



KIPP:

WASHINGTON HEIGHTS
MIDDLE SCHOOL

THE MINERVA MIRABAL CAMPUS

Family-Student Handbook 2013-2014

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

Dear Parents/Guardians,

Welcome to the KIPP Washington Heights Middle School team and family! KIPP Washington Heights Middle School is dedicated to helping our students develop the necessary character and academic skills and habits necessary to succeed in high school, college and the world beyond. As a team and a family we will work together to provide opportunities so that our children grow up to have happy, healthy and successful lives.

At KIPP we practice working hard and being nice. We practice SLANTing, tracking the speaker, answering in complete sentences and smiling J. Due to the tremendous grit, love, hope, communication and support, we know our KIPPsters will certainly do amazing things. We are excited about the infinite possibilities as we create an incredible school together. These are truly exciting times, and we are so glad that you are part of it!

We recognize that these efforts take tremendous discipline and dedication, which can only be done with the joint efforts of families, staff and of course, our students themselves. In our attempts at open communication and access to information we have prepared a handbook regarding the school's structure, attendance, schedule, culture, academics, among other pieces of helpful information. Hopefully this handbook will serve as a useful resource to answer many questions you may have. Please keep it handy so that you may refer to it when necessary.

We look forward to an exciting and positive year! Once again, welcome to a year promising to be filled with greatness, enthusiasm, love and dedication. Please feel free to contact me if you have any questions, comments or concerns.

Thank you for your faith and support,

Danny Swersky
516-660-0063
dswersky@kipp.org

CONTACT INFORMATION

Main Office

Phone: 212-991-2620

Fax: 212-342-2521

Address: 21 Jumel Place, New York, NY 10032

Staff

| Name | Position | Cell Phone | Email Address |
|--|---|------------|---------------|
| 5th Grade | | | |
| Mr. Silvestre Arcos | 5 th Grade Math Teacher | | |
| Mr. Sasha Holley | 5 th Grade Reading Teacher | | |
| Ms. Shalanda Marquez | 5 th Grade Learning Specialist | | |
| Ms. Lariely Sanchez | 5 th Grade Writing Teacher | | |
| Ms. Aniko Zala | 5 th Grade Nonfiction Teacher | | |
| | | | |
| 6th Grade | | | |
| Ms. Jessica Azani | 6 th Grade Writing Teacher | | |
| Mr. Luis Nobriga | 6 th Grade Reading Teacher | | |
| Ms. Rachel Pitts | 6 th Grade Learning Specialist | | |
| Mr. Sam Purdy | 6 th Grade Nonfiction Teacher | | |
| Mr. Steve Viola | 6 th Grade Math Teacher | | |
| | | | |
| 5th/6th Grade | | | |
| Ms. Yanet Bautista | Empire Fellow | | |
| Mr. Jonathan Caldera | Arts Teacher | | |
| Ms. Emily Dixon | ESL Teacher | | |
| Ms. Cindy Lee | Director of Operations | | |
| Ms. Katie Medina | Social Worker | | |
| Ms. Elizabeth Reynaldos | Speech Language Pathologist | | |
| Mr. Danny Swersky | Principal | | |
| Ms. Rosemary Valdez | Office Manager | | |
| Mr. Ian Willey | Dean | | |

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WHO WE ARE

KIPP Washington Heights: An Overview

Mission

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

Vision

At KIPP Washington Heights we believe that as a community we will maximize our potential. Together as students, families, and staff we will meet each other where we are and support each other in continuous learning. With love, we will face our challenges and celebrate our successes. Through college-focused literacy instruction and authentic character education, we will cultivate critical and divergent thinking that will change the world and our place within it.

The NYC KIPP Schools Family

- KIPP:STAR Elementary School, founded in 2011, serving grades K-2
- KIPP:STAR Middle School, founded in 2003, serving grades 5-8
- KIPP:Academy Elementary School, founded in 2009, serving grades K-4
- KIPP: Academy Middle School, founded in 1995, serving grades 5-8
- KIPP:Infinity Elementary School, founded in 2010, serving grades K-3
- KIPP:Infinity Middle School, founded in 2005, serving grades 5-8
- KIPP:AMP Middle school, founded in 2005, serving grades 5-8
- KIPP NYC College Prep (High School), founded in 2009, serving grades 9-12

KIPP's Five Pillars

We will be driven by the core operating principles of the Five Pillars that all KIPP schools share as follows:

1. **High Expectations.** KIPP Schools have clearly defined and measurable high expectations for academic achievement and conduct that make no excuses based on the students' backgrounds. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.
2. **Choice & Commitment.** Students, their parents, and the faculty of each KIPP School choose to participate in the program. No one is assigned or forced to attend these schools. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.
3. **More Time.** KIPP Schools know that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year, students have more time in the classroom to acquire the academic knowledge and skills that will prepare them for competitive high schools and colleges, as well as more opportunities to engage in diverse extracurricular experiences.
4. **Power to Lead.** The principals of KIPP Schools are effective academic and organizational leaders who understand that great schools require great School Leaders. They have control over their school budget and personnel. They are free to swiftly move dollars or make staffing changes, allowing them maximum effectiveness in helping students learn.
5. **Focus on Results.** KIPP Schools relentlessly focus on high student performance on standardized tests and other objective measures. Just as there are no shortcuts, there are no excuses. Students are expected to achieve a level of academic performance that will enable them to succeed at the nation's best high schools and colleges.

More Information about KIPP NYC and the KIPP Network:

- www.kippnyc.org
- www.kipp.org

Commitment to Excellence 2013-2014

TEACHERS: We fully commit to KIPP Washington Heights Middle School in the following ways:

- We will arrive at KIPP every day by 7:15 A.M. (Monday – Friday).
- We will remain at KIPP until 5:15 P.M. (Monday – Thursday) and until 3:15 P.M. on Friday.
- We will teach at KIPP during the Summer Academy Session (August 19 – August 30, 2013).
- 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 always make ourselves available to students, families, and any concerns they might have.
- We will always protect the safety, interests, and rights of all individuals in the classroom.

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

Signature: _____

FAMILIES: We fully commit to KIPP Washington Heights Middle School in the following ways:

- We will make sure our child arrives at KIPP every day by 7:25 A.M. (Monday – Friday).
- We will make arrangements so our child can remain at KIPP until 5:00 P.M. (Monday – Thursday) and 2:45 P.M. on Friday.
- We will ensure that our child attends KIPP Summer Academy (August 19 – August 30, 2013).
- 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, and read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the school as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will make sure our child follows the KIPP dress code.
- We understand that our child must follow the KIPP rules so as to protect the safety, interests, and rights of all individuals in the classroom. We 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, spend time in Work Hard Academy or Reflection, and other consequences depending on the choices of my child.

Signature: _____

STUDENTS: We fully commit to KIPP Washington Heights Middle School in the following ways:

- I will arrive at KIPP every day by 7:25 A.M. (Monday – Friday).
- I will remain at KIPP until 5:00 P.M. (Monday – Thursday) and until 2:45 PM on Friday.
- I will attend KIPP Summer Academy (August 19 – August 30, 2013).
- 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 always make myself available to my family and teachers and any concerns they might have. If I make a mistake, I will tell the truth to my teachers, accept responsibility for my actions, and work to fix my mistake.
- 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 am responsible for my own behavior, and I will follow the teachers' directions.

Failure to adhere to these commitments can cause me to lose various KIPP privileges, spend time in Work Hard Academy or Reflection, and can lead to other consequences depending on my choices.

Signature: _____

SOME OF WHAT EVERY KIPPSTER LEARNS DURING WEEK 1...

We are committed to reinforcing common standards of character and academic performance to create a sense of team and family. We believe that these ideas serve as a great foundation to be carried beyond the four years at KIPP Washington Heights. During the first week of summer school, every KIPPster learns various songs, sayings and acronyms to reinforce our mission. We constantly refer to these throughout their time at KIPP. Please review with your child and help reinforce these standards in and out of school.

I – Work hard. Be nice.

II- We are a TEAM AND A FAMILY

III - “This is the room that has the kids who want to learn to read more books to build a better tomorrow.”

IV- There are no shortcuts

V - SLANT (Sit Up, Listen, Ask and Answer Questions, Nod your head, Track the Speaker)

VI - PETSYS (PLEASE, EXCUSE ME, THANK YOU, SORRY, YOU’RE WELCOME)

AFFIRMATION

We are KIPP Washington Heights

And we are changing our world and our place within it.

Everyday I have the power to rise to new heights by dreaming, reaching and working hard.

Everyday I have the opportunity to strengthen/develop my character through my actions and reflection.

I have the responsibility to strengthen my community by shouting out and speaking up.

We are a team and a family on a journey to and through college and we will either find a way or make one.

WE ARE KIPP Washington Heights.

GENERAL INFORMATION

Enrollment

Every year, beginning in the first week of January, KIPP Washington Heights will begin accepting applications for the following year. For the 2014-2015 school year, we will accept applications for 5th, 6th and 7th grades. Admissions preference will be granted to siblings, then students receiving free or reduced lunch as first priority and students living in District 6 as 2nd priority. The lottery will be held in April.

Documents Needed by the School

Upon enrolling at KIPP Washington Heights, the following documents must be submitted for each student to Ms. Valdez, Office Manager:

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

Who Should I Ask?

At times, you may have questions about KIPP Washington Heights. Below is a quick list of common concerns and the staff member you can ask for more information.

| CONCERN | STAFF MEMBER |
|---|--|
| Lunch Forms, Emergency Forms, Immunization Records, etc. | Ms. Valdez (Office Manager) |
| Lost MetroCard | Ms. Valdez (Office Manager) |
| I need to change my contact information | Ms. Valdez (Office Manager) |
| Ordering KIPP uniform | Ms. Valdez (Office Manager) |
| I have concerns about my child's social adjustment | Ms. Medina (Social Worker) |
| My child has an IEP/504 Accommodations | Ms. Marquez (5 th Grade SPED Coordinator) Ms. Pitts (6 th Grade SPED Coordinator) |
| My child will be absent or late | Ms. Valdez (Office Manager) |
| I don't understand a Reach Report comment | Teacher whose name is next to the comment |
| I have concerns about my child's behavior and/or Reach Report | Mr. Willey (Dean) |

Arrival and Dismissal

School Hours

| | |
|------------------|-----------------------|
| Monday –Thursday | 7:25 a.m. – 5:00 p.m. |
| Friday | 7:25 a.m. – 2:45 p.m. |

Arrival Procedures

Students must arrive **no later than 7:25am each morning**. Students may arrive as early as **7am**. Please do NOT bring your child before 7am, since KIPP Washington Heights will not be responsible for supervising any children who arrive earlier.

Transportation

We believe that “our children are always ours” and we take their safety seriously even when they are not in the school building. KIPPsters are expected to live up to high expectations, even when their families and teachers are not present. We appreciate your support in recognizing that the bus and the subway are important times to think about safety. In the event that there are safety issues with any students traveling to or from school, we will consider any action necessary to keep our children safe. In some cases, we may ask for families to pick up or drop off their children at particular times. We understand this decision might create travel difficulty for you; however, we need every student to adhere to behavior expectations for their own safety as well as the safety of everyone else. Disciplinary actions may occur even though the students are not on school property.

Students living more than ½ mile in distance from the school, but less than 1 mile, will receive a Reduced-fare Metro Card for public transportation. Students living greater than 1 mile from the school will receive a Full-fare Metro Card for public transportation. It is each student’s responsibility to hold onto the Metro Card. Parents are expected to pick up or make special arrangements for students remaining after school for Reflection/Work Hard Academy, tutoring, or special activities.

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 Mr. Swersky if you have any concerns.

Attendance

Attendance Philosophy

At KIPP we've learned that attendance can have enormous effects on a student's success in school and life. As a result, we strongly encourage all KIPPsters to attend school daily and arrive on time. As the old saying goes, "If you're not five minutes early you're late."

If your child is going to miss school for any reason, please call our Office Manager, Ms. Rosemary Valdez as soon as possible (212-991-2620). All 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 absences.

If your child is running late or will miss a portion of the day due to a doctor's appointment, please call Ms. Valdez. (We strongly request that you arrange appointments outside of the school schedule or during the latter part of the day). Students who arrive late will receive a late pass and will also need to stay after school that day. If your child is absent or late, you should expect a phone call from someone on the KIPP staff.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. All absences and lateness are noted on report cards and reach reports. Students are responsible for all missed assignments and must arrange a way to complete all missed assignments and homework. Students who miss school for both excused and unexcused absences may be asked to make up work or learn missed lessons during lunch and/or after school.

In addition, students who have 10 or more unexcused absences (3 unexcused lateness's equal one unexcused absence) run the risk of missing the end-of-year trip and/or not being promoted to the next grade.

Excused Absences

All absences will be reported as unexcused absences unless the school receives the following documentation:

- Doctor's note specifying the excused day for illness;
- Religious holidays;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

Long Term Absences

Long-term absences are only permitted for health-related concerns. If your child is absent for a week or more due to health, please make certain to make arrangements with your child's classroom teacher to pick up long-term assignments. Depending upon the nature of the illness, children will be responsible for keeping up with their class work.

Illness

If your child is going to miss school due to illness, please call the school first thing in the morning to let us know. This should be followed up the next day with a note signed by the doctor in order to be counted as excused. Absences will be marked as "unexcused" in our attendance system unless we have verified an acceptable reason for missing school.

Early Dismissal & Appointments

We strongly recommend that you arrange appointments for after school whenever possible. If your child has a medical/dental appointment or a family emergency, which requires you to request an early dismissal, please write a note to the teacher ahead of time. **All early dismissals are made from the office, not from the classroom.** Parents are required to sign-out students from the Main Office for any early dismissal. 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. **An early dismissal counts as a tardy and three early dismissals or tardies equal one absence.**

Dress Code

Uniform

All KIPP Washington Heights students are required to wear the complete uniform every day. The KIPP Washington Heights uniform will be a KIPP t-shirt (tucked in) or sweatshirt, khaki bottoms and plain brown/black belt (without any buckles or design).

- KIPP shirt: Solid colored undershirts are permitted beneath a KIPP uniform shirt. Hoodies or non-KIPP sweatshirts/sweaters are not permitted over or under the KIPP shirt.
- Khaki bottoms: Khaki bottoms can be pants (not cargo pants), shorts or skirts/ "skorts" (of appropriate length). Tights are allowed, but leggings are not.

Jewelry should be limited to one ring, one necklace, and one bracelet on each arm. Earrings should not be larger than a quarter. Artificial nails are not permitted.

Additional notes:

- Uniform pants must be of a size that fits the student's current size and not be of a baggy or an extremely tight fit
- Skorts must not be shorter than where the child's fingertips hit
- Belts are required if the uniform bottoms have belt loops and must have a small, plain buckle and a solid color strap
- All shirts must be tucked into the student's pants or skort
- Jeans, makeup, and false fingernails are not allowed
- Sleeveless or midriff shirts or blouses are not permitted
- Students are permitted to wear KIPP sweatshirts in the classroom
- Only stud earrings will be allowed
- Necklaces must be worn underneath students' shirts if worn
- No hats or head coverings are permitted except for religious purposes
- Athletic shoes or dress shoes are permitted. Sandals, flip flops, and shoes including wheels are not permitted.

Consequences:

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

- Students who attend school dressed improperly will be required to call their parents/guardians to bring clothes meeting dress code requirements;
- Students will be given warnings on inappropriate accessories, if worn again they will be confiscated and returned to parents/guardians.

Field Lessons

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

Local Field Lessons

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

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.

Food Service

Costs

All families must fill out a federal free/reduced lunch form in September. Families that qualify will receive free/reduced pricing for lunch. The full price for lunch is \$1.50 and is subject to change as New York City Department of Education policies change.

Meals

Breakfast is optional each morning from Monday – Friday for all students. Breakfast will be served between 7:00 – 7:15am.

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

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

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

Student Personal Belongings

Cell Phones, iPods and Toys

Students are not permitted to use any personal electronic devices or toys in school. However, we recognize that it may be important for the child to have a cell phone to get to and from school safely. Students with cell phones will be required to turn the phone completely off (not vibrate) once they enter the school, and store the phone in their backpacks. If you need to give a message to your child during the school day, please call the school line.

If students use any electronic devices or toys during inappropriate times during the school day, these items will be confiscated and only returned to parents when they come pick them up.

School Communications

Communicating with Staff and Teachers

Part of the success of KIPP Washington Heights is the open communication between parents, students, and teachers. In an effort to help with this, we provide telephone numbers for all KIPP Washington Heights staff. Students and parents should feel free to call staff members for any reason. This is also a good chance to get help, if necessary, with homework. If you or your child is trying to call a teacher but he/she doesn't answer, please leave a message explaining the reason for the call, your full name and telephone number and allow time to return your call. In addition, in the event of an emergency, please call Mr. Swersky, Mr. Willey or Ms. Medina.

Visiting Campus

To ensure the safety of our students and staff, all visitors to the campus, including parents, must present ID to the school safety officer at the entrance of the school and at the KIPP Washington Heights Main Office (D109).

HEALTH AND SAFETY

Immunizations

New York State law requires that all children entering New York City public schools be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella.

Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. KIPP Washington Heights must receive a certificate of immunization no later than **September 19, 2013**. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

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

Illness during School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If the person picking up child is not the parent/legal guardian of the child, they must be a) given explicit written permission to pick up the child and b) be 18 years or older.

Medication

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

The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their book bags. Adults should bring the medication to the nurse. For further information on medication or any health related issues, please contact Ms. Valdez.

Counseling Services

The social worker, Ms. Medina, at KIPP Washington Heights is available to help any student or parent address any social, emotional, or academic issue they may be facing. In addition, our social worker helps students work through and cope with personal and school related challenges. Counseling support is also extended to KIPP families in need.

There are several ways in which students may be referred for counseling services:

- If a **parent** is interested in having their child seen by our social worker please contact the social worker on staff and/or the principal
- **Students** are able to ask directly to speak with the social worker on staff
- A student may also be referred at the recommendation of a **teacher, social worker or principal**

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

CALENDAR AND SCHEDULE

Start/End Dates

Summer School will begin for all students on August 19, 2013 and end on August 30, 2013. Attendance at Summer School is mandatory. This year, school will resume for students on Tuesday, September 3, 2013. The last day for students will be Weds, June 25, 2014.

Vacations/Holidays

With a few exceptions, KIPP Washington Heights will follow the same holiday schedule as the New York City Department of Education (see calendar for full details).

Snow Closings (Inclement Weather)

In the event of inclement weather, please listen to the radio (e.g. 1010 WINS news) or television for the announcement closings/delays of NYC Public Schools. Or, check the Department of Education website (<http://schools.nyc.gov>).

- If the NYC Department of Education has a **delayed start, KIPP Washington Heights will still be open at the regular time.**
- If the NYC Department of Education is closed, KIPP Washington Heights will be closed.
- If the NYC Department of Education is open, KIPP Washington Heights is open.

KIPP Washington Heights Calendar 2013-14

| AUGUST 2012 | | |
|----------------|----------------------------|---------------------------|
| Monday, Aug 19 | First Day of Summer School | 8:00AM to 2:30PM Schedule |
| Friday, Aug 30 | Last Day of Summer School | |

| SEPTEMBER 2012 | | |
|-----------------|-----------------------------------|---------------------------|
| Monday, Sept 2 | Labor Day | School Closed |
| Tuesday, Sept 3 | “First” Day of School | 7:25AM to 5:00PM Schedule |
| Sept 5 – Sept 6 | Rosh Hashanah | School Closed |
| Friday, Sept 27 | KIPP NYC Professional Development | No School ☹ |

| OCTOBER 2012 | | |
|----------------|--------------|---------------|
| Monday, Oct 14 | Columbus Day | School Closed |

| NOVEMBER 2012 | | |
|-----------------|--------------------|---|
| Nov 25 – Nov 29 | Thanksgiving Break | School closed Students return on Monday, Dec 2 |

| DECEMBER 2012 | | |
|----------------|-----------------------------------|---------------------------------------|
| Friday, Dec 13 | KIPP NYC Professional Development | No School ☹ |
| Dec 23 – Jan 3 | Winter Break | School closed (Students return Jan 6) |

| JANUARY 2013 | | |
|----------------|----------------------------|---------------|
| Monday, Jan 20 | Martin Luther King Jr. Day | School closed |

| FEBRUARY 2013 | | |
|-----------------|------------------|--|
| Feb 17 – Feb 21 | Mid-Winter Break | School closed Students return on Monday, Feb 24 |

| MARCH 2013 | | |
|------------------|-----------------------------------|-------------|
| Friday, March 14 | KIPP NYC Professional Development | No School ☹ |

| APRIL 2013 | | |
|---------------------|---------------|--|
| April 14 – April 18 | Spring Recess | School closed Students return on Monday, April 21 |

| MAY 2013 | | |
|----------------|--------------|---------------|
| Monday, May 26 | Memorial Day | School closed |

| JUNE 2013 | | |
|---------------|--------------------|--|
| Weds, June 25 | Last Day of School | |

ACADEMICS

Academic Standards

All families will receive a copy of KIPP Washington Heights' academic standards for the year in September.

Grading System

KIPP Washington Heights issues report cards on a quarterly basis. Report cards will be directly linked to KIPP Washington Heights' standards. The grading scale is based on the students' mastery of the content standard. Family-Teacher Conferences will be held for each report card. Progress reports will be provided to parents at the mid-point of each quarter to update them on their child's academic progress. Progress reports provide a detailed picture of a student's academic performance based on assignments and assessments administered in a given period.

Timing of Quarter System and Key Dates

| | Timing | Progress Reports | Family-Teacher Conferences |
|-----------|------------|------------------|----------------------------|
| Quarter 1 | Sept – Nov | Oct 4, 2013 | Nov 13, 2013 |
| Quarter 2 | Nov – Jan | Dec 20, 2013 | Feb 5, 2014 |
| Quarter 3 | Jan – Apr | March 7, 2014 | Apr 24, 2014 |
| Quarter 4 | Apr – Jun | N/A | N/A |

Standardized Testing

KIPP Washington Heights administers the New York State 5th Grade English/Language Arts Exam and Math Exam. These exams give teachers information about students so that they can effectively design instruction to meet particular student needs, and clearly demonstrate the academic achievement of students. Once a year, the school will publish the school-wide results of these tests.

Homework

Homework is a fundamental component of KIPP Washington Heights' academic program. Your child's academic progress depends on what s/he does at home, not just in school. The guidelines for homework are as follows:

1. Thoroughly complete all homework every night, including weekends, and return on the due date
2. Read for a **minimum** of 20 minutes daily.

Families are encouraged to check all homework assignments and read with their students and ask questions related to their reading. *If a child is having a problem completing the homework assigned, parents and students are encouraged to call their child's teammates and teacher for assistance.*

Missing/Incomplete Homework: If a student does not complete an assignment or hands in an incomplete assignment, the student will lose privileges during the school day. Even one missing question on a homework assignment will make that assignment incomplete as we want to teach our students the importance of "sweating the small stuff" from a young age.

We will be in touch with any homework concerns that need to be addressed with families.

Promotional Criteria

KIPP Washington Heights students must meet grade level standards in the major content areas (reading, math, writing and non-fiction) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance of less than 85% will also serve as a major consideration in the decision to retain a student.

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

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

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

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

Process

Report cards, given quarterly, will indicate whether a student is "at risk for retention" beginning in or after Quarter 2. If a student has been listed as at risk for retention in Quarter 2 or 3, a letter indicating this risk will be sent home with a request for an in-person parent conference. When considering retention, the teaching team will prepare classwork, assessment data, and any other pertinent documents to present to the principal and family at the conference.

The school's decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.

Student Records and Privacy

Parents of KIPP Washington Heights students may access their child's file by checking in with Ms. Valdez in the Main Office. She will give the parent the file to view in the office, but the file may not leave the office. Students' end of the year report cards and other items may be withheld if an account balance is left unpaid. KIPP Washington Heights will comply with all New York state regulations regarding student privacy. We respect the privacy of all parents and students in regards to student records.

Special Education

Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment, and may receive special education services according to a written Individualized Education Plan (IEP). Students who received special education services at their previous school will receive services at KIPP Washington Heights as so designed in an IEP meeting, which will take place within the first 30 days of school. **If your student has previously received special education services or has been given a Section 504 plan, please make sure to immediately notify the principal.** If you believe that your child may be eligible for special education services, please notify the Principal as soon as possible in writing. If you are interested in more information on special education, please contact the Principal.

Student Supplies

KIPP Washington Heights will provide students with the majority of the school supplies they will need. All students are required to contribute \$20 by Wednesday, August 21st towards school supplies. Please inform Ms. Valdez if for any reason you are unable to make this payment. To be prepared to do their homework, we ask that students have the following items at home:

- Pencils
- Loose-leaf paper
- Colored pencils
- Pencil sharpener

CHARACTER AND CULTURE

Character Growth Goals

At KIPP Washington Heights, we support students in fostering not only strong academic skills, but also strong character. Students will participate regularly in a Character Class taught by Mr. Willey, and will practice developing the character strengths that has proven to lead to a successful and happy life (including grit, gratitude, self-control and optimism).

Every student will also have one important Character Growth Goal to work on every quarter. The goal will be designed as the most important habit your child can further develop that will lead them to be successful in school and life. Since you know your child best, your input will be requested and greatly valued as we create goals throughout the year. Students will be regularly held accountable for meeting this goal, and during Report Card Meetings your child will be congratulated if they have met the goal and they will then earn their next one.

Reach Reports

One of the most important ways that you will be able to keep track of how your child is doing will be through a weekly personalized Reach Report that will be given to students each Friday. The report will include:

- **Shout outs** for demonstrating character strengths throughout the week
- Notifications of any **poor behavioral** choices during the week (Snags and Drags)
- The student's **Character Growth Goal**, and a note about whether the goal was met.
- The student's **homework /classwork** and **attendance** record for the week
- The student's current **academic grades** for each class (as of the weekend prior)

Parents will be asked to review the reach with their students, sign it to show that they have seen it, and then students will need to return them on the next day of school.

Earning a Shirt

At the end of the two weeks of summer school, we will have a T-shirt ceremony in which many of the KIPPsters will earn their official KIPP Washington Heights uniform. Students who are on Reflection/Work Hard Academy 1 or less times during summer school will earn their shirt at the ceremony. Students who don't earn their shirt during the summer will earn their shirts by not being on Reflection/Work Hard Academy for a week straight.

Trust Circles

All students will participate in a program called Trust Circles that is designed to give students a safe place to build trust and inclusion with 4 to 5 other students in their class, and support them in achieving their growth goals. Trust circles will meet regularly to discuss, play games, give shout outs, reflect on their weeks, and participate in team challenges.

Rewards and Joy

At KIPP Washington Heights, we believe that joy is both a means and an end when it comes to learning. Fun activities will happen throughout the year for students that earn them. These activities could include surprise trips, parties and dances, games, etc. Ways of earning fun activities include:

- Perfect attendance
- Perfect Homework
- Excellent behavior (No Snags or Drags)
- Honor Roll (All 80's and above)
- High Honor Roll (All 90s and above)

Discipline Policy

The foundation of KIPP Washington Heights' discipline policy is rooted in the Commitment to Excellence (signed during the home visit), Reach Reports, time spent in Reflection/Work Hard Academy, and the strong relationships between parents, teachers, and children.

Consequences and Detentions

All disciplinary actions taken by KIPP Washington Heights will comply with KIPP Washington Heights policies and procedures, and applicable state and federal law. The school will seek to remedy misconduct, in appropriate cases, by allowing for a variety of disciplinary actions that may include, but are not limited to, the following:

- **Snag**- A Snag is a simple reminder to students that will appear on the Reach Report. For example if a student fails to follow a direction once.
- **Drag**- A Drag would result from a more serious infraction such as lying, disrupting other students or being rude. A Drag will appear on the Reach Report and will also result in time in Reflection.
- **Reflection** is a term for a detention that will take place during lunch and/or recess. In general, students will complete reflection assignments or letters of apology for their action that will directly relate to their infraction.
- **Work Hard Academy** is a place where students will go if they have failed to complete a homework or classwork assignment. Students who are late or were absent the previous day may be asked to attend WHA to guarantee that they are caught up on work. This will take place during lunch and/or recess.

- **Dean's Reflection-** If a student has failed to complete an assignment, or fix a behavioral problem by the end of the day their parent's will be notified and they will stay after school with Mr. Willey until the problem is fixed.
- **In School Suspension-** If a student commits an extreme behavior infraction or fails to fix a behavioral problem after serving Dean's reflection, a student maybe required to be in school suspension in the Dean's office the following day.

Suspension and Expulsion

By creating the following standards and procedures for suspensions and expulsions, KIPP Washington Heights will ensure that no student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security.

A student may be suspended or expelled for prohibited conduct if the act is related to school activity at KIPP Washington Heights or at a KIPP Washington Heights sponsored event. This means students will be subject to discipline for misconduct occurring a) on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or returning from a school-sponsored activity.

Physical violence, threats, cursing, and other forms of extreme behavior will not be tolerated at KIPP Washington Heights. If these occur, the student will immediately be removed from the classroom and his/her parent will receive a phone call. Poor student choices may result in a range of consequences, including but not limited to in-school and out-of-school suspension. Parents may be asked to accompany their student on the first day back from a suspension for a conference with the principal, dean, or teacher.

Other Disciplinary Options

KIPP Washington Heights recognizes that each individual student may have unique challenges facing them in and out of the classroom. Because we strive to find solutions for all of our students, a variety of other disciplinary and supportive programs may be put in place. These are not limited to but may include:

- *Behavior Plan* – a plan where a student has a daily behavior chart targeting specific behaviors that each teacher fills out and the parents sign each night.
- *Shortened School Day Program* – a plan that only permits a student to attend school during the regular school day only, leaving at the time assigned by the principal and not participating in extra-curricular activities.
- *Homeroom switch* – a temporary or permanent move to alter group or individual dynamics.

Special Education Discipline

In the case of a special education student, or a student who receives 504 accommodations, KIPP Washington Heights 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 expulsion for a Section 504 or special education student, the Principal will convene a review committee to determine: whether the student's misconduct was a manifestation of his or her

disability; whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's IEP or 504 plan. If it is determined that the student's misconduct was not a manifestation of his or her disability, that the student was appropriately placed and received appropriate services at the time of the misconduct, and that appropriate behavior intervention strategies were in effect and consistent with the student's IEP, the student may be expelled according to the KIPP Washington Heights procedures.

Complaints or Disagreements

If you have a concern about a school policy, academic grade, discipline decision, or anything else, we encourage you to contact the appropriate staff member at KIPP Washington Heights by telephone. All staff members are committed to responding promptly to parent/guardian concerns. If an issue is not resolved promptly or satisfactorily, please contact the Principal to discuss the matter further.

Parents may also file a complaint in writing to the Executive Director or Superintendent, who have been appointed by the Board of Trustees to review complaints. After reviewing the complaint, the Executive Director or Superintendent will respond either in writing, telephone, or in person depending on the circumstance. If after presenting your complaint to the Executive Director and Superintendent, you determine that your complaint has not been adequately addressed, you may also contact the Chair of KIPP Washington Heights Board of Trustees. Should you still have additional concerns you may appeal to the school's authorizer and then up to the Board of Regents of the state of New York, which shall investigate and respond.

FAMILY INVOLVEMENT

A key component to the success of KIPP Washington Heights is the strong working relationship between parents, teachers, and children. The key to this is constant communication. It is for this reason that all KIPP Washington Heights teachers give out their phone numbers and it is also the reason that we have a completely open door policy. All KIPP families are welcome to visit the school at any time. In addition to phone conversations, school visits, home visits by staff, KIPP Washington Heights also has quarterly conferences between parents, teachers and children.

Below are some additional ways that parents have gotten involved in the past. Please feel free to suggest any other ideas you might have.

Ways Families Can Get Involved

Our families are always asking for ways to get involved. Below are a few ways in which you can do so.

- ☺ Chaperone and participate in our community service activities
- ☺ Get involved in parent-literacy activities with your child
- ☺ Join our pot-luck dinners
- ☺ Attend student in-class performances (in class speeches and presentations, cultural celebrations, and others depending on specific classes)
- ☺ Chaperone school trips
- ☺ Patrol after-school to ensure safety of all of our children
- ☺ Attend parent meetings
- ☺ Stop by the school to sit in on classes (no amount of time is too short ☺)
- ☺ Invite us to your homes for home visits
- ☺ Inform us of community events or activities we should be participating in
- ☺ Carpool with other families
- ☺ Attend parent-teacher conferences
- ☺ And of course we are always available to sample delicious home-cooked meals that your child rants and raves about ☺

And if there are additional volunteer opportunities, please feel free to contact Mr. Swersky directly.