KIPP ACADEMY
ELEMENTARY SCHOOL

2022 - 2023

Student & Family Handbook

730 Concourse Village West; Tower D

Bronx, NY 10465

Phone: 718-943-3737

Fax: 718-292-7199

Email: KAESInquiries@kippnyc.org

Principal: Ms. Anissa Jones

Dear KIPP NYC Families,

This summer the usual feelings of excitement and optimism for the new school year are coupled with the realities of the challenges and opportunities that lie ahead as we face yet another unprecedented year at KIPP NYC. Last year we began the year deep in the shadows of COVID-19. We begin this year having overcome loss and with the beginnings of some return to normalcy.Through all we've endured in the past year, we kept everyone in our community centered on our foundation of building connections and fostering relationships. Just as we bonded together last year, we look forward to a new year with new connections for you and your child.

This year's handbook reinstills KIPP NYC's basic commitments to you as a parent or guardian and member of our Team and Family. It reviews how we operate to ensure that we create positive educational environments and outcomes for all our students. By highlighting our promise to you, we hone in on our promise to help all our students reach their fullest potential.

This year, this handbook leans off a remote focus and provides you with the fundamentals of what a return to our classroom and an onsite learning environment will look like. You will also see reflected our commitment to elevating student and family voice, becoming a more restorative system, and continuing our work to be anti-racist educators. We hope you find this handbook helpful. 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

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ABOUT KIPP NYC

KIPP NYC Mission

Together with families and communities, we create joyful, educationally 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.
- **AND.** We believe in the power of AND – character and education. 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.

KIPP Credo

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

KIPP Commitment To Excellence

Teachers' Commitment

We fully commit to KIPP in the following ways:

- We will be fully prepared to work with our KIPPsters every day by 7:30 A.M (Mon. - Fri.) and remain available until 5:00 P.M. (Mon. - Fri.)
- We will teach KIPP every day of the school year, which begins on August 22nd.
- 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 educational 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 ensure that our child attends every day of the school year, which begins on August 22, 2022
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of time spent watching television, playing video games, and on social networking sites.
- We will always make ourselves available to our children, their teachers, and the school by doing the following:
- We will call the school when our child is going to be absent or late, and when possible, we will avoid making appointments that cause our child to miss instructional time.
- We will make sure our child comes to school every day with the materials they need to succeed. (pens, pencils, paper…).
- We will allow our child to go on KIPP field trips.
- We will make sure our child follows the KIPP dress code.
- We, not the school, are responsible for the behavior and actions of our child.

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

Students' Commitment

I fully commit to KIPP in the following ways:

- I will be present to school by **7:45am (Mon. - Fri.).**
- I will remain engaged in my school classes and coursework until **4:00pm (Mon., Tues., Thurs.Fri.), and 1:30pm on Wednesday.**
- I will attend KIPP every day of the school year, which begins on August 22, 2022
- 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.

FAMILY COLLABORATION

Parent/Family & Guardian Involvement

KIPP Academy Elementary School is committed to partnering with students' families and guardians to co-create a positive community experience. At KIPP Academy Elementary School the forum where school staff and families/guardians partner is called Coffee and Conversation. The mission of Coffee and Conversation is to elevate family voice, seek family input, identify and work together to meet family needs, and to plan and execute school-based events that serve the KIPP Academy Elementary School community.

Family & Guardian Communications

KIPP Academy Elementary School seeks to remind all families that our Family Handbook is a living document that will be revisited regularly, and revised as needed. We invite parents and guardians to offer suggestions in the service of its improvement. Please reach out to Ms. Ovalles with recommendations for amendments.

On our KIPP NYC website, we have a Family Resources section that offers:

- Community Resources, including health & wellness, food & nutrition, childcare, and financial resources
- School Building Health & Safety Protocols
- Technology Support
- 2022-23 KIPP NYC Calendar
- Emails from KIPP NYC Leadership

Our school, KIPP Academy Elementary School's page https://www.kippnyc.org/schools/kipp-academy-elementary/ 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 our system Dean's List). Emails may come from our staff members or KIPP NYC regional leaders. Dean's 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 https://www.instagram.com/kipp_academy_elementary/ 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.

Who To Contact

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

TOPIC	STAFF MEMBER
Lunch Forms, Emergency Forms, Medical Forms	Ms. Ovalles, Ms. Jenkins, Ms. Jimenez
Lost Metrocard	Ms. Jimenez, Ms. Ovalles
Ordering KIPP Uniform T-shirt	Ms. Ovalles

I have concerns about my child's social adjustment	Social Worker/Dean
My child has an IEP Accommodation	Mrs. Jabbie
My child will be absent or late	Ms. Ovalles, Ms. Jimenez, Ms. Jenkins, Ms. Blanding
I have questions about my child's educational progress	Your child's teachers
I have questions about school activities (permissions slips, etc.)	Your child's teachers
I have overall concerns	Ms. Jones or Mrs. Brito

Staff Contact Information

****Please note that staff will not accept phone calls after 5:00pm****

PRINCIPAL

Anissa Jones,
Principal
AnJones@kippnyc.org
646-887-4141

Deans

Fatumata Magiraga-Jabbie,
Director of Student Support
3rd Grade and ICT Classrooms
FMagiraga@kippnyc.org
917-880-9984

Nancy DeWitt, Dean for
4th Grade
NDeleon@kippnyc.org
646-630-6936

Genesis Vallejo,
Dean 1st Grade
GVallejo@kippnyc.org
646-647-0581

Amanda Cohen,
Dean for 2nd Grade
ACohen@kippnyc.org
646-983-1181

Arlyn Liriano Sanchez,
Dean of Kindergarten
ALiriano@kippnyc.org
917-557-4988

OPERATIONS (Main Office, 718-943-3737)

 Ilka Brito, Director of Operations IBritoSantana@kippnyc.org 646-771-1307	 Alyssa Jimenez, School Operations Manager AJimenez@kippnyc.org 917-485-3579
 Sylvia Ovalles, School Operations Manager SOvalles@kippnyc.org 917-414-0909	 Shanai Jenkins School Operations Administrator SJenkins@kippnyc.org 917-284-2330
 Kadeja Blanding, School Operations Associate KBlanding@kippnyc.org	

SOCIAL WORK TEAM

 Dora Lisah Saint John, Social Worker DStJohn@kippnyc.org 646-618-2164	 Elsy Morel, Social Worker EMorel@kippnyc.org 646-574-0215

STUDENT SUPPORT SERVICES

Tanique McLean,
SPED Coordinator
TMclean@kippnyc.org
646-847-6318

Nestor Pura, Teacher
NPura@kippnyc.org
646-574-3567

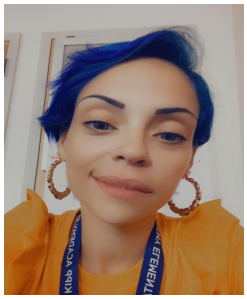
Rochelle Thomas, Speech and Language Therapist
RThomas@kippny.org
917-453-7843

KINDERGARTEN

Trenee Barr, Teacher
TBarr@kippnyc.org
929-514-0162

Genesis Camacho, Teacher
GCamacho@kippnyc.org
917- 270-9540

Kishma Rogers, Teacher
KRogers kippnyc.org
917-952-2651



Narelle Lopez, Teacher
Nlopez@kippnyc.org
917-693-6447

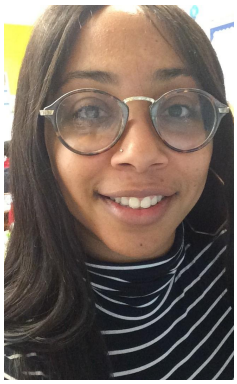
Janitza Bonilla, Teacher
JBonilla@kippnyc.org
646-584-0305

Tamara Celestine, Teacher
TCelestine@kippnyc.org
646-584-0305

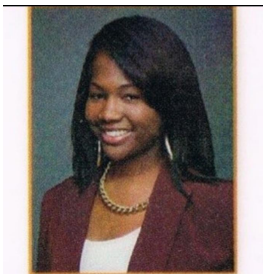
1ST GRADE

Crisneily Cid, Teacher
CCid@kippnyc.org
917-453-3897

Yulissa Liriano, Teacher
YLiriano@kippnyc.org
917-748-8790



Kennequa Carlton, Teacher
KCarlton@kippnyc.org
917-902-0158

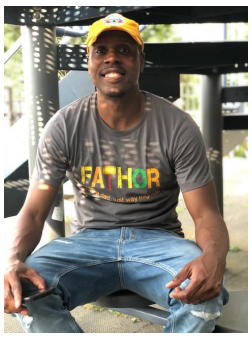


Shaunte Swinton, Teacher
SSwinton@kippnyc.org
917-471-0483

Jerry- Alexander Dumas, Teacher
J-alexanderdumas@kippnyc.org
646-315-0409

Tiona St.Come, Teacher
TStCome@kippnyc.org
917-576-0146

2ND GRADE

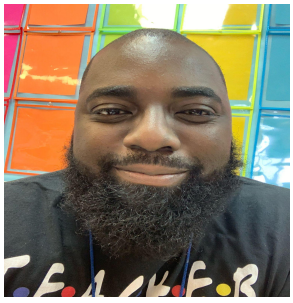


Edwin Garcia, Teacher
Egarcia@kippnyc.org
646-898-5711

Justine Rivera, Teacher
JRivera@kippnyc.org
917-583-6570

Ogechi Anunkor, Teacher
OAnunkor@kippnyc.org
646-670-6689

Kimberly Valencia, Teacher
KValencia@kippnyc.org
646-466-8800



Christopher Kinloch, Teacher
CKinloch@kippnyc.org
347-854-7432

Tykeiya Dore, Teacher
TDore@kippnyc.org
917-453-0266

3RD GRADE

Karolina Redrovan, Teacher
KRedrovan@kippnyc.org
646-630-6938

Kameron Lacroix, Teacher
KLacroix@kippnyc.org
917-270-3766

Sequoyah Waitts, Teacher
SWaitts@kippnyc.org
646-286-4769

Corneh Magiraga, Teacher
CMagiraga@kippnyc.org
917-453-4135

Cynthia Pian, Teacher
CPian@kippnyc.org
917-612-2873

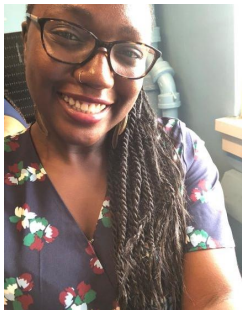
4TH GRADE

Shianne Washington, Teacher
SWashington@kippnyc.org
917-270-2346

Jinny Vincent, Teacher
JVincent@kippnyc.org
917-359-6385

Jordy Frias, Teacher
JFrias@kippnyc.org
917-923-8101

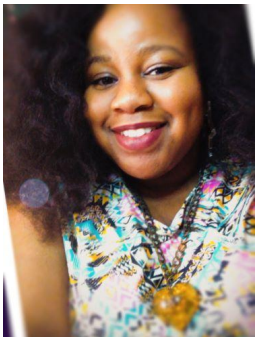
Laska Blodgette,
Teacher
LBlodgette@kippnyc.org
917-565-0448



Crystal Haynes, Teacher
CHaynes@kippnyc.org
917- 444-2805

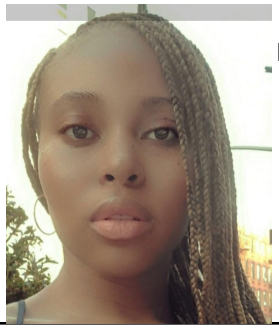
SPECIALS

Elissa Nieves,
Music Teacher
Grade Team Leader
ENieves@kippnyc.org
646-618-2148



Chenelle Massey,
Art Teacher
CMassey@kippnyc.org
917-576-0993

Jeffery Leshansky,
Theater Teacher
JLeshansky@kippnyc.org
917-565-0256



Cheray Castro,
Physical Education Teacher
CCastro@kippnyc.org
917-453-3814

Nia Kennedy, Dance Teacher
Kennedy@kippnyc.org
917- 485-1394

Fatima Wilson,
Science Teacher
FWilson@kippnyc.org
646-847-6247

EDUCATION

EDUCATIONAL EXPECTATIONS

GRADING SYSTEM

KIPP Academy Elementary School issues report cards on a trimester basis. Report cards will be directly linked to KIPP Academy Elementary School'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 educational progress. Progress reports provide a detailed picture of a student's educational performance based on assignments and assessments administered in a given period.

PROMOTION

KIPP Academy Elementary School 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
- 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 academic program where he or she will ultimately be the most successful.

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

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

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

Academic Integrity

Honor Code

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

Academic Dishonesty: Cheating & Plagiarism

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

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

- Superintendent hearing.

Student Technology

KIPP NYC schools are committed to ensuring that all students have access to a Chromebook. KIPP NYC now operates a 1:1 Chromebook program for students; each student is assigned a Chromebook. 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.

EDUCATIONAL CALENDAR AND SCHOOL DAY

Attendance

KIPP Academy Elementary Schools students must arrive by their arrival time mentioned above, Monday, Tuesday, Thursday and Friday and remain at school until their dismissal time.

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

1. **Attendance** – We will make sure our child comes to school every day. We will schedule doctor's appointments, vacations, etc. for days when school is not in session.
2. **Timeliness** – We will make sure our child arrives at school every day on time. We will make sure to promptly pick up our child at the end of the school day.

Absences

- ***All Absences – "Excused" and "Unexcused" – are Considered Absences.*** Families are expected to ensure that their child is in school.
- *If your child is going to miss school:* Call Ms. Ovalles as soon as possible. If your child is absent, Ms. Ovalles will follow up with a phone call or text message that morning.

EXCUSED	UNEXCUSED
Absences will only be considered excused in the following circumstances: ● In order to reduce the transmission of COVID-19, if your child is sick, no matter the symptoms they should not attend school onsite. ● Illness verified by a note from a doctor or parent; ● Attendance at a funeral following a death in the immediate family; ● Court proceedings at which the student's presence is required, along with documentation ● Other reasons for absences may also be considered excused by the Principal or Director of Operations	● Routine doctor's appointments (Please schedule for when school is not in session - ideally Wednesday afternoons after 1:30 PM) ● Family vacation ● Bad weather ● Trouble with public transportation ● *Other reasons for absences may also be considered unexcused by the Principal or Director of Operations*

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 Academy Elementary School, we pride ourselves on having a partnership between parents, teachers, and staff

to provide the best possible education for our children. We are committed to providing families with open and clear communication on your child's attendance throughout the entirety of the school year.

- 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 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 may reinstate the student's privileges to attend special events, reward trips, or any extra-curricular activities.
- All students who accrue 10 total absences will receive a Promotion in Doubt (PID) letter from the school, regardless of current educational performance or reason for absence. While we understand that there may be legitimate circumstances that may cause a student to miss 10 or more days of school (such as severe illness or family crisis), we believe that in order to be fair to all of our families, we must implement this policy consistently in every situation.

Please note that receipt of a PID letter does not automatically lead to retention. However, students who are absent for 10 or more days miss a significant amount of our educational program, and chronic absenteeism can cause students to be ill-prepared for the next grade. We therefore believe it is important to have this conversation with families early to ensure transparency and clear communication among all parties.

Tardies

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

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

Absences due to Illness

If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. KIPP staff will call to verify all student absences. Please let Ms. Jimenez know if there are any medical concerns or special circumstances of which we should be aware.

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. Doors close 20 minutes prior to dismissal Monday, Tuesday, Thursday and Friday 3:40pm and Wednesdays 1:10pm.**

School Schedule

The KIPP Academy Elementary School school Day is 7:45AM - 4:00PM (Mon., Tue., Thur., Fri.) and 7:45am - 1:30pm on Wednesdays.

In August, and through September 6th, schools will run a summer schedule from 7:45AM-1:30PM Monday through Friday.

Academic Calendar

The calendar below provides you with confirmed dates for school breaks, as well as trimester and report card dates.

August 2022

August 19	**Survey Day- Doors open at 9:15am**
August 22	**First day of school for Kindergarten** Summer Schedule: Monday-Friday 7:45am - 1:30pm
August 23	**First day of school for 1st-4th Grades New To KIPP Families** Summer Schedule: Monday-Friday 7:45am - 1:30pm
August 23	***All Grades*: First day of school for our Returning Families** Summer Schedule: Monday-Friday 7:45am - 1:30pm
August 31	**Sports Day- Students may wear their favorite sports jersey**

September 2022

September 5	**NO SCHOOL: Labor Day**
September 6	**Students Return To School- Mon, Tue, Thurs, Fri- 7:45am-4:00pm Wed. 7:45am - 1:30pm**

September 16	**Male Role Model Day**
September 26	**NO SCHOOL: Rosh Hashanah**
September 27	**NO SCHOOL: Staff Professional Development**
September 28	**School Resumes**

OCTOBER 2022

October 5	**Yom Kippur**
October 6	**Coffee and Conversations-In Person 8:30am**
October 10	**NO SCHOOL: Indigenous People's Day**
October 12	K-8 Trimester 1 Progress Reports
October 12	Latinx Heritage Month Celebration
October 18	K-2 Fall Field Trip Day
October 20	3-4 Fall Field Trip Day
October 26	**Literacy Day Parade**
October 31	**NO SCHOOL: Staff Professional Development**

NOVEMBER 2022

November 1	**K-1 Jar IA**
November 3	**Coffee and Conversations-Virtually via Zoom**
November 8	**KIPP IN SESSION** (DOE schools closed)
November 11	**KIPP IN SESSION** (DOE schools closed)
November 12	**Family Fun Day/Book Fair**
November 16	K-4 Math IA
November 18	K-8 End of Trimester 1
November 21-25	**NO SCHOOL: Thanksgiving Break**
November 28	**NO SCHOOL: Staff Professional Development**
November 29	School Resumes. K-8 Trimester 2 Begins

DECEMBER 2022

December 1	Coffee and Conversations-In Person 8:30am
December 7	K-8 Trimester 1 Report Card Conferences (Dismissal will be at 1:30pm)
December 14	Winter Show
December 21-30	**NO SCHOOL: Winter Holiday Break**

JANUARY 2023

January 2-3	**NO SCHOOL: Winter Holiday Break**
January 4	**K-8 NO SCHOOL: KIPP NYC K-8 Staff Professional Development**
January 11-12	**3-4 Math IREADY**
January 12	**Coffee and Conversations-Virtually via zoom**
January 16	**NO SCHOOL: Martin Luther King Jr. Day**

FEBRUARY 2023

February 2	**Coffee and Conversations-In Person 8:30am**
February 8	100th Day of School Celebration
February 8	K-8 Trimester 2 Progress Reports
February 15	Friendship Dance
February 17	Black History Month Celebration
February 20-24	**NO SCHOOL: Mid-winter Break**
February 27	K-1 Math Counting Jar IA
February 28	3rd- 4th grade ELA IA

MARCH 2023

March 1	3rd- 4th grade ELA IA
March 2	Read Across America/ Pajama Day
March 8	K-4th grade Math IA
March 9	K-4th grade Math IA
March 9	**Coffee and Conversations-Virtually via zoom**
March 10	**End of Trimester 2**
March 13	**NO SCHOOL: Staff Professional Development**
March 14	**Spirit Week:** Math Attire
March 15	**Spirit Week:** Wacky Tacky Day
March 16	**Spirit Week:** Twin Day
March 17	**Spirit Week:** Celebrity Dress Up
March 17	Women's History Month Celebration
March 29	Trimester 2 Report Card Conferences- **(1:30pm Dismissal for Students)**

APRIL 2023

April 3-7	**NO SCHOOL: Spring Break**
April 10-14	KIPP In Session (DOE Schools are CLOSED)
April 13	**Coffee and Conversations-In Person 8:30am**
April 19-20	**3-4 ELA New York State Test**
April 21	**NO SCHOOL: Eid al-Fitr**

MAY 2023

May 2-4	**3-4 Math New York State Test**
May 5	**NO SCHOOL: Staff Professional Development Day**
May 11	**Coffee and Conversations-Virtually via zoom (Last one for the school year)**
May 12	Mother's Day Celebration
May 17	T3 Progress Reports
May 19	4th grade EOY Parent Meeting
May 19	AAPI Month Celebration
May 24	Field day
May 29	**NO SCHOOL: Memorial Day**

JUNE 2023

June 7	K-4 Math IA
June 8	3rd & 4th grade I Ready Assessment
June 10	Carnival/Book Fair
June 14	Perfect Attendance Celebration
June 14	4th Grade Dance
June 19	**NO SCHOOL: Juneteenth (observed)**
June 21	K-3 Awards Ceremony
June 22	Moving Up Ceremony

***Please note all events and Staff Professional Development days are subject to change. If they do, we will send an email/memo home.**

Student Arrival & Dismissal

Arrival

Students and families must remain outside the building until 7:45 AM. Students must arrive between 7:45AM to 8:00 AM. All students will enter the school through the Main Entrance. Students arriving after 8:01AM are considered tardy. Visitor access is still limited in our building, any tardy students will be greeted at the door by Security and/or an Operations team member, and escorted to their classroom.

Dismissal

On Monday, Tuesday, Thursday, and Friday, families are responsible for picking up students promptly at 4:00 PM. On Wednesday, the school day ends at 1:30 PM. Kindergarten students will be dismissed from their classroom. 3rd & 4th graders will be dismissed from the Main Entrance. 1st & 2nd graders will be dismissed from the B- Level .

In the event of inclement weather, we will participate in an indoor dismissal. Kindergarten students will be dismissed from their classrooms, we ask that parents enter through the Main Level entrance doors, 10 individuals at a time in order to maintain social distance. 1st grade will be dismissed from the B-Level, we ask that parents enter through the B-Level entrance doors 10 individuals at a time in order to maintain social distance. 2nd grade students will be dismissed from the C-Level. We ask that parents enter through the C-Level entrance doors 10 individuals at a time in order to maintain social distance. 3rd grade & 4th grade students will be dismissed from the main entrance. Fifteen minutes after dismissal, remaining students will be taken to the Cafeteria for Late Pick-Up.

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

If your child remains at school for more than one hour after dismissal time on any school day, KIPP Academy Elementary School reserves the right to take the following actions, at our discretion:

- Per NYC Department of Education policy, a member of our staff may call the New York City Police Department and ask an officer to escort your child to the police station. Your child will then remain at the police station until you pick him/her up.
- Report chronic lateness to ACS.

School Closings / Class Cancellations

In the rare event that Remote Learning courses are canceled, we will alert you via email, text, and phone. Additional updates can be found at www.KIPPNYC.org.

SCHOOL POLICIES AND PROCEDURES

Dress Code

Uniform

All KIPP Academy Elementary School students are required to come to school in uniform. The KIPP Academy Elementary School uniform will be the Red KIPP polo (tucked in), navy blue slacks or skirt (or KAES jumper) and plain brown/black belt (without any buckles or design).

- Students must wear a KIPP uniform polo shirt every day, except Friday when they can wear a KIPP t-shirt. Their KIPP shirts must be fully visible at all times within the building. Solid color white, red, or navy blue Long sleeve shirts may be worn underneath KIPP shirts.
- All KIPP shirts are to be tucked in and worn appropriately.
- All pants must fit around the waist.
- Belts are required (all black, all navy, or all brown) and should be of appropriate size and nature (i.e. no large-faced images or symbols which may pose as a distraction).
- Students may wear all white, red, black or navy blue socks only.
- Tights must be all white, red or navy blue.
- Students may not wear jeans to school, except on Fridays, special occasions and field trips (determined by school staff) ONLY Blue or Black NO rips.
- Students may not wear jogging pants, sweat pants or athletic shorts.
- Students may not wear sleeveless or cut -off shirts, blouses or dresses.
- Students may not wear skirts that are inappropriately short (more than 3 inches above the center of their knee) or that have inappropriately long slits (above their knees). Students are required to wear shorts or tights under their skirts as the students sit on the carpet a lot.
- Students may not wear hats, caps, do-rags or other head coverings in the school (except in the case of religious observance).

- For safety reasons, the following jewelry will not be permitted at KIPP Academy Elementary School: necklaces (unless tucked inside of shirt), chains, chokers, multiple finger rings, excessive bracelets, and dangle earrings. Earrings should not hang from the earlobe (studs are permitted). PLEASE NOTE: Any jewelry that becomes a distraction/poses a safety issue will be taken from students and returned directly to family members.
- Students must wear sneakers to school each day. Sneakers should not have wheels, heels, or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels**.** Students cannot wear crocs or ugg slippers. In the event that students wear rain boots/snow boots to school due to bad weather, please ensure that they come to school with a change of shoes.

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

- Expensive jewelry or large sums of money should not be brought to school. If it is necessary for students to carry more than $20, the money should be given to a teacher for safekeeping.
- The following items may not be brought to school: iPods/iPads, or radios of any kind and electronic toys (PSP's, Gameboys, etc.).

Monday-Thursday

Tops:

- All students must wear the appropriate red short or long sleeve polo from Lands' End or any vendor with the logo patch.
- **KAES** cardigan may be worn over any polo at any time (You may purchase from Lands' End)
- All KIPP polo's must be tucked in at ALL TIMES
- If students wear a long sleeve shirt under their short sleeve polo it must be a solid white, red or navy blue **only**
- Students may not wear sleeveless or cut-off shirts, blouses or dresses

Bottoms:

- Navy blue pants or shorts (shorts may only be worn if the weather is 85 degrees). *May purchase from any vendor.*

· Navy blue skirts (shorts **must** be worn under all skirts). *May purchase from any vendor.*

- Girls may wear the navy blue Lands' End jumper or place a patch on a navy blue jumper.
    - All skirts and shorts must be knee length and shorts must be worn underneath.

Shoes:

- Students may wear **ANY COLOR** shoes or sneakers to school. Sneakers should not have wheels or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels.
- If the student does not know how to tie their shoes, they must have **velcro or slide on shoes**. If students are hurt due to untied shoelaces, **KAES will not be liable**
- Snow/rain boots may be worn, but must be changed once a student arrives at school.
- Shoes that expose toes, heels, and wedges are **not** permitted

Socks:

- All white, red, black or navy blue socks only
- No designs on socks or tights
- Girls tights must be all white, red or navy blue

Friday- Dress Down Day

- Students may wear the regular uniform red polo and navy blue pants or skirt
- Any KAES t-shirt
- Jeans: ***only Blue or Black*** **(no rips, no holes, or designs)**
- Uniform shorts ***navy blue*** only, jeans shorts ***blue or black*** only. Shorts must be at least **knee length**, **no rips, no holes**, **or designs.**
- KAES Hoodies
- College shirt
- **NO SWEAT PANTS, TRACK PANTS or LEGGINGS.** If worn a parent will be called to bring in appropriate pants. If a parent cannot cone, student will have lunch and recess detention.

Accessories:

For safety reasons the following applies-

- Only small short chained necklaces that can be worn under students shirts
- Studded earrings only (no hoops or large earrings may be worn)
- No bracelets may be worn
- No rings
- Nail polish that is distracting. If the polish becomes a distraction it will be removed by office staff
- No fake nails, hair clips, no hats, caps, do-rags, or other head covering in school (except in the case of religious observance)
- No make-up, contacts, or hair with multiple colors. (Students may use colorless lip moisturizer. As with any items, these may be taken away for inappropriate and excessive use)

Uniform vendor

1. **Lands' End**

Preferred School Number: 900183104

Online: Go to landsend.com/school and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900183104). Start shopping with your personalized product checklist.

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900183104, grade level and gender. Their team of consultants are available 24/7 for assistance.

2. **Logo Patch sold onsite at the school**

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 uniform 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, and may result in additional consequences such as detention or suspension.
- Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.
- Students may not wear skirts that are inappropriately short (more than 3 inches above the center of their knee) or that have inappropriately long slits (above their knees). Students are encouraged to wear shorts or tights under their skirts as the students sit on the carpet.
- Students must wear sneakers or shoes to school each day. Sneakers should not have wheels or lights as they are distracting and unsafe. Students cannot wear shoes that show their toes or heels. We recommend Velcro shoes for students who have not yet learned to tie shoelaces.
- Students may not wear Crocs.
- All students must keep an extra change of clothes at school (uniform tee shirt, pant, socks and underwear in a labeled bag) in case of a spill or bathroom accident

Cell Phones

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

Students may not use their cell phones out during the school day unless otherwise noted by the school. If a student's cell phone becomes a distraction to the student and/or to the learning environment, the phone may be confiscated immediately and an additional consequence may be assigned. KIPP Academy Elementary 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. The school may return the phone upon dismissal for the first infraction, but multiple violations of this policy may require a parent/guardian to come to the school to pick it up and may result in escalating consequences.

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

Food Services

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

Lunch will be provided Monday – Friday for all students in grades K-8 at no cost. Families are encouraged to send a bag lunch, if your child frequently chooses not to eat the school lunch offered. The school will be unable to assume responsibility for refrigerating or warming lunch brought from home.

In terms of other foods/beverages that are permitted at school, students are required to bring water, and encouraged to bring 100% juice, fruits, and healthy snacks. Any unhealthy food or beverage options (i.e. cookies, coffee, hot chocolate, donuts, soda, drinks that are not 100% juice, etc.) are not permitted.

Lastly, please inform the school if your child has any food allergies. We also ask that you inform the school if your child will not eat the school breakfast and/or lunch on a regular basis.

Transportation

Transportation services that are available to families vary by school, and by each child's eligibility for those services. At KIPP Academy Elementary, the following transportation services are available:

- MetroCards are distributed by your school for use on MTA subways & non-express buses.
- Students who are Temporarily Housed (including Homeless and Foster Care) students in temporary housing in grades K-6 (or 7-8 with an IEP but no recommendation for transportation) are eligible for busing to school. Parent(s)/Guardian(s) are entitled to receive a Metro Card (distributed by your child's school) to accompany your child to and from school. Speak to your shelter staff or the DOE's Regional Manager for more information on the process: https://www.schools.nyc.gov/school-life/special-situations/students-in-temporary-housing

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment. The chart below highlights available transportation for your student based on the distance your family lives from the school.

Grade Level	Students living less than 0.5 mile	Students living between 0.5 mile but less than 1 mile	Students living 1 mile or more, but less than 1.5 miles	Students living 1.5 miles or more
Grades Kindergarten, 1, and 2	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard

Grades 3-6	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 7-12	Not Eligible	MetroCard only	MetroCard only	MetroCard only

Student MetroCards

Schools distribute student MetroCards to eligible students at the beginning of each semester and as needed during the school year.

- Student MetroCards are different from "regular" MetroCards sold to the public
- Good for three trips each school day; allowing a student to travel to school, from school to an after-school activity, and from that activity to home
- Only to be used by the student to whom it was assigned
- For traveling to and from school and school-related activities between 5:30AM and 8:30PM
- For traveling only on days when the student's school is open for classes
- Valid for one school semester

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

School Bus Transportation

We believe that "our children are always ours" and we take their safety seriously even when they are not in the school building. KIPPsters are expected to be positive members of their communities, even when their families and teachers are not present. We appreciate your support in recognizing that the bus and the subway are important times to think about safety. In the event that there are safety issues with any students traveling to or from school, we will consider any action necessary to keep our children safe. In some cases, we may ask for families to pick up or drop off their children at particular times. We understand this decision might create travel difficulty for you; however, we need every student to adhere to behavior expectations for their own safety as well as the safety of everyone else. Disciplinary actions may occur even though the students are not on school property. The KIPP NYC Code of Conduct applies to behavior while traveling on vehicles provided by the New York City Department of Education or the City of New York and on other-than-school property when such behavior negatively affects the educational process or to endanger the health, safety, morals or welfare of the school community.

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 Mrs. Brito if you have any concerns.

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

Student Enrollment

Every year, beginning in December, KIPP Academy Elementary School will begin accepting applications for our [Kindergarten – 4th 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 7 as a 2nd priority. The lottery will be held in April.

ENROLLMENT FORMS

Upon enrolling at KIPP Academy Elementary School, the following documents must be submitted for each student to Ms.Ovalles:

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

Field Lessons

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

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

Chaperones

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

HEALTH AND SAFETY

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

Emergency Contact Information

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

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

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

The School is committed to providing an orderly, respectful environment; therefore, it is necessary to regulate public conduct on school property and at school functions.

Closed Campus

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

Family Emergencies

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

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 the 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.

Medical emergencies

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

Fire Safety & Evacuation Procedures

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

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

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

Reunification Procedures

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

1. Come to the designated pick-up site identified in the communications from the school or KIPP NYC.

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

In the event of an evacuation and we are unable to return to the school, our primary reunification area are:

1. Cardinal Hayes High School
    a. 650 Grand Concourse, Bronx, NY 10451
2. Calvary Deliverance Christian Assembly
    a. 737 Concourse Village W, Bronx, NY 10451

Emergency Communications Protocol

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

Impact Level	Response
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

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.

Families' roles in emergency procedures

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

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

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 2022-2023 school year:

VACCINATIONS	Pre-Kindergarten (Child Care, Head Start, Nursery, 3K or Pre-k)	Kindergarten – Grade 5	Grades 6 – 11	Grade 12
Diphtheria, tetanus and pertussis (DTaP)	4 doses	5 doses **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	3 doses	
Tetanus, diphtheria and pertussis booster (Tdap)			1 dose (at or after age 11 years)	
Polio (IPV or OPV)	3 doses	4 doses **or 3 doses** if the third dose was received at age 4 years or older		
Measles, mumps and rubella (MMR)	1 dose	2 doses		
Hepatitis B	3 doses	3 doses	3 doses **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	
Varicella (chickenpox)	1 dose	2 doses		
Meningococcal conjugate (MenACWY)			**Grade 6:** Not applicable **Grades 7 – 11: 1 dose**	2 doses **or 1 dose** ONLY if the first dose was received at age 16 years or older
Haemophilus influenzae type B conjugate (Hib)	1 to 4 doses Depends on child's age and doses previously received			
Pneumococcal conjugate (PCV)	1 to 4 doses Depends on child's age and doses previously received			
Influenza	1 dose			

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. **All KIPP NYC students must be up-to-date with their immunizations in order to attend school.**

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

Student Medication

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

Important Notes:

- Medication may not be given without the completion of the Medication Administration Form (MAF), which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol and other over-the-counter medicines. Staff at the school are NOT authorized to administer medication.
- The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their book bags. Adults should bring the medication to the nurse. For further information on medication or any health related issues, please contact Ms. Ovalles.
- 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. Jimenez know.
- Please notify Ms. Jimenez or Ms. Ovalles if your child has any food allergies, so that we provide your child with the necessary accommodations.

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

Privacy

KIPP NYC Schools respects the right to privacy of any student who has a communicable disease, including COVID-19. All student records or information regarding communicable diseases will be confidentially maintained by each school's Director of Operations and Principal. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to classmates, school staff, and the greater school community.

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 Academy Elementary School 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 Mrs. Brito.

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.

If you would like additional information about KIPP NYC's Disciplinary Policy and procedures, we welcome you to reach out directly to Mrs. Brito..

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 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 Ms. Jones.

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 KIPP Academy Elementary School.

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/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. 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.

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 student with an IEP or a student who receives 504 accommodations, Academy Elementary 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 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.

Dignity For All Students Act (DASA)

KIPP Academy Elementary School 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 for any civil liberty. 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 restorative 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.

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.

Title IX

KIPP, NYC is committed to the Equal Access Act which ensures that schools treat all student-initiated groups equally, regardless of the religious, political, philosophical, or other subject matters discussed at their meetings. Its protections apply to groups that address issues relating to LGBT students and matters involving sexual orientation and gender identity, just as they apply to religious and other student groups.

With respect to all restrooms, locker rooms, or changing facilities, students shall have access to facilities that correspond to their gender identity. Schools may maintain separate restrooms, locker rooms or changing facilities for male and female students, provided that they allow all students equal access to facilities that are consistent with their gender identity. Transgender and nonbinary students should determine which facilities they feel safest and most comfortable using and any student who is uncomfortable using a shared gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative.

Student Name Changes

All students need a safe and supportive educational environment to progress academically and developmentally. KIPP is committed to fostering a safe learning environment for all students, free from discrimination and harassment on the basis of sex, gender, gender identity, gender expansiveness, and gender expression.

Any student, regardless of their age, may request to be referred by a name other than their legal name and by preferred pronouns. The student is not required to change their name legally or obtain the consent of their parent/legal guardian. However, parental/legal guardian notice is recommended, unless parents/legal guardians are not supportive of the change or notification could be harmful to the student.

A meeting will be held with the student and parent/legal guardian, if applicable, to develop a plan to determine how to disseminate information about the student's new identity. The student will then be referred by their chosen name and preferred pronouns.

Records

If a student has officially changed their name, as demonstrated by court order or birth certificate, KIPP will change its official and unofficial records, as needed, to reflect the change.

If a student has not officially changed their name, but wishes to be referred to by a different name that corresponds to their gender identity, KIPP will process the name change request in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) pertaining to the amendment of education records, upon request of the student's legal guardian(s), or upon request of the student if the student is an "eligible student" (i.e., if the student is emancipated from their legal guardian(s) or is age 18 or older or is attending a postsecondary educational institution). However, absent a request from a student's legal guardian(s) or eligible student to amend the student's education records, KIPP may create or

change unofficial records (e.g., student-facing documents, names on bulletin boards, nametags, field trip chaperone lists) to reflect the name and gender identity that the student consistently asserts at school.

Any student identification cards will be issued with the name reflecting the gender identity the student consistently asserts at school.

On state standardized tests, certain reports to the New York State Education Department, and when necessary to ensure appropriate and coordinated access to state or federal benefits plans or programs, KIPP will use the student's birth name and biological sex.

To the extent necessary to provide appropriate medical care to students and to coordinate care for students with other health care professionals or licensed medical professionals, student medical records should include the student's birth name and biological sex. Medical records should be kept separately from other student records and should only be used and/or accessed when necessary.

KIPP will maintain records with the student's assigned birth name and gender in a separate, confidential file.

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:

- 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;
- Posting, sending, or displaying photos and videos without consent;
- 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 Online Learning Policy

Although we are returning fully to in-person learning, KIPP NYC will be utilizing Zoom Pro, Canvas, Clever and other online services and educational tools to support students in class and outside of class as a continuation of our educational program. Students may participate virtually in online learning activities, communicate with classmates, teachers, and other school employees, and receive other support services. Students will have access by using their school-issued email address or other credentials provided by KIPP NYC.

The rules and responsibilities of the student apply online just as they do for in-person learning. 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. Online 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 any online learning activities. 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.

KIPP Academy Elementary School may conduct additional online support 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 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.

In the event of any online 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 capabililities, 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 may employ online learning programs including 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 educational 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 any online learning opportunities 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.
- 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

As a Title I Schoolwide LEA and school, each KIPP NYC school implements a Parent/Family & Guardian Involvement Policy in adherence to the federal Every Student Succeeds Act (ESSA), offering programs, activities and procedures for the involvement of parents and guardians 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 KIPP Academy Elementary School with the consultation of parents and guardians.

We welcome active parent/family and guardian involvement in our school community. KIPP NYC schools believe strongly that an effective school requires the active involvement of 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 guardians can expect:

- Timely information about Title I programs. School staff will keep parents and guardians 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 or guardian 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 and guardians will receive this information at the annual Title I meeting, the annual curriculum night, and/or the annual orientation for caretakers 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 or guardian meetings as requested and is feasible.

A copy of KIPP Academy Elementary School 's complete Parent/Family & Guardian Involvement Policy can be obtained by contacting the Main Office at 718-943-3737 or reaching out to any of our Operations Team members.

Additionally, the Every Student Succeeds Act (ESSA), requires school districts that receive federal Title I funding to notify parents and guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, KIPPAcademy Elementary School will provide you with this information in a timely manner if you request it. Please feel free to contact the school at 718-943-3737 if you wish to receive this information or if you have any questions.

McKinney-Vento / Services to Students in Temporary Housing

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 has the option to 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.

Professional Boundaries

We take safety seriously. As a result, it is critical to understand the appropriate boundaries between staff and students. Accordingly we have policies that address child abuse in an educational setting, how to report abuse, and appropriate social media and online communications between staff and students. A full explanation of these policies can be found online on the KIPP NYC Website.

Mandated Reporters

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP Academy Elementary 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 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. Staff must also refer students to the Principal/MD if they exhibit signs of hurting themselves or others.

Complaints Submitted To The Board Of Trustees

Any parent/guardian may bring complaints to the Board of Trustees of KIPP Academy Charter 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 Academy Charter School 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 Elementary School, KIPP AMP Middle School, KIPP Beyond Middle School, KIPP Inquire Elementary School, KIPP Affirm Middle School, KIPP Elements Primary School, KIPP All Middle School, KIPP Freedom Elementary School, KIPP Freedom Middle School, KIPP Infinity Elementary School, KIPP Infinity Middle School, KIPP NYC College Prep High School, KIPP STAR Harlem College Prep, KIPP STAR Harlem Middle School, KIPP Washington Heights Elementary School and KIPP Washington Heights Middle School, 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).