Dear KIPP NYC Families,

The start of the school year typically brings emotions of excitement, enthusiasm and optimism for new experiences, friends and academic pursuits. Despite the challenging nature of starting school in the shadow of COVID-19, KIPP NYC begins this year with that same sense of hope and possibility. Please know that though we are starting the year at a physical distance from one another, KIPP NYC is an organization built on relationships and connection. We will continue to build these bridges with your child and with all of you by making sure that we are in regular contact as we navigate the road ahead.

The handbook that you have on your screen right now represents the basic commitments KIPP NYC makes to you as a parent and member of the KIPP NYC Team and Family. It reflects our commitment as an organization to keep your child safe both physically and emotionally. It gives an overview of the kinds of student behaviors that will lead to positive academic outcomes and will contribute to a healthy learning and living community. More than anything, our handbook is an extension of our promise to you to provide your child with an excellent education that is both joyful and challenging, and that will allow your child to reach the fullness of his or her potential.

This year, whether our students are learning remotely from a Chromebook at home or onsite in one of our treasured classrooms, we hope you find this handbook a helpful guide. Thank you for being our partners in this work, for your continued engagement in our planning efforts, and for entrusting your children with us.

With gratitude,

Jim Manly
Superintendent, KIPP NYC

Alicia Johnson
President, KIPP NYC

www.kippnyc.org
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ABOUT KIPP NYC

KIPP NYC MISSION

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose - college, career, and beyond - so that they can lead fulfilling lives and build a more just world.

KIPP NYC CORE VALUES

- **We Believe.** We believe in the infinite potential of all people. Our hope, faith, and optimism fuel our daily work and drive us toward achieving a more equitable and just world, starting with our KIPPsters.
- **All of Us Will Learn.** We know excellent instruction means teaching the whole child and the whole class. We believe student achievement is the product of adult learning and development. Together all KIPPsters – big and small – intellectually prepare, practice, teach, and assess in order to maximize our individual and collective potential.
- **Commitment to Excellence.** We believe excellence is a sustained pursuit, not an endpoint. We own the results we achieve. We assert that excellence is often the 1/12th between good and great. We strive for excellence in all things.
- **Teach Like Harriett.** KIPP was founded on the inspiration of Harriett Ball, and the understanding that great teaching is fundamental to great schools. Like Harriett, we cultivate joy and love of learning with high expectations for academic work. We believe Math is Life, Reading is Freedom, and Knowledge is Power. We measure our success by student mastery and alumni outcomes.
- **Team & Family.** We work in schools and communities, not classrooms. We believe team always beats individual. We contribute to and are responsible for group success. Like a family, we act with empathy and support one another to build strong relationships. We never give up on our Team & Family.
- **We believe in the power of AND – character and academics.** We strive to be our best selves, and we want to bring out the best in others. We believe that effort will improve our future. Building on the strengths of our communities, our families, and ourselves, we continuously encourage our students to develop outstanding character.
- **Find a Way or Make One.** We persist in the face of challenges and creatively seek solutions. We cultivate critical and divergent thinking in ourselves and others to achieve our goals. We work to achieve transformational outcomes through enduring alliances and a humble commitment to find, learn, and share what is best for students and alumni.
- **Revolutionary Love.** We believe extraordinary school communities are built from love. The love we have for ourselves, our teammates, and our communities drives the courageous change we need to leave the world better than we found it.
- **Build a Better Tomorrow.** We know our KIPPsters, past, present, and future, are the leaders of a better tomorrow, so we work to empower, prepare, and embolden them to lead choice-filled lives. We take action to dismantle systems of oppression and construct a society that is defined by equity and restorative justice.
- **We Remember. We Appreciate.** We remember and appreciate where we have come from in order to know where we are going. We look honestly at our past and present to plan our future. We believe our staff, our families, and our students are our greatest strength.

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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.

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**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 7:25 A.M (Mon. - Fri.) and remain available until 8:00 P.M. (Mon. - Fri.) via phone.
- We will teach KIPP every day of the extended school year, which begins on August 24th.
- We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
- We will be open to the feedback that we receive from administrators, teachers, parents, and students, and we will do what it takes to make positive changes.
- We will communicate, through our words and actions, our responsibility for addressing the educational, emotional, and character needs of every student at KIPP.
- We believe that all of our students can and will learn the character and academic skills needed to be happy and successful in life.

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

**Parents/Guardians’ Commitment**

*We fully commit to KIPP in the following ways:*

- We will make sure our child logs into Canvas every day by 8:00am (Mon. - Fri.), and remain engaged in their school classes.
and coursework until **3:00pm (Mon. - Fri.)**.

- We will ensure that our child attends every day of the extended school year, which begins on August 24th.
- We will always help our child in the best way we know how and will do whatever it takes for him/her to learn. This also means that we will check our child’s homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
- We will always make ourselves available to our children, their teachers, and the school by doing the following:
  - We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
  - We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper...).
  - We will allow our child to go on KIPP field trips.
  - We will make sure our child follows the KIPP dress code.
  - We, not the school, are responsible for the behavior and actions of our child.

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

**STUDENTS’ COMMITMENT**

**I fully commit to KIPP in the following ways:**

- I will log on to Canvas by **8:00am (Mon. - Fri.)**.
- I will remain engaged in my school classes and coursework until **3:00pm (Mon. - Fri.)**.
- I will attend KIPP every day of the extended school year, which begins on August 24th.
- I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will accept the feedback that I receive from my peers, teachers, and parents, and I will do what it takes to make positive changes.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP teammates and give everyone my respect.
- I will follow the KIPP dress code.
- I will come to school every day with all the materials I need for success.
- I am responsible for my own behavior.

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

[www.kippnyc.org](http://www.kippnyc.org)
We are starting this year with a new online learning management system, Canvas, which students, families, and staff will visit every day while we are remote. Canvas allows students to access their assignments, receive announcements and feedback from their teachers, and see their grades. Canvas will also house other resources that students need for school, such as access to additional software or online programs. We will also take attendance through Canvas. Parents and guardians may access Canvas for school-specific information and their students’ lessons, assignments, and teacher communications.

Our public website pages www.KIPPNYC.org and KIPP AMP ES/KIPP AMP MS are also a source of information for families. It includes links to important documents, contact information, and describes the school’s program.

We also communicate with parents and guardians via email and text (using the One Call system). One Call is used to send the same message to all families in the school at once. For individualized messages, we will use the contact information (e.g., phone number, email) you provided to us at the beginning of the year.

We use social media, namely Instagram (@KIPPAMPBrooklyn) to communicate with families. Typically, our Instagram account features students and families participating in school activities; however, we will also include messages about events and other information, such as community resources, that are available to families.

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</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Archibald</td>
<td>2nd Grade Teacher</td>
<td><a href="mailto:DArchibald@kippnyc.org">DArchibald@kippnyc.org</a></td>
<td>646-630-6948</td>
</tr>
<tr>
<td>Ms. Clark</td>
<td>2nd Grade Teacher</td>
<td><a href="mailto:aclark@kippnyc.org">aclark@kippnyc.org</a></td>
<td>917-887-2821</td>
</tr>
<tr>
<td>Ms. De Coteau</td>
<td>2nd Grade Teacher</td>
<td><a href="mailto:TDeCoteau@kippnyc.org">TDeCoteau@kippnyc.org</a></td>
<td>929-810-5147</td>
</tr>
<tr>
<td>Ms. Montes</td>
<td>2nd Grade Teacher</td>
<td><a href="mailto:GMontes@kippnyc.org">GMontes@kippnyc.org</a></td>
<td>917-509-4768</td>
</tr>
<tr>
<td>Mr. Pittman</td>
<td>2nd Grade Teacher</td>
<td><a href="mailto:MPittman@kippnyc.org">MPittman@kippnyc.org</a></td>
<td>716-946-3961</td>
</tr>
<tr>
<td>Ms. Beranger</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:DBeranger@kippnyc.org">DBeranger@kippnyc.org</a></td>
<td>646-354-3106</td>
</tr>
<tr>
<td>Ms. Cross</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:Scross@kippnyc.org">Scross@kippnyc.org</a></td>
<td>917-696-7782</td>
</tr>
<tr>
<td>Ms. Cuyler</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:jcuyler@kippnyc.org">jcuyler@kippnyc.org</a></td>
<td>917-843-9970</td>
</tr>
<tr>
<td>Ms. Gutierrez</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:GGutierrez@kippnyc.org">GGutierrez@kippnyc.org</a></td>
<td>917-509-6911</td>
</tr>
<tr>
<td>Ms. McDuffie</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:RMcDuffie@kippnyc.org">RMcDuffie@kippnyc.org</a></td>
<td>917-699-3590</td>
</tr>
<tr>
<td>Ms. Roberts</td>
<td>3rd Grade Teacher</td>
<td><a href="mailto:ARRoberts@kippnyc.org">ARRoberts@kippnyc.org</a></td>
<td>646-306-3931</td>
</tr>
<tr>
<td>Ms. MacLachlan-Bryant</td>
<td>4th Grade Teacher</td>
<td><a href="mailto:AMacLachlan@kippnyc.org">AMacLachlan@kippnyc.org</a></td>
<td>917-231-5139</td>
</tr>
<tr>
<td>Ms. Lodge</td>
<td>4th Grade ELA Teacher</td>
<td><a href="mailto:SLodge@kippnyc.org">SLodge@kippnyc.org</a></td>
<td>646-847-6784</td>
</tr>
<tr>
<td>Ms. Burgess</td>
<td>4th Grade ELA Learning Specialist</td>
<td><a href="mailto:Aburgess@kippamp.org">Aburgess@kippamp.org</a></td>
<td>917-748-2502</td>
</tr>
<tr>
<td>Ms. Cornelius</td>
<td>4th Grade Math Teacher</td>
<td><a href="mailto:ccornelius@kippamp.org">ccornelius@kippamp.org</a></td>
<td>646-335-5520</td>
</tr>
<tr>
<td>Ms. Hinestroza</td>
<td>4th Grade Math Learning Specialist</td>
<td><a href="mailto:shinestroza@kippamp.org">shinestroza@kippamp.org</a></td>
<td>917-748-2361</td>
</tr>
<tr>
<td>Ms. Clarke</td>
<td>4th Grade Math Teacher/STEM</td>
<td><a href="mailto:cclarke@kippnyc.org">cclarke@kippnyc.org</a></td>
<td>646-483-2488</td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>K-4 Science Teacher</td>
<td><a href="mailto:gbrown@kippnyc.org">gbrown@kippnyc.org</a></td>
<td>646-385-3015</td>
</tr>
<tr>
<td>Ms. Simmons</td>
<td>Manager of Special Projects</td>
<td><a href="mailto:rsimmons@kippnyc.org">rsimmons@kippnyc.org</a></td>
<td>347-367-0376</td>
</tr>
<tr>
<td>Mrs. Hernandez-Diaz</td>
<td>Social Worker</td>
<td><a href="mailto:RHernandez@kippnyc.org">RHernandez@kippnyc.org</a></td>
<td>646-847-6672</td>
</tr>
<tr>
<td>Ms. Krupp</td>
<td>Social Worker</td>
<td><a href="mailto:CKrupp@kippnyc.org">CKrupp@kippnyc.org</a></td>
<td>646-856-0305</td>
</tr>
<tr>
<td>Ms. Feldmeier</td>
<td>Interventionist</td>
<td><a href="mailto:NFeldmeier@kippnyc.org">NFeldmeier@kippnyc.org</a></td>
<td>646-335-5714</td>
</tr>
<tr>
<td>Ms. Wood</td>
<td>Interventionist</td>
<td><a href="mailto:TWood@kippnyc.org">TWood@kippnyc.org</a></td>
<td>646-357-2589</td>
</tr>
<tr>
<td>Mr. Spann</td>
<td>3rd - 5th Grade Music Teacher</td>
<td><a href="mailto:LSpann@kippnyc.org">LSpann@kippnyc.org</a></td>
<td>860-833-5877</td>
</tr>
<tr>
<td>Ms. Montesino</td>
<td>K-4 Grade Dance Teacher</td>
<td><a href="mailto:EMontesino@kippnyc.org">EMontesino@kippnyc.org</a></td>
<td>646-229-7987</td>
</tr>
</tbody>
</table>

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WHO TO CONTACT

At times, you may have questions about KIPP AMP 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>Ops Team</td>
</tr>
<tr>
<td>Lost Metro Card</td>
<td>Ms. Rogers (<a href="mailto:CRogers@kippamp.org">CRogers@kippamp.org</a>)</td>
</tr>
<tr>
<td>Ordering KIPP Uniform T-shirt</td>
<td>Ops Team (<a href="mailto:Operations@kippamp.org">Operations@kippamp.org</a>)</td>
</tr>
<tr>
<td>I have concerns about my child’s social adjustment</td>
<td>K-4: Ms. Krupp/Ms. Hernandez 5-8: Ms. Whyte-Reyes/Ms. Clark</td>
</tr>
<tr>
<td>My child has an IEP Accommodation</td>
<td>K-4: Ms. Streitmarter/ 5-8: Ms. Charles</td>
</tr>
<tr>
<td>My child will be absent or late</td>
<td>Ops Team (<a href="mailto:Operations@kippamp.org">Operations@kippamp.org</a>)</td>
</tr>
<tr>
<td>I have questions about my child’s academic progress</td>
<td>Your child’s teachers</td>
</tr>
<tr>
<td>I have questions about school activities (permissions slips, etc.)</td>
<td>Your child’s teachers</td>
</tr>
<tr>
<td>I have overall concerns</td>
<td>Principal or Director of Operations</td>
</tr>
</tbody>
</table>

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The KIPP AMP Remote School Day is 8:00AM - 3:00PM (Mon., Tue., Thur., Fri.) and 8:00am - 1:30pm on Wednesdays.

Start / End Dates - KIPP NYC Learning Cycles

School will begin for all KIPP NYC students on Monday, August 24th. The last day for students will be Thursday, June 24th.

Given the quick-changing nature of the pandemic and the flexibility required to respond, we are dividing the year into six “Learning Cycles” that are approximately six instructional weeks in length. Before each cycle, we will provide a survey in which you will choose for the upcoming cycle either Remote Learning or Hybrid Learning (a mixture of On-Campus instruction and Remote instruction), if the option exists. **Please note that we may extend 100% remote learning beyond September 30, if we believe the environment is not appropriate to begin on-campus instruction. You should expect further communication in early September about this decision.**

The chart below highlights the six Learning Cycle dates (first column) and periods when families may select their learning format preference for that cycle period (second column). For example, you have from August 7 to August 31 to select your preference (Remote or Hybrid) for Cycle #2, which runs from October 1 through November 20.

If a student is in the Hybrid program, they may switch at any time to the Remote option. If a student wishes to move from Remote to Hybrid, families should make that choice during the Sign-up Period listed in the second column of the chart below. We cannot guarantee any requests made outside that Sign-up Period.

<table>
<thead>
<tr>
<th>Learning Cycle Dates</th>
<th>Learning Cycle Sign-up Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Cycle #1</strong></td>
<td>100% Remote</td>
</tr>
<tr>
<td>Monday, August 24 - Wednesday, September 30</td>
<td>All students are automatically enrolled into the KIPP NYC Remote Learning option.</td>
</tr>
<tr>
<td><strong>Learning Cycle #2</strong></td>
<td>Friday, August 7 - Monday, August 31</td>
</tr>
<tr>
<td>Thursday, October 1 - Friday, November 20</td>
<td></td>
</tr>
<tr>
<td><strong>Thanksgiving Break</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>Monday, November 23 - Friday, November 27</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Cycle #3</strong></td>
<td>Monday, September 23 - Friday, November 6</td>
</tr>
<tr>
<td>Monday, November 30 - Friday, January 29</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Break</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>Monday, December 21 - Friday, January 1</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Cycle #4</strong></td>
<td>Monday, December 18 - Friday, January 8</td>
</tr>
<tr>
<td>Monday, February 1 - Friday, March 26</td>
<td></td>
</tr>
</tbody>
</table>
School Calendar

Typically, by now we would have released a comprehensive calendar for the 2020-2021 school year. We do so after the NYC DOE has released their calendar so that we can coordinate holiday breaks and buildings schedules to the best of our ability in a way that will be convenient for families.

We anticipate releasing our KIPP NYC school year calendar, including dates for progress reports, report card conferences, and school-wide/region-wide events, within 30 days of when the NYC DOE releases their calendar. The calendar below provides you with confirmed dates for school breaks, as well as, trimester/learning cycle dates.

**August 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>All Grades: First day of school</td>
<td>Full schedule: Mon, Tues, Wed, Thu, Fri [8:00 AM - 1:30 PM]</td>
</tr>
</tbody>
</table>
| August 31 - September 4 | Student Materials Distribution  | Option #1: Wed. Sept 2\textsuperscript{nd} 8:30am – 12:30pm  
|                |                                             | Option #2: Thur. Sept 3\textsuperscript{rd} 2:00pm – 5:00pm  
|                |                                             | Option #3: Fri. Sept 4\textsuperscript{th} 8:30am – 12:30pm & 2:00pm – 6:00pm |

**September 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>NO SCHOOL: Labor Day</td>
<td></td>
</tr>
<tr>
<td>September 8</td>
<td>School Resumes</td>
<td>Full schedule: Mon, Tues, Thu, Fri [8:00 AM- 3:00PM], Wed [8:00 AM – 1:30PM]</td>
</tr>
<tr>
<td>September 11</td>
<td>Deadline to sign-up for Remote Learning during Cycle #2</td>
<td></td>
</tr>
<tr>
<td>September 28</td>
<td>NO SCHOOL: Yom Kippur</td>
<td></td>
</tr>
<tr>
<td>September 29 - 30</td>
<td>NO SCHOOL: KIPP NYC Staff Professional Development</td>
<td></td>
</tr>
<tr>
<td>September 30</td>
<td>Learning Cycle #1 Ends</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>OCTOBER 2020</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 1</strong></td>
<td><strong>School Resumes</strong>&lt;br&gt;Learning Cycle #2 Begins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NOVEMBER 2020</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 6</strong></td>
<td><strong>Deadline to sign-up for Remote Learning during Cycle #3</strong></td>
</tr>
<tr>
<td><strong>November 19 - 20</strong></td>
<td><strong>NO SCHOOL: KIPP NYC Staff Professional Development</strong></td>
</tr>
<tr>
<td><strong>November 20</strong></td>
<td>Learning Cycle #2 Ends</td>
</tr>
<tr>
<td><strong>November 23 – 27</strong></td>
<td><strong>NO SCHOOL: Thanksgiving Break</strong></td>
</tr>
<tr>
<td><strong>November 30</strong></td>
<td><strong>School Resumes</strong>&lt;br&gt;Learning Cycle #3 Begins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DECEMBER 2020</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 21 – January 1</strong></td>
<td><strong>NO SCHOOL: Winter Holiday Break</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>JANUARY 2021</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 4</strong></td>
<td><strong>School Resumes</strong></td>
</tr>
<tr>
<td><strong>January 8</strong></td>
<td><strong>Deadline to sign-up for Remote Learning during Cycle #4</strong></td>
</tr>
<tr>
<td><strong>January 18</strong></td>
<td><strong>NO SCHOOL: Martin Luther King Jr. Day</strong></td>
</tr>
<tr>
<td><strong>January 28 - 29</strong></td>
<td><strong>K-8 NO SCHOOL: KIPP NYC K-8 Staff Professional Development</strong></td>
</tr>
<tr>
<td><strong>January 29</strong></td>
<td>Learning Cycle #3 Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FEBRUARY 2021</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 1</strong></td>
<td>Learning Cycle #4 Begins</td>
</tr>
<tr>
<td><strong>February 1 - 2</strong></td>
<td><strong>9-12 NO SCHOOL: KIPP NYC 9-12 Staff Professional Development</strong></td>
</tr>
<tr>
<td><strong>February 15 – 19</strong></td>
<td><strong>NO SCHOOL: Mid-winter Break</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MARCH 2021</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 12</strong></td>
<td><strong>Deadline to sign-up for Remote Learning during Cycle #5</strong></td>
</tr>
<tr>
<td><strong>March 12</strong></td>
<td><strong>NO SCHOOL: KIPP NYC Staff Professional Development</strong></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26</td>
<td>Learning Cycle #4 Ends</td>
</tr>
<tr>
<td>March 29 - April 2</td>
<td>NO SCHOOL: Spring Break</td>
</tr>
<tr>
<td>April 5</td>
<td>School Resumes&lt;br&gt;Learning Cycle #5 Begins</td>
</tr>
<tr>
<td>April 5</td>
<td>Deadline to sign-up for Remote Learning during Cycle #6</td>
</tr>
<tr>
<td>May 13</td>
<td>NO SCHOOL: Eid al-Fitr</td>
</tr>
<tr>
<td>May 14</td>
<td>Learning Cycle #5 Ends</td>
</tr>
<tr>
<td>May 17</td>
<td>NO SCHOOL: KIPP NYC Staff Professional Development&lt;br&gt;Learning Cycle #6 begins</td>
</tr>
<tr>
<td>May 31</td>
<td>NO SCHOOL: Memorial Day</td>
</tr>
<tr>
<td>June 18</td>
<td>NO SCHOOL: Juneteenth (observed)</td>
</tr>
<tr>
<td>June 24</td>
<td>Last Day of School for Students</td>
</tr>
</tbody>
</table>

**School Closings / Class Cancellations**

In the rare event that Remote Learning courses are cancelled, we will alert you via email, text, and phone. Additional updates can be found at [www.KIPPNYC.org](http://www.KIPPNYC.org).
Remote Learning at KIPP NYC remains true to the core values that have always been a part of who we are as an organization. Specifically, whether we are remote or in person we share a commitment to excellence and a deep-seated belief that all of us will learn. In order to live up to these values, we have built a remote learning environment that is framed by the following guiding principles.

- **Connect and engage (a.k.a. Teach like Harriett)** – In order for anyone to learn they must be in a space that feels comfortable and safe. We are making sure to build in connection time in all of our remote instruction that emphasizes the important connections needed between teachers and students. We will always remember to take the time to get to know students, understand their circumstances in this challenging time. We will celebrate and affirm their identity as learners and as people.

- **Find A Way or Make One** – We have spent the past five months learning what works in remote instruction and what doesn’t. We have researched hundreds of different online applications and reviewed our current curriculum to make sure that we are presenting ideas in the clearest way possible through a variety of different platforms that include videos, live lessons, independent work time and interactive web pages that allow students to drive their own learning. By combining a variety of different online tools with our teachers’ expertise in thoughtful instruction we are able to make remote classrooms come alive with learning.

- **Feedback and celebration** – One of the great advantages of learning remotely is the opportunity to have ready access to teachers on an individual level and to get fast and detailed feedback on the work you submit each day. Using our new learning platforms students can send in their work and the teacher has an opportunity to review and give feedback without the distractions that can often come up in the course of a school day. Immediate feedback is one of the best ways people learn and we are committed to making this a true strength of our educational model.

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**Academic Expectations**

**Grading System**

KIPP AMP issues report cards on a trimester basis. Report cards will be directly linked to KIPP AMP’s standards. The grading scale is based on the student’s mastery of the content standard. Family-Teacher Conferences will be held for each report card. Progress reports will be provided to parents/guardians at the mid-point of each trimester to update them on their student’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.

**Promotion**

KIPP AMP students will be promoted or retained on the recommendation of the classroom teachers, as well as with 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

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● Attendance
● Classwork
● Social/developmental characteristics
● Other pertinent data

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

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

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

● Failure to meet academic standards of readiness for the next grade: [example: Students who fail (earn below 70%) a core subject (Reading, Writing, Math, Social Studies, Science) may be retained. Students who fail either the reading or math standardized test at the end of the year may be retained as well.]

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

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

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 Friday. 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 paycheck 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.

IMPORTANT NOTES ABOUT PAYCHECKS

Teachers will write comments – good and bad – on each student’s paycheck. Teachers will calculate the weekly paycheck amounts at the end of the day on Friday. Students will receive paychecks on Friday and take them home, to be signed by a parent or guardian and returned to school on Monday.
We expect all KIPP AMP students to adhere to the highest standards of academic integrity. Every student will produce their own academic work and will neither receive nor give assistance without prior permission from the teacher.

**Academic Dishonesty: Cheating & Plagiarism**

To be prepared academically for college one must be able to perform without cheating, plagiarizing, or copying another person’s work. When using sources for papers and projects, students should properly use citations giving credit to the appropriate origin of information. In addition, 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.
- Parents/Guardians will be 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 the Dean/Director of Academics.
- Possible removal from Extracurricular Activities/Special Events/KIPP Block activity or sports team for a period of time.

**3rd Offense**
- Out of school suspension will be assigned.
- Removal from Extracurricular Activities/Special Events/KIPP Block activity or sports team for the remainder of the trimester/season.
- Parent/Guardian meetings will be scheduled with the Principal.
- Offense will be noted on the student's permanent record and colleges will be notified.

**4th Offense**

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Superintendent hearing.

**STUDENT TECHNOLOGY**

KIPP NYC schools are committed to ensuring that all students have access to remote learning. KIPP NYC is providing all students with a KIPP NYC-specific Chromebook for use during remote and potential hybrid learning structures. Additionally, KIPP NYC will provide all families that do not have internet access with a Mifi so that students are able to access their remote learning platforms without interruption.

To learn more about KIPP NYC Remote Learning Platforms and to access helpful videos and guides please visit our Remote Learning Tech Support site at https://www.kippnyc.org/remote-learning/tech-support/.

KIPP NYC is committed to 100% connectivity at home. More information regarding Internet Access options in New York City can be found via this link. If your family needs assistance obtaining Internet access, please contact the Director of Operations at your student’s school for next steps.

**STUDENT ATTENDANCE**

Even during Remote Learning, student attendance in classes is an important factor in student achievement. KIPP AMP students must “attend” school every day. While participating in Remote Learning students are expected to log into Canvas each day by 8:00am daily.

**ABSENCES**

All Absences – “Excused” and “Unexcused” – are Considered Absences. Families are expected to ensure that their child participates in remote learning classes.

*If your child is going to miss school:* Call Ms. Princess (K-4) or Ms. Rogers (5-8) as soon as possible. If your child is absent, a school staff member will follow up.

<table>
<thead>
<tr>
<th>EXCUSED</th>
<th>UNEXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences will only be considered excused in the following circumstances</td>
<td>Routine doctor’s appointments (Please schedule for when school is not in session - ideally Wednesday afternoons after 1:30 PM)</td>
</tr>
<tr>
<td>• Attendance at a funeral following a death in the immediate family;</td>
<td>• Family vacation</td>
</tr>
<tr>
<td>• Illness verified by a note from a doctor or parent;</td>
<td>• Bad weather</td>
</tr>
<tr>
<td>• Court proceedings at which the student’s presence is required, along with documentation</td>
<td>• Trouble with public transportation</td>
</tr>
<tr>
<td>• Other reasons for absences may also be considered excused by the Principal or Director of Operations</td>
<td>• Other reasons for absences may also be considered unexcused by the Principal or Director of Operations</td>
</tr>
</tbody>
</table>

www.kippnyc.org
**Support Policy for Absences**

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

At KIPP AMP, 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.

**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 may be affected by the emergency. 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.

**Family Emergencies**

In case of an emergency, parents or guardians should contact their child’s teacher, Principal, or school Director of Operations. 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.

**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 is difficult to describe all possible scenarios, the following can be used a guide to gauge the level of notification and systems used to communicate with families:

<table>
<thead>
<tr>
<th>Impact Level</th>
<th>Notification Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### A Low Impact Incident:
Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is isolated and does not impact more than one student.

**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.

**Example:** Weather cancellations or delays, a change of schedule or cancellation of some activities, or a utility disruption.

- One Call notification sent via email, phone and text
- Will be posted on website and social media accounts
- Letter may be sent home

### A High Impact Incident:
The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.

**Any instance where we have a lockdown, shelter-in-place, or evacuation.**

**Example:** An intruder in school or the use of a weapon in school resulting in injuries to students or staff.

- One Call notification sent via email, phone and text
- Will be posted on website and social media accounts
- Letter may be sent home

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 Regional Office at 212-991-2610.

### STUDENT AND FAMILY SUPPORT SERVICES

**Social Work & Counseling**

The Social Workers and Counselors at KIPP AMP are available to help any student or parent/guardian address any social, emotional, or academic issue they may be facing. In addition, our social workers/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.

[www.kippnyc.org](http://www.kippnyc.org)
There are several ways in which students may be referred for counseling services:

- If a parent/guardian is interested in having their child seen by one of our Social Workers please contact the social work team: K-4 (Ms. Krupp & Ms. Hernandez), 5-8 (Ms. Whyte-Reyes & Ms. Clark)
- 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).

GENERAL POLICIES & PROCEDURES

STUDENT ENROLLMENT

Every year, beginning in December, KIPP AMP will begin accepting applications for our Kindergarten – 8th grades for the following year. Admissions preference will be granted to siblings and children of KIPP NYC staff, and students receiving free or reduced lunch living in District 17 as a 2nd priority. The lottery will be held in April.

ENROLLMENT FORMS

Upon enrolling at KIPP AMP, the following documents must be submitted for each student to our Operations Team via SchoolMint:

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

IMMUNIZATIONS

According to the New York State Public Health Law, all students need to be immunized per the New York Health Department guidelines and have a physical examination each year. The New York State Health Department has released the following Immunizations Requirements for the 2020-2021 school year:
Before a child can be permitted to enter and attend school, parents/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. Please review your child’s immunization history with your child’s health care provider. Your health care provider can tell you whether additional doses of one or more vaccines are required for your child to attend child care or school this year.

For more information on immunization requirements, please visit the NYC DOE website: https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations.

### VACCINATIONS

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Pre-Kindergarten (Child Care, Head Start, Nursery, PK or Pre-K)</th>
<th>Kindergarten – Grade 5</th>
<th>Grades 6–11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, tetanus and pertussis (DtaP)</td>
<td>4 doses</td>
<td>5 doses</td>
<td>3 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 4 doses ONLY if the fourth dose was received at age 4 years or older or 3 doses ONLY if the child is 7 years or older and the series was started at age 1 year or older</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus, diphtheria and pertussis booster (Tdap)</td>
<td></td>
<td>1 dose (at or after age 11 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (IPV or OPV)</td>
<td>3 doses</td>
<td>4 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 3 doses if the third dose was received at age 4 years or older</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, mumps and rubella (MMR)</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 2 doses of adult Hepatitis B vaccine (Recombivax HB) if the doses were received at least 4 months apart between the ages of 11 and 15 years</td>
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<td></td>
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<tr>
<td>Varicella (chickenpox)</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal conjugate (MenACWY)</td>
<td></td>
<td>Grade 6: Not applicable</td>
<td>2 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades 7–11: 1 dose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haemophilus influenza type B conjugate (Hib)</td>
<td>1 to 4 doses <strong>Depends on child’s age and doses previously received</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal conjugate (PCV)</td>
<td>1 to 4 doses <strong>Depends on child’s age and doses previously received</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza</td>
<td>1 dose</td>
<td></td>
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</tbody>
</table>

**Food Services**

All KIPP NYC students receive free meals either as part of the New York City Department of Education’s School Foods program, or through KIPP’s own school food program. All students, whether in-person or remote, will continue to receive free meals daily this year. While we are remote we anticipate that the New York City Department of Education will continue to distribute meals to New Yorkers at various sites across the city. Please use the DOES Free Meal Location Tool to find a site near you.
Throughout the summer, we have been pleased to offer families a food pantry out of our high school in the Bronx, along with pick-up locations in Harlem, Washington Heights, and Brooklyn. Although the last summer food pantry date is Friday, August 28, we are hoping to continue the food pantry into the fall. We are working out the details with New York State and we will communicate future dates if they become available.

KIPP NYC will make all information about food services, including access to meals for students who are learning remotely and information about KIPP’s food pantry, available via KIPP NYC’s website and in our direct communications to you.

**FIELD LESSONS**

Out of an abundance of caution over the potential spread of COVID-19, all field lessons will now take place virtually. A virtual field trip is a guided exploration through the world wide web that allows our students to engage with and to learn about authentic artifacts and to explore places important to their discipline of study and consistent with their individual learning needs.

**DRESS CODE**

**UNIFORM**

There is no standard-school attire required for Remote Learning. Students shall dress in an appropriate manner so as not to distract or interfere with the operation of the school. All students are expected to be fully dressed with an appropriate shirt.

However, students will be required to wear their KIPP School uniform once we are back in the building. Please contact the Ops Team at Operations@kippamp.org to learn more about purchasing uniforms for when we resume in-person classes.
KIPP NYC CODE OF CONDUCT

KIPP NYC is committed to maintaining safe and orderly learning spaces for all KIPPsters, in which students know that they are safe, valued, and that their voice matters. In collaboration with students and teachers KIPP NYC has created a Code of Conduct which identifies certain behaviors that are considered outside of our core values, and for which harm must be repaired. In certain extreme circumstances, a student must be temporarily removed from the community by suspension. Suspension is a serious consequence. Suspended students will not be allowed to participate in any non-core instructional school activities.

KIPP AMP partners with families to use a variety of approaches to avoid suspension of any type whenever possible. We commit to communicating directly with you whenever there are concerns. Sample student consequences could include after school and lunch detention, or withholding participation in a special event.

Our staff are trained in developing a trauma-conscious lens, promoting resilience in students, and being a protective factor for them. We use restorative practices to build relationships and foster a sense of belonging in our students. Our teachers, Deans and counseling staff work collaboratively with students and families to support students through the consequences of negative actions.

When disciplinary actions are absolutely necessary, 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/guardians and families are welcome to access additional information about KIPP NYC’s Code of Conduct at any time by contacting 5-8: Ms. James, Mr. Wiltshire; K-4: Mr. Hoskey.

In accordance with The New York Citywide Behavioral Expectations to Support Student Learning (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; and
- The right to be treated fairly in accordance with the rights set forth in the Discipline Code.

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 (included in and part of KIPP’s Code of Conduct), 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.

www.kippnyc.org
If you would like additional information about KIPP NYC’s Disciplinary Policy and procedures, we welcome you to reach out directly to 5-8: Ms. James, Mr. Wiltshire; K-4: Mr. Hoskey.

**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. Following any classroom removal, students will participate in a restorative process with any students or staff involved in the removal.

**SUSPENSIONS**

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

The following conduct is punishable by short-term or long-term suspension, whether it occurs on campus, during remote learning, 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
- Verbal or physical harassment
- 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. Following any suspension, students will participate in a restorative process with any students or staff involved in the removal.

**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 NYC school 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. Following any suspension, students will participate in a restorative process with any students or staff involved in the removal.

If you would like additional information about KIPP NYC’s Disciplinary Policy and short-term suspension procedures, we welcome you to reach out directly to 5-8: Ms. James, Mr. Wiltshire; K-4: Mr. Hoskey.

**Long-term Suspension: Greater than 10 days**

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 Discipline Code 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, controlled substances, or vaping devices within school, on school grounds, on school buses, or during a school activity
- Selling, distributing or purchasing illegal drugs, controlled substances or vaping devices 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. Following any 
suspension, students will participate in a restorative process with any students or staff involved in the removal.

If you would like additional information about KIPP NYC’s Disciplinary Policy and long-term suspension procedures, we 
welcome you to reach out directly to 5-8: Ms. James, Mr. Wiltshire; K-4: Mr. Hoskey.

**EXPULSION: PERMANENT REMOVAL FROM KIPP NYC AND TRANSFER TO ANOTHER SETTING**

KIPP NYC 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 they have returned to school following a 
long-term suspension engages in additional acts which threaten the safety of individuals in the school community, the 
Superintendent may initiate procedures leading to expulsion of the student and permanent separation from the KIPP NYC 
community.

Cases which may trigger a suspension hearing and 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/Desigee 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. Parents/guardians and the student will receive written 
notice of the charges and hearing procedures and will be advised 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 their own witnesses to verify their version of the incident.

If the parent/guardian is dissatisfied with the determination of the hearing, they 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, be 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.

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

In the case of a student with an IEP or a student who receives 504 accommodations, KIPP AMP 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 a suspension for more than ten consecutive days (or a series of short-term suspensions adding up to more than ten days) for a student with a Section 504 Plan, the Principal/Designee will convene a review committee within the school 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 the student has an IEP, the Committee on Special Education (CSE) will be asked to conduct this review. If the school’s review committee or the CSE determines determined that: (a) the student’s misconduct was not a manifestation of his or her disability, (b) the student was appropriately placed and received appropriate services at the time of the misconduct, and (c) that appropriate behavior intervention strategies were in effect and consistent with the student’s IEP, then the student may be disciplined in accordance with KIPP NYC’s Code of Conduct, as stated in our charter documents.

**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 students' 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 student’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 student at school, you do have to be respectful at all times.

Tell your teacher, your school’s Dignity Act Coordinator (school’s social worker), 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. 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.

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.

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

- BE SAFE
- BE APPROPRIATE
- BE RESPONSIBLE

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

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

Acceptable Internet Use Agreement

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

www.kippnyc.org
• 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;
• 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.

**STUDENT PARTICIPATION IN REMOTE LEARNING POLICY**

KIPP NYC will be utilizing Zoom Pro, Canvas, Clever and other online services and educational tools to conduct lessons remotely as a continuation of our educational program. Students will participate virtually in their classes, communicate with classmates, teachers, and other school employees, and receive other support services they ordinarily receive from KIPP NYC, including individual and group meetings with teachers, advisors, and other forms of academic support. Students will have access by using their school-issued email address or other credentials provided by KIPP NYC. Remote learning will take place during the regular school day.

During remote learning the rules and responsibilities of the student are the same as if the student were in person at school. Students are expected to attend scheduled online meetings in a timely manner, prepare in advance for the lesson, and participate in a meaningful and respectful manner. Tests, assignments, and/or other assessments will be included in the evaluation of students’ work. As applies at all times, students are expected to do their own work in compliance with KIPP NYC’s rules related to cheating, plagiarism or other violations of KIPP NYC’s behavioral expectations as outlined in the Student and Family Handbook. Students are expected to use appropriate display/user names if required to be created for access to the online platforms.

KIPP NYC’s Acceptable Use Agreement and Student and Family Handbook, including but not limited to the policies and procedures related to the Code of Conduct, Bullying and Technology, shall apply to your child’s participation in remote learning. You understand and acknowledge that all of KIPP NYC’s policies and procedures apply to students while participating in remote learning, you will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all school policies while participating in remote learning.

Remote learning will be conducted both through pre-recorded sessions and through live instruction and interactions using online platforms. Live instruction may be recorded by your child’s teacher for educational purposes and may be shared with others, such as students or employees of KIPP NYC. As a result, your child’s image, likeness, or voice may be

[www.kippnyc.org](http://www.kippnyc.org)
recorded while he or she is participating in remote learning via Zoom Pro, Canvas or other online services and educational tools. Direct recording or downloading of the class or other on-line interactions with a student or students by a student or parent/guardian is not permitted. Please remember that an example of bullying/harassment is the online posting of images (including profile pictures) that are meant to hurt or embarrass others. If you need a recording of a class, please reach out to the teacher or consult Canvas for the posting.

As part of live instruction in middle and high school (and guided reading in elementary school), your child’s teacher may choose to separate a class into smaller groups to facilitate instruction. Given the current technology capabilities, this means there could be some times in which your child is working with other students in a small group or alone without a teacher on screen. Guided reading, mental health, and college counseling will continue during remote learning and will be via one-on-one video conference. These sessions will not be recorded. In limited circumstances (other than the before mentioned counseling and guided reading), one-on-one video communication may take place with parental involvement or prior Principal approval when a group meeting or e-mail is not sufficient. All video communications will take place during school hours using the online platform(s) provided by KIPP NYC.

In summary,

- KIPP NYC education will continue via remote learning using Zoom Pro, Canvas, Clever, Nearpod, and other online tools.
- Policies and procedures in the Student and Family Handbook continue to be in effect, including, but not limited to:
  - Expectations for academic honesty and behavior/Code of Conduct,
  - Technology/Acceptable Internet Use, and
  - Bullying and harassment policies.
- Communications with students will occur during the regular school day, unless otherwise arranged by the teacher.
- Teachers/Administrators may record classes to facilitate the review of direct instruction for students who are absent or who need reinforcement. Students/Parents/Guardians may not record or download classes and should go to Canvas for access to any missed classes.
- Please keep in mind the privacy of our minor students and their families - accordingly, please be mindful of sharing the images of your individual student engaged in remote learning that includes the images of other students. Should you have any images that you would like to share, please direct them to your Principal.

With any online platform there are privacy considerations and risks. If interested, please see the privacy policies of KIPP NYC and the various online services and educational tools utilized by KIPP NYC (such as Zoom Pro, Canvas and Clever). It is important that parents/guardians recognize and accept these considerations as we engage in remote learning. Your child’s participation in remote learning serves as your acknowledgment, understanding, and agreement to the terms and conditions of the program and the obligation to comply with the policies as described in this policy.

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that grants parents/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.

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• 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 CONTACT HERE].

**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 AMP with the consultation of parents.

We welcome active parent and family involvement in our school community. KIPP NYC schools believe strongly that an effective school requires the active involvement of parents and families in all aspects of the school. Building the foundation for the KIPP NYC family relationship begins immediately once a family enrolls a student in our schools. Specifically our parents and families can expect:

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

A copy of KIPP AMP’s complete Parent and Family Involvement Policy can be obtained by contacting Operations@kippamp.org.

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 [SCHOOL NAME HERE] will provide you with this information in a timely manner if you request it. Please feel free to contact the school at [school contact info here] if you wish to receive this information or if you have any questions.
The **McKinney-Vento Act**, under the Every Student Succeeds Act, provides special protections for students in temporary housing. It defines students in temporary housing as those lacking a **fixed, regular, and adequate** nighttime residence. This includes those:

- sharing the housing of others due to loss of housing or economic hardship
- living in emergency or transitional shelters
- living in motels, hotels, cars, parks, train stations, abandoned buildings, etc.

Every student should complete a housing questionnaire upon enrollment at a KIPP NYC school to identify students who may be in temporary housing. Additionally, teachers and staff are trained to also be aware of signs that a student has moved into temporary housing, and will work to make sure that student addresses are regularly updated as families move during the year. Students in Temporary Housing are entitled to protections related to enrollment, transportation, and meals. Please contact your school Social Worker / McKinney Vento Liaison should you have any additional questions.

**Mandated Reporters**

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP AMP 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 protect the child from harm, they are required by law to report the behavior or incident to the New York State Central Register of Child Abuse and Maltreatment (SCR). The KIPP NYC employee is also required to notify their Principal/Designee of the situation. Teachers must also refer students to the Principal/MD if they exhibit signs of hurting themselves or others.

**Special Rules Relating to the Dignity for All Students Act (DASA)**

KIPP AMP will provide training to staff each year on the Dignity for All Students Acts (DASA) and its zero tolerance policy against harassment, discrimination, or bullying. The Dignity Act Coordinator (DAC) 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. After receiving a complaint, the DAC, will conduct an investigation to determine whether the incident was a DASA incident (discrimination based on a civil liberty) or another type of behavior. The DAC will conduct the investigation with the complainant, target, and witnesses first, and then the aggressor and parents.

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/guardians of all students involved.

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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 investigation and resultant plan to mitigate the situation will be formally written up and stored.

**COMPLAINTS SUBMITTED TO THE BOARD OF TRUSTEES**

Any parent/guardian may bring complaints to the Board of Trustees of KIPP AMP 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 appeals must be filed within thirty days of a suspension and be submitted to the Board at least two weeks prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board. 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 shall as necessary render a determination in writing.

If an individual or group filing a complaint to the Board, including an appeal of a suspension decision, is not satisfied with the way that the Board has addressed the complaint, that individual or group may present the complaint to the charter authorizer, which shall investigate and respond. If the individual or group is not satisfied with the actions of the authorizer in reviewing the complaint, further appeal may be made to the Board of Regents of the State of New York, which shall investigate and respond.

**Charter Authorizers:**

For KIPP AMP, KIPP All, KIPP Elements, KIPP Freedom, KIPP Infinity, KIPP STAR and KIPP Washington Heights charters, please contact SUNY Charter Schools Institute, SUNY Plaza, 353 Broadway, Albany, NY 12234 (or via email: charters@suny.edu).

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

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