Every KIPP student will 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.
Dear Parents/Guardians,

Welcome to the KIPP Infinity Middle School! Since its start in 2005, KIPP Infinity has dedicated itself to helping our students develop the character and academic skills and habits necessary to succeed in high school, college and the world beyond. We continue to work together to provide opportunities so that our children grow up to have happy, healthy and successful lives.

We have started our 13th year this past August and seek to continue to get better and better each year, with the team effort of teachers, parents, and students. Your child is a part of our team and family, from the moment you entered KIPP to and through college graduation. We are here.

To ensure we have clear communication and access to information we have a handbook regarding the school’s structure, attendance, schedule, culture, academics, and other pieces of helpful information. Hopefully this handbook will serve as a useful resource to answer many questions you may have. Please keep it handy so that you may refer to it when necessary.

We look forward to an exciting and positive year! Once again welcome to yet another year filled with a love of learning, celebration, and a commitment to excellence. Please feel free to contact me if you have any questions, comments or concerns.

Thank you for your faith and support,

Glenn K. Davis
Principal
Every KIPP student will develop the academic and character skills necessary to succeed in high school and college, to be self-sufficient, successful, and happy in the competitive world, and to build a better tomorrow for themselves and us all.

### KIPP NYC FAMILY AND STUDENT HANDBOOK

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KIPP NYC FAMILY AND STUDENT HANDBOOK

ABOUT THE SCHOOL

KIPP Mission

KIPP Infinity Middle School’s mission is to teach our students to develop the academic and character skills necessary to succeed in high school and college, to be self-sufficient, successful, and happy in the competitive world, and to build a better tomorrow for themselves and us all.

School History (“Our Beginning”)

In 2005, KIPP Infinity Middle School opened in West Harlem serving 80 fifth graders. This year, KIPP Infinity Middle School will serve approximately 365 students in fifth through eighth grade.

KIPP Infinity Middle School is part of KIPP NYC which currently serves over 4,000 students and alumni at six elementary schools, six middle schools, and one high school.

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

KIPP Infinity Affirmation

We are KIPP Infinity
And we are a team and a family.
We believe that with desire, discipline, and dedication,
We can change our world
And our place within it.
There are no shortcuts.
There are no limits...
As a team and family,
We will either find a way
Or make one.
We are KIPP Infinity.

Every KIPP student will develop the academic and character skills necessary to succeed in high school and college, to be self-sufficient, successful, and happy in the competitive world, and to build a better tomorrow for themselves and us all.
KIPP Commitment to Excellence

**Teachers' Commitment:**
*We fully commit to KIPP in the following ways:*
- We will be fully prepared to work with our KIPPsters every day by 7:45 A.M (Mon. - Fri.) and remain at KIPP until 5:15 PM (Mon. - Fri.).
- We will teach KIPP every day of the extended school year.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
- We will be open to the feedback that we receive from administrators, teachers, parents, and students, and we will do what it takes to make positive changes.
- We will communicate, through our words and actions, our responsibility for addressing the educational, emotional, and character needs of every student at KIPP.
- We believe that all of our students can and will learn the character and academic skills needed to be happy and successful in life.

**Parents'/Guardians' Commitment:**
*We fully commit to KIPP in the following ways:*
- We will make sure our child arrives at KIPP every day by 8:00 AM (Mon. - Fri.), remain at KIPP until 4:15 PM (Mon. - Fri.) and 1:30 PM on Wednesdays, and make arrangements for our child to come to KIPP on appropriate Saturdays at 9:00 AM and remain until 1:00 PM.
- We will ensure that our child attends every day of the extended school year, which begins on August 21st.
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child’s homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
- We will always make ourselves available to our children, their teachers, and the school by doing the following: signing and returning paychecks, carefully reading all forms that are sent home to us, and attending parent-teacher conferences and administrative meetings.
- We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
- We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper...).
- We will allow our child to go on KIPP field trips.
- We will make sure our child follows the KIPP dress code.
- We, not the school, are responsible for the behavior and actions of our child.

**Student's Commitment:**
*I fully commit to KIPP in the following ways:*
- I will arrive at KIPP every day by 8:00 AM (Mon. - Fri.).
- I will remain at KIPP until 4:15 PM (Mon. - Thurs.) and until 1:30 PM on Wednesdays.
- I will attend KIPP every day of the extended school year.
- I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will accept the feedback that I receive from my peers, teachers, and parents, and I will do what it takes to make positive changes.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
- I will follow the KIPP dress code.
- I will come to school every day with all the materials I need for success.
- I am responsible for my own behavior.
Every KIPP student will 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.
Every KIPP student will 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.

Non-Negotiable Expectations for KIPP Infinity Students

All KIPPsters receive general non-negotiable expectations. Please reinforce these with your child.

1) Adherence to the **KIPP Commitment to Excellence**

2) Adherence to the **KIPP Credo**:
   - If there is a problem, we look for a solution.
   - If there is a better way, we try to find it.
   - If we need help, we ask.
   - If a teammate needs help, we give.

3) Shirts remain tucked in at all times.

4) Be on-task and present at all times during class. While anyone is speaking, students must **track the speaker**. This means that students will always have their eyes and brains on that person. Students should be sitting properly during class time.

5) Be organized and prepared for all classes. Work should always be completed and presented neatly. The KIPP heading should be used when appropriate. All papers should be kept neatly in binders.

6) KIPPsters must complete HW daily to the best of their abilities.

7) Students will receive an **independent reading book** within the first week of school. They will be asked to independently read for 30 minutes and fill out a book log for homework every night.

8) Respond appropriately to all questions. Tone, reactions and non-verbal actions matter.

9) Walk quietly and orderly while inside any building.

10) We must maintain **integrity** by doing the right thing without being told. KIPPsters are KIPPsters in and out of school. Our actions once we leave the building matter just as much as they do inside of the school building. This includes how we act on the internet.
Every KIPP student will 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.

SCHEDULE

School Day Schedule

Starting in September, all students will start school at 8:00 AM and will remain until classes are dismissed at 4:15 PM, Monday, Tuesday, Thursday, and Friday. Wednesday dismissal will be at 1:30PM. If you want your child to eat breakfast, you must arrive between 7:40 and 7:45 AM.

School Calendar

Start/End Dates

Summer school is a critical time to get a head start on the coming school year and as a result all students at KIPP Infinity Middle School must attend school during the summer. Summer School will begin for all new students on August 21st and all returning students on August 22nd. Summer School ends on September 1st. All Summer School days start at 8:00 AM and end at 1:30 PM.

This fall, school will resume for students on Tuesday, September 5, 2017 with the full day, from 8:00 – 4:15 PM. The last day for students will be Thursday, June 21st.

Vacations/Holidays

With a few exceptions, KIPP Infinity Middle School will follow the same holiday schedule as the New York City Department of Education (see calendar for full details). This year, however, KIPP NYC schools will have a different Spring Break from the NYC DOE public schools, due to the placement of the NYS testing days. Attendance during NYC DOE’s Spring Break is mandatory, so please make arrangements to have your child here for the entire week. The state test is the week after ☺

Saturday School

From time to time, students are asked to attend Saturday school, for a designated time communicated by the teacher. Typically, this time is reserved for extra tutoring, athletics, or other activities, such as chorus. Unless otherwise specified, students must continue to follow the standard KIPP Infinity Middle School dress code on Saturdays.

School Closings

If the NYC public schools close due to bad weather, KIPP Infinity Middle 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).

Once the school day has started, school is rarely cancelled early due to weather conditions. Parents should feel free to pick their children up early in the case of serious weather conditions.
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**Attendance**

Attendance is extremely important at KIPP Infinity Middle School. Students must arrive by 8:00 AM Monday through Friday, and remain at school until 4:15 PM (1:30 PM on Wednesdays). August hours will also reflect a shortened school day, but they are a part of the regular school year and attendance is mandatory. Any absences or tardies will be tracked throughout the year and attendance habits addressed early and often.

**Absences**

All Absences – “Excused” and “Unexcused” – are Considered Absences. Families are expected to ensure that their child is in school. If your child is going to miss school, call main office as soon as possible. You may leave a message, if you feel comfortable. If your child is absent, Ms. Razvi or Ms. Carmona will follow up with a phone call that morning to make sure all students are accounted for.

**Support Policy for Absences**

All absences and tardies are noted on paychecks and report cards. Students are responsible for all missed assignments. Students and families must arrange a way to complete all missed assignments and homework.

<table>
<thead>
<tr>
<th>EXCUSED</th>
<th>UNEXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>With a doctor’s note:</td>
<td></td>
</tr>
<tr>
<td>Illness</td>
<td>Family vacation</td>
</tr>
<tr>
<td>With a parent note:</td>
<td></td>
</tr>
<tr>
<td>Death in the family</td>
<td>Illness without doctor’s note</td>
</tr>
<tr>
<td>Required court appearance</td>
<td>Bad weather</td>
</tr>
<tr>
<td>Religious holiday</td>
<td>Trouble with public transportation</td>
</tr>
<tr>
<td></td>
<td>Attending other sporting or activities</td>
</tr>
<tr>
<td></td>
<td>Other reasons for absences may also be considered unexcused</td>
</tr>
</tbody>
</table>

**Cumulative Number Of Absences**

<table>
<thead>
<tr>
<th>Action Step</th>
<th>School Point Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone call and conversation with parent/guardian.</td>
<td>Guidance Department</td>
</tr>
<tr>
<td>Review attendance policy.</td>
<td></td>
</tr>
<tr>
<td>Phone call, letter sent home</td>
<td>Guidance Department</td>
</tr>
<tr>
<td>Parent is contacted for meeting with Dean or Director of Operations</td>
<td></td>
</tr>
<tr>
<td>Dean will work with family to create an attendance plan.</td>
<td>Dean/Guidance Department</td>
</tr>
<tr>
<td>Parent given warning about educational impact and the fact that at 10 absences, there will be a promotion in doubt conversation.</td>
<td></td>
</tr>
</tbody>
</table>
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### Important Notes about Attendance

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

### Tardies

**Be On Time.** Getting to school on time is key to your child’s success. Our doors open at 7:40 AM each morning. Students must arrive between 7:40 AM and 8:00 AM. **Students arriving even 1 minute after 8:00 AM are marked tardy.**

As is the case with student absences, if a concerning pattern of tardies is noted, the Principal reserves the right to accelerate certain actions and consequences. For example, if a student is tardy for several consecutive days without parent communication, the school may conduct a home visit or other investigation. Since attendance is so critical for student success, ACS may be contacted if the Principal determines there is cause for concern.
Early Dismissal
Parents are required to sign-out students from the Main Office for any early dismissal. At KIPP NYC, an early dismissal constitutes any pick up prior to the official school dismissal time. A child will be dismissed early only to a parent or a properly authorized and identified adult. A letter from you authorizing another adult to pick up your child is required, if you did not previously list that adult as an authorized adult. Please do not request to pick up students within 20 minutes of regular dismissal time.

ACADEMIC POLICIES

Academic Expectations

Timing of Academic Quarters System and Key Dates

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Timing</th>
<th>Progress Reports</th>
<th>Family-Teacher Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>Aug. – Nov.</td>
<td>Wed. October 2, 2019</td>
<td>Wed. December 11th, 2019</td>
</tr>
</tbody>
</table>

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

- Exams (weekly tests/quizzes, unit tests)
- Written Responses
- Extended Responses (Labs, Essays)
- Oral Presentations (oral reports, speeches)
- Group Work/Projects
- Class work
- Homework
- Interim Assessments/ State Practice exams
- Student Self-Assessment
- Peer Reviews
- Conferencing
- Journals/Learning Logs
- Meeting Reading Goals
- Portfolios
- Informal Observations (reflected in some form of documentation by teacher)
- Formal Observation (using criteria list)

Grading System

KIPP Infinity Middle School issues report cards on a trimester basis. Report cards will be directly linked to KIPP Infinity Middle School’s standards. The grading scale is based on the students’ mastery of the content standard. Family-Teacher Conferences will be held for each report card. Progress reports will be provided to parents at the mid-point of each quarter to update them on their child’s academic progress. Progress reports provide a detailed picture of a student’s academic performance based on assignments and assessments administered in a given period. As always, if you have any question regarding your child’s grade please reach out to the teacher directly, via email, phone, or in-person conference.

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Homework
KIPPsters receive homework every night and over breaks from school. The learning never stops! Homework must be completed at night before it is due, student will not be allowed to complete homework during breakfast or in the auditorium, unless given explicit permission by their teacher. No student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. If the student is unable to contact their teacher for some reason, they must bring a written note from their parents/guardians.

Make Up Work When a Student is Absent
Students who are absent are expected to call individual teachers to find out their assignments and make up the homework when they return to school. All missed, incomplete or incorrect work must be completed. It is the student’s responsibility to check with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then s/he will have one day to make up any missed work. Late, incomplete, or missing assignments (for unexcused reasons other than absences) must be made up by the next day.

PARENT SIGNATURE ON TESTS/PAYCHECK
Parents must sign all paychecks, tests and graded assignments. Every Wednesday, students receive paychecks and it must be signed and returned by Thursday. Students must also return tests signed by the next day. These signatures communicate to the teacher that you have seen the score and spoken with your child about their progress in class. Unsigned tests and paychecks will be noted on the paycheck.

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

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

Student retention is recommended when considered in the best interest of the student. 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. Retention may be considered at any grade level.

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:

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KIPP NYC FAMILY AND STUDENT HANDBOOK

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

**Academic Integrity**

**Honor Code**
We expect all KIPP Infinity Middle School 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. A student may not improperly assist another student on an assignment/test or allow another student to copy your work. When using sources for papers and projects, students should properly use citations giving credit to the appropriate origin of information. 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, especially if patterns persist:

- Parent/Guardian notified about academic dishonesty.
- No credit or a zero will be given on the test, paper, or project.
- The student will receive a ZERO on their paycheck for the week.
- The student will be required to complete the assignment or re-take the test.
- Student serves Dean’s Bench until 6:00PM to help facilitate making up the assignments.
- Possible removal from Extracurricular Activities/Special Events/KIPP Block activity or sports team for a period of time.
- Out of school suspension will be assigned.
- Superintendent hearing.
- Removal from Extracurricular Activities/Special Events/KIPP Block activity or sports team for the remainder of the quarter/season.
- Parent/Guardian meeting will be scheduled with the Principal.
- Offense will be noted on student’s permanent record and colleges will be notified.

**STANDARDIZED TESTING**
KIPP Infinity administers the New York State English/Language Arts Exam and Math Exam, 8th Grade Earth Science Regents (June), and 8th Grade Math Regents Exams (June). These exams give teachers information about students so that they can effectively design instruction to meet particular student needs, and clearly demonstrate the academic achievement of students. Once a year, the school will publish the school-wide results of these tests. Also, all students take the MAP test (computer based test) to show their reading and math growth from year to year. In addition to student growth, these results help us evaluation the effectiveness of our school across similar schools.
SPECIAL EDUCATION
For students who have Individual Education Plans (IEPs) or 504 Accommodations, staff will provide the necessary support to meet every student’s needs. Such services may include the following:

- Testing modifications such as extended time, separate location, and/or questions read aloud
- Counseling
- Speech therapy
- Occupational therapy
- Physical therapy and/or accommodations
- Any other related special education services mandated by an IEP or 504 Accommodations
- In the event that KIPP Infinity cannot provide the necessary support for a student, external agencies and resources will be referred for a student either on-site or at another facility. Staff will follow up and monitor any off-site services that are provided for any students.

SCHOOL-LEVEL POLICIES

Enrollment
Every year, beginning in the first week of January, KIPP Infinity Middle School will begin accepting applications for fifth – eighth grades for the following year. Admissions preference will be granted to siblings, and students receiving free or reduced lunch living in District 5 & 6 as a 2nd priority. The lottery will be held the first week of April.

Documents Needed by the School
Upon enrolling at KIPP Infinity Middle School, the following documents must be submitted for each student to Ms. Ceron:

- Registration Form
- Emergency Form (given two times a year – update if you move)
- Lunch Forms
- Copy of Birth Certificate
- Proof of Address (Copy of a Phone Bill, Electric Bill, Lease, Gas Bill, etc)
- Immunization Records/Health Records
- IEP (individualized Educational Plan)/504 Accommodations (if applicable)
- Home Language Survey (if applicable)

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 have their cellphones turned off and must store their phones and any other electronic devices in their backpack during the school day.

Students may not use their cell phones out during the school day or after school while in the building. If a school staff member sees or hears a student’s cell phone, even if it is not in use, it will be confiscated immediately. KIPP Infinity Middle School has a right to collect all student phones at the beginning of the day, and secure them in a safe space until the end of the day if we deem necessary.

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Paychecks
One of the most important ways that you will be able to keep track of how your child is doing will be through a weekly personalized Paycheck that will be given to students each Wednesday. This paycheck is used to give you a weekly idea of your child’s social and academic performance. All paychecks should be signed by a parent/guardian. Parents/guardians will be asked to review the reach with their students, sign it to show that they have seen it, and then students will need to return them on the next day of school. Please be sure to read teacher comments – good and bad – at the top of the paycheck. These provide insight into the reason for the star or the deduction and give the initials of a teacher to call should you have further questions.

<table>
<thead>
<tr>
<th>PAYCHECK DOLLAR AMOUNT</th>
<th>WHAT THE SCORE REFLECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 KIPP dollars</td>
<td>an average week of school</td>
</tr>
<tr>
<td>45-55 KIPP dollars</td>
<td>a good week of school</td>
</tr>
<tr>
<td>55-65 KIPP dollars</td>
<td>an excellent week of school</td>
</tr>
<tr>
<td>75 + KIPP dollars</td>
<td>a tremendous week of school</td>
</tr>
</tbody>
</table>

Paycheck Definitions and Values
The following are a few of the paycheck definitions and values that are common amongst all four grades. Other comments are explained on the paycheck.

<table>
<thead>
<tr>
<th>Category</th>
<th>Comment</th>
<th>Meaning</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Late</td>
<td>Lateness to school</td>
<td>-3</td>
</tr>
<tr>
<td></td>
<td>Abs. (unexcused)</td>
<td>Unexcused absence</td>
<td>-9</td>
</tr>
<tr>
<td>Homework</td>
<td>No HW</td>
<td>No Homework</td>
<td>-6</td>
</tr>
<tr>
<td></td>
<td>INC HW</td>
<td>Incomplete Homework</td>
<td>-3</td>
</tr>
<tr>
<td></td>
<td>NFD HW</td>
<td>Not Following Directions on HW</td>
<td>-3</td>
</tr>
<tr>
<td>Positive Behavior</td>
<td>*Zest</td>
<td>Zest (enthusiastic throughout lesson)</td>
<td>+6</td>
</tr>
<tr>
<td>(Stars)</td>
<td>*Grit</td>
<td>Grit (not giving up)</td>
<td>+6</td>
</tr>
<tr>
<td></td>
<td>*Curiosity</td>
<td>Curiosity</td>
<td>+3</td>
</tr>
<tr>
<td></td>
<td>*SC</td>
<td>Self-Control (attentive throughout lesson)</td>
<td>+6</td>
</tr>
<tr>
<td></td>
<td>*INF</td>
<td>Infinity Star</td>
<td>+9</td>
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<tr>
<td>Negative Behavior</td>
<td>OT</td>
<td>Off task</td>
<td>-3</td>
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<tr>
<td>(Deductions)</td>
<td>NFD</td>
<td>Not following directions</td>
<td>-3</td>
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<td></td>
<td>RNFD</td>
<td>Repeatedly not following directions</td>
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<td>Rude</td>
<td>Rude behavior to a student or teacher</td>
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<td>Dean’s Rude</td>
<td>Egregiously rude behavior</td>
<td>-18</td>
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<td></td>
<td>Dress Code</td>
<td>Violation of Student Dress Code</td>
<td>-6</td>
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<td>Disorganized (losing or leaving work)</td>
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<td>Food</td>
<td>Chewing gum or candy in class</td>
<td>-12</td>
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Food Services
Costs
All families must fill out a federal free/reduced lunch form in September, but school breakfast, lunch, and snack is free for all KIPP Infinity Middle School students.

Meals
Breakfast is optional each morning from Monday – Friday for all students. Breakfast will be served between 7:40 AM-7:55AM. Lunch will be provided Monday – Friday for all students at no cost. Families are encouraged to send a bag lunch, if your child frequently chooses not to eat the school lunch offered. The school will be unable to assume responsibility for refrigerating or warming lunch brought from home.

On Monday, Tuesday, Thursday & Friday, snacks will be provided. In terms of other foods/beverages that are permitted at school, students are encouraged to bring water. Any unhealthy food or beverage options (i.e. cookies, coffee, candy, hot chocolate, donuts, and soda are discouraged).

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

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. In some cases, we may require families to pick up or drop off their children, if the deans feel there is a risk to safety of any KIPPster. We understand this decision might create travel difficulty for you; however, we need every student to adhere to behavior expectations for their own safety as well as the safety of everyone else. Disciplinary actions may occur even though the students are not on school property.

Students living more than ½ mile in distance from the school, but less than 1 mile, will receive a Reduced-fare Metro Card for public transportation. Students living greater than 1 mile from the school will receive a Full-fare Metro Card for public transportation. Parents are expected to pick up or make special arrangements for students remaining after school for Bench or Homework Academy, tutoring, or special activities.

Arrival and Dismissal
Arrival
Students and families must remain outside the building until 7:40AM. Students must arrive between 7:40AM to 8:00AM. All students will enter the school through Playground Entrance. Students arriving after 8:00AM are considered tardy. Upon entering the building, parents must sign in with School safety (must have proper ID) at the security desk and bring their child to the 3rd floor Main Office.
Dismissal
On Monday through Tuesday and Thursday through Friday, families are responsible for picking up students promptly at 4:15 PM. On Wednesday, the school day ends at 1:30 PM. All 5th, 6th, and 7th students will be dismissed through the Front Entrance. 8th graders are dismissed out the back.

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

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. We do not accept text message or over-the-phone permission to attend field lessons.

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

Dress Code
Uniform
All KIPP Infinity Middle School students are required to wear the complete uniform every day. The KIPP Infinity Middle School uniform will be a KIPP polo (tucked in), blue bottoms and a belt. During cool months, students may also wear a KIPP Infinity sweater or sweatshirt.

- KIPP Polo: Undershirts are permitted beneath a KIPP uniform shirt. Hoodies or non-KIPP sweatshirts/sweaters are not permitted over or under the KIPP shirt.
- Bottoms: Bottoms can be pants, shorts or skirts/"skorts" (of appropriate length) of the following colors: black, navy blue, grey, brown, and/or tan.
- All bottoms must be one solid color. (No patterns, camo, etc.)
- Belt: any belt as long as it doesn’t disrupt the education of others (lights up, distracts the class, etc.)

All uniforms purchases can be made directly through Lands End. Please ask in the main office for more information on how to make this order.

On Fridays, KIPPsters are allowed to wear non-polo KIPP shirts, including KIES, College Shirts, Trip Shirts, Advanced Band and sports shirts, etc. KIPPsters who wear perfect uniform the entire week are also allowed to wear jeans on Friday. Jeans must be blue, black, or gray only and not ripped.
On the first Wednesday of every month (except during summer school), all students must wear professional dress clothing. For boys, this includes dress pants, a dress shirt with tie, and dress shoes (no sneakers or unprofessional boots). For girls, this includes a dress, a dress shirt with a skirt, or a dress shirt with dress pants (no denim) and dress shoes (no sneakers or unprofessional boots). Dress shirts should not have any type of printed words or pictures. (If weather is extreme, students should bring a change of shoes.)

**Student Dress Code Policy**

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

1. All KIPP shirts are to be tucked in and worn appropriately.

2. All pants must fit around the waist. **All students must wear a belt every day.** (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 sweat pants.

4. Students may not wear sleeveless or cut-off shirts, blouses, or dresses.

5. Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or capris.

6. Girls may not wear skirts that are inappropriately short or that have inappropriately long slits (above their knees). Girls are encouraged to avoid wearing dresses or skirts that “ride up.” They have the option of wearing a slip underneath dresses or skirts.

7. Students may not wear hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).

8. Students may not wear makeup, contacts and hair with color or multiple colors. (Students may use lip *balm*, such as Vaseline, Chapstick, etc. to moisturize lips. As with any items, these may be taken away for inappropriate and excessive use).

9. Students cannot wear shoes that show their toes or heels. No sandals.

**Consequences for Uniform Violations**

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

- Students who attend school dressed improperly will be required to call their parents/guardians to bring clothes meeting dress code requirements, or asked to change into loaner pants.
- Students will receive a Dress Code Deduction on their paycheck and will not be able to wear jeans on the following Friday.

**Immunizations**

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

New York State law also requires that all children entering elementary school be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella. If your child is 6th grade and is turning 11 he/she should receive the TDAP shot.

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP Infinity Middle School must receive a certificate of immunization by the first day of school in September. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

Student Health/Sickness Policies
If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. KIPP staff will call to verify all student absences. Please call the main office 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 Infinity Middle 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, 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. For further information on medication or any health related issues, please contact Ms. Ceron.
Students with asthma should bring an inhaler prescribed by their doctor to school each day. Asthmatic students should notify a KIPP staff member as soon as breathing becomes difficult. If there are any concerns about medicine, allergies and overall health, please let Ms. Ceron know. Please notify Ms. Ceron if your child has any food allergies, so that we provide your child with the necessary accommodations.

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

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

There are several ways in which students may be referred for counseling services:
- If a parent is interested in having their child seen by one of our Social Workers please contact Ms. Razvi, our Director of Guidance
- Students are able to ask directly to speak with one of the social workers on staff
- A student may also be referred at the recommendation of a teacher, social worker or principal

Please understand that we are required to respect the rights and privacy of our students and families and as a result all information and counseling services are confidential and cannot be shared (except in instances required by law).

MANDATORY LEGAL POLICIES

KIPP NYC Code of Conduct
KIPP NYC is committed to maintaining safe and orderly learning spaces for all KIPPsters. In collaboration with students and teachers KIPP NYC has created a Code of Conduct which identifies certain behaviors that are punishable by bench, withholding participation from an event, or in the case of safety concerns, removal from class time or suspension from school. Suspended students will not be allowed to participate in any non-core instructional school activities.

KIPP Infinity Middle School 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. We also try to reinforce positive student behaviors through tools such as our paychecks, advisories, and participation in our sports, clubs, and activities.
Our staff are trained in techniques such as Restorative practices, Therapeutic Crisis Intervention, Collaborative Problem Solving, 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 their grade level dean.

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.”

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 Classroom (In-school Detention)**

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 or the dean. 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
• 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

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. The alternative program will provide counseling support and the same or substantially similar academic curriculum that students would receive if attending regular classes. a

**Short-term Suspension with Off-site Alternative Instruction: Not to Exceed Ten School Days**
If the School does not have adequate facilities for in-school alternative instruction of if for any other reason, the student’s presence in the school causes a risk of continuing disruption or a risk of danger for the student or others, the Principal may direct that the alternative instruction be provided off-site.

**Long Term Suspension: 10 days or More**
As with short-term suspension, alternative instruction may be provided in-school or outside of school, depending on the facilities in the school, the severity of the conduct which led to the disciplinary proceeding and whether return to school can be safely accomplished without continuing disruption or danger to the student or others.

A student who commits any of the infractions listed below will be subject to suspension for ten days or more:
• Possession within school, on school grounds, on school buses or during any school activity, of any weapon identified in the Citywide Standards of Intervention and Discipline Measures as a Category I or Category II Weapon, including any firearm, air gun, imitation gun used to threaten others, knife, razor blade, explosive, mace, tear gas, or other dangerous object
• Arson on school property, whether accomplished or attempted
• Possession or use of illegal drugs or controlled substances within school, on school grounds, on school buses, or during a school activity
• Selling, distributing or purchasing illegal drugs or controlled substances within school, on school grounds, on school buses or during any school activity

Every KIPP student will 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.
Every KIPP student will 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.

- Assault of another student resulting in bodily injury or any assault on a staff member
- Intentionally causing bodily injury to another person, except when student’s actions are reasonably necessary to protect him or herself from injury
- Causing major damage to school property.

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

**Discipline for Students with Special Needs**

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

In the case of a special education student, or a student who receives 504 accommodations, KIPP Infinity Middle School 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 Director of Student Services Brayden Lowek.

**EXPULSION: Permanent Removal from KIPP**

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

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

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

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

At the hearing, the student shall have the right to:
1. Be represented by counsel;
2. Confront and cross-examine witnesses supporting the charge; and
3. Call her or his own witnesses to verify her/his version of the incident.

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

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

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), 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.

**DISCIPLINARY ACTION ON SOCIAL MEDIA**

One of KIPP Infinity’s non-negotiables is the following:

We must maintain integrity by doing the right thing without being told. KIPPsters are KIPPsters in and out of school. Our actions once we leave the building matter just as much as they do inside of the school building. This includes how we act on the internet.

Facebook and many other social media sites’ policies state that no child under the age of 13 is permitted to operate an account. If we witness or experience the negative repercussions from underage KIPPster use of a Facebook or other social media accounts, it is within our purview to report their account to Facebook for immediate shut-down. If behavior that starts online affects the safety and function of student learning in the school community, the school reserves the right to address this concern directly with the student and family and administer consequences, if appropriate.

**RULES RELATING TO DIGNITY OF ALL STUDENTS (DASA)**

KIPP NYC is committed to creating and maintaining a safe and supportive environment. Acts of bullying and harassment which create a hostile school environment are prohibited in KIPP NYC’s Code of Conduct, and students who violate those Code provisions are subject to the disciplinary procedures described in this policy.

KIPP NYC has, in addition, adopted special rules and procedures for responding to conduct that creates a hostile school environment. The goal of these additional procedures is to encourage a climate of civility and to prevent future violations of our rules relating to bullying and discrimination.

Additional Dignity for All Students Act (DASA) measures include the following:

- At the beginning of each school year we remind our students about the importance of respecting each other, being polite and maintaining a civil environment. We take time to explain that bullying and harassment based on differences (including, but not limited to, differences in race, ethnicity, religion, gender, physical appearance and disabilities) are hurtful and can be considered “discrimination” under the law and our Code of Conduct.
Students are reminded that harassment, bullying (including cyberbullying) and discrimination are violations of our Code of Conduct whether they occur on school property, on a school bus, at a bus stop used by students, at any school function, including any school-sponsored activity, or even away from school property if electronic communication is used to exchange words or pictures that have the effect of bullying or harassing a fellow student.

Each school year, KIPP NYC designates the school’s Dean as the Dignity Act Coordinator (“DAC”). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible for consultation and advice to students and other employees, who may report to her/him orally or in writing. The DAC can be contacted via the school’s contact information provided in the school’s Student and Family Handbook, which is posted publicly on the school’s website.

School employees who witness harassment, bullying, discrimination or any conduct that would have the effect of ridiculing or demeaning another person will take prompt action to de-escalate the situation. They will also notify the Principal verbally of such acts within one day of their occurrence and file a written report summarizing what they have seen or has been reported.

The Principal shall arrange for a thorough investigation of any report (whether received orally or in writing) of bullying, harassment or discrimination or other conduct that has the purpose or effect of ridiculing, humiliating, or demeaning another person. The DAC will complete the investigation and report to the Principal. The DAC or Principal will promptly notify law enforcement if she or he believes that the conduct is criminal.

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

1) Initiating disciplinary proceedings, as above, and/or engaging the student who has done the bullying in a reflective activity such as writing a statement about the misbehavior and how it might affect others;

2) Providing supportive intervention and mediation to assist in conflict resolution;

3) Assigning adult mentors to the student who has been bullied and to the student who was responsible for the conduct;

4) Arranging class discussions or school meetings to re-emphasize behavioral expectations; and/or

5) Referring any student who has been a victim of bullying to counseling; notifying parents of all students involved.

Retaliation against any student or teacher who reports or assists in the investigation of harassment, bullying or discrimination is strictly prohibited and will be subject to disciplinary measures.
The school’s zero tolerance policy against harassment, discrimination, or bullying is included in its Student and Family Handbook, which is posted publicly on the school’s website.

The school will provide training to staff each year on DASA and its zero tolerance policy against harassment, discrimination, or bullying.

**Student Technology Use**

Technology can be a great learning tool. However, KIPPsters should use technology safely and responsibly. By “technology” we mean computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, and other online services.

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

**BE SAFE**
**BE APPROPRIATE**
**BE RESPONSIBLE**

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

**Acceptable Internet Use Agreement**

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

- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users (cyber-bullying); Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy;
- Posting, sending or displaying any personal identification information of anyone under 18;
- Using the Internet for financial gain;
- Damaging or disrupting equipment, software or system performance;
- Using others’ passwords or accounts;
- Posting anonymous messages or messages with a false identity;
- Trespassing in or deleting files, info, or data that does not belong to you;
- Downloading or printing files or message that are profane, obscene, or that use language that offends others;
- Playing unauthorized games;
- Computer piracy, hacking, or any tampering with hardware or software;
- Using the Internet for any illegal activity, including violation of copyright or other laws;
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence.
KIPP NYC FAMILY AND STUDENT HANDBOOK

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

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

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

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

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

If you would like additional information about FERPA, we welcome you to contact a member of the Guidance Department.

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

BOARD OF DIRECTORS DUE PROCESS
Any parent or legal guardian may bring complaints to the Board of Trustees of KIPP Infinity Middle 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/. 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td><strong>AUGUST 2019</strong></td>
<td></td>
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<tr>
<td>Monday, Aug. 19</td>
<td>First Day Class of 2031 and New To KIPP Students</td>
<td>8:00AM to 1:30PM</td>
</tr>
<tr>
<td>Tuesday, Aug. 20</td>
<td>First Day Classes of 2030, 2029, and 2028</td>
<td>8:00AM to 1:30PM</td>
</tr>
<tr>
<td>Friday, Aug. 30</td>
<td>Annual Shirt Ceremony</td>
<td>12:30PM – 1:30PM</td>
</tr>
<tr>
<td><strong>SEPTEMBER 2019</strong></td>
<td></td>
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<tr>
<td>Monday, Sept. 2</td>
<td>Labor Day</td>
<td>School Closed</td>
</tr>
<tr>
<td>Tuesday, Sept. 3</td>
<td>Little KIPPsters return</td>
<td>8:00AM to 4:15PM</td>
</tr>
<tr>
<td>Wednesday, Sept. 4</td>
<td>KIPPster Professional Dress Day</td>
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<tr>
<td>Thursday, Sept. 19</td>
<td>Meet Your Advisor Night (all grades)</td>
<td>5:00PM to 6:00PM</td>
</tr>
<tr>
<td>Monday, Sept. 30</td>
<td>Rosh Hashanah</td>
<td>School Closed</td>
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<tr>
<td><strong>OCTOBER 2019</strong></td>
<td></td>
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<tr>
<td>Tuesday, Oct. 1</td>
<td>Rosh Hashanah - KIPP NYC schools are in session</td>
<td>NYC DOE schools do not have school</td>
</tr>
<tr>
<td>Wednesday, Oct. 2</td>
<td>KIPPster Professional Dress Day</td>
<td>Trimester #1 Progress Reports go home</td>
</tr>
<tr>
<td>Wednesday, Oct. 9</td>
<td>Yom Kippur</td>
<td>School Closed</td>
</tr>
<tr>
<td>Monday, Oct. 14</td>
<td>Indigenous People's Day – KIPP NYC schools are in session</td>
<td>NYC DOE schools do not have school</td>
</tr>
<tr>
<td>Thursday, Oct. 17</td>
<td>KIPP NYC Reads – Regional Parent Event</td>
<td>Location &amp; time TBD</td>
</tr>
<tr>
<td>Tuesday, Oct. 22</td>
<td>Latino Cultural Show</td>
<td>6:00PM – 7:30PM in auditorium</td>
</tr>
<tr>
<td>Wednesday, Oct. 30</td>
<td>Fall Fest Party</td>
<td>By invitation only</td>
</tr>
<tr>
<td>Thursday, Oct. 31</td>
<td><strong>No Little KIPPsters (only teachers)</strong></td>
<td>Teacher Professional Development Day</td>
</tr>
<tr>
<td><strong>NOVEMBER 2019</strong></td>
<td></td>
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<tr>
<td>Friday, Nov. 1</td>
<td><strong>No Little KIPPsters (only teachers)</strong></td>
<td>Teacher Professional Development Day</td>
</tr>
<tr>
<td>Tuesday, Nov. 5</td>
<td>Election Day – KIPP NYC schools are in session</td>
<td>NYC DOE schools do not have school</td>
</tr>
<tr>
<td></td>
<td>Picture Day</td>
<td>Students wear grade level polo shirt</td>
</tr>
<tr>
<td>Wednesday, Nov. 6</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELA IA #1 Exam</td>
<td>All KIPPsters take NYS preparation tests</td>
</tr>
<tr>
<td>Monday, Nov. 11</td>
<td>Veteran’s Day – KIPP NYC schools are in session</td>
<td>NYC DOE schools do not have school</td>
</tr>
<tr>
<td>Tuesday, Nov. 12 –</td>
<td>Math IA #1 Exam</td>
<td>All KIPPsters take NYS preparation tests</td>
</tr>
<tr>
<td>Wednesday, Nov. 13</td>
<td></td>
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</tr>
<tr>
<td>Friday, Nov. 15</td>
<td>Science IA #1 (Astronomy)</td>
<td>8th Grade Only, Regents preparation test</td>
</tr>
<tr>
<td></td>
<td>End of Trimester #1</td>
<td></td>
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<tr>
<td>Thursday, Nov. 21</td>
<td>Infinity Family Thanksgiving Potluck</td>
<td>5:15PM – 6:30PM in cafeteria</td>
</tr>
<tr>
<td>Monday Nov. 25 –</td>
<td>Thanksgiving Break</td>
<td>School closed</td>
</tr>
<tr>
<td>Friday Nov. 29</td>
<td></td>
<td>Little KIPPsters return on Mon 12/2</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td><strong>DECEMBER 2019</strong></td>
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<tr>
<td>Monday, Dec. 2</td>
<td>KIPPsters return to school</td>
<td></td>
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<tr>
<td>Wednesday, Dec. 4</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
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<tr>
<td>Wednesday, Dec. 11</td>
<td>Report Card Night, Trimester #1</td>
<td></td>
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<td></td>
<td>2:00PM – 7:00 PM, by appointment</td>
<td></td>
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<tr>
<td>Friday, Dec. 13</td>
<td>Trimester #1 Awards Ceremony</td>
<td></td>
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<td></td>
<td>All students in professional dress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All students in attendance; families invited!</td>
<td></td>
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<tr>
<td>Thursday, Dec. 19</td>
<td>KIPP Infinity Holiday Concert</td>
<td></td>
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<tr>
<td></td>
<td>6:00PM – 7:30PM in auditorium</td>
<td></td>
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<tr>
<td>Friday, Dec. 20</td>
<td>Winter Wonderland</td>
<td></td>
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<tr>
<td></td>
<td>By invitation only</td>
<td></td>
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<tr>
<td>Monday, Dec. 23–</td>
<td>Winter Break</td>
<td></td>
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<tr>
<td>Friday, Jan. 3</td>
<td>School closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Little KIPPsters return on Monday, 1/6</td>
<td></td>
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<tr>
<td><strong>JANUARY 2020</strong></td>
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<tr>
<td>Monday, Jan. 6</td>
<td>Little KIPPsters return! ☺</td>
<td></td>
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<tr>
<td>Wednesday, Jan. 8</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
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<tr>
<td>Monday, Jan. 20</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>Wednesday, Jan. 22</td>
<td>Trimester #2 Progress Reports go home</td>
<td></td>
</tr>
<tr>
<td>Tuesday, Jan. 28–</td>
<td>ELA IA #2 Exam</td>
<td></td>
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<tr>
<td>Wednesday, Jan. 29</td>
<td>All KIPPsters take NYS preparation tests</td>
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<tr>
<td><strong>FEBRUARY 2020</strong></td>
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<tr>
<td>Wednesday, Feb. 5</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
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<tr>
<td></td>
<td>Science IA #2 (Atmosphere/Hydrosphere)</td>
<td></td>
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<tr>
<td></td>
<td>8th Grade Only, Regents preparation test</td>
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<tr>
<td>Tuesday, Feb. 11–</td>
<td>Math IA #2 Exam</td>
<td></td>
</tr>
<tr>
<td>Wednesday, Feb. 12</td>
<td>All KIPPsters take NYS preparation tests</td>
<td></td>
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<tr>
<td>Thursday, Feb. 13–</td>
<td>No Little KIPPsters (only teachers)</td>
<td></td>
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<tr>
<td>Friday, Feb. 14</td>
<td>Teacher Professional Development Day</td>
<td></td>
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<tr>
<td>Monday, Feb. 17–</td>
<td>Mid-Winter Break</td>
<td></td>
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<tr>
<td>Friday, Feb. 21</td>
<td>School closed</td>
<td></td>
</tr>
<tr>
<td>Monday, Feb. 24</td>
<td>Little KIPPsters return! ☺</td>
<td></td>
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<tr>
<td>Thursday, Feb. 27</td>
<td>Black History Month Show</td>
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<td></td>
<td>6:00PM – 7:30PM in auditorium</td>
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<tr>
<td><strong>MARCH 2020</strong></td>
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<tr>
<td>Monday, Mar. 2</td>
<td>ELA Performance Training Begins</td>
<td></td>
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<tr>
<td>Wednesday, Mar. 4</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
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<tr>
<td>Friday, Mar. 6</td>
<td>End of Trimester #2</td>
<td></td>
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<tr>
<td>Wednesday, Mar. 11</td>
<td>Report Card Night, Trimester #2</td>
<td></td>
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<tr>
<td></td>
<td>KIPP Infinity Middle School is in session</td>
<td></td>
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<tr>
<td></td>
<td>2:00PM – 7:00PM, by appointment</td>
<td></td>
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<tr>
<td></td>
<td>KIPP elementary schools do NOT have school</td>
<td></td>
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<tr>
<td>Friday, Mar. 13</td>
<td>KIPP NYC Middle and Elementary schools are in session</td>
<td></td>
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<tr>
<td></td>
<td>KIPP High School does not have school</td>
<td></td>
</tr>
<tr>
<td>Tuesday, Mar. 17</td>
<td>Math Simulation Exam</td>
<td></td>
</tr>
<tr>
<td>Wednesday, Mar. 25– Thursday, Mar. 26</td>
<td>NY State ELA Test</td>
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<tr>
<td>Friday, Mar. 27</td>
<td>Early Release for Little KIPPsters</td>
<td></td>
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<tr>
<td></td>
<td>1:30PM dismissal</td>
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<tr>
<td>Monday, Mar. 30</td>
<td>Math Performance Training Begins</td>
<td></td>
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<tr>
<td>TBD</td>
<td>Trimester #2 Awards Ceremony, All students in professional dress</td>
<td></td>
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</tbody>
</table>
### APRIL 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, Apr. 1</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
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<tr>
<td>Monday, Apr. 6 –</td>
<td>KIPP NYC Spring Break</td>
<td>School closed</td>
</tr>
<tr>
<td>Friday, Apr. 10</td>
<td>DOE schools in session 4/6 – 4/8</td>
<td>Students return on Monday, 4/13</td>
</tr>
<tr>
<td>Monday, Apr. 13 –</td>
<td>KIPP NYC Schools are in session</td>
<td></td>
</tr>
<tr>
<td>Friday, Apr. 17</td>
<td>DOE schools on Spring Break</td>
<td></td>
</tr>
<tr>
<td>Tuesday, Apr. 21 –</td>
<td>NY State Math Test</td>
<td></td>
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<tr>
<td>Wednesday, Apr. 22</td>
<td>Early Release for Little KIPPsters</td>
<td></td>
</tr>
<tr>
<td>Friday, Apr. 24</td>
<td>Team &amp; Family Infinity Picture</td>
<td>1:30PM dismissal</td>
</tr>
<tr>
<td></td>
<td>AttenDANCE Celebration</td>
<td>Infinity Picture – all KIPPsters</td>
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<tr>
<td></td>
<td>Teachers vs. Students Basketball Game</td>
<td>AttenDANCE – by invitation only</td>
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<tr>
<td></td>
<td></td>
<td>Basketball Game - all KIPPsters</td>
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<tr>
<td>Thursday, Apr. 30</td>
<td>No Little KIPPsters (only teachers)</td>
<td>Teacher Professional Development Day</td>
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<tr>
<td>TBD</td>
<td>KIPP Cup Basketball Tournament</td>
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### MAY 2020

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, May 1</td>
<td>No Little KIPPsters (only teachers)</td>
<td>Teacher Professional Development Day</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>KIPPster Professional Dress Day</td>
<td></td>
</tr>
<tr>
<td>Tuesday, May 12</td>
<td>Find Your Voice, Chorus Concert</td>
<td>5:30PM – 7:00PM, Room 345</td>
</tr>
<tr>
<td>Wednesday, May 13</td>
<td>Trimester #3, Progress Reports go home</td>
<td></td>
</tr>
<tr>
<td>Wednesday, May 20</td>
<td>Science IA #3 (Geosphere)</td>
<td>8th Grade Only, Regents preparation test</td>
</tr>
<tr>
<td>Thursday, May 21</td>
<td>College &amp; Career Day</td>
<td>All grades participate</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Memorial Day</td>
<td>School closed</td>
</tr>
<tr>
<td>TBD</td>
<td>Infinity’s Got Talent &amp; Word Auction</td>
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### JUNE 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Wednesday, Jun. 3</td>
<td>KIPPster Professional Dress Day</td>
<td>NFSE 5:00PM – 7:00 PM</td>
</tr>
<tr>
<td>Monday, Jun. 8</td>
<td>New Schedule Begins</td>
<td>8:00AM – 3:15PM (through end of June)</td>
</tr>
<tr>
<td>Tuesday, Jun. 9</td>
<td>Earth Science Performance Exam</td>
<td>All 8th grade students</td>
</tr>
<tr>
<td>Monday, Jun. 15 –</td>
<td>Independent Lake Camp, End of Year Trip</td>
<td>5th, 6th, &amp; 7th grades, by invitation only</td>
</tr>
<tr>
<td>Thursday, Jun. 18</td>
<td>Algebra I CC Regents Exam</td>
<td>Select 8th grade students only</td>
</tr>
<tr>
<td>Friday, Jun. 19</td>
<td>Earth Science Regents Exam</td>
<td>All 8th grade students</td>
</tr>
<tr>
<td>Monday, Jun. 22</td>
<td>Step Back Day (Class of 2024 returns to INF)</td>
<td>All grades participate</td>
</tr>
<tr>
<td>Tuesday, Jun. 23</td>
<td>Class of 2028 Promotion Ceremony</td>
<td>Riverbank State Park, Time TBD</td>
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<td></td>
<td></td>
<td>7th Grade Band performs</td>
</tr>
<tr>
<td>Wednesday, Jun. 24</td>
<td>Last Day of School</td>
<td>Trimester #3 Report Cards sent home</td>
</tr>
<tr>
<td>TBD</td>
<td>KIPP NYC Millionaire’s Day &amp; Math is Life Tournament</td>
<td></td>
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</tbody>
</table>