>

# MAY 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>NO SCHOOL: Staff Development</td>
</tr>
<tr>
<td>May 13</td>
<td>Trimester 3 Progress Reports</td>
</tr>
<tr>
<td>May 25</td>
<td>NO SCHOOL: Memorial Day</td>
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</tbody>
</table>

# JUNE 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>June 1</td>
<td>NYS Science Written test (4th &amp; 8th Grades)</td>
</tr>
<tr>
<td>June 8–24</td>
<td>School dismisses at 3:00pm on Monday, Tuesday, Thursday, Friday School dismisses at 1:30pm on Wednesday</td>
</tr>
</tbody>
</table>

www.kippnyc.org
| June 19 | Trimester 3 Ends |
|-------------------------------|
| June 24 | Last Day of School for Students (1:30pm Dismissal) |

**SCHOOL CLOSINGS**

If the NYC public schools close due to bad weather, KIPP Elements 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 closed early due to weather conditions. Parents should feel free to pick their children up early in the case of serious weather conditions.

**STUDENT ATTENDANCE**

KIPP Elements students must arrive by 8:00am Monday through Friday, and remain at school until 4:00 p.m. (1:30p.m. dismissal on Wednesdays). On certain Saturdays, school will begin at 10:00 a.m. and end at 12:00 p.m.

The schedule in August will reflect a shortened school day, but these two weeks are part of the regular school year and attendance is mandatory. Any absences or tardies will be counted.

In the *Commitment to Excellence* it states:

1. **Attendance** – We will make sure our child comes to school every day. We will schedule doctor’s appointments, vacations, etc. for days when school is not in session.
2. **Timeliness** – We will make sure our child arrives at school every day on time by 8:00am. 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.

*If your child is going to miss school:* Call Ms. Pena or the office as soon as possible. If your child is absent, Ms. Pena or a teacher will follow up with a phone call that morning.
## Absences

Absences will only be considered excused in the following circumstances:

- Attendance at a funeral following a death in the immediate family;
- Illness verified by a note from a doctor or parent;
- Court proceedings at which the student’s presence is required, along with documentation;
- *Other reasons for absences may also be considered excused by the Principal or Director of Operations*;

<table>
<thead>
<tr>
<th>EXCUSED</th>
<th>UNEXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences will only be considered excused in the following circumstances</td>
<td>Routine doctor’s appointments (Please schedule for when school is not in session - ideally Wednesday afternoons after 1:30 PM)</td>
</tr>
<tr>
<td></td>
<td>Family vacation</td>
</tr>
<tr>
<td></td>
<td>Bad weather</td>
</tr>
<tr>
<td></td>
<td>Trouble with public transportation</td>
</tr>
<tr>
<td><em>Other reasons for absences may also be considered excused by the Principal or Director of Operations</em></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

At KIPP Elements, 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 your child’s attendance throughout the entirety of the school year.

### IMPORTANT NOTES ABOUT ATTENDANCE

If you know your student will be absent, please notify the child’s teacher, Ms. Pena, and/or the office. See below for our action steps following unexcused absences. If a concerning pattern of absences is noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if there are more than 5 absenses in a row, a parent meeting may be called to resolve the situation. If a student is absent 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 a cause for concern.
You are contacted daily by our office staff for tardies and absences. In addition, the following will occur:

<table>
<thead>
<tr>
<th>#</th>
<th>Absence Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contacted by teacher</td>
</tr>
<tr>
<td>3</td>
<td>Contacted by Dean of Grade</td>
</tr>
<tr>
<td>5</td>
<td>In person Meeting with Dean of Grade to action plan together.</td>
</tr>
<tr>
<td></td>
<td>- Events or trips withheld until improvement</td>
</tr>
<tr>
<td>7</td>
<td>In person meeting with social worker and/or principal to action plan together</td>
</tr>
<tr>
<td>9</td>
<td>In person meeting with Principal Graham</td>
</tr>
<tr>
<td>10</td>
<td>Promotion in Doubt Meeting with School Leadership Team and Classroom Teacher</td>
</tr>
</tbody>
</table>

**TARDIES**

**Be On Time.** Getting to school on time is key to your child’s success – at school and in life. Our doors open at 7:30am each morning. Students must arrive between 7:30am and 8:00am. Students arriving even 1 minute after 8:00am are marked tardy. If you know your student will be tardy, please call Ms. Pena or the office.

If you know your student will be tardy, please notify the child’s teacher, Ms. Pena, and/or the office. See below for our action steps following tardies. If a concerning pattern of tardies is noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if there are more than 10 tardies in a row, a parent meeting may be called to resolve the situation. If a student is tardy for several consecutive days without parent communication, the school may conduct a home visit or other investigation. ACS may be contacted if the Principal determines there is a cause for concern.
You are contacted daily by our office staff for tardies. In addition, the following will occur:

<table>
<thead>
<tr>
<th>#</th>
<th>Tardy Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contacted by classroom teacher same day</td>
</tr>
<tr>
<td>3</td>
<td>In person meeting with classroom teacher</td>
</tr>
<tr>
<td>5</td>
<td>Contacted by Dean of Grade</td>
</tr>
<tr>
<td></td>
<td><strong>May be contacted for an in person meeting with the social worker at any point after this process.</strong></td>
</tr>
<tr>
<td>7</td>
<td>In person Meeting with Dean of the Grade</td>
</tr>
<tr>
<td></td>
<td>- Events or trips withheld until improvement</td>
</tr>
<tr>
<td>9</td>
<td>Contacted by Principal Graham</td>
</tr>
<tr>
<td>10</td>
<td>In person meeting with Principal Graham</td>
</tr>
</tbody>
</table>

**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. Please do not request to pick up students within 20 minutes of regular dismissal time.
SCHOOL SAFETY

The first priority for school staff during an emergency is to ensure the safety of students, other staff members and any guests who are on campus at the time. Emergency situations can cause disruptions to regular communication, schedules, and plans. We have provided information on what families can expect during emergency situations and how to best support the safety of students and staff.

CLOSED CAMPUS

Under no circumstances are students to leave their assigned floor of the building or use any exit other than the School’s designated entrance/exit without permission. Once in school, a KIPPster may only leave under the escort and supervision of an authorized adult – who has physically come to the Main Office to sign a student out. Once students have entered in the morning, they may not leave the building unless a staff member escorts them.

FAMILY EMERGENCIES

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Offices.

EMERGENCY CONTACT INFORMATION

The School encourages parent(s)/guardian(s) to visit the School’s classrooms to observe the work of students, teachers and other staff. The following rules apply to visitors to the School:

Anyone who is not a regular staff member or student of the School will be considered a “visitor.”

1. All visitors to the School must sign-in with security at the main entrance and report to the main office.
2. Teachers are expected not to take class time to discuss individual matters with visitors. Please make every attempt to schedule time with them in advance.
3. Any unauthorized person on school property will be reported to the Instructional Leader or Operations Leader. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
4. All visitors are required to abide by the rules for public conduct on school property contained in this Code of Conduct. By entering school premises, visitors accept these rules.
The School is committed to providing an orderly, respectful environment; therefore, it is necessary to regulate public conduct on school property and at school functions.

FIRE SAFETY & EVACUATION PROCEDURES

The School follows the General Response Protocol for all building-related safety drills and emergency events, as required by the New York City Department of Education. Below are the common emergency responses to understand and review with your child.

- **Lockdown**: occurs when there is a hazard or emergency inside of the school. In this instance, students and staff are trained to remain in secured rooms and out of sight from any possible intruders.
- **Shelter-In-Place**: Occurs when a hazard is outside the building and it is safer to remain inside. School staff will secure the building by locking all building exits and secure students inside in safe and situation-appropriate locations. No one will have access to the school building until the shelter-in-place status has been lifted.
- **Evacuation**: occurs when there is a serious emergency and it is necessary to evacuate the school.

Frequently throughout the school year, students and staff will participate in a minimum of 12 emergency drills, including fire, lockdown, and shelter-in drills to ensure that the entire school community is familiar with the appropriate response in the event of each type of emergency.
EMERGENCY COMMUNICATIONS PROTOCOL

The means and immediacy of communication will depend on the scope of the event and on the potential or actual impact to the safety of the students. While it’s difficult to describe all possible scenarios, the following can be used a guide to gauge the level of notification and systems used to communicate with families:

<table>
<thead>
<tr>
<th>Impact Level</th>
<th>Notification Response</th>
</tr>
</thead>
</table>
| **A Low Impact Incident:** Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is isolated and does not impact more than one student. | ● One Call notification sent via email  
● Letter may be sent home |
| **Example:** A small issue in the school. A last minute change in the schedule. NOTE: Not every incident will warrant a notification. |

| **A Moderate Impact Incident:** Poses a moderate risk to the school and results in some disruption to school activities. | ● One Call notification sent via email, phone and text  
● Will be posted on website and social media accounts  
● Letter may be sent home |
| **Example:** Weather cancellations or delays, a change of schedule or cancellation of some activities, or a utility disruption. |

| **A High Impact Incident:** The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students. |
| **** Any instance where we have a lockdown, shelter-in-place, or evacuation. |
| **Example:** An intruder in school or the use of a weapon in school resulting in injuries to students or staff. | ● One Call notification sent via email, phone and text  
● Will be posted on website and social media accounts  
● Letter may be sent home |

Please ensure that the school always has your accurate / current contact information so that you may receive the most up-to-date information from your child’s school.

www.kippnyc.org
During and after an emergency, school phone lines may become overloaded. Please refrain from calling the school during or right after an emergency if at all possible. If it is urgent that you get a message to the school for the safety of your student during an emergency, please contact the KIPP NYC Network office at 212-991-2610.

REUNIFICATION PROCEDURES

In the event of an emergency, the school will activate an emergency response plan which may include alternative dismissal processes in order to keep our students accounted for and safe. To be reunified with your child during this time, please use the following steps:

1. Come to the designated pick-up site identified in the communications from the school or KIPP NYC.
2. Bring your ID. If someone else besides a parent/guardian is picking up your child, they MUST be on your emergency contact list and they MUST bring their ID.
   a. As noted, during an emergency, we might not be able to answer our office phone. As such, it is important to always keep your emergency contact information updated with the main office.
3. Once your identity is verified, you will be handed a Release Card to complete.
4. Once this happens, a runner will go get your child and bring them to the appropriate meeting point.
5. Hand your release card to the KIPP NYC staff member. Once verified, your child will be released to you.

In the event of an evacuation and we are unable to return to the school, our primary reunification area will be determined by Mr. Choi. Please call to find the location.

FAMILIES’ ROLES IN EMERGENCY PROCEDURES

In an emergency, parent(s)/guardian(s) can support the school’s efforts to ensure the safety of all students and staff by following the guidelines below:

- Stay calm during a school emergency
- Make sure your emergency contact numbers are accurate and up-to-date.
- Listen carefully to emergency notification messages. Check the KIPP NYC website and/or school website for breaking news updates as phone communication may be interrupted due to excessive calls.
- Please do not rush to the school site to find out what is going on. If you go to a school during a lockdown, you may be stopped and asked to wait in a specified area off campus.
• Your Mobile Phone - Emergency situations sometimes require changes to reunification plans. By having your phone with you, you will receive any updates sent via our automated notification system.
• Patience - In most situations, there will be a large number of families who choose to pick up their student after an emergency situation. This may result in an extended wait time as we verify ID's and deliver students to the reunification area.

STUDENT HEALTH

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 Ms. Pena or the 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/legal guardian of the child, they must be (a) given explicit written permission to pick up the child and (b) be 18 years or older.

MEDICATION

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. KIPP Elements strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office.

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

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

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 the teacher or someone in the office know.

Please notify the teacher or someone in the office if your child has any food allergies, so that we provide your child with the necessary accommodations.

For additional questions on student medication, please contact Mr. Choi, or refer to the NYC Department of Education Student Health website: https://www.schools.nyc.gov/school-life/health-and-wellness/health-services

**MEDICAL EMERGENCIES**

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 Elements is not financially liable for any emergency medical services. If you have questions regarding school insurance coverage, please contact Mr. Choi.

**COUNSELING**

The Social Workers and Counselors at KIPP Elements are available to help any student or parent address any social, emotional, or academic issue they may be facing. In addition, our social workers/counselors help students work through and cope with personal and school related stress. At KIPP, every student is entitled to counseling support and referral services. Counseling support is also extended to KIPP families in need.

There are several ways in which students may be referred for counseling services:

- If a parent is interested in having their child seen by one of our Social Workers please contact the (social worker on staff and/or Ms. Graham)
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).

ACADEMIC POLICIES

ACADEMIC EXPECTATIONS

TRIMESTER AND KEY DATES

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Timing</th>
<th>Progress Reports</th>
<th>Family-Teacher Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>August – November</td>
<td>October 2, 2019</td>
<td>December 11, 2019</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>November – March</td>
<td>January 22, 2020</td>
<td>March 11, 2019</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>March – June</td>
<td>May 13, 2020</td>
<td>N/A</td>
</tr>
</tbody>
</table>

GRADING SYSTEM

KIPP Elements issues report cards on a trimester basis. Report cards will be directly linked to KIPP Element’s standards. The grading scale is based on the students’ mastery of the content standard. Family-Teacher Conferences will be held for each report card. Progress reports will be provided to parents at the mid-point of each trimester 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 Elements is the homework that every KIPPster will receive every night. Homework must be completed at night before it is due. Students will not be allowed to complete homework during breakfast unless given explicit permission by their teacher. No student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. If the student is unable to contact their teacher for some reason, they must bring a written note from their parents/guardians.

www.kippnyc.org
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.

- Each night, students will come home with their homework folder. There is a section that says “Stays at Home”. This is graded work for you to see or important notices that the school is sending home. You will see another section of the folder, which says “Return to School”. This is the homework that needs to be completed that night and sent back to the school in this folder.

**PROMOTION**

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

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

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

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

Students may be retained in their grade at the end of the year for any one of, or combination of, the following factors:
● Failure to meet academic standards of readiness for the next grade: [example: Students who fail (earn below 70%) a core subject (Reading, Writing, Math, Social Studies, Science) may be retained. Students who fail either the reading or math standardized test at the end of the year may be retained as well.]
● Failure to meet adequate standards of attendance and lateness: [example: Students who miss more than 10 days of school may be retained.
● Failure to meet behavioral standards of readiness for the next grade level: [example: Students whose behavior has not shown adequate growth or improvement, or is not at a sufficient level, may be retained.]

ACADEMIC INTEGRITY

HONOR CODE

We expect all KIPP Elements 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 & 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.

GENERAL POLICIES & PROCEDURES

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

STUDENT ENROLLMENT

Every year, beginning in December, KIPP Elements will begin accepting applications for our Kindergarten – 1st 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 10 as a 2nd priority. The lottery will be held in April.

ENROLLMENT FORMS

Upon enrolling at KIPP Elements, the following documents must be submitted for each student to Ms. Pena or the office via SchoolMint:

- Registration form
- Emergency contact form
- Proof of birth
- Proof of address
- Immunization records
- If applicable, additional medical forms
- If applicable, IEP/504 Accommodations

IMMUNIZATIONS

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

The New York State Health Department has released the following Immunizations Requirements for the 2019-2020 school year:
<table>
<thead>
<tr>
<th>Vaccines</th>
<th>Pre-K</th>
<th>Kindergarten &amp; Grades 1, 2, 3, 4, 5</th>
<th>Grades 6, 7, 8, 9, 10, 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)</td>
<td>4 doses</td>
<td>5 doses or 4 doses if the 4&lt;sup&gt;th&lt;/sup&gt; does was received at 4 years or older, or 3 doses if 7 years or older and the series was started at 1 year or older</td>
<td></td>
<td>3 doses</td>
</tr>
<tr>
<td>Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap)</td>
<td>Not applicable</td>
<td></td>
<td></td>
<td>1 dose</td>
</tr>
<tr>
<td>Polio vaccine (IPV/OPV)4</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps and Rubella vaccine (MMR)</td>
<td>3 doses</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B vaccine</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 doses or 3 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox) Vaccine</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td>1 dose</td>
</tr>
<tr>
<td>Meningococcal conjugate vaccine (MenACWY)8</td>
<td>Not applicable</td>
<td>Grades 7, 8, 9, 10: 1 dose</td>
<td>2 doses or 1 dose if the dose was received at 16 years or older</td>
<td></td>
</tr>
<tr>
<td>Haemophilus influenzae type b conjugate vaccine (Hib)</td>
<td>1 to 4 doses</td>
<td>Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal Conjugate vaccine (PCV)</td>
<td>1 to 4 doses</td>
<td>Not applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before a child can be permitted to enter and attend school, 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. For more information on immunization requirements, please visit the NYC DOE website: https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations.

FOOD SERVICES

MEALS

Breakfast is optional each morning from Monday – Friday for all students. Breakfast will be served between 7:30am – 7:50am.

Lunch will be provided Monday – Friday for all students in grades K-8 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 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.

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. For additional information on student Metrocards, please see the NYC DOE’s website here: https://www.schools.nyc.gov/school-life/transportation/metro-cards

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 someone in the office if you have any concerns.

KIPP staff are prohibited from transporting students in their private vehicles. KIPP chaperones and volunteers are prohibited from transporting students in their private vehicles to/from KIPP-sponsored field trips.

ARRIVAL & DISMISSAL

ARRIVAL

Students and families must remain outside the building until 7:30am. Students must arrive between 7:30am to 8:00am. All students will enter the school through the main entrance. Students arriving after 8:00am are considered tardy. Upon entering the building, parents must sign in with School safety (must have proper ID) at the security desk and bring their child upstairs.

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 picked up upstairs.

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

It is the responsibility of the parent/guardian to ensure a timely pick up of his/her child from school. Late pick-ups are not acceptable. Classroom teachers will contact the families of those students who are picked up late. No student will be allowed to leave the school without an adult escort authorized to regularly pick them up (based on authorized pick-up names listed on registration form). If the person picking up the child is not the parent/legal guardian of the child, they must (a) be given explicit written permission to pick up the child and (b) be 18 years or older.

If your child remains at school for more than one hour after dismissal time on any school day, KIPP Elements reserves the right to take the following actions, at our discretion:
• Per NYC Department of Education policy, a member of our staff may call the New York City Police Department and ask an officer to escort your child to the police station. Your child will then remain at the police station until you pick him/her up.
• Report chronic lateness to ACS.

FIELD LESSONS

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

No child will be permitted to leave the school for a field lesson if they have not submitted a signed KIPP NYC field trip permission slip. All permission slips must be signed by a parent or guardian. Teachers will leave your child, under adult supervision, at the school if written permission was not received, if the child has not satisfied the requirements made by the teacher, or if the child is or has recently demonstrated unsafe behavior.

CHAPERONES

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

DRESS CODE

UNIFORM

All KIPP Elements students are required to wear the complete uniform every day. The KIPP Elements uniform will be a KIPP t-shirt (tucked in) or sweatshirt, navy blue bottoms and plain brown/black belt (without any buckles or design).

• 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.
• Navy blue bottoms: Navy blue bottoms can be pants (not cargo pants), shorts or skirts/“skorts” (of appropriate length). Tights are allowed, but leggings are not.
Jewelry should be limited to one ring, one necklace, and one bracelet on each arm. Earrings should not be larger than a quarter. Artificial nails are not permitted.

Please use the Shirt Order Form to purchase any KIPP shirts that you would like. We are requesting that order forms and money be submitted by Monday, so that we can guarantee that your child will receive the t-shirts by Wednesday. Please see Ms. Pean or someone in the office for order forms. Please see the student dress code policy, below, for additional information.

**STUDENT DRESS CODE**

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

1. Students must wear the KIPP Elements Uniform daily. There are selected “Spirit Week” days where students will be permitted to dress up according to the theme of the week.
2. All KIPP shirts are to be tucked in and worn appropriately.
3. All pants must fit around the waist. All students must wear a belt every day. (Belts should be of appropriate size and nature (ie: no large-faced images or symbols which may pose as a distraction).
4. Students may not wear jogging pants or sweat pants.
5. Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or capris.
6. Students may not wear skirts that are inappropriately short (more than 3 inches above the center of their knee) or that have inappropriately long slits (above their knees). Students are encouraged to avoid wearing dresses or skirts that “ride up.” They have the option of wearing a slip underneath dresses or skirts.
7. Students may not wear hats (except in the case of religious observance).
8. Students cannot wear shoes that show their toes or heels.

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

- 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.
- The following items may not be brought to school: iPods/iPads, or radios of any kind and electronic toys (PSP’s, Gameboys, etc.).
CONSEQUENCES FOR UNIFORM VIOLATIONS

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

- Students who attend school dressed improperly will be required to call their parents/guardians to bring clothes meeting dress code requirements;
- Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.
- Students are encouraged to wear shorts or tights under their skirts as the students sit on the carpet.
- Students must wear sneakers to school each day. Sneakers should not have wheels or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels. We recommend Velcro shoes for students who have not yet learned to tie shoelaces.
- All students must keep an extra change of clothes at school (uniform tee shirt, pant, socks and underwear in a labeled bag) in case of a spill or bathroom accident

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 Elements 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, KIPP Circle, and Paychecks.

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

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

Parents and families are welcome to access additional information about KIPP NYC’s Code of Conduct at any time by contacting Mr. Choi.

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

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

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

**REMOVAL OF STUDENTS FROM CLASSROOMS BY TEACHERS**

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

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

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

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

Alternative Instruction will be provided during any period of suspension. Alternative Instruction may be provided either in school or off-site.
SHORT-TERM SUSPENSION WITH ON-SITE ALTERNATIVE INSTRUCTION: NOT TO EXCEED TEN SCHOOL DAYS

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

LONG-TERM SUSPENSION: 10 DAYS OR MORE

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

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

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

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

EXPULSION: PERMANENT REMOVAL FROM KIPP AND TRANSFER TO ANOTHER SETTING

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

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

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

PROCEDURES FOR EXPULSION

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

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

1. Be represented by counsel;
2. Confront and cross-examine witnesses supporting the charge; and
3. Call her or his own witnesses to verify her/his version of the incident.
If the Parent is dissatisfied with the determination of the hearing, the Parent can use the complaint procedure described below to appeal from this determination.

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

DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS

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

In the case of a special education student, or a student who receives 504 accommodations, KIPP Elements 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 appropriate behavior intervention strategies were in effect and consistent with the student’s IEP, the student may be disciplined in accordance with KIPP NYC’s Code of Conduct, as stated in our charter documents.

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

BULLYING

All KIPPsters should feel safe and welcome at school. We have a Zero Tolerance Policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt scholars’ education.
We are all responsible for stopping harassment, discrimination, and bullying before and when they happen.

In general, bullying:

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

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

- **Physical**: hitting, kicking, pinching, pushing, or damaging/forcibly taking others’ property
- **Verbal**: Name calling, put-downs, making threats, teasing, or spreading harmful rumors
- **Social**: Deliberately harming another scholar’s friendships or relationships
- **Cyber (internet)**: distributing text messages, pictures, postings, or emails that hurt or embarrass others

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

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

Tell your teacher, your school’s Dignity Act Coordinator (or Dean), a leader, or another adult (including a parent/guardian) right away if you believe you are being harassed, discriminated against, or bullied, or if you believe someone else is. Your school’s principal/designee will make sure the school investigates and puts a stop to any harassment, discrimination, and bullying. Parents/guardians may also report potential acts of harassment, discrimination, or bullying to teachers and administrators. Reports may be made orally or in writing.

KIPPs ters 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.

KIPP NYC reserves the right to assess a fee to families in cases where students damaged staff or student technology hardware through neglect or misuse.

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 NYC policy;
- Posting, sending or displaying any personal identifiable information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others’ passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or messages that are profane, obscene, or that use language that offends others;

www.kippnyc.org
• 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 become infected with a virus or other destructive influence(s).

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

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

If you would like additional information about FERPA, we welcome you to contact Mr. Choi or the office.

TITLE 1 PARENT & FAMILY INVOLVEMENT

As a Title I Schoolwide LEA and school, each KIPP NYC school implements a Parent and Family Involvement Policy in adherence to the federal Every Student Succeeds Act (ESSA), offering programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with ESSA Section 1116. These programs, activities and procedures are planned and operated annually by the KIPP Elements with the consultation of parents.
We welcome active parent and family involvement in our school community. KIPP NYC schools believe strongly that an effective school requires the active involvement of parents and families in all aspects of the school. Building the foundation for the KIPP NYC family relationship begins immediately once a family enrolls a student in our schools. Specifically, our parents and families can expect:

- Timely information about Title I programs. School staff will keep parents updated about the types of services their children are being provided, the planned duration of services, and the goals of the services;
- The child’s individual student assessment results, including an interpretation of such results. School staff will provide these results and will go over the interpretation with the parent at a scheduled meeting;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet. Parents will receive this information at the annual Title I meeting, the annual curriculum night, and/or the annual orientation for parents at the beginning of every school year;
- Opportunities for regular meetings. The School Principal, the Deans, and teachers will be attentive to parent and family needs, and will schedule parent and family meetings as requested and is feasible.

A copy of KIPP Elements’s complete Parent and Family Involvement Policy can be obtained by contacting the main office.

Additionally, the Every Student Succeeds Act (ESSA), requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, KIPP Elements will provide you with this information in a timely manner if you request it. Please feel free to contact the school office if you wish to receive this information or if you have any questions.

MANDATED REPORTERS

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP Elements 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 report the behavior or incident to the New York State Central Registrar of Child Abuse and Maltreatment (SCR), as well as notify his or her Principal/Designee of the situation. 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)

KIPP Elements will provide training to staff each year on DASA and its zero tolerance policy against harassment, discrimination, or bullying. The DASA coordinator at your school is your school based Social Worker.

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.

COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES

Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP Elements to allege a violation of law or the charter. Information about Board meetings can be found on our website at http://www.kippnyc.org/. KIPP NYC Board meetings are open to the public, and we invite families to join.

This complaint procedure may be used to appeal from a decision to suspend a student. Such appeal must be filed within thirty days of a suspension and be submitted to the Board of Trustees at least two weeks prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. The Board, as necessary, shall direct the Principal or other responsible party to act upon the complaint and report to the Board. The Board of Trustees shall as necessary render a determination in writing.
If an individual or group filing a complaint to the Board of Trustees, including an appeal of a suspension decision, is not satisfied with the way that the Board has addressed the complaint, that individual or group may present the complaint to the charter authorizer, which shall investigate and respond. If the individual or group is not satisfied with the actions of the authorizer in reviewing the complaint, further appeal may be made to the Board of Regents of the State of New York, which shall investigate and respond.

**Charter Authorizers:**

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

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