



2023 - 2024

Student & Family Handbook

201 E 144th St

Bronx, NY 10451

Tel: 212-991-2626

Fax: 347-862-9679

Email: collegeprep@kipnyc.org

www.kipnyc.org

Dear KIPP NYC Families,

The new school year always brings excitement for the road ahead. This year marks my sixteenth year at KIPP NYC, and as I take on my new role as Chief Executive Officer, I've never had more optimism and confidence in our future together. We have an incredibly talented and diverse staff team, which includes over 10% of our staff team who are KIPP NYC alumni. We believe in the spirit of team and family, and we believe in the importance of community, and having alumni in the classroom teaching students is another way we live out our mission and ensure your children are in the best hands as we support them to navigate the world.

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. Our promise to you is to support all our students to reach their fullest potential and live choice-filled lives.

Last year, this handbook emphasized our commitment to elevating student and family voice, becoming a more restorative system, and continuing our work to be anti-racist educators. We are continuing to move forward this year in the same spirit and strive to live up to these principles and values.

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,

Alicia Johnson

Chief Executive Officer, 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 NYC College Prep Mission

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

School History (“Our Beginning”)

In August 2009, KIPP NYC College Prep opened its doors to serve students graduating from KIPP middle schools who are seeking a rigorous, college-preparatory high school program. Our high school builds on the key elements of our successful elementary and middle schools, including more time in school, a focus on student achievement and results, highly qualified and committed faculty, strong teamwork of families, students and teachers working together, and a school culture that supports learning and success.

KIPP NYC College Prep High School is part of KIPP NYC, which currently serves over 4,800 students at eight elementary schools, nine middle schools, and our high school, as well as 1,200 alumni and counting via our alumni support program, KIPP Forward.

Our Name

Our name, KIPP NYC College Prep, signifies one of our primary objectives as a school – to develop the academic and character skills necessary to attain a college degree. Currently the majority of teenagers from New York City never attend college, and many of the NYC students who do start college never finish. By naming our school KIPP NYC College Prep, we refuse to accept that most New York City students are not prepared to start and finish college. Our belief is that every KIPPster can earn a college degree, which is one major key to being self-sufficient, successful, and happy in our competitive world. Our goal is to have our students go and graduate from college.

Our Motto

KIPP NYC College Prep’s motto translates to "I am still learning." Michelangelo, the great Italian Renaissance artist that created such masterpieces as the painted ceiling of the Sistine Chapel and the sculpture of David, spoke these words in his eighty-seventh year, at a time when he was considered a master of his craft. *Ancora Imparo* exemplifies KIPP NYC College Prep’s lifelong learning philosophy, in which our students and faculty constantly seek to learn new things, challenge their thinking, practice their skills and develop themselves. Like Michelangelo, we are motivated to become better tomorrow than we are today.

Our Crest

The school crest stands as the visual representation of our values and philosophy. Our students wear our crest with pride on their school uniforms, and it is the first thing colleges see when they read our recommendations. The key elements of our crest are the laurel wreath, an open book, our motto, and the date of our school’s founding. The laurel wreaths symbolize perseverance and victory. The open book symbolizes the sharing of knowledge and the importance of curiosity. It is our strong belief that we all learn from each other and that one day our students will become the teachers of the next generation. Additionally, the quest for knowledge is as important as having knowledge. We plan to help students become lifelong learners by fostering a sense of curiosity that extends beyond the school walls. We will drive our students to question the world around them and find better answers to today’s problems.



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 **XX A.M. (Mon. - Fri.)** and remain available until **XX P.M. (Mon. - Fri.)**
- We will teach KIPP every day of the extended school year, which begins on August 28.
- 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/guardians, 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 extended school year, which begins on August 28.
- 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 pursuant to the KIPP NYC Code of Conduct.

STUDENTS' COMMITMENT

I fully commit to KIPP in the following ways:

- I will attend KIPP every day of the extended school year, which begins on August 28.
- 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/guardians, 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 a KIPPster to lose various KIPP privileges and can lead to administrative consequences pursuant to the KIPP NYC Code of Conduct.

FAMILY COLLABORATION

PARENT/FAMILY & GUARDIAN INVOLVEMENT

KIPP NYC College Prep is committed to partnering with students' families and guardians to co-create a positive community experience. At KIPP NYC College Prep the forum where school staff and families/guardians partner is called KIPP Family Association. The mission of the KFA 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 NYC College Prep Community.

FAMILY & GUARDIAN COMMUNICATIONS

KIPP NYC College Prep seeks to remind all families that our Student & 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 the operations team 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
- [2023-24 KIPP NYC Calendar](#)
- Emails from KIPP NYC Leadership

Our school page <https://kipnyc.org/school/kipp-nyc-college-prep/> includes links to important documents, contact information, and describes the school's program.

We also communicate with parents and guardians via email and text emails using dean's list, one call, and Swiftk12. Communications may come from our staff members or KIPP NYC regional leaders. *One Call Now* 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, 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 NYC College Prep. Below is a quick list of common topics and to whom you should direct your questions.

Name	Title	Phone Number	Email
Mrs. Samuels	Principal	917.846.8354	msamuels@kipponyc.org
Ms. De Pesa	Assistant Principal of Teaching and Learning	917.279.3370	bdepesa@kipponyc.org
Mrs. Martinez	Assistant Principal of Students	917.697.8999	cmartinez@kipponyc.org
Mr. Fields	Assistant Principal of 9th Grade Academy	917.263.1628	tfields@kipponyc.org
Mr. Chen	Senior Director of Operations	917.658.9353	hchen@kipponyc.org
Mrs. Campbell	Director of Social Work and Counseling	917.453.8741	scampbell@kipponyc.org
Mrs. Cathcart	Dean of Instruction and Coaching of STEM	917.209.9051	ncathcart@kipponyc.org
Ms. Escajeda	Director of Humanities	646.832.0131	tescajeda@kipponyc.org
Ms. Meyer	Director of Academics and Data Systems	646.707.4248	emeyer@kipponyc.org
Mr. Santos	Director of Academic Intervention and Strategic Engagement	646.856.4479	rsantos@kipponyc.org
Ms. Woods	Director of Lower School	917.921.6580	awoods@kipponyc.org
Mr. Hillery	Director of Communications and Special Projects	917.227.8460	ilhillery@kipponyc.org
Ms. Machado	Director of Operations (Gerard Campus)	646.939.5861	gmachado@kipponyc.org
Ms. Castro	Director of Operations (144th St Campus)	917.565.0512	ycastro@kipponyc.org
Ms. Navarro	Principal in Residence	917.548.6093	gnavarro@kipponyc.org
Ms. Muschenborn	Director of Teaching and Learning: Leader Development	443.677.8555	cmuschenborn@kipponyc.org

EDUCATIONAL EXPECTATIONS

GRADING SYSTEM

Academic Expectations

KIPP NYC College Prep sets our special College Prep Diploma graduation requirements to exceed the New York State requirements (22 credits and a 65 passing for both courses and Regents Exams) based on the belief that students meeting our higher standards will be prepared to successfully enroll and pass entry-level college courses by graduation, without remediation.

To receive our College Prep diploma, students must successfully complete a minimum of 24 credits (1 credit = 1 year) consisting of the courses below, as well as pass five New York State regents Exams (Science, Math, English, Global History and US History) with a 75 or above.

Courses	Number of Credits Required
English & Language Arts	4
Mathematics	4
Science	4
Social Studies	4
Language other than English (LOTE)	3
Visual & Performing Arts	1
Physical Education	2
Health	0.5
College Prep Electives	1
Electives of Choice	0.5

Quarterly Grade Reports

KIPP NYC College Prep issues report cards on a quarterly basis. Report cards will be directly linked to KIPP NYC College Prep's standards. The grading scale is based on the students' mastery of the content standard. Family-Teacher Conferences will be held virtually or in-person for each report card. Progress reports will be also provided to parents at the midpoint of each quarter to update them on their child's academic progress. Progress reports provide a detailed picture of a student's academic performance based on assignments and assessments administered in a given period. Grades can also be viewed at any time in PowerSchool Student and Parent Portals.

	Timing	Report Card Nights
Quarter 1	Sept – Nov	Nov. 16th
Quarter 2	Nov – Jan	Feb. 15th
Quarter 3	Jan – Apr	April 18th
Quarter 4	Apr – Jun	Report Card Emailed Home

Grading Scale, Grade Point Average (GPA) and Earned Credits

A grade point average (GPA) is a calculated average of the letter grades a student earns in school following a 0 to 4.0 scale. Every semester, students receive a GPA based on the grades he/she earned in all of their classes during that semester.

Throughout high school, students also maintain a cumulative GPA, which is an ongoing average of all their semester one and two grades beginning with freshman year. Colleges use this number to measure their overall performance in school and compare them to other prospective students.

We know that in order to be competitive candidates for colleges, students must maintain the highest GPA possible. In signing the Commitment to Excellence, students agree:

- *To maintain a Grade Point Average of **2.5 or higher** in all of my classes. I will take the most challenging courses I can, including Advanced Placement (AP) and Honors classes. If my GPA falls below 2.5, I will seek out additional help from teachers, staff and teammates.*

Letter Grade	GPA	Description
A (93-100)	4.0	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
A- (90-92)	3.67	
B+ (87-89)	3.33	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
B (83-86)	3.0	
B- (80-82)	2.67	
C+ (77-79)	2.33	Students receiving a C are meeting minimum requirements, and may need to develop significant skills.
C (73-76)	2.0	
C- (70-72)	1.67	
F** (67-69)	1.33	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.
1.00		F F (0-64) 0.0
		F* (60-66)

At KIPP NYC College Prep, students must receive a grade of C- (70) or higher in order to receive credit for a class. Any grade of 69 or below is considered a failing grade and receives an F on the transcript. However, grades of 60-69 do receive grade point average credit, as indicated above.

KIPP NYC College Prep uses a cumulative weighted and unweighted GPA system. The unweighted GPA is based on a 4-point scale, while the highest achievable weighted GPA is 4.66. In calculating the weighted GPA, we award 1 additional point for Advanced Placement classes, 0.75 additional points for SUPA classes, and 0.5 additional points for Honors level classes. The weighted GPA determines the class rank.

We calculate course credit value into the grade point average as well; classes that earn a 0.5 credit receive half the weight of our typical 1 credit course, and classes that earn 2 credits receive twice the weight of our typical 1 credit course. Pass/ Fail grades are not factored into the grade point averages. Each quarter is weighted 21%, with an additional 6% for the midterm and 6% for the final.

Assessments and Exams

At KIPP NYC College Prep, students will be assessed in their classes in various ways. Classroom teachers will use class work, homework, participation, conduct, papers, projects, presentations, tests/quizzes, and major exams at the end of each semester to determine each student’s grade. Unit assessments, tests, quizzes and/or essays will count for at least 50% of a student’s grade.

As the vast majority of colleges use final exams, at the end of each semester KIPP NYC College Prep students will have a mid-term and final exam or paper/project in all their core academic classes. If a course includes a NY State Regents or Advanced Placement Exam, these tests may replace a final exam.

Credit Requirements for Promotion

Students earn 1.0 credit for passing a year-long class, and half a credit (.5) for passing a semester-long class.

To be promoted from 9th to 10th grade:

- Students must have earned 4.0 credits.

To be promoted from 10th to 11th grade:

- Students must have earned a minimum of 10.0 credits.
- Students must have at least 2.0 credits in Global History.
- Students must have at least 2.0 credits in English.

To be promoted from 11th to 12th grade:

- Students must have earned a minimum of 15.0 credits.

Graduation Requirements

KIPP NYC College Prep offers five different diplomas:

KIPP NYC College Prep Advanced Regents Diploma

24 credits plus 9 NYS Regents exams with 5 exam scores being 75 or higher.

Honors diploma offered for Regents scores averaging 90 or higher

KIPP NYC College Prep Regents Diploma

24 credits with scores of 75 or higher on 5 NYS Regents exams

Honors diploma offered for Regents scores averaging 90 or higher

Advanced Regents Diploma

22 credits with scores of 65 or higher on 9 NYS Regents exams

Honors diploma offered for Regents scores averaging 90 or higher

Regents Diploma

22 credits with scores of 65 or higher on 5 NYS Regents exams

Honors diploma offered for Regents scores averaging 90 or higher

Local Diploma

22 credits with scores of 55 or higher on 5 NYS Regents exams

Only selected students with Individualized Education Plans approved by KIPP's special education department and the NYC Committee on Special Education are eligible for the Local Diploma.

Academic Support Program

KIPP NYC College Prep is committed to providing every opportunity for students to succeed academically and to develop the skills necessary for higher education. Students may receive 1:1 teacher tutoring by appointment with their teacher. All

students have access to laptops at school with Internet access, which they can use for class assignments and academic research. Please contact your counselor for more information on academic support services.

Advisory Program

All KIPP NYC College Prep Students are part of an advisory cohort for all four years of their high school experience. Beginning in their freshmen year, students are grouped with 15-20 peers and 1-2 staff members. These groups stay together during their high school journey and meet weekly over the course of their high school career to discuss issues relevant to our students. Discussion points include habits for academic success, social justice, equity and diversity, school spirit, community issues, college and career exploration, and personal goal setting and growth. Advisors are an excellent contact person for families who may have questions or concerns about their child or about upcoming school events.

Summer School

One of the goals of KIPP NYC College Prep is to prepare our students for the academic rigor necessary to be successful in college. In keeping with our goal, it is our policy to inform parents and guardians when their child is not meeting expectations in their classes and work with you to develop solutions. If a student fails a class, they may not earn the requisite credits to advance to the next grade level. Summer school is an opportunity for students to make up a limited number of credits towards their graduation requirement and become academically prepared and eligible for future classes.

Summer school dates will be released as soon as the State releases August Regents Exam dates. Summer school hours typically consist of classes from Monday through Thursday between 8:30am and 1:00pm.

Summer school may be required for the following reasons:

- Failed the course(s) with a grade between 60 and 69
- Scored less than a 65 or the college ready score in ELA or Math, on one of the 5 major NYS Regents, but passed the course.

Note: Students with a grade below 60 or with less than 80% attendance in the class will not be eligible for summer school in that class.

HOMEWORK

A key part of the educational program of KIPP NYC College Prep is the homework that every KIPPster will receive every night. Homework must be completed before it is due. Students will not be allowed to complete homework during breakfast unless given explicit permission by their teacher. No student is excused from any assignment without the permission of their teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. If the student is unable to contact their teacher for some reason, they must bring a written note from their parent/guardian.

There are many points we review with students. Below are constant messages we send to our KIPPsters as we reinforce the importance of homework. Please review with your child and continue to reinforce accurate, thorough and timely completion of homework. As always students can call teachers with homework questions.

- Because we are committed to our mission of preparing our students for high school, college and career, and the world beyond, we strongly emphasize the accurate and thorough completion of homework. Homework helps students continue to develop grit, self-control, desire, discipline and dedication – all of which are important tools for success.

SERVICES FOR STUDENTS WITH DISABILITIES

KIPP NYC College Prep is committed to serving all students with exceptionalities. We offer Integrated Co-Teaching (ICT) classes in core content areas for ELA and Math, as well as small-group intervention (Special Education Teacher Support Services, SETSS) in ELA and Math. We also have social workers on our staff who provide mandated counseling services to those students who need them. We work closely with the Department of Education to implement all related services on a student’s Individual Education Plan (IEP), including speech and language therapy, occupational therapy, physical therapy, hearing or vision therapy, and paraprofessional support. Families are encouraged to contact their school’s Director of Student Support Services to discuss their child’s IEP, share more about their child’s strengths, areas for growth, and goals, and learn about how the IEP will be implemented.

If you have any questions or require more information regarding our Special Education Services, please contact Laura Taishoff, our Director of Student Support Services. Ltaishoff@kippnyc.org

Counseling Services

KIPP NYC College Prep understands that students may experience personal, social, or family issues that can affect their academic performance. We have made a strong commitment to meet any needs that students and their families may encounter. Each grade at KIPP NYC College Prep will have two full-time social workers or counselors that will help students and families overcome any obstacles that can affect a student's learning. The Counseling team will provide 1:1 counseling sessions as well as running small support groups with students. If a challenge cannot be solved within our counseling team, external partnerships and referrals with other social service agencies and organizations will be made to help find solutions. In an effort to support and educate our students, we provide information, testing and an array of preventative materials. Parents have the opportunity to opt out of any of these services and information.

Services provided by the Counseling Team include:

- Individual Counseling, formal and informal
- Small group counseling and lessons
- Peer Mediation, training and conflict resolution
- Family Counseling upon request and need
- Referral to external medical, social service, and mental health agencies when necessary. Northside Center for Child Development has a satellite office in the school. Please contact your child's counselor if you would like a referral for their services.

If you have any questions please feel free to reach out to Shaqwaya Campbell, our Director of Social Work and Counseling.'

PROMOTION

KIPP NYC College Prep 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 NYC College Prep 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 educationally 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 their work. Students who violate this policy will be subject to consequences consistent with KIPP NYC's discipline policy.

Students who engage in Academic Dishonesty will be required to repair the harm caused to themselves and to their community. The consequences 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 or an alternative assignment may be assigned by the teacher.
- In school detention.
- Parents/Guardians will be notified about educational 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 or an alternative assignment may be assigned by the teacher.
- In-school suspension.
- 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.
- 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 while on campus. Each school offers a set number of Chromebooks to align with the KIPP NYC Chromebook Distribution Standard for the given school year. The curriculum and online assessment requirements dictate the Chromebook Distribution Standard.

In SY23-24, each K-8 school will have one a Chromebook Cart per homeroom class, one Chromebook Cart per science class, and one flex Chromebook Cart for use for other programs as needed at the school. The high school grade levels will have a set number of carts per floor based on curriculum requirements.

The Chromebook Program is an 'on campus' program in SY23-24. If there is a specific circumstance that may require your student to need to use a KIPP NYC Chromebook off campus, please speak to the School Ops team at your child's school. The School Ops team can then request an exception and provide you and your child with a document to review and sign ahead of the student taking responsibility for carrying home a Chromebook.

Students may not use employee devices for Internet or iOS App access due to the requirements of the Children's Internet Protection Act (CIPA) and Protecting Children in the 21st Century Act. If a student is using an employee cell phone to call a parent/guardian, the employee must be present to monitor the usage of the device to ensure that the student is not using the phone for Internet browsing or App Access.

Students must use the Chromebooks and all other Technology Equipment & Services in alignment with the Student Acceptable Use Agreement, which is part of the Enrollment Packet for KIPP NYC Schools. A copy is also included for reference later in this handbook. Violations of the Acceptable Use Agreement may result in revocation of privileges on the hardware, network, or tech services, and/or fee assessment for repair of damaged hardware or systems.

EDUCATIONAL CALENDAR AND SCHOOL DAY

SCHOOL SCHEDULE

144th Street

School will be open for student access from 7:30 a.m. to 5:30 p.m. daily. The academic day goes from 8:15 a.m. to 3:20 p.m., optional breakfast will be served from 7:30 - 8:45 a.m., and there will be extracurricular activities, tutoring and sports team meetings available daily from 3:20 until 5:30 p.m. All students must swipe in with their student ID cards upon arrival in the main lobby. **The school will contact parents or guardians for any student that arrives after 10:30 am.**

Gerard

School will be open for student access from 7:45 a.m. to 5 p.m. daily. The academic day goes from 8:15 am to 3:20 p.m., optional breakfast will be served from 7:45 - 8:10 a.m., and there will be extracurricular activities, tutoring and sports team meetings available daily from 3:15 until 5:00 p.m. All students must swipe in with their student ID cards upon arrival in the main lobby. **The school will contact parents or guardians for any student that arrives after 10:30 am.**

A/B Schedule:

The A/B schedule allows students to have more elective classes, since most electives meet only 2 or 3 days a week. “A” days are two days a week; “B” days are two days a week; and on Mondays, the schedule will rotate between A or B day depending on the week. Most core academic classes meet every day.

144th Campus

Standard Schedule - 144th		
1	8:20 AM	9:09 AM
2	9:13 AM	10:02 AM
3	10:06 AM	10:55 AM
4*	10:59 AM	11:48 AM
5*	11:52 AM	12:41 PM
6*	12:45 PM	1:34 PM
7*	1:38 PM	2:27 PM
8	2:31 PM	3:20 PM

Advisory Schedule - 144th		
Advisory	8:20 AM	8:55 AM
1	8:59 AM	9:43 AM
2	9:47 AM	10:31 AM
3	10:35 AM	11:19 AM
4*	11:23 AM	12:07 PM
5*	12:11 PM	12:55 PM
6*	12:59 PM	1:43 PM
7*	1:47 PM	2:31 PM
8	2:35 PM	3:19 PM

Special Schedule - 144th		
1	8:20 AM	9:00 AM
2	9:04 AM	9:44 AM
3	9:48 AM	10:28 AM
4*	10:32 AM	11:12 AM
5*	11:16 AM	11:56 AM
6*	12:00 PM	12:40 PM
7*	12:44 PM	1:24 PM
8	1:28 PM	2:08 PM

Gerard Campus

Standard Schedule - Gerard		
1	8:15 AM	9:12 AM
2	9:15 AM	10:12 AM
3	10:15 AM	11:12 AM
4*	11:15 AM	12:12 PM
5*	12:15 PM	1:12 PM
6*	1:15 PM	2:12 PM
7	2:15 PM	3:12 PM

Advisory Schedule - Gerard		
1	8:15 AM	9:07 AM
2	9:10 AM	10:02 AM
3	10:05 AM	10:57 AM
4*	11:00 AM	11:52 AM
5*	11:55 AM	12:47 PM
6*	12:50 PM	1:42 PM
7	1:45 PM	2:37 PM
Advisory	2:40 PM	3:15 PM

Special Schedule - Gerard		
1	8:15 AM	9:01 AM
2	9:04 AM	9:50 AM
3	9:53 AM	10:39 AM
4*	10:42 AM	11:28 AM
5*	11:31 AM	12:17 PM
6*	12:20 PM	1:06 PM
7	1:09 PM	1:55 PM

STUDENT ARRIVAL & DISMISSAL

ARRIVAL

Students and families must remain outside the building until school begins. Students must arrive during the arrival window. All students will enter the school through the main entrance. Students arriving after their expected arrival time are considered tardy.

DISMISSAL

All students will be dismissed through the main entrance.

If your child remains at school for more than one hour after dismissal time on any school day, KIPP NYC College Prep 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 cancelled, 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

At KIPP NYC College Prep, we aim to promote a safe and academically focused environment for our students. Our dress code is designed to build a sense of pride within our school community and will ensure that our students look professional, yet remain comfortable as they learn.

Students are responsible for attending school in accordance to KIPP NYC College Prep dress code. Students that do not adhere to the dress code may be subject to disciplinary action and will not be permitted to enter the school without proper attire. They may be required to purchase the appropriate uniform or a family member may be asked to come to the school with proper dress code attire for the student.

KIPP NYC College Prep High school will adhere to the student daily dress code below:

- **Tops:** any KIPP top (t-shirt, hoodie, sweater) must be worn as the student’s top layer at all times. Tops can be from any KIPP school, any KIPP club or KIPP athletic team.
- **Bottoms:**
 - jeans (no rips, tears, or shreds are permitted- it does not matter if flesh is not exposed)
 - khakis
 - dress pants
 - KIPP sweatpants or KIPP athletic pants (must have the KIPP logo)
 - skirts (knee length only)
 - shorts (also must be jean, khaki, or dress pant material, with no rips and be to students’ knees). There is no longer a date restriction for wearing shorts.
 - Pants should be worn at waist level with undergarments not visible.
 - Non-KIPP Sweatpants, track pants, athletic pants, nylon pants are **not permitted on a daily basis**.
- **Headgear/accessories:** religious head garments are permitted, scarves worn in a professional manner are also permitted. All other head coverings are prohibited. Sunglasses may not be worn over the eyes or as an accessory during the school day.
- **Shoes:** shoes, sneakers, or boots must cover the entire foot; crocs are permitted as long as they have a strap in the back and the strap is utilized at all times.
- **Professional Dress** will be expected for special school events, such as Senior awards, career day, or the summer opportunities fair. Students will be notified in advance of these days.

KIPP Gear Order Process: <https://kipnyc2223.itemorder.com/shop/sale/>

- For safety reasons, the following jewelry will not be permitted at KIPP NYC College Prep: 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.

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

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

CONSEQUENCES FOR UNIFORM VIOLATIONS

Any accessory or article of clothing that becomes a distraction will be sent home with a note and will become a 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.

Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.

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 from the learning environment, even if it is not in use, it may be confiscated. KIPP NYC College Prep 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

Cell phones, headphones, smart watches and other electronic devices have become a major distraction in schools. Unwanted picture taking, distractions and disruptions during class time, cheating, cyber bullying, and theft are among the reasons for them being banned. KIPP NYC College Prep seeks to minimize these and other disruptions to the learning process through the following practice.

KIPP NYC College Prep High School is an electronic-free school. Cell phones, headphones, and smart watches are not allowed in the school building throughout the school day. All electronic devices must be stored in students' Yondr pouches throughout the school day. Electronic devices are only permitted in the school building after 8th period.

If a parent needs a message relayed to his/her child please call the school directly or a KIPP NYC College Prep staff member, not their child's cell phone. If a student needs to make a phone call home they are to **use the office phone or staff member's phone** after receiving permission from a staff member.

The following systems of consequences are in place for students that fail to adhere to this expectation:

1st Non-Compliance: If any electronics are visible to a staff member, a Dean will confiscate my electronics and secure it in the lock box. My parents/guardians will be notified. My electronics will be returned at the end of the day.

2nd Non-Compliance: A dean will confiscate the electronics and will not be returned to the student until a parent picks up the electronics. The student will also be placed on a 6-week cell phone suspension.

Lost or Damaged YONDR Bag: If my Yondr bag is lost or damaged, I will be required to pay a fee of \$60. Additional consequences may include: community service, detention, and/or suspension.

KIPP NYC College Prep 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 7:35a - 8:45a

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

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 NYC College Prep, 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 the main office if you have any concerns.

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

STUDENT ENROLLMENT

Every year, beginning in November, KIPP NYC College Prep will begin accepting applications 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 NYC College Prep, the following documents must be submitted for each student to the operations team via SchoolMint:

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

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.

STUDENT ATTENDANCE

KIPP NYC College Prep students must arrive by 8:15a Monday through Friday, and remain at school until 3:20 p.m.

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

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 the main office as soon as possible. If your child is absent, the operations team will follow up with a phone call that morning.

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

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 educational achievement, repeated absences may be reflected in the student’s grades.

At KIPP NYC College Prep, we pride ourselves on having a partnership between parents and guardians, 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.

# of Absences	Next Steps
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3 Unexcused Absences	<ul style="list-style-type: none"> • Parent/guardian will receive a phone call from the Operations Team (main office)
5 Unexcused Absences	<ul style="list-style-type: none"> • KIPP NYC College Prep will send an attendance letter to the parent/guardian. • A letter is sent home with the attendance policy and a notice that excessive absences will result in the involvement of outside agencies to put supportive services in place.
10 Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> • Parent/guardian and student are required to meet with a dean or counselor in-person or, if necessary, by Zoom. • All stakeholders will collaborate to create an individualized attendance plan to address the student’s attendance obstacles. • Notifications below: <ul style="list-style-type: none"> ○ The student has met the maximum number of absences for them to maintain good attendance standing. They will not be able to attend end-of-year activities if they miss any more days. ○ Continued absences will have a negative impact on academic performance and community engagement.
15 Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> • The parent/guardian and the student will be required to meet with a dean or a counselor. • Individualized attendance plan will be updated or revised based on student/family needs. • Notifications below: <ul style="list-style-type: none"> ○ The student is no longer eligible for end-of-year reward activities. ○ The student is at greater risk of holdover. ○ The family is alerted that KIPP NYC College Prep may contact ACS at 20 absences if the family does not implement the individualized attendance plan.
20+ Total Absences (Excused + Unexcused)	<ul style="list-style-type: none"> • Parent/guardian and the student will be required to meet with the Assistant Principal of Students, Director of Counseling or Director of the Upper or Lower School. • The final revision of the individualized attendance plan. • ACS* is contacted if the family is not following the agreed-upon individualized attendance plan, and it is determined that educational neglect is suspected.

IMPORTANT NOTES ABOUT ATTENDANCE

❖ If students are not in school at the beginning of the day, and the school has not already been notified of an absence, parents will receive a phone call from the school.
❖ If 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 <i>unexcused</i> 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 7:30 AM each morning. Students must arrive between 7:30a - 8:15a. Students arriving 1 minute or more after 8:15a are marked tardy. If you know your student will be tardy, please call the main office.

Students who are chronically tardy will face the following consequences:

- Late to more than 2 class periods in any given day student will be assigned to the accountability room.

As is the case with student absences, if a concerning pattern of tardies is noted, the Deans will reserve the right to accelerate certain actions and consequences. For example, if a student has several late arrivals to school in a row or several tardies to classes in one day, 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 the main office 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.

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 Leader or Operations Leader. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
4. All visitors are required to abide by the rules for public conduct on school property contained in this Health and Safety section. 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 NYC College Prep is not financially liable for any emergency medical services. If you have questions regarding school insurance coverage, please contact Hugh Chen.

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.

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 is:

730 Concourse Village West 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	Notification Response
<p>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.</p> <p>Example: A small issue in the school. A last minute change in the schedule. NOTE: Not every incident will warrant a notification.</p>	<ul style="list-style-type: none"> ● One Call notification sent via email ● Letter may be sent home
<p>A Moderate Impact Incident: Poses a moderate risk to the school and results in some disruption to school activities.</p> <p>Example: Weather cancellations or delays, a change of schedule or cancellation of some activities, or a utility disruption.</p>	<ul style="list-style-type: none"> ● One Call notification sent via email, phone and text ● Will be posted on website and social media accounts ● Letter may be sent home
<p>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.</p> <p>** Any instance where we have a lockdown, shelter-in-place, or evacuation.</p> <p>Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff.</p>	<ul style="list-style-type: none"> ● 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 2023-24 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	2 doses or 1 dose ONLY if the first dose was received at age 16 years or older
			Grades 7 – 11: 1 dose	
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 healthcare provider. Your healthcare 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 NYC College Prep 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 the main office.
- Students with asthma should bring an inhaler prescribed by their doctor to school each day. Asthmatic students should notify a KIPP staff member as soon as breathing becomes difficult. If there are any concerns about medicine, allergies and overall health, please let the main office know.

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

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

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.

ASSUMPTION OF RISK

COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. KIPP NYC Schools have implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at the School.

Despite the Health and Safety Protocols and other measures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that students and/or their families may become infected with COVID-19 due to the student's participation in in person classes at the school building. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that a student is already an asymptomatic carrier of the virus before and that the student may infect other

students, employees, or other individuals at the school as a result of their attendance. Any person who receives a positive diagnosis of COVID-19, including a student or their family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child(ren) to come to campus for any reason, parents understand, acknowledge and voluntarily assume these risks on behalf of themselves and the student(s).

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. 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.

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 NYC College Prep 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.

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, for a portion of the day, 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 the main office.

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 NYC'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 the main office.

Identification Cards

Every student is issued an identification card. This card is used to scan them in the building every day and also to monitor their lunch intake. It is mandatory that students have their ID card every day during arrival and lunch. If a student loses their ID card he/she is required to pay \$5 to replace the card.

Lockers/Personal Belongings

Every student is issued a locker at the beginning of the school year. The locker is to help students secure their personal belongings and valuables. If a locker issued to a student is malfunctioning in any way, it is the responsibility of the student to inform the Deans at KIPP NYC College Prep that it needs to be replaced or repaired. If a student is found to be using their locker inappropriately, not maintaining their locker clean and/or abusing any of the expectations he/she will lose access to a personal locker. **Please be advised that KIPP NYC College Prep reserves the right to search any locker at any time.**

Detention Policy

KIPP NYC College Prep High School has implemented detention in the disciplinary policy to develop and correct the behavior of students. Detention may be required for students skipping classes, discipline problems, dress code etc. Students are expected to reflect on their choices and complete school work during detention. Parents and students will be communicated via email prior to detention.

☰ Reflection Questions

- Afterschool Detention will take place in the cafeteria immediately after the students last class.
 - Single Detention -45 minutes
 - Double Detention-90 minutes (students who skip single detention)

RESTORATIVE RESPONSES

KIPP NYC Schools strive to be restorative spaces, in which students and staff are given the opportunity to repair any harm they have caused. Restorative Justice is a method of disciplining students that seeks to provide a balanced process that allows for coming to a solution rather than being punitive. In doing so, schools will employ affective statements, restorative questions, informal conversations, proactive and restorative circles (both peer- and staff-led), and formal conferences. All of these can result in a recommended sanction, which is agreed upon by all stakeholders. These sanctions can include community service, written letters of apology, or any other repair to the harm caused. The following behaviors will be met initially with a restorative response.

- Repeated failure to adhere to community norms
- educational dishonesty (Cheating) on school assignments
- Use of forged notes or excuses

- Theft of low-value items
- Gambling
- Verbal arguments with another student or with a staff member
- Obscene or abusive language or gestures
- Attire in violation of the KIPP student dress code
- Bullying of another student, which is substantiated following an investigation. In general, bullying is:
 - Is targeted and repeated
 - Involves a power imbalance
 - Creates a hostile environment
 - Has substantial negative consequences

Please note that any of the above behaviors, chronic and causing harm that has not be repaired, will warrant a disciplinary action.

REMOVAL OF STUDENTS FROM CLASSROOMS BY TEACHER

When a student engages in behavior, which is substantially disruptive of the educational process, 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.

Crisis Prevention Intervention: KIPP is committed to providing staff with Crisis Prevention Intervention (CPI) training which has been shown to be the most effective way to remove a student from a classroom while ensuring the safety, security, respect and welfare for student and classroom. In the few instances a student’s behavior presents a safety or severe disruption risk. a small team of CPI-trained school-based staff will respond utilizing CPI techniques. Supportive de-escalation techniques are initially used so that classroom removal is a last resort. Parents/Guardians will be notified when this happens and staff carefully documents what happened in order to learn from the experience and adjust student support if necessary.

SUSPENSIONS

The transition from an adversarial justice process, *i.e.* suspension, to one that is more restorative requires significant change in both practice and principles. While there are many practical applications of restorative justice, it is important that such practices be based upon a shared set of principles and values. When removing a student from the community, it is important to acknowledge the community norm that has been violated and the impacts of the violation on community members.

The following actions will likely result in a 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, or welfare of others
- Insubordination
- Failure to follow through with sanctions
- Theft of a high-value object for which harm is not repaired;
- Extortion
- Significant abuse of high-value school property or equipment for which harm is not repaired
- Verbal or physical harassment based on race, color, nationality, ethnicity, religion, disability, sex, gender identity and expression, family composition, economic circumstance, physical characteristic, medical condition or school performance that is substantiated following an investigation
- Verbal or physical harassment that is substantiated following an investigation
- Bomb threat or false emergency alarm that compromises the safety of the school community
- Distribution or use of tobacco, marijuana, alcohol, or related paraphernalia (including pipes and vaping devices) within school, on school grounds, on school buses, or during a school activity.
- Possession of portable/cellular telephones not being used for instructional purposes
- Making a material false statement – *i.e.*, lying -- to a teacher, principal, or other school personnel that results in significant harm to the school community.

- Any repeated and chronic harm-causing behaviors for which a restorative response has not resulted in a change in behavior.

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 Carol Matrinez.

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 Carol Martinez.

RESTORATIVE RE-ENTRY PROCESS

Prior to returning from a suspension, the student should participate in a harm circle. Stakeholders (or School Admin) provide an opportunity for community members involved in the incident to come together to address harmful behavior in a process that explores harms and needs, obligations, and restoration.

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, gang violence, assault (including 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, KIPP NYC College Prep 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 their 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 that: (a) the student's misconduct was not a manifestation of their 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 NYC College Prep 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 their parent or guardian.

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.

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.

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 Google software, Zoom Pro, Canvas or Google Classroom (learning management systems), 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 must 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 this 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, as well as the 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 NYC College Prep 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 teachers for educational purposes and may be shared with others, such as students or employees of KIPP NYC. As a result, a student's image, likeness, or voice may be recorded while he or she is participating in remote learning via Zoom Pro, Canvas, Google Classroom, 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 the Learning Management System 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 capabilities, this means there could be some times in which your child is working with other students in a small group or alone without a teacher on screen. Guided reading, mental health and college counseling will continue during remote learning and will be via one-on-one video conference. These sessions will not be recorded. In limited circumstances (other than the before mentioned counseling and guided reading), one-on-one video communication may take place with parental involvement or prior Principal approval when a group meeting or e-mail is not sufficient. All video communications will take place during school hours using the online platform(s) provided by KIPP NYC.

In summary:

- KIPP NYC education 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 the main office.

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 NYC College Prep 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 NYC College Prep complete Parent/Family & Guardian Involvement Policy can be obtained by contacting the main office.

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

MANDATED REPORTERS

Preserving the safety and wellbeing of every KIPPster is central to the work of KIPP NYC. If at any time a KIPP NYC College Prep 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 and school Social Worker of the situation. Staff must also refer students to the Principal/MD and a school Social Worker 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 NYC Public Charter Schools or 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 NYC Public Charter Schools 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 Academy please contact NYC DOE, Charter School Office, 65 Court Street, Room 922B, Brooklyn, NY 11201 (or via email: charteroversight@schools.nyc.gov).

For all other KIPP schools, please contact SUNY Charter Schools Institute, SUNY Plaza, 353 Broadway, Albany, NY 12234 (or via email: charters@suny.edu).