# TABLE OF CONTENTS

## ABOUT THE SCHOOL
- KIPP Freedom Elementary School’s Mission & Vision  
- School History ("Our Beginning")  
- KIPP Credo  
- KIPP Commitment To Excellence

## STAFF INFORMATION
- Staff Contact Information  
- Who To Contact

## SCHOOL CALENDAR & DAILY SCHEDULE
- School Day Schedule  
- School Calendar  
- School Closings  
- Arrival and Dismissal

## STUDENT ATTENDANCE
- Absences  
- Support Policy For Absences  
- Important Notes About Attendance  
- Tardies  
- Early Dismissals  
- Late Pick-Ups

## SCHOOL SAFETY
- Closed Campus  
- Family Emergencies  
- Emergency Contact Information  
- Fire Safety & Evacuation Procedures  
- Emergency Communications Protocol  
- Reunification Procedures

## STUDENT HEALTH
- Student Health/Sickness Policies  
- Illness During School Hours
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medications</td>
<td>22</td>
</tr>
<tr>
<td>Medical Emergencies</td>
<td>22</td>
</tr>
<tr>
<td>Immunizations</td>
<td>23</td>
</tr>
<tr>
<td>Counseling</td>
<td>24</td>
</tr>
<tr>
<td><strong>ACADEMIC POLICIES</strong></td>
<td>24</td>
</tr>
<tr>
<td>Academic Expectations</td>
<td>24</td>
</tr>
<tr>
<td>Timing of Trimester System &amp; Key Dates</td>
<td>24</td>
</tr>
<tr>
<td>Grading System</td>
<td>25</td>
</tr>
<tr>
<td>Homework</td>
<td>25</td>
</tr>
<tr>
<td>Promotion</td>
<td>25</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>26</td>
</tr>
<tr>
<td><strong>GENERAL POLICIES &amp; PROCEDURES</strong></td>
<td>27</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>27</td>
</tr>
<tr>
<td>Student Enrollment</td>
<td>27</td>
</tr>
<tr>
<td>Food Services</td>
<td>28</td>
</tr>
<tr>
<td>Transportation</td>
<td>29</td>
</tr>
<tr>
<td>Field Lessons</td>
<td>30</td>
</tr>
<tr>
<td>Dress Code</td>
<td>30</td>
</tr>
<tr>
<td><strong>KIPP NYC CODE OF CONDUCT</strong></td>
<td>32</td>
</tr>
<tr>
<td>Removal Of Students From Classrooms By Teachers</td>
<td>33</td>
</tr>
<tr>
<td>Suspensions</td>
<td>33</td>
</tr>
<tr>
<td>Short-term Suspension With On-site Alternative Instruction: Not To Exceed Ten School Days</td>
<td>34</td>
</tr>
<tr>
<td>Long-term Suspension: 10 Days Or More</td>
<td>35</td>
</tr>
<tr>
<td>Expulsion: Permanent Removal From KIPP And Transfer To Another Setting</td>
<td>35</td>
</tr>
<tr>
<td>Discipline For Students With Special Needs</td>
<td>36</td>
</tr>
<tr>
<td>Anti-Bullying</td>
<td>37</td>
</tr>
<tr>
<td>Student Technology Use Policy</td>
<td>38</td>
</tr>
<tr>
<td>Ferpa Policy</td>
<td>39</td>
</tr>
<tr>
<td>Title 1 Parent &amp; Family Involvement</td>
<td>39</td>
</tr>
<tr>
<td>Mandated Reporting</td>
<td>40</td>
</tr>
<tr>
<td>Special Rules Relating To The Dignity For All Students Act (DASA)</td>
<td>40</td>
</tr>
<tr>
<td>Complaints Submitted To The Board Of Trustees</td>
<td>41</td>
</tr>
</tbody>
</table>
ABOUT THE SCHOOL

KIPP Freedom Elementary School’s Mission & Vision

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.

In order to meet our regional mission, KIPP Freedom Elementary School (KFES) strives to achieve our school vision every day:

*KIPP Freedom Elementary School* forges a pathway of enduring access to opportunity for all students. We cultivate innovative thinkers, skillful communicators, and revolutionary agents of change. Our classrooms prioritize student-driven learning, where students create, share, and own the expansion of their knowledge. We lovingly nurture students to be socially-conscious citizens who engage their voice to advocate for self and others. We work passionately to afford our students the freedom to choose their paths, their truths, and their futures.

School History (“Our Beginning”)

With your partnership, we commit to building a school that is a hallmark in the Bronx community, working together to make legendary gains for our deserving students. KIPP Freedom opened its doors in the fall of 2018, educating 95 Kindergarten students from Districts 9, 10, and 12. With a small but mighty staff of 12, KFES founding staff worked relentlessly to design, practice, and execute a healthy, thriving school culture that bridged joy and rigor, character and academics, empathy and high expectations. We are excited to build on this success as we enter our 2nd year of founding, educating 180 KIPPsters!

KIPP Freedom Elementary School is part of KIPP NYC which currently serves roughly 5,500 students and alumni at seven elementary schools, seven middle schools, and one high school.

From the beginning, KIPP has focused on developing academic and character skills. The key to our success has been the amazing teamwork of families, students and teachers working together. We are excited to begin this journey together, one step at a time!

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.

- Inspired by Providence St. Mel School Motto

KIPP Commitment to Excellence

School Commitment:

1. **Attendance** - We will be fully prepared to work with our KIPPsters every day by 7:30am and remain at school until 5:15pm (M-F).
2. **High Quality Education** – We believe all students can and will learn, and will do whatever it takes to help students reach their learning goals. We will work diligently to nurture and strengthen our students’ creativity, knowledge, and character as we prepare them to excel academically, physically, and socially in secondary schools, college, and life. To do that, we commit to being intellectually prepared for every lesson every day.
3. **Feedback & Accountability** - 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 drive our own learning by asking for feedback, conducting independent study, and reflecting on our practice.
4. **Support and Respect** - We promise to love, respect, and support every student. We will maintain a high level of civility with families and students. We believe that we are on the same team and we will conduct ourselves respectfully and professionally.
5. **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.
6. **Safety** - We will always protect the safety, interests, and rights of all individuals.
7. **Whole Child** - We will teach and affirm students’ ethno-cultural histories, celebrate their identities and empower their voice.

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

Family 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.
2. **Timeliness** - We will make sure our child arrives at KIPP every day by 8:00am (M-F), remain at KIPP until 4:00pm (M, T, Th, F) or 1:30pm (W).
3. **Support & Homework** - 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. We will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, and read with him/her every night. We will reinforce the school values (Valor, Optimism, Innovation, Compassion, and Excellence) at home.
4. **Communication** - We will always make ourselves available to our children, their teachers, and the
school by responding to all communication from KFES staff 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 maintain a high level of civility with all KFES staff. We believe that we are on the same team and we will conduct ourselves respectfully and professionally.

5. **Preparation** - We will make sure our child comes to school every day with the materials they need to succeed.

6. **Dress Code** - We will make sure our child follows the KIPP Freedom dress code every day.

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

**Student Commitment to Excellence (Kinder)**

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 parents and all the adults at school.
5. I will live by our **School Values** (Valor, Optimism, Innovation, Compassion, Excellence).

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

**Student Commitment to Excellence (1st - 4th grade)**

1. I will come to school every day on time so I can grow my brain.
2. 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.
3. I will complete all my homework every night, and I will call my teachers if I have a problem with the homework.
4. 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.
5. I will always follow directions to protect the safety, interests, and rights of all individuals in the classroom. This means that I will always listen to all my KIPP teammates and give everyone my respect.
6. I will follow the KIPP dress code.
7. I will come to school every day with all the materials I need for success.
8. I am responsible for my own behavior.
9. I will show courage and persevere when I have a challenge, ask for help when I need it, and show my best effort in all I do.
10. I will speak up and out for the well-being of myself, others, and my community.

*Failure to adhere to these commitments can cause me to lose various KIPP privileges and can lead to my expulsion from KIPP.*
## Staff Contact Information

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>ROLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Fisher</td>
<td>Principal</td>
<td>(469) 688-7674</td>
<td><a href="mailto:senglish@kippnyc.org">senglish@kippnyc.org</a></td>
</tr>
<tr>
<td>Whitney Wilcher</td>
<td>Director of Operations</td>
<td>(862) 234-9376</td>
<td><a href="mailto:wwilcher@kippnyc.org">wwilcher@kippnyc.org</a></td>
</tr>
<tr>
<td>Katherine Schaefer</td>
<td>Director of Student Support Services</td>
<td>(646) 640-6432</td>
<td><a href="mailto:kschaefe@kippnyc.org">kschaefe@kippnyc.org</a></td>
</tr>
<tr>
<td>Christine Jurado</td>
<td>Social Worker</td>
<td>(646) 539-8372</td>
<td><a href="mailto:cjurado@kippnyc.org">cjurado@kippnyc.org</a></td>
</tr>
<tr>
<td>Shirley Rodriguez</td>
<td>School Operations Manager</td>
<td>(646) 668-1470</td>
<td><a href="mailto:shrodriguez@kippnyc.org">shrodriguez@kippnyc.org</a></td>
</tr>
<tr>
<td>Kathy Hendricks</td>
<td>Kindergarten Dean</td>
<td>(646) 640-6122</td>
<td><a href="mailto:kgenao@kippnyc.org">kgenao@kippnyc.org</a></td>
</tr>
</tbody>
</table>
### Kindergarten Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>University/Organization</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niove Gómez-Soto</td>
<td>Kindergarten Teacher</td>
<td>(646) 753-2990</td>
<td><a href="mailto:ngomez@kippnyc.org">ngomez@kippnyc.org</a></td>
</tr>
<tr>
<td>Quadeema Jackson</td>
<td>University at Albany</td>
<td>(646) 787-5093</td>
<td><a href="mailto:qjackson@kippnyc.org">qjackson@kippnyc.org</a></td>
</tr>
<tr>
<td>Emily Soss</td>
<td>Kindergarten Teacher</td>
<td>(917) 575-9676</td>
<td><a href="mailto:esoss@kippnyc.org">esoss@kippnyc.org</a></td>
</tr>
<tr>
<td>Gillian Wallace</td>
<td>Tulane University</td>
<td>(917) 836-1806</td>
<td><a href="mailto:gwallace@kippnyc.org">gwallace@kippnyc.org</a></td>
</tr>
<tr>
<td>Fabiola Franck</td>
<td>Kindergarten Teacher</td>
<td>(917) 275-5618</td>
<td><a href="mailto:ffranck@kippnyc.org">ffranck@kippnyc.org</a></td>
</tr>
<tr>
<td>Jennifer Scharf</td>
<td>Rutgers University</td>
<td>(646) 568-0975</td>
<td><a href="mailto:jscharf@kippnyc.org">jscharf@kippnyc.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------</td>
<td>------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Tamara Szeto</td>
<td>1st Grade Teacher &amp; Grade Team Leader</td>
<td>(646) 877-4363</td>
<td><a href="mailto:ttrinidad@kippnyc.org">ttrinidad@kippnyc.org</a></td>
</tr>
<tr>
<td>Chris Keramidas</td>
<td>1st Grade Associate Teacher &amp; Dance/Mindfulness Teacher</td>
<td>(917) 275-2659</td>
<td><a href="mailto:ckeramidas@kippnyc.org">ckeramidas@kippnyc.org</a></td>
</tr>
<tr>
<td>Charmaine Guerrine</td>
<td>1st Grade Teacher (Howard University)</td>
<td>(917) 273-3590</td>
<td><a href="mailto:cguerrine@kippnyc.org">cguerrine@kippnyc.org</a></td>
</tr>
<tr>
<td>Jesse Yabrosky</td>
<td>1st Grade Teacher (Howard University)</td>
<td>(917) 273-2965</td>
<td><a href="mailto:jyabrosky@kippnyc.org">jyabrosky@kippnyc.org</a></td>
</tr>
<tr>
<td>Shameka Smith</td>
<td>1st Grade Teacher (Spelman College)</td>
<td>(646) 787-5401</td>
<td><a href="mailto:sedmondsmith@kippnyc.org">sedmondsmith@kippnyc.org</a></td>
</tr>
<tr>
<td>Katy Wertheimer</td>
<td>1st Grade Teacher (Spelman College)</td>
<td>(415) 302-1574</td>
<td><a href="mailto:kwertheimer@kippnyc.org">kwertheimer@kippnyc.org</a></td>
</tr>
</tbody>
</table>
Who to Contact

At times, you may have questions about KIPP Freedom Elementary School. 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>Shirley Rodriguez</td>
</tr>
<tr>
<td>Lost MetroCard</td>
<td>Shirley Rodriguez</td>
</tr>
<tr>
<td>Ordering Uniform</td>
<td>Visit <a href="http://www.shopkipp.com">www.shopkipp.com</a></td>
</tr>
<tr>
<td></td>
<td>Shirley Rodriguez</td>
</tr>
<tr>
<td>I have concerns about my child’s social adjustment</td>
<td>Christine Jurado</td>
</tr>
<tr>
<td>My child has an IEP Accommodation</td>
<td>Katherine Schaefer</td>
</tr>
<tr>
<td>My child will be absent or late</td>
<td>Shirley Rodriguez</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 (permission slips, etc.)</td>
<td>Your child’s teachers</td>
</tr>
<tr>
<td>I have overall concerns</td>
<td>Whitney Wilcher or Sarah Fisher</td>
</tr>
</tbody>
</table>

SCHOOL CALENDAR & DAILY SCHEDULE

School Day Schedule

**From August 19th – August 30th:** All students will start school at 8:00am and will remain until classes are dismissed at 1:30pm Monday through 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.

Below is a sample of your child’s daily schedule.
# KIPP NYC FAMILY AND STUDENT HANDBOOK

## School Calendar

### Start/End Dates
School will begin for Kindergarten students on Monday, August 19, 2019 and on Wednesday, August 21st for all other grades. The last day for students will be Thursday, June 24, 2020.

### Vacations/Holidays
Please refer to our school calendar for complete details about our vacation and holiday schedule.

## 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>August 15th OR August 16th</th>
<th>Family Preview Day (Mandatory for all families – new and returning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19th</td>
<td>Kindergarten: First day of school</td>
</tr>
<tr>
<td></td>
<td>Shortened schedule: [8:00am – 1:30pm]</td>
</tr>
<tr>
<td>August 21st</td>
<td>1st Grade: First day of school</td>
</tr>
<tr>
<td></td>
<td>Shortened schedule: [8:00am - 1:30pm]</td>
</tr>
<tr>
<td>September 2nd</td>
<td>NO SCHOOL: Labor Day</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 3rd</td>
<td><strong>School Resumes</strong>&lt;br&gt;Full schedule: Mon, Tues, Thu, Fri [8:00am – 4:00pm], Wed [8:00am – 1:30pm]</td>
</tr>
<tr>
<td>September 4th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>September 5th</td>
<td>Back to School Night</td>
</tr>
<tr>
<td>Week of Sept 9th</td>
<td>Freedom Family Association Meetings Launch - Stay tuned! :)</td>
</tr>
<tr>
<td>September 30th</td>
<td>NO SCHOOL– Rosh Hashanah</td>
</tr>
<tr>
<td>October 1st</td>
<td>KIPP IN SESSION (DOE schools closed)</td>
</tr>
<tr>
<td>October 2nd</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>October 9th</td>
<td>NO SCHOOL- Yom Kippur</td>
</tr>
<tr>
<td>October 10th</td>
<td>Latino Heritage Month Celebration</td>
</tr>
<tr>
<td>October 14th</td>
<td>KIPP IN SESSION (DOE schools closed)</td>
</tr>
<tr>
<td>October 16th</td>
<td>Literacy Day Parade / KIPP NYC Reads</td>
</tr>
<tr>
<td>October 31st</td>
<td>NO SCHOOL: Staff Development</td>
</tr>
<tr>
<td>November 1st</td>
<td>NO SCHOOL: Staff Development</td>
</tr>
<tr>
<td>November 5th</td>
<td>KIPP IN SESSION (DOE schools closed). Election Day! VOTE!</td>
</tr>
<tr>
<td>November 6th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>November 11th</td>
<td>KIPP IN SESSION (DOE schools closed)</td>
</tr>
<tr>
<td>November 15th</td>
<td>End of Trimester 1</td>
</tr>
<tr>
<td>November 18th</td>
<td>Trimester 2 Begins</td>
</tr>
<tr>
<td>November 20th</td>
<td>Trimester Awards Ceremony</td>
</tr>
<tr>
<td>November 21st</td>
<td>Thanksgiving Potluck</td>
</tr>
<tr>
<td>Nov 25th – 29th</td>
<td>NO SCHOOL: Thanksgiving Break</td>
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<tr>
<td>December 4th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>December 11th</td>
<td>Trimester 1 Report Card Conferences</td>
</tr>
<tr>
<td>December 13th</td>
<td>Village Chat with Sarah</td>
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<tr>
<td>Week of Dec 16th</td>
<td>Community Service Project #1</td>
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<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>December 19th</td>
<td>Winter Holiday Show</td>
</tr>
<tr>
<td>Dec 23rd – 31st</td>
<td>NO SCHOOL: Winter Break</td>
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<tr>
<td>January 1st – 3rd</td>
<td>NO SCHOOL: Winter Break</td>
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<tr>
<td>January 6th</td>
<td>School Resumes</td>
</tr>
<tr>
<td>January 8th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>January 16th</td>
<td>Dad’s Club Launches</td>
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<tr>
<td>January 20th</td>
<td>NO SCHOOL: Martin Luther King Jr. Day</td>
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<tr>
<td>January 23rd</td>
<td>Family Identity Circle</td>
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<tr>
<td>February 5th</td>
<td>Coffee &amp; Conversations</td>
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<tr>
<td>February 13th</td>
<td>NO SCHOOL: Staff Development</td>
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<tr>
<td>February 14th</td>
<td>NO SCHOOL: Staff Development</td>
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<tr>
<td>Feb 17th – 21st</td>
<td>NO SCHOOL: Mid-Winter Break</td>
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<tr>
<td>February 27th</td>
<td>Black History Month Show</td>
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<td>March 4th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>March 5th</td>
<td>Student Support Services Appreciation Day</td>
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<tr>
<td>March 6th</td>
<td>End of Trimester 2</td>
</tr>
<tr>
<td>March 11th</td>
<td>NO SCHOOL: Trimester 2 Report Card Conferences</td>
</tr>
<tr>
<td>March 18th</td>
<td>Trimester Awards Ceremony</td>
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<tr>
<td>March 27th</td>
<td>Early Dismissal Day: 1:30pm dismissal for student</td>
</tr>
<tr>
<td>April 1st</td>
<td>Family Identity Circle</td>
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<td>Date Range</td>
<td>Event/Description</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 6th – 10th</td>
<td><strong>No School:</strong> Spring Break</td>
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<tr>
<td>April 13th - 17th</td>
<td>KFES Spirit Week</td>
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<tr>
<td></td>
<td>KIPP IN SESSION (DOE schools closed)</td>
</tr>
<tr>
<td>April 15th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>April 17th</td>
<td>Facilities Appreciation Day</td>
</tr>
<tr>
<td>April 24th</td>
<td><strong>Early Dismissal Day:</strong> 1:30pm dismissal for students</td>
</tr>
<tr>
<td>April 30th</td>
<td><strong>NO SCHOOL:</strong> Staff Development</td>
</tr>
<tr>
<td>May 1st</td>
<td><strong>NO SCHOOL:</strong> Staff Development</td>
</tr>
<tr>
<td>May 6th</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>May 25th</td>
<td><strong>NO SCHOOL:</strong> Memorial Day</td>
</tr>
<tr>
<td>Week of May 25th</td>
<td>Community Service Project</td>
</tr>
<tr>
<td>June 2nd</td>
<td>Coffee &amp; Conversations</td>
</tr>
<tr>
<td>June 8th - 24th</td>
<td>Student dismissal at 3:00pm on Mon, Tues, Thurs, Fri</td>
</tr>
<tr>
<td></td>
<td>Student dismissal at 1:30pm on Wed</td>
</tr>
<tr>
<td>Week of June 8th</td>
<td>Promotion in Doubt Meetings</td>
</tr>
<tr>
<td>June 19th</td>
<td>TRIMESTER 3 ENDS</td>
</tr>
<tr>
<td></td>
<td>EOY Carnival</td>
</tr>
<tr>
<td>June 23rd</td>
<td>K Graduation</td>
</tr>
<tr>
<td>June 24th</td>
<td>Last Day of School for Students (1:30pm dismissal)</td>
</tr>
</tbody>
</table>

### School Closings

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

Once the school day has started, school will not be cancelled early due to weather conditions. Parents should feel free to pick their children up early in the case of serious weather conditions.
**Arrival and Dismissal**

**Arrival**

Students and families must remain outside the building until 7:30am. Students must arrive between 7:30am to 7:50am. All students will enter the school through the KIPP Freedom designated entrance. Students arriving after 8:00am are considered tardy.

**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 1:30 PM. All students will be dismissed in their classrooms. Please enter through the KIPP Freedom designated entrance.

**STUDENT ATTENDANCE**

Attendance is key to learning and, therefore, **mandatory**. All students are expected to be on time and present for the entire day in order to not lose valuable instructional time. KIPP Freedom Elementary School students must arrive by 8:00am Monday through Friday, and remain at school until 4:00pm (1:30pm dismissal on Wednesdays).

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

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 [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**

Student absenteeism can lead to low academic achievement, school dropout, delinquency, and gang involvement. **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 your child’s teacher and the Main Office as soon as possible. *If your child is absent, a staff member will follow up with a phone call that morning.*

<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 -</td>
</tr>
</tbody>
</table>
### Support Policy for Absences

By joining the KIPP Freedom team and family, your child has taken the first step on their journey to be college- and career-ready. Being present in school is the fundamental and essential ingredient to academic success and longevity. To that end, KFES celebrates all students and families who meet our network-wide goal of 97% attendance for the year, meaning students who miss 6 or fewer days of school. One way we celebrate is by providing 5 exciting attendance trips that occur every two months: October, December, February, April and June. To attend, your child must have 97% attendance and 3 or fewer tardies within the two-month window. Excused and unexcused will be weighed into the percentage total, with the exception of absences due to:

- IEP/504
- extended hospitalization
- death in immediate family

Additionally, our Trimester Awards and monthly Hot 97 Pizza Parties to recognize the hard work of families and students to come to school every day on time.

All absences and tardies are noted on weekly culture reports and report cards. When a student is absent, parent/guardian must connect with classroom teacher(s) to obtain missed work. **Students must complete all classroom assignments and homework, and may be required to stay after school to receive missed instruction.** Since missing class affects academic achievement, repeated absences may be reflected in the student’s grades and will impact student’s ability to participate in school-wide events.

At KIPP Freedom Elementary School we pride ourselves on having a partnership between parents, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on your child’s attendance throughout the entirety of the school year. The chart below outlines specific action and communication steps for each absence - excused and unexcused.
## Important Notes about Attendance

- If a child accrues 11+ absences, the school reserves the right for further disciplinary action with mandated reporting agencies.

- If concerning patterns are noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if a student is absent for several days without parent communication, the school may conduct a home visit or other investigation.

- Only students with 97% attendance or higher will earn celebratory attendance trips. Any student with less than 97% attendance may miss out on non-instructional activities.

- With the successful fulfillment of an attendance plan, the School Leadership Team may reinstate the student’s privileges to attend special events, reward trips, or any extra-curricular activities.
• 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.

• All students who accrue 10 total absences will be contacted for a mandatory, in-person Promotion in Doubt (PID) meeting with a School Leadership Team member and Classroom Teachers, 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. Final decisions will be made and communicated at the end of the school year.

• According to New York State Education Department, children who miss more than 10% of the school year (e.g. 18 days out of 180 day school-year) are considered chronically absent. Therefore, to prepare our students for college-level expectations, if your child is chronically absent (at any point in the school year), s/he will be on attendance probation and will likely be retained regardless of academic performance.

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**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 for breakfast which ends at 7:50am. Transitions to the first academic block begin at 7:55am and learning starts promptly at 8:00am. **Students arriving even 1 minute after 8:00am are marked tardy.** If you know your student will be tardy, please notify your child’s teacher and Ms. Rodriguez.

All tardy students must be escorted to the 2nd floor with a parent/guardian to sign them in and obtain a late pass.

As is the case with student absences, if a concerning pattern of tardies is noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if a student is tardy for several consecutive days, the school may conduct a home visit or other investigation. ACS may be contacted if the Principal determines there is cause for concern.

**Early Dismissals**

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. Due to high traffic times and the safety of all children, 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 only be excused with a note. Please see below for the definitions of excused and unexcused.

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

**Late Pick-Ups**

*Be on time.* 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. 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.

- 15 minutes after dismissal, remaining students will be taken to Late Pick-Up.
- If late pickups become a pattern, school leadership will contact you to schedule a meeting to discuss the reasons for the late pickup and strategies for arriving on time.

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 students after 4:15 or 1:45 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 Freedom Elementary School reserves the right to take the following actions, at our discretion:

- Per NYC Department of Education policy, a member of our staff may call the New York City Police Department and ask an officer to escort your child to the police station. Your child will then remain at the police station until you pick him/her up.
- Report chronic late pick-ups to ACS.
- Send your child to the MyTime AfterSchool program where you will be charged a daily rate of $20.

**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 as 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>
<tbody>
<tr>
<td><strong>A Low Impact Incident</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| Example: A small issue in the school. A last minute change in the schedule. NOTE: Not every incident will warrant a notification | ● One Call notification sent via email  
● Letter may be sent home |
| **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 |
Example: Weather cancellations or delays, a change of schedule or cancellation of some activities, or a utility disruption.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter may be sent home</td>
</tr>
</tbody>
</table>

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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One Call notification sent via email, phone and text</td>
</tr>
<tr>
<td></td>
<td>Will be posted on website and social media accounts</td>
</tr>
<tr>
<td></td>
<td>Letter may be sent home</td>
</tr>
</tbody>
</table>

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.

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 reunited 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.

### Families’ Role 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

**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 Ms. Rodriguez and the school nurse 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 Freedom Elementary School 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, eye drops, cough medication, 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. Rodriguez.

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 School Nurse and Ms. Rodriguez know.

Please notify Ms. Rodriguez 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 the main office 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 Freedom Elementary School is not financially liable for any emergency medical services. If you have questions regarding school insurance coverage, please contact Ms. Wilcher.

## Immunizations

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 4th 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>3 doses</td>
<td></td>
</tr>
<tr>
<td>Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Td)</td>
<td>Not applicable</td>
<td></td>
<td>1 dose</td>
<td></td>
</tr>
<tr>
<td>Polio vaccine (IPV/OPV)</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>1 dose</td>
<td></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.

Counseling

Ms. Jurado, School Social Worker, is available to help any student or parent address any social, emotional, or academic issues. In addition, our Social Worker helps 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 Ms. Jurado
- Students are able to ask directly to speak with Ms. Jurado
- 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

Timing of Trimester System and Key Dates

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

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 & Reading Logs
- Interim Assessments
- Student Self-Assessment
- Conferencing
- Meeting Reading Goals
Grading System

KIPP Freedom Elementary School issues report cards on a trimester basis. Report cards will be directly linked to KFES and NY State Common Core standards. The grading scale is based on the students’ mastery of the content standards. Report Card Conferences will be held with families for trimesters one and two.

Homework

A key part of the academic program of KIPP Freedom Elementary School 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. 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 provide a written reason from their parents/guardians.

Key HW Points

- 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. Homework helps students develop grit, self-control, desire, discipline and dedication – all of which are important tools for success.

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

Promotion

At KIPP Freedom Elementary we take promotion and retention decisions seriously and weigh a variety of data points in making our decision. 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:

- 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.** For example, students who are not meeting expectations in a core subject (Reading, Writing, Math) may be retained.
- **Failure to meet adequate standards of attendance and lateness.** Students who miss more than 10 days of school may be retained.
- **Failure to meet behavioral standards of readiness for the next grade level:** Students whose behavior is developmentally delayed, or serves as an impediment to their learning or the learning of others may be retained.

**Academic Integrity**

**Honor Code**

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

**Academic Dishonesty- Cheating and Plagiarism**

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

The consequences for academic dishonesty may include the following:

**1st Offense**

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

**2nd Offense**

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

3rd Offense
● Out of school suspension will be assigned.
● Removal from Extracurricular Activities/Special Events for the remainder of the trimester.
● Parent/Guardian meeting will be scheduled with the Principal.
● Offense will be noted on student’s permanent record and colleges will be notified.

4th Offense
● Superintendent hearing.

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

Student Enrollment

Beginning in December, KIPP Freedom will begin accepting applications for our Kindergarten – 1st grades for the following year. As a founding school, we will enroll an additional grade every year. By the 2022-2023 school year, we will be fully grown K-4th grade. Admissions preference will be granted to siblings and children of KIPP NYC staff, and students receiving free or reduced lunch living in District 9, 10, and 12 as a 2nd priority. The lottery will be held the first week of April.
Documents Needed by the School
Upon enrolling at KIPP Freedom Elementary School, the following documents must be submitted for each student to Ms. Rodriguez via SchoolMint:

- Registration Form
- Emergency Form
- Lunch Forms
- Copy of Birth Certificate
- Proof of Address (Copy of a ConEd Bill, Lease, or letter from NYC Housing Authority)
- Complete Immunization Records/Health Records
- IEP (individualized Educational Plan)/504 Accommodations (if applicable)

Food Services

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

Lunch will be provided Monday – Friday for all students in grades K-4 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, hot chocolate, donuts, soda, drinks that are not 100% juice, etc.) are not permitted.

<table>
<thead>
<tr>
<th>Acceptable Foods</th>
<th>Non-Acceptable Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Fruit (including applesauce and fruit cups)</td>
<td>● Sugary drinks (e.g. Sunny Delight)</td>
</tr>
<tr>
<td>● Vegetables</td>
<td>● Soda</td>
</tr>
<tr>
<td>● Water</td>
<td>● Cake</td>
</tr>
<tr>
<td>● 100% juice</td>
<td>● Pastries (e.g. donuts, Honey Buns)</td>
</tr>
<tr>
<td>● [1] Snack-size chips or crackers</td>
<td>● Cookies (including Vanilla Wafers, cream-</td>
</tr>
<tr>
<td>● Popcorn</td>
<td>filled cookies, etc)</td>
</tr>
<tr>
<td>● Pretzels</td>
<td>● Nut-containing foods</td>
</tr>
<tr>
<td></td>
<td>● Candy</td>
</tr>
<tr>
<td>*Note: On birthdays ONLY, families are allowed to bring ONE sweet treat (e.g. cupcake or cookie) per student. Goodie bags can be put in their child’s backpack but contents cannot be consumed on school property.</td>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>*Note: Families can bring lunch for their child from whatever restaurant/vendor they choose, as long as it doesn’t require heating and doesn’t contain items from the non-acceptable foods list.</td>
<td></td>
</tr>
</tbody>
</table>

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 MetroCard for public transportation. Students living greater than 1 mile from the school will receive a Full-fare MetroCard for public transportation. It is each student’s responsibility to hold onto the Metro Card.

Parents must provide contact information for any person authorized to pick up their child. If the person picking up the child is not the parent/legal guardian, they must be a) on the authorized pick-up list and b) be 18 years or older. Please speak to Ms. Rodriguez if you have any concerns or to add an authorized person.

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.

## Field Lessons
Field lessons are one of the many ways we both provide students with new learning experiences. While some field lessons are experiential and open to all KIPPsters who demonstrate appropriate levels of safe behavior, field lessons may be taken away from students who exhibit extreme, unsafe, or egregious behaviors.

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

Chaperones
We welcome parent chaperones on our field lessons throughout the year. Please indicate your interest in chaperoning on the permission slip. We will honor volunteers on a first come, first serve basis; however, preference will be given to families whose children have the fewest number of absences/tardies.

Dress Code

Uniform
All KIPP Freedom Elementary School students are required to wear the complete uniform every day.

The KFES uniform includes:
- **Gray short-sleeve and long-sleeve KFES polo with logo (mandatory):** 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. Must be purchased from KFES.
- **Khaki pants, shorts, or skirts (mandatory):** Can be purchased from KFES or on your own.
- **Navy blue jumper with logo for girls (optional):** Must be purchased from KFES.
- **Navy blue cardigan with logo (optional):** Must be purchased from KFES.
- **Black or navy blue tights or knee-highs for girls:** Tights are allowed, but leggings are not.
- **All-black shoes with rubber soles and velcro.**

Please use the KIPP uniform website (https://shopkipp.com/) to purchase uniform items that must be purchased from KFES. Please see the student dress code policy, below, for additional information.

Student Dress Code Policy
Students must wear a KIPP polo every day except on Fridays when students can wear a heritage, college or KIPP t-shirt. A KFES logo 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. All KIPP shirts should be tucked in and worn appropriately.
2. All pants must fit around the waist. All students should, but are not required to 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).
3. Students may not wear jogging pants or sweatpants.
4. Students may not wear sleeveless or cut-off shirts, blouses, or dresses.
5. Students may not wear inappropriate tight or short shirts, pants, shorts, skirts, or capris.
6. Girls’ jumpers must be an appropriate length (no more than 3 fingers above the knee).
7. Students may not wear hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).
8. Students may not wear rings.
9. Students may not wear makeup or lip gloss. (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).
10. Students may not wear artificial nails.
11. Students cannot wear shoes that show their toes or heels.

See below for a list of acceptable and non-acceptable clothing and accessories:

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Non-acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>● All black shoes with velcro</td>
<td>● Non-black shoes</td>
</tr>
<tr>
<td>● KIPP, College, or Heritage shirts or KIPP sweatshirt on Fridays</td>
<td>● Non-khaki pants</td>
</tr>
<tr>
<td>● Jeans for field trip days only</td>
<td>● Non-KIPP shirts</td>
</tr>
<tr>
<td>● KIPP Freedom logo visible at all times</td>
<td>● Pants with words, patterns, rips and holes</td>
</tr>
<tr>
<td>● Jumpers or skirts that stop no more than 3 fingers above the knee (girls)</td>
<td>● Jumpers or skirts that are more than 3 fingers above the knee (girls)</td>
</tr>
<tr>
<td>● Non-distracting jewelry: small earrings (no larger than a quarter), short necklaces and chokers inside the shirt, nail polish, one bracelet, watch</td>
<td>● Shoes that light up or make noise</td>
</tr>
<tr>
<td>● Headwear: headbands, cultural or religious headwear</td>
<td>● Missing backpacks</td>
</tr>
<tr>
<td>● Chapstick</td>
<td>● Backpacks that make noise</td>
</tr>
<tr>
<td></td>
<td>● Jeans on non-field trip days</td>
</tr>
<tr>
<td></td>
<td>● Covering KIPP Freedom logo with outerwear</td>
</tr>
<tr>
<td></td>
<td>● Wearing a regular T-shirt or sweatshirt on Fridays</td>
</tr>
<tr>
<td></td>
<td>● Wearing a hat or do-rag inside building</td>
</tr>
</tbody>
</table>
In addition to the above uniform regulations, the following rules apply:

- 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, Nintendo Switch, 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.

- If students attend school dressed improperly, a parents/guardian will be notified of the infraction via DeansList or text communication.
- Students will be asked to remove any inappropriate accessories and place them in their backpack.
- If a girl’s skirt or jumper is too short, she may be required to change into pants in the Main Office.
- Students **must** wear rubber-sole shoes to school each day. Shoes should not have wheels or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels. We **highly** recommend velcro shoes over laces. If a child is in improper shoes, s/he may be disallowed to participate in physical activities.
- All students must keep an extra change of clothes at school (uniform polo, pants/jumper, 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 Freedom partners with families to use a variety of discipline and behavior management techniques to avoid suspension of any type whenever possible. We commit to communicating directly with you whenever there are concerns. Sample student consequences could include missing choice time, recess, spending time in reflection corner, or dismissing from the Growing Room. We also try to reinforce positive student behaviors through tools such as Dean’s List, Freedom Ring, and miscellaneous values awards and celebrations.

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 the School Leadership Team.

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

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

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

**Removal of Students from Classrooms by Teachers**

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

**Suspension**

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

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

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

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

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

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

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

**Anti-Bullying**

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

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

In general, bullying:

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

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

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

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

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

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

KIPPsters may be disciplined (including suspension and/or other consequence) for violating this policy.
There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

**Student Technology Use Policy**

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.

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**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;
- 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 Policy

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 School Leadership Team.

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 Freedom Elementary School 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
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 Freedom Elementary School’s complete Parent and Family Involvement Policy can be obtained by contacting Ms. Wilcher.

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 Freedom Elementary School will provide you with this information in a timely manner if you request it. Please feel free to contact the school at (718) 841-6160 if you wish to receive this information or if you have any questions.

**Mandated Reporting**

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP Freedom 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 the New York State Central Registrar of Child Abuse and Maltreatment (SCR). 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 Freedom Elementary School 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:
● 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;
● Providing supportive intervention and mediation to assist in conflict resolution;
● Assigning adult mentors to the student who has been bullied and to the student who was responsible for the conduct;
● Arranging class discussions or school meetings to re-emphasize behavioral expectations; and/or
● 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.

**Board Complaint Policy**

Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP Freedom Elementary School to allege a violation of law or the charter. Information about Board meetings can be found on our website at [http://www.kippnyc.org/](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.

Please contact NYS Education Department, Charter School Office, 89 Washington Avenue, Albany, NY 12234 (or via email: charterschools@nysed.gov)