



Student & Family Handbook

2023-2024

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Affirmation page = include as a separate document

APPENDICES:

1. **Non Discrimination/Equal Opportunity Policy**
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- **Contact Information**

	School Info
Grades Served in 2023-2024	9 -12
School Phone	973.757.1501
School Fax	973.718.4595
School Address	18 Norfolk Street Newark, NJ 07103
School Website	
School Leader	Dr. Danielle Burroughs - dburroughs@kippnj.org
Assistant School Leader(s)	Matthew Daley - mdaley@kippnj.org Salisha Newsome - sadams2@kippnj.org Intisar Wright - ihatcher-wright@kippnj.org
Assistant School Leader of Special Education	Devin Rice - drice@kippnj.org
Lead Dean	Sean Ogunnoiki - sogunnoiki@kippnj.org
Dean(s) of Students	Jabriel Roberts - jroberts@kippnj.org Kristina Douglas - kdouglas@kippnj.org Jamayla Scott - jscott2@kippnj.org Robert Reddick - reddick@kippnj.org
Social Workers	Shazel Lewis - slewis2@kippnj.org Shakayla Dingle - sdingle@kippnj.org

	Arlene Joseph-Younger - ajoseph-younger@kippnj.org Melissa Carrier - mcarrier@kippnj.org
Director of Campus Operations	Jevonne Nichols - jwyllie@kippnj.org
Associate Director of School Operations	Qadriyyah Hill - ghill@kippnj.org
School Operations Manager	Veronica Castro - vcastro@kippnj.org

● Schools Overview

○ MISSION

At **Newark Lab High School** we seek to develop and prepare every student to be productive citizens through rigorous academic instruction, serving within our school community and the community at large, and exposure to pre-collegiate and vocational opportunities. As a school, we own our data and work collectively to show sustained growth through an analysis of data. As the NLHS community, we hold ourselves to a standard of excellence both behaviorally and academically. We strive daily to be the best Sharks we can be!

○ CULTURAL VISION

Cultural Vision	Newark Lab High School is an institution where staff models the behavior expected of students. Families are welcome to participate in the daily operations of the school. We hold each other accountable for being productive citizens both in the school community and at large. We celebrate the academic success of all students and create pathways for students to make more informed behavioral and academic choices. We understand that errors will happen and students will make mistakes but we use those mistakes as opportunities for growth. As a high school community, we value both physical and psychological safety and are committed to creating an environment where all stakeholders feel safe. We take pride in our school and represent our school positively by being our highest selves. Student achievement drives what we do as a school.
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○ HOURS

Please note that KIPP Newark attempts to follow the NPS calendar as closely as possible. However, to implement our program, there are a few variations in the calendar. Please refer to the KIPP Newark calendar at the back of this handbook.

High Schools

Monday, Tuesday, Thursday, Friday Block Schedule	8:00 am - 3:00 pm
Wednesday or Early Dismissal Days Block Schedule	8:00 am - 1:00 pm

○ **ACADEMIC BELIEF**

Newark Lab High School is a school that values rigorous academic instruction by certified professionals. We create opportunities for students to engage with academic material both during live instruction and after school in smaller groups. Data is analyzed by students, teachers, and families to ensure sustained student progress toward personal and schoolwide academic goals. Students know where they stand academically, and create growth goals for themselves. Advisors partner with parents, teachers, and students to aid in students achieving their academic goals. Student achievement drives what we do as a school.

○ **COURSE OFFERINGS**

School's Course Offerings	STEM	Humanities	Electives	SPEED	Advance Placement & Dual Enrollment Courses
	Algebra I Algebra II College Algebra II Geometry Pre-Calculus Biology Chemistry Human Anatomy & Physiology Physics	English I (honors) English I English II English III English IV US Government and Politics US History II US History: African-American and Latinx	Acting I Entrepreneurship Dance I Fin Lit - CTE Financial Literacy Anthro Spanish CCR4 - college CCR4 - CTE College and Career I-IV Dynamics of Health Care Occupations Intro to Computer Science Intro to Visual and Performing Arts Phys Ed and Health I-IV Sociology Spanish I-III Spanish II - honors Spanish III	Algebra I-II ICR, Concepts & Foundations Geometry ICR, Concepts & Foundations Math Problem Solving I Biology ICR, Concepts & Foundations Chemistry ICR, Concepts & Foundations Physics ICR, Concepts & Foundations English I-IV ICR, Concepts & Foundations Modern World History ICR, Concepts & Foundations US History: African American & Latinx	AP English Language and Composition AP Calculus AB AP Pre-Calc AP US History AP World History: Modern College Personal Finance (DE)

				ICR, Concepts & Foundations US History II ICR, Concepts & Foundations English as a second Language Information	
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○ **EXTRACURRICULARS OFFERED**

We believe in educating the whole child so we offer a variety of afterschool programming for all of our students.

School's Extracurricular Offerings	NLHS Offerings - See attached document.
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● **General Procedures & Operations**

○ **Arrival & Dismissal Procedures**

School's Arrival & Dismissal Procedures	<p>Arrival: (7:55 am - 8:20 am)</p> <ul style="list-style-type: none"> Students safely enter through Newark Street entrance. <p>Tardy Arrival: (8:20 am - 10:30 am)</p> <ul style="list-style-type: none"> Students safely enter through Norfolk Street entrance. <p>Arrival: (10:30 am - dismissal)</p> <ul style="list-style-type: none"> Students will be allowed to enter but will not be marked present as per the State of New Jersey Guidelines that students must be in the building for at least 4 hours to be considered present. <p>Dismissal: Mon, Tue, Thurs, Fri (2:55 pm - 8:20 pm) Wed (1:02 pm - 1:17 pm)</p> <ul style="list-style-type: none"> Students safely exit through Newark Street doors.
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- SPED safely students exit through Norfolk Street doors.

- **Uniform Policy**

All Newark Lab High School students are required to wear the complete school uniform every day. Our uniform policy is designed to build a sense of pride within our school community and to ensure that our students look professional yet remain comfortable as they learn. Students must remain in uniform at all times while on campus.

The uniform will consist of one of the following:

Black NLHS Polo Shirt (long sleeve/short sleeve) and Black khakis or slacks.

NLHS Gym Uniform - Gray NLHS gym shirt, gray NLHS sweatpants, and/or blue NLHS gym shorts.

In addition, the Newark Lab High School dress code includes the following:

Black NLHS Hoodie, Black NLHS Crewneck Sweater, Grey NLHS Fleece Jacket.

Lastly, the Newark Lab High School dress code **excludes** the following:

Non NLHS hoodies, sandals, crocks, ugg slippers, yeezy foam runners, and any open toed shoe.

Violations: Any accessory or article of clothing that becomes a distraction to the learning environment 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 may be required to call their parents/guardians to bring clothes meeting dress code requirements. Repeated violations of dress code or intentionally ignoring dress code expectations will result in additional consequences.

Ordering from Flynn & O'Hara:

- **Online:** Go to www.flynnohara.com and follow the on-screen directions.
- **Phone:** Call 800-441-4122 M-F 9 am – 5 pm, Saturday 10 am – 2 pm
- **Store:** FlynnO'Hara Uniforms
196-198 Ferry Street
Newark, NJ 07105

- **Field Trips**

Field trips are one of the many ways we expose our students to a variety of life experiences and reward them for doing the right thing.

No student will be permitted to leave the school for a field trip if they do not have written permission from a parent/guardian. Please be sure to sign all permission slips in a timely manner. If written permission was not received or if the student has not satisfied the requirements made by the school leader or teacher, staff will leave your child at the school under the supervision of a Newark Lab High School staff member.

• **Chaperones.** We welcome parent/guardian chaperones on our field trips throughout the year as space permits. School staff will let you know how to sign-up to support chaperoning. Please note that siblings are not allowed to attend school field trips, and chaperones are not allowed to bring other children with them on these trips.

- **Transportation Policy**

Bus transportation will be provided for qualifying students with IEPs. Please contact Devin Rice @ drice@kippnj.org for additional information.

KIPP Newark follows the State of New Jersey transportation and Newark Board of Education policy and only gives tickets to students that are qualified based on distance. Bus tickets are distributed to the students who qualify for it weekly by the office staff.

If you are a Newark resident and live more than 2.5 miles away from Newark Lab High School you will receive bus tickets.

Students will only receive tickets based on travel routines. This means that if you get dropped off at school in the morning by your parents in a car, and take the bus home from school, you will only receive one bus ticket for that day. Bus tickets should only be used to get to school and to go home from school.

- **Attendance**

- **Attendance Expectations**

Regular attendance of students in each class and in school in general is critical to ensure students are able to learn and master the academic content and skills required for their grade level.

A parent/guardian must text or call the child's advisor if the student will be absent. Parents/guardians should contact the advisor by **9:00 a.m.** to report the reason for, and the expected duration of, the absence. A student must have attended at least 4 hours of school in a day to be considered present in school for the day.

An absence is either excused or unexcused. All absences are unexcused unless the absence is excused based on the approved policy, which is summarized below. Students and families are encouraged to familiarize themselves with the full policy, which is available on the website and at the school's main office.

All excused and unexcused absences are included in attendance records.

- **Make Up Work**

Students absent for both excused or unexcused reasons are required to make up all coursework, including assessments.

- **Excused Absences**

For the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance the following absences are excused and not considered:

- Religious observance pursuant to N.J.A.C. 6A:32-8.3(h);
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- “Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33;
- The closure of a busing district that prevents a student from having transportation to the receiving school.
- A student’s suspension from school

- **Unexcused Absences**

The following absences are unexcused. Unexcused absences are considered for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance:

- A student’s illness. The parent/guardian should provide a written letter from a licensed medical professional within 10 days of the student’s return to school
- A student’s required attendance in court;
- Family illness or death supported by a written letter from the parent/guardian upon the student's return to school, supported by notification to the school by the student’s parent/guardian;
- Examination for a driver’s license;
- Necessary medical appointments that cannot be scheduled at a time other than the school day supported by written documentation from the licensed medical professional;
- An absence for any other reason.

- **For Students in Special Education**

The attendance policy, discipline and remedial measures shall apply to classified students where appropriate and in accordance with the student’s:

- Individualized education program (IEP);
- The Individuals with Disabilities Education Act (IDEA)
- Procedural protections set forth in N.J.A.C. 6A:14;
- Alternate short or long term accommodations for students with disabilities as required by law;
- Requirements of a student’s individualized health care plan and individualized emergency healthcare plan.

- **Participation in School Activities**

Students may not participate in any school activities including, but not limited to, athletics, extra-curricular activities, school curricular programs, field trips, dances, etc. that take place after the end of the instructional day of an unexcused absence.

- **Late Arrival/Early Dismissal**

Students arriving late or leaving early must have attended school for at least 4 hours to be considered present in school for the day. A student who attends school less than 4 hours will not receive credit for attending that day.

- **Daily Attendance Notification**

If a parent/guardian fails to notify the school of a student's absence then the school will contact the family that day. Families can track their child's overall attendance and credit status via the attendance report distributed on DeansList every Thursday.

- **Loss of Credit**

A student whose unexcused absences of the scheduled classes exceed the limits specified below may be retained and not promoted. Loss of credit will occur in all cases when a student has exceeded the following unexcused absences:

Length of course	Unexcused Absences Limit
Full year	27
Semester	14

A student will lose credit for all courses in a school year if the student's unexcused absences exceed the allowable amount.

- **Appeal for Loss of Credit**

The school has established a process for a student to file a loss of credit appeal if the student exceeds the limits listed above. The Appeals Process can be found in the full Attendance Policy posted on the school website and also available at the school main office. Any appeal has firm filing deadlines.

Length of course	Appeals Filing Deadline
Full year	6/7/2024 (except for 12th graders who must file by 5/31/2024)
Semester for first half of academic year	2/16/2024
Semester for second half of academic year	6/7/2024 (except for 12th graders who must file by 5/31/2024)

Completion of make up work, documentation of the reasons of the unexcused absences, as well as mastery of the subject matter are some of the factors that are used in assessing an appeal.

- **Common Absences**

In our history as KIPP Newark schools, we've noticed the majority of student absences are related to appointments scheduled during school days and sickness. We encourage families to schedule doctor and dentist appointments during days when students do not have school. We know that this is not always possible, so if you do need to schedule an appointment during a school day, please make every effort to bring your student back to school so that he/she does not miss important instruction.

Students also get sick from time to time. But when is sick too sick for school? We recommend using the descriptions below to assess whether you should send your child to school.

Send my student to school if...

- My student has a runny nose or just a little cough, but no other symptoms.
- My student hasn't taken any fever reducing medicine for 24 hours, and my student hasn't had a fever during that time.
- My student hasn't thrown up or had any diarrhea for 24 hours.

Keep my student at home if...

- My student has a temperature higher than 100 degrees even after taking medicine.
- My student is throwing up or having diarrhea.
- My student's eyes are pink and crusty.

Call the doctor if...

- My student has had a temperature higher than 100 degrees for more than two days.
- My student has been throwing up or having diarrhea for more than two days.
- My student had the sniffles for more than a week, and he/she is not getting better.
- My student still has asthma symptoms after using asthma medicine (and call 911 if my student is having trouble breathing after using an inhaler).

○ **Chronic Absenteeism**

Students who are excessively absent are considered **chronically absent**. Students who are chronically absent miss more than 10% of the school year or more than 18 days absent. We cannot emphasize enough the impact absences have on student learning. Instructional learning builds on content from the previous day. If students miss school, they can quickly fall behind.

If your student becomes chronically absent, then you *and* your student will receive the interventions below:

Number of Absences	Intervention	Resources
After 3 absences	Teacher and GLC schedule conference with family	Family Recommitment letter is signed
After 6 absences	GLC and AP schedule conference with family	Family Recommitment Letter 2 is signed
After 10 absences	AP and Dean of Students and Families scheduled conference with family	Attendance Letter with NJ Retention is signed
After 10+ absences	Continued meetings with Dean of Students and Families/ School Leader	Court complaints and Truancy Filings as necessary

Chronic Absenteeism Tracking	1	Report	Report Chronic Absent Tracking Report: Email Alert for Students with 3, 6, 10, 10+ Absences	GLC/LT Teams	12:00 : <i>automated daily</i>	DeansList (via email notification)
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Chronic Absenteeism Tracking	2	Contact Families	Enter contact / meeting with Families following Chronic Absenteeism protocol for each 3,6,10,10+ stage in DeansList Comm Log	GLC/LT Teams	<i>Ongoing</i>	DeansList (Comm Log)
Chronic Absenteeism Tracking	3	Report	Audit & Review: Chronic Absenteeism tracker to identify students at risk, latest interventions and track family contact	GLC/LT Teams	<i>Ongoing</i>	Data Tool (Chronic Absenteeism Tracker)

The interventions listed above are only a few examples the schools will take to ensure your student comes to school each and every day. For serious offenses, additional interventions will be taken into consideration.

○ **Tardies**

In order to fully implement our rigorous educational programs at KIPP Newark schools, we must make use of every minute. Students who arrive after 8:14 am are considered tardy. Students are required to sign in at the Swipe machine outside of the main office before going to class.

New Jersey state requires that students have at least 4 hours of instruction to be considered present. Therefore on Mondays, Tuesdays, Thursdays and Fridays students will be allowed to enter the building after **10:30 am** but will not be marked present as per the state of NJ policy that they must be in the building for at least 4 hours to be considered present.

On Wednesdays students will be allowed to enter the building after **9:30 am** but will not be marked present as per the state of NJ policy that they must be in the building for at least 4 hours to be considered present.

○ **Early Dismissal**

The end of the day is just as important as the beginning of the day. If your child has a medical or dental appointment or family emergency requiring you to come to school requesting an early dismissal, please notify the main office in advance. Parents/guardians are required to sign-out students from the main office for any early dismissal. Please try to arrange appointments for after school whenever possible. A student will only be dismissed to a parent or person listed on the authorized release list.

HS	Main offices close for 20 minutes before dismissal and no early dismissals are permitted after the following times. <ul style="list-style-type: none"> ● 2:30 pm = M,T,Th,F ● 12:30 pm = W
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*times at shared campuses may vary depending on exact dismissal times and campus-wide activities.

● **Home Instruction**

In limited circumstances, it may be necessary for the school to provide a student with homebound instruction. Pursuant to N.J.A.C. 6A:16-10 et seq., the school may provide home instruction under the following circumstances:

- A child's temporary or chronic health condition results in missing more than 10 consecutive school days or 20 cumulative school days during the school year. In this situation a written determination from the child's physician is required.
- A child is on out of school suspension for longer than 4 consecutive school days.
- Court order or other state mandated placement.

● **Parent Involvement**

○ **COMMITMENT TO EXCELLENCE**

I fully commit to KIPP by upholding the following agreements:

- I will always help my child in the best way we know, and we will access whatever resources and make whatever sacrifices necessary for our child to learn.
- I will always make ourselves available to my/our child and the school, and we will address any concerns either might have.
- I will support the school's policies, including discipline and dress code, as detailed in this student handbook.
- I will look for opportunities to work with other families or community partners to support the mission of the school.
- I will actively communicate with my child and his/her teachers regarding my child's progress, difficulties, and successes.
- I will contact my child's teacher or social worker if my child has a problem that may jeopardize his/her academic engagement.
- I understand that my child must follow the school's rules to protect the safety, interests, and rights of all individuals in the KIPP community.
- I will always read and respond as requested to my/our child's academic reports, parent surveys, or requests for pertinent information in less than 48 hours.
- I will commit to ensuring that my child will arrive at school every day during the regular school year.
- I will monitor my child's required homework nightly and, if he or she fails to complete the assignment, I support the school's decision to hold him or her accountable.
- I will allow my child to go on KIPP field trips, participate in internships, and visit colleges.

○ **Parent-Teacher Communication**

At KIPP, we believe our students are most successful when teachers and families form a partnership through open and regular communication about their education.

School's	Parents should expect regular touch points throughout the year from their child's advisor.
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Parent-Teacher Communication	<p>Advisor will communicate with families via email or phone bi-weekly.</p> <p>Bi-weekly progress reports and culture (behavioral) reports will be sent via email by the main office.</p>
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- **Birthday Policy**

HS	<p>Parents are required to notify the main office at least 24 hours in advance if they would like to celebrate their child's birthday during their child's designated lunch period.</p>
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- **Visitors**

To ensure the safety of our students and staff, all visitors to the school, including parents, must check in at the security desk. We use a visitor system which requires visitors to sign-in using a photo ID (driver's license, preferred). You are then given a visitor badge which you **must** wear while you are in the building. Even if you visit the school on a regular basis, you will still be required to sign-in using our visitor system. This also helps us to know who is in the building in the event there is an emergency. Please make sure you sign out at the security desk before leaving. If you are not following the security procedures or are being disruptive in any way, our staff and security personnel reserve the right to ask you to leave or remove you from school grounds.

- **Parent Communication**

 Powerschool Sheet.docx.pdf

- **Safety and Weather**

- **Emergency Drills**

The safety of all students and staff in our schools is very important to us. In order to maintain a safe environment for our students to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

Below are some examples of drills that are conducted at our school:

FIRE DRILLS

KIPP will conduct a “fire drill” each month that school is in session. This is a Fire Code and New Jersey requirement. It is important for every student and staff member to understand and be aware of the importance of this drill and not be afraid when the fire alarm sounds. By practicing, students and staff will know what to do and how to do it.

LOCKDOWN DRILLS

KIPP conducts “Lockdown Drills” throughout the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students and staff safe from any danger outside or inside the building. During a “Lockdown Drill,” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe in the event of a real emergency, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

In the event of a real emergency, parents will receive an “all-call” similar to the calls we send out for weather-related closures or delays. As a result, **it is extremely important that you provide the main office with up-to-date contact numbers**. This is the fastest way for us to notify all families as school staff may not be able to answer phone calls or respond to texts during an emergency.

○ **Inclement Weather Policy**

KIPP Newark schools typically follow the Newark Public Schools for all school closings, delays, and early dismissals during the winter weather months.

Delay	KIPP Start Times		
	ES & BOLD	MS	HS
1 Hour	8:45 am	9:00 am	9:00 am
90 Minutes	9:15 am	9:30 am	9:30 am
2 Hours	9:45 am	10:00 am	10:00 am

KIPP Newark will post closings, delays, and early dismissals on local news stations, our website, as well as our school Facebook and Instagram social media pages.

An “all-call” to families will be sent out when the school is closed, delayed or if we have an early dismissal due to weather. Please make sure the main office has a current phone number on file.

○ **Make-Up Days**

The KIPP Newark school calendar allows for 5 school days to be missed due to emergency or inclement weather. Emergency days are as follows:

- If we use 5 emergency days before March 1st, 3/29 and 5/24 become half days for students (and half PD days for teachers).

- If we use 4 emergency days before March 1st, 5/24, becomes a half day for students (and half PD day for teachers).
- If we use exactly 3 emergency days before March 1st, there is no change to the calendar.
- If we use only 2 emergency days before March 1st, 3/15 becomes a day off for staff and students.
- If we use only 1 emergency day before March 1st, 3/15 and 5/24 become days off for staff and students. In this case, 5/23 would become a staff PD Day in place of 5/24.
- If we use 0 emergency days before March 1st: 3/15, 4/19, and 5/24 become days off for staff and families. In this case, 5/23 would become a staff PD day in place of 5/24.

○ **Student Release**

If a student is asked or allowed to leave school before the normal dismissal time for that day for any reason, then the school will contact the parent or guardian, and the student must be handed off from the school directly to the parent or guardian or someone on the student's "release/pick-up" list. Only KIPP students who are 18+ years old are allowed to sign themselves out. Elementary students are not allowed to walk home on their own at any time; they must be walked home with someone on the approved pick-up list.

● **Health and Wellness**

○ **Immunizations**

New Jersey law requires all students, starting in Kindergarten, to have current immunizations on file at the school [N.J.A.C. 8:57-4]. Students who turn 11 years old are required to get their boosters. Required vaccinations include all DTAPs, Hepatitis, MMRs, Varicelas, and IPV's prior to starting school. Students who are 18 and older while still attending high school must obtain additional vaccines of MENINGOCOCCAL A/B.

○ **Physicals**

All new students entering KIPP Newark schools, grades K-12, must have an updated physical on file at the school. Forms for physicals are included in the mandatory health packet that all new students are required to submit prior to joining KIPP. Students who enter grades K, 5, and 9 & 12th are required to have an updated physical on file at the school. We also highly recommend getting an annual physical to ensure school nurses have the most current information regarding a student's health.

● **Sports Physicals**

Any student participating in a sport, including athletic teams or squads, must have a sports physical on file at the school within 365 days prior to the first day of practice. Sports physicals differ from regular physicals because sports physicals include a cardiac component.

○ **Family Notification of Health Incidents**

Families will be notified for any serious injuries at school. These include, but are not limited to, head injuries, suspected fractures, and uncontrollable bleeding. Please make sure the main office has your current phone number on file.

- **Medications Policy**

Medication cannot be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. If a student needs to take medication(s) at school, then the parent or guardian must bring the medications to school and sign-off on the School Medication Receipt form. 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. All medications must be handed directly to the school nurse. All medications are stored securely in the school nurse's office. Only the school nurse may administer medication, including over-the-counter medications. Students may not self-administer (except in a few circumstances permitted under New Jersey law). School nurses are authorized to provide infrequent over-the-counter drugs to students, such as ibuprofen, unless a doctor or family member has noted otherwise on the student's health form.

- **Illness at School**

Students with a temperature of 100.6 orally and above must go home and should be picked up by a parent or guardian from the release list within one hour of notification. Parents/guardians must physically come into the school and sign the student out. (Students who are 18+ may check themselves out. However, it is strongly recommended that any student who is ill will be required to have a parent/guardian pick him or her up from the school.) Students can return to school if the student has been fever-, diarrhea- and/or vomit-free for 24 hours without the use of medication.

- **Incidents**

If a student has an incident at school and the school nurse suspects the need for further evaluation, then the parent will be notified and an incident report will be completed and sent home with the student. If a serious injury is suspected, then the parent must pick the student up within one hour of notification or the student will be transported to the Emergency Department by ambulance. If the injury is considered life-threatening, then 911 will be called right away and then the parent will be notified. Parents have the right to deny transportation via ambulance, however, the parent will need to sign a waiver with EMS (Emergency Medical Services) personnel.

- **Bathroom Accidents**

Students of any age who have a bathroom accident with no extra clothes will follow the procedure below:

- Students will wait in the nurse's office until a change of clothes is secured.
- Parents/guardians will be notified to bring clothes to school. We ask that parents make every effort to comply with this request as soon as they are notified.
- If the student has frequent bathroom accidents, then the parent should follow-up with the student's Primary Care Provider.

- **Allergies**

All allergies must be supported by a physician and documented on the physical as well as the Allergy Action Plan. If the student has a history of Anaphylaxis, then the student must have an EpiPen order and EpiPen at school. All Anaphylactic incidents for students without an EpiPen at the school will require a call to 911. If the student is required to eat or drink special foods/drinks due to an allergy, the physician must document the specific allergy and the alternatives to be given. For example, if a student is allergic to dairy products and the medical documentation requires the student to drink almond milk, then the medical documentation on the physician's letterhead must state that almond milk be offered. This is documentation we provide to our food service provider as well. All KIPP Newark schools are peanut-free due to the severity of peanut allergies. Please make sure you let the school know if your child has any new allergies and please provide the medical documentation.

○ **Meal Program/Nutrition**

All families must fill out a federal free/reduced lunch form on an annual basis. School breakfast and lunch are free for all students since KIPP Newark schools are part of the Community Eligibility Program (CEP). Families may choose to have their children eat breakfast at home and/or send a bag lunch. Students are not allowed to order food to be delivered to the building. Parents are also not allowed to order food to be delivered to the building for students. Parents may physically drop food off to their child only during their lunch times.

KIPP Newark encourages students to make healthy choices when it comes to eating and drinking. Students receive breakfast and lunch daily so that they have energy to keep them focused throughout the day. Students have access to multiple choices for breakfast and for lunch on a daily basis. In order to promote a healthy learning environment, if you choose to send a snack with your student in addition to the food served at the school, we encourage the consumption of healthy snacks on campus. Students may bring fruit, vegetables, juices, or single servings of crackers.

○ **Wellness Policy**

KIPP Newark schools are committed to providing a school environment that promotes and protects student health, well-being, and ability to learn by supporting healthy eating and physical activity. Our commitments to providing nutrition education and regular physical activity, as well as access to nutritious foods for all students, will apply to all students throughout all grades at KIPP.

- KIPP Newark will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies at our schools.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages served at school will meet the nutrition recommendations of the current *U.S. Dietary Guidelines for Americans*.
- KIPP Newark schools will provide modified nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

For more information about the KIPP Newark Wellness Policy, please visit <https://kippnj.org/compliance>.

● Academics

○ High School (9-12) Grading and Assessments

Our middle and high schools use a points based grading system; categories are not weighted in their own right. A points based grading system is where the grade for the quarter can be calculated by dividing points earned by points assigned. Certain types of assignments still have more weight than others, but it is based on the amount of points the assignment is worth rather than an internal calculation.

Students' grades are calculated based on their performance on the following types of assignments:

Category	Description
WORK HABITS	This is classwork that is a measure of students' work ethic in the classroom. Classwork is graded for completion and mastery twice a week and each assignment is worth 10 points. Examples include: <ul style="list-style-type: none"> ○ Problem Sets ○ Independent work ○ Homework ○ Blended Learning ○ I-ready ○ Discussion
FORMATIVE ASSESSMENTS	Formative Assessments are a snapshot of students' mastery of the content. They are graded one time per week and each assignment is worth 10 points. Students can and should revise this work as they increase their mastery.
SUMMATIVE ASSESSMENTS	Summative Assessments are culminating measures of content mastery at the end of a unit or quarter. There are usually two per quarter and they total 200 points. We expect students to prepare for these assessments by studying at home and completing study guides.

○ Guidelines for Grade Point Average (GPA) Calculations

At the end of each quarter and year, your child's report card will include a Grade Point Average (GPA). At KIPP, we calculate GPAs by assigning a certain number of GPA points to every course grade a student earns and averaging those GPA points together. (See the table below for how course grades are used to determine GPA points.)

Your child's Grade Point Average is an important measure of his or her academic performance. Your child's high school GPA will have a big impact on your child's colleges options:

- A student with a 3.5 or higher will often have access to more selective colleges and universities, and is typically in the top 20% of his/her class.
- A GPA of above a 3.0 is considered a sign of a strong student with good work habits.
- A GPA below a 2.5 is concerning, and will limit college options and/or is a reflection of a need to improve study habits.

Each quarter is worth 25% of a student's overall grade for the year. Quarterly and unit assessments are counted as a mastery grade in each quarter. Students with IEPs will receive necessary accommodations and modifications to quarterly assessments. In High School, midterm and final exam grades are included in Quarter 2 and Quarter 4 grades respectively.

Quarter	Weight
Quarter 1	25%
Quarter 2	25%
Quarter 3	25%
Quarter 4	25%

Percent	Grade	Unweighted GPA Points	AP/Dual Enrollment Course GPA Points
97-100	A+	4.33	5.33
93-96	A	4	5
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3	4
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-76	C	2	3
70-72	C-	1.67	2.67
67-69	D+	1.33	2.33
63-66	D	1	2
60-62	D-	0.67	1.67
0-59	F	0	0

- **Honor Roll**

Students are able to earn Honor Roll based on their GPA in middle school and high school. To earn Honor Roll students must have a yearly GPA of 3.3 or higher. Each school has their own nomenclature for honor roll with distinguishing honor roll lists that are unique to the identity of the school.

- **Report Card Conferences**

Report cards will be distributed to families during the Family-Teacher conferences that will be held after the completion of each quarter. Conferences are scheduled for the following days:

- **Quarter 1: November 15-16, 2023**
- **Quarter 2: January 31-February 1, 2024**
- **Quarter 3: April 17-18, 2024**
- **Quarter 4: June 12-13, 2024**

- **Homework**

HS	.Homework will be assigned at Teacher's discretion
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- **Policy for Making up and Revising Work**

Student absences have a significant impact on student learning. Students who are absent from school when an assignment is due are expected to submit that assignment upon returning to school. Students who are absent from school the day an assignment is given should be given one additional day to submit that assignment for each day they are absent.

Students have 2 weeks after the due date to turn in missing assignments. Students can earn up to 7 points out of 10.

We want students to take full ownership for their course grades GPAs. Therefore, we believe that students should have opportunities to improve their grades by revising some types of assignments.

Formative Assessments

Students have the opportunity to revise any formative assessment that they did not receive full credit for. Regardless of type of a formative assignment, the students should be able to earn back all available points during the revision/re-take.

Summative Assessments

Mastery assessments (mastery quizzes, quarterly assessments, midterms, finals) will be graded using either a curve or conversion chart. Mastery assessment revisions are mandatory with the following parameters in place:

Students who submit test revisions can earn back up to 60% of the points that were missed. For example, a student who submits test revisions whose original curved/converted score was a 60 can earn up to 24 of the 40 points that were missed, for a final score of 84.

The lowest possible score a student can receive for an assessment is a 50, the numerical equivalent of an “F,” -- even if the student has missed the assessment altogether. This is also the lowest score that can be achieved on the conversion chart.

Work Habits

Students cannot revise work habit assignments.

○ Gifted and Talented Policy

At KIPP, we are committed to meeting the needs of all learners - including students who are gifted and talented. KIPP Newark will therefore provide all gifted and talented students with programs which provide for gifted and talented students' basic education while encouraging optimum development of the students' special abilities. Programs shall be developed or located which stimulate students to participate constructively in, and contribute to, the activities of the school, the community and society. The full Gifted and Talented Policy is available upon request to the school. **There is currently no gifted and talented program offered at Newark Lab High School.*

○ Retention and Promotion Policy

We believe that, while the timeframe may differ for different students, all of our kids will ultimately be academically prepared to lead choice-filled lives. We recommend retention only when we believe that repeating a grade will benefit the student. Factors that we consider when making retention decisions include but are not limited to:

- Grades
- Reading level
- Math proficiency
- Attendance

If your child is being retained in their current grade, your child's school leader will communicate this decision to you by the last day of school.

● Behavior Management Systems

At KIPP Newark, we will cultivate the academic, social-emotional, and character skills students need to lead choice-filled lives. These habits will be built in the learning environment with staff, students, families, and the community. We use a variety of developmentally appropriate methods (i.e., responses, conversations, incentives, recognition, and consequences) to teach necessary skills for students to make more informed choices. We envision a school where:


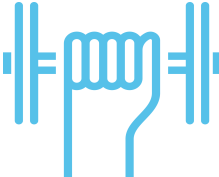
- Our high expectations are rooted in clear, consistent, rational guiding systems and routines;
- Universal responses, conversations, incentives, recognition, and consequences are methods that we use to teach necessary skills for students to make more informed choices
- All members of the school community exhibit tolerance and respect for each other;
- Staff members equitably support 100% of our students to meet their potential;
- Staff create a balance of proactive and reactive approach to student challenges;

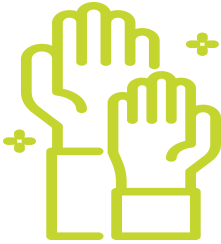

- Students take responsibility for their own actions and their own learning;

**School-specific
behavior
management
systems**

○ **The *HeartBEAT* positive point system**

The *HeartBEAT* positive point system aims to encourage students to attain the high standard of behavior expected of them. It is imperative that we not only recognize when a student meets expectations, but exceed them as well. This is a system to monitor individual student's conduct and help students make good decisions. The *HeartBEAT* points will encourage positive and responsible behavior. Students will earn points when they display values from our key principles (**Be Kind** - **Effort** - **Accountability** - **TeamWork**). Students can earn positive points for demonstrated behavior that is aligned to our core values, which can be redeemed for recognition and participation in events that celebrate and encourage their investment, engagement, and joy in school. However, engaging in behavior that goes against our code of conduct can result in consequences.

Key Principles	Definition of Principles	Key Indicators	Point Value
 <p>Be Kind <i>We recognize, appreciate, and encourage others.</i></p>	Relates to how we treat ourselves and each other. Our goal is to empower our students to make positive changes in the world through encouraging optimism and positive energy. By prioritizing kindness, we will develop compassion, tolerance, and respect for others.	1. Encouragement 2. Inclusivity	1
 <p>Effort <i>We work diligently and stay focused on tasks.</i></p>	Relates to students' sense of self-efficacy and is a key component of their intellectual engagement. We aspire to instill in our students the habits necessary for them to excel in all facets of their lives.	1. Resiliency 2. Problem-Solving	1

	 <p>Accountability <i>We take accountability and responsibility for our actions</i></p>	Is a crucial skill for responsible and contributing members of the community. It involves taking ownership of one's actions and learning. Our goal is to instill in our students the value of personal/community responsibility and accountability.	1. Responsibility 2. Advocacy(Speak Up & Out)	1
	 <p>Teamwork <i>We collaborate and work together to successfully complete tasks with the goal of achieving the greatest outcome.</i></p>	The collaborative effort of students working towards a common goal or objective. It involves the sharing of ideas, responsibilities, and resources to achieve a common purpose.	1. Create Community (Safety) 2. Collaboration	1

○ **Student Code of Conduct**

KIPP believes that effective classroom management and a clear plan for discipline are essential for positive, productive classroom environments. Classroom management should center on proactive guidelines and procedures that establish clear expectations, foster engagement, and prevent misbehavior and confusion before they arise.

KIPP believes that discipline should be a learning experience in and of itself carried out with the students' best interests in mind. Discipline should help teach students to be responsible and self-disciplined. Such an atmosphere must include the resources to support and teach student growth, respect for self, others, as well as for school based and community property.

Level of Infractions Definition	
Tier 1	These are minor violations that don't meet expectations and can disrupt the learning environment negatively.
Tier 2	These violations can include breaking clearly stated school rules, leading to a referral or intervention. They can also include serious choices that put safety at risk, potentially causing harm to others.

Tier 3	These violations may result in significant harm to individuals and/or the entire school community. It may involve possession of weapons on school property or at school-sponsored events. In such cases, students are likely to be suspended and receive outside support, with law enforcement contacted if needed.
This policy categorizes behaviors and responses in a developmentally appropriate manner for the student and school community. However, school administrators may make final decisions if a student violates the code. The listed behaviors, below, are not exhaustive, but will be treated in a similar manner.	

Tier	Infractions	Definition
Tier 1	Disruptive Behavior/Hallway, Cafeteria, Study Hall, Assembly Inappropriate Behavior	Minor disruption of all or a significant portion of a campus activity, school-sponsored event, and / or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.
Tier 1	Inappropriate language	Vulgar, crude, harmful, or indecent language directed at someone or used in a public space.
Tier 1	Use of technology for other than instruction	The use of any device, other than a chromebook or other school approved technology, that is not visible or turned on during the class school hours, or lunch when permitted.
Tier 1	Off Task/Not Following Directions	Head down, walking around the classroom without permission, talking without permission, participating in non-assigned activities, distracting others. .
Tier 1	Late/Unauthorized Location	Late to class or in a location students should not be in.
Tier 2	Cheating	Using unauthorized responses or work not originally created by the student to receive credit for school work, projects, or assigned tasks, as if it was your own.

Tier 2	Refusal to fix dress code	Any student who does not adhere to the school's set dress code policy (outwear, accessories, top, bottom, shoes).
Tier 2	Refusal to submit technology to school officials	A Student refuses to turn in the device (Cell phone, earpods, any listening device or computer/tablet) after expectation is set.
Tier 2	Inappropriate Use of Cell Phone or Electronic Device i.e. photos, video or audio of classmates - teachers without consent, etc.	Secretly or publicly using your phone or electronic device for harmful purposes, intended or not, towards others.
Tier 2	Destruction of Property	Intentional defacing of school or personal property, including electronic devices, which includes writing, tearing or breaking items.
Tier 2	Unauthorized Departure from Class	Leaving designated learning space without permission from supervising adults; eloping.
Tier 2	Cutting Class	Student absent from class - when marked present at school - or away from designated learning environment for extended amount of time (as determined by school), without reasonable explanation or pass.
Tier 2	Verbally or electronically threatening a staff member	Statement made to or about a staff member, verbally or electronically, with the intent to intimidate or cause any sort of harm
Tier 2	Verbally or electronically threatening a peer	Statement made to or about a peer, verbally or electronically, with the intent to intimidate or cause any sort of harm
Tier 2	Theft of school property	Taking property from the school community without permission of a school based adult.

Tier 2	Theft of staff or peer property	Taking property from the school community; individually owned by another staff member or peer, without the owner's prior permission.
Tier 2	Prolonged Tantrum	Any student that has an outburst of negative emotion and behavior for an occurrence or period of time that exceeds the scope of what is developmentally appropriate for that individual student.
Tier 2	Disruptive behavior in shared spaces	Major disruption of all or a significant portion of a campus activity, school-sponsored event, and / or school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others.
Tier 3	Unauthorized Departure from School	Exiting school campus/building without permission from authorized personnel.
Tier 3	Physical Altercation (Fight)	A fight is defined as a physical altercation occurring between two or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.
Tier 3	Assault of Staff	Any student that attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another person. Some examples of this offense include: spitting in someone's face, hitting someone in order to cause them soreness, or slapping a person's face.
Tier 3	Possession, sale, or distribution of a controlled illegal substance	Any student that possess, distribute, use or under the influence of alcohol or drugs while on school grounds or property, school bus or during school functions (on or off campus)
Tier 3	Weapon Possession	Any student that possesses, distributes anything that is readily capable of lethal use or of inflicting serious bodily injury.

For the purposes of this document, weapons or dangerous instruments are broadly defined to include, but not limited to, those defined in N.J.S.A.2C:39-1f and 18 U.S.C. 921. Rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal fillings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs, explosives; any weapon or other device which projects, releases, or emits tear gas or any other substance intended to provide temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon.

A student found or observed on school property or at a school-sponsored event to be in possession of a weapon or dangerous instrument, shall be reported to the School Leader immediately. The School Leader/designee shall immediately inform law enforcement officials. Disciplinary action shall be taken against students who possess, handle, transmit, or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided to the student. Disciplinary action imposed by the school may be in addition to sanctions levied by legal authorities. Any student who is convicted or found to be delinquent for the following offenses shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board to remove the student: A. Possessing a firearm on any school property, on a school bus, or at a school-sponsored function; or B. Committing a crime while possessing a firearm.

Newark Lab High School Expectation Matrix

Expectations	Settings					
	Classroom	Hallway	Cafeteria	Restroom	Bus	Arrival/Dismissal
Be Kind	<ul style="list-style-type: none"> - Following directions and procedures quickly - Demonstrate self-control - Cooperate with others - Keep hands, feet and objects to yourself - Listen, respect and pay attention to the speaker - Respect others work and material - Appropriate responses to adults and peers at all times 	<ul style="list-style-type: none"> - Stay calm and controlled in conflict with adults and peers - Be courteous of other classrooms - Respect student work/materials - Keep hands and feet to yourself - Refrain from PDA - Use appropriate language 	<ul style="list-style-type: none"> - Listen to and follow adult requests - Follow directions the first time asked, talk in normal voice levels - Keep food on your plate - Clean up after yourself 	<ul style="list-style-type: none"> - Give others privacy and personal space - Keep surfaces free of graffiti 	<ul style="list-style-type: none"> - Get to the bus in a timely manner - Listen to and follow the bus drivers' rules - Remain seated after entering the bus - Stay clear of driveways and roadways 	<ul style="list-style-type: none"> - Respond immediately when teachers/adults call - Control temper in conflict situations - Follow all procedures
Accountability	<ul style="list-style-type: none"> - Be present and prepared - Turn in finished work - Exercise self-control - Ask questions as needed - Make-up work when absent according to county policy - Report any problems to your teacher 	<ul style="list-style-type: none"> - Report unsafe behaviors immediately - Follow instructions given for drills and emergencies - Keep your hands and feet to yourself - Use appropriate language - Report any problems to your teacher - Must have agenda - Keep on your side of stairs - Keep personal belongings in locker - Keep hallways clean 	<ul style="list-style-type: none"> - Clean up after yourself - Clear away trash - Eat lunch - Choose a seat quickly and stay in it - No food or drink taken from cafeteria - Report any problems to your teacher - Keep doorways clear of back packs 	<ul style="list-style-type: none"> - Report any problems to your teacher (Graffiti, fighting, horseplay, etc.) - Use restroom quickly, and utilize the time between classes - Return to classroom promptly and quietly 	<ul style="list-style-type: none"> - Remain in seat - Use self-control - Keep head and hands inside the bus - Keep hands and feet to yourself 	<ul style="list-style-type: none"> - Arrive on time to School - Bring to school and take home all necessary materials - Report any problems to your teacher - Stay in designated areas until dismissed
Best Effort	<ul style="list-style-type: none"> - Participate in classroom activities - Complete work with best effort - Remain on-task - Show a positive attitude - Stay focused on your own work - Come to class with a focus on learning 	<ul style="list-style-type: none"> - Pay attention to where you're going - Use hallway time appropriately and efficiently - Clear hallway one minute before class 	<ul style="list-style-type: none"> - Clear away trash - Eat lunch - Use appropriate table manners 	<ul style="list-style-type: none"> - Respond appropriately to conflict situations - Keep restrooms clean 	<ul style="list-style-type: none"> - Stay clear of the moving bus - Keep hands and feet to yourself 	<ul style="list-style-type: none"> - Resolve conflicts Peacefully - Show a positive attitude

Teamwork	1. Strive for Excellence	-Allow others appropriate space.	-Work with peers to clean cafeteria even if you did not create the mess.	-Leave the restroom cleaner than you found it.	-Be respectful to bus drivers and passengers.	-Be present, be on time and be prepared to learn!
	2. Touch Lives Through Service	-Use "inside Voice" volume level, being mindful of classes in progress.	-Support teachers in the cafeteria by following instructions/directions the first time.	-If the restroom is dirty, alert an adult/staff member and help clean up if possible.	-Listen and watch for bus number, bus stop, or parent vehicle.	-Be patient during security clearance check during arrival.
	3. Act with Integrity and Self control	Keep hands, feet, and other objects to myself.	-Leave the space cleaner than you found it.	-Speak to peers in a polite manner on keeping the bathroom clean.	-Stay in your seat while bus is operating.	-Do not cut the line and communicate with peer if you need to enter the building early.
	4. Respect Others and Myself	Walk on the right side.		-If inappropriate behavior is occurring in the restroom, alert a staff member immediately.	-Enter and exit vehicles/bus safely and efficiently.	-Exit the building safely.
	5. Take Responsibility for my Decisions and Actions	Respect the property of others. - Help peers with locker combinations and correctly store backpacks.				-Be mindful of surroundings and oncoming vehicles when walking in the street. -Do not engage in physical altercations in the street or in oncoming traffic.

- **Suspensions**

Aligned with the above, suspensions may occur as a result of code of conduct violations. The School Leader, or designee, has the authority to suspend students up to 10 consecutive days. A suspension beyond 10 consecutive days requires the approval of the Executive Director and results in a formal hearing before a committee of the Board of Trustees. If suspended for 5 or more consecutive days for a code of conduct violation, a student will receive home instruction no later than the 5th day of suspension.

- **Harassment, Intimidation, and Bullying (HIB) Policy**

At KIPP, we expect students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with the rights and abilities of students to learn and our ability to educate students in a safe and productive environment. Please see the Appendix for a summary of our HIB Policy.

If you believe your child or another student in the school is the victim of Harassment, Intimidation, or Bullying, please contact your school's HIB Specialist:

School-specific information	<ul style="list-style-type: none"> ● Jamayla Scott, Dean of Students ● jscott2@kipnpj.org ● 973-757-1501
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- **Plagiarism**

Plagiarism includes copying an idea or the actual text from another source and claiming that it is one's own. Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

1st Violation	Student will receive a grade of "F" for the assignment . They will be afforded an opportunity to resubmit the assignment . Parent will be notified of the first integrity violation.
2nd Violation	Student will receive a grade of "F" for the assignment , and complete a restorative form in the after-school restoration space. A parent meeting will be held with the Assistant Principal, Grade Level Dean, parent, and classroom teacher.
3rd Violation	Student will receive a grade of "F" for the assignment , and complete a second restorative form in the subsequent after-school restoration space. A parent meeting will be held with the Assistant Principal, Grade Level Dean, and Parent.

- **Alcohol and Substance Abuse Policy**

We are committed to the safety and well-being of all students and their families in our schools. We recognize the harmful effects of drugs, alcohol, steroids and tobacco on student development, success, and life outcomes. As a result, we are committed to implementing wellness and recovery strategies to promote prevention, intervention, referral for evaluation, referral for treatment and continued care for drug, alcohol, steroids and tobacco use and abuse.

Students suspected of being under the influence of a substance will be referred to the nurse for screening. In accordance with N.J.S.A. 18A:40A-12 students suspected of being under the influence must immediately be evaluated by a physician.

For a summary of our Alcohol and Substance Abuse Policy, please see the Appendix.

- **Electronics & Acceptable Use Policy**

Access to KIPP’s internet network and technology is a privilege and must be treated as such by all users of the network and its associated systems. Our technological resources are intended to be used for educational activities. To ensure that our network remains secure, each and every user must protect the rights of the community. By using the school’s systems, each student agrees to follow our Acceptable Use Policy and all applicable laws. For a summary of our Acceptable use policy, please see the Appendix.

- **Cell Phone and Electronics Policy**

The NLHS Cell Phone Policy is that the use of **cellphones, apple watches and airpods** are **Not Permitted** in any classrooms at NLHS. Students are permitted to use their cellphones during their lunch and transition times. No cell phone usage allowed in class for 45 minutes. Students will have a lockbox in each classroom to put their cell phone’s in. Students will be required to turn their cell phones into lock boxes that are provided to every teacher. If a student gets caught with a cell phone in class after being provided lock boxes to place phone in the Dean will follow the policy below:

- **1st Offense: Turn phone into Dean, parent meeting and phone taken for 1 week.**
- **2nd Offense: Turn phone into Dean, parent meeting with Dean and Lead Dean for 2 weeks.**
- **3rd Offense: Turn phone into Dean, meeting with Dean, Lead Dean, and Principle mandatory turn-in (next steps will be determined by the Lead Dean and Principle).**

In order to keep an academic focused community we as a school and you as our Shark families must work together to support our students.

- **Bus Expectations (SPED ONLY)**

School-specific bus expectations: include for any students who	<ul style="list-style-type: none"> ● Students are at their pick-up location <u>on-time</u> ● Students are courteous to bus driver and each other ● Students are to remain seated the entire ride with their seat belt fastened ● Friends or others (without mandated transportation) are not allowed to ride along
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have mandated busing, as well as any courtesy busing your school may provide.

- Students use **school-appropriate** language on the bus
- School transportation is an extension of the school building, so failure to meet expectations will result in a school-based consequence.**

• Students with Special Needs

Special Education and Student Supports

KIPP Newark believes that all students can reach their potential. To this end, we provide special education services to students with an IEP or 504 plan. We have certified special education teachers, paraprofessionals, related service providers, social workers, and school psychologists to provide on-going support to students who have been identified as qualifying for special educational services.

KIPP Newark is required by the Individuals with Disability Education Act (IDEA) to provide free, appropriate public education to children with disabilities who need special education and related services. New Jersey has adopted state laws that conform to the IDEA and which schools must follow. Under New Jersey Administrative Code Title 6A, Chapter 14, students between the ages of 3 and 21 are eligible for special education and related services if they meet the criteria for one or more of fourteen recognized disabilities. Eligibility is determined collaboratively by the Child Study Team, who can recommend classification only if the student's academic deficiencies are not the result of "a lack of instruction in reading, including the essential components of reading instruction, or math or due to limited English proficiency" (NJAC 6A:14-3.5(b)). Students are eligible for special education, assistive technology, and related services if they need specially designed instruction and have one or more of the following physical and/or mental disabilities: auditorily impaired, autistic, intellectual disability, communication impaired, emotionally disturbed, multiply disabled, deaf/blindness, orthopedically impaired, other health impaired, social maladjustment, specific learning disability, traumatic brain injury, visually impaired, and/or preschool child with a disability.

A. IEP Process

An IEP, or *Individualized Education Plan*, is a written support plan when a student is identified with a disability. This document describes a child's needs and explains the specific services that the school will provide a student to make progress in school.

The IEP is written by a team of professionals and a student's parents/guardians. In New Jersey this team is referred to as the Child Study Team. Parents/guardians are invited to all IEP meetings. A student is also invited to the meeting if his or her post-secondary goals and transition needs will be discussed at the meeting (this is required if the child will turn 14 during the next school year). If transition needs are not going to be discussed, then the parent or guardian can decide whether the child should attend the meeting. Parent and student input during these meetings is valued and encouraged.

After the IEP is written, parents and guardians are asked to sign the IEP. By signing this document, a parent indicates approval of the program and services described and identified on the student's IEP. More information

about the special education process can be found in the [*Parental Rights in Special Education \(PRISE\)*](#). This manual informs parents of their rights related to their child with a disability and is provided annually to parents.

B. Section 504

Some school age children with disabilities who do not meet special education eligibility requirements might still be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities under Section 504 of the Federal Rehabilitation Act of 1973.

A student is eligible for Section 504 protections and supports if he or she meets the following criteria:

- Has a chronic physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the student's school program.
- Is not eligible for special education services or programs.

KIPP Newark schools must ensure that qualified students with disabilities have equal opportunity to participate in the school program and activities to the maximum extent appropriate for each individual student. Without discrimination or cost to the student or family, we provide each qualifying protected student with a disability the relevant aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities and to the extent required by these laws. These supports and accommodations are documented in a Section 504 Service Agreement.

If you suspect that your child may qualify as a protected student with a disability, please contact the school social worker or Assistant Principal of Special Education to request an evaluation.

C. English Language Learner Supports

KIPP Newark schools provide non-English or limited English Language Learners (ELL) with English language instruction and cultural orientation. The goal of the ELL Program is to have students attain English language proficiency to enable them to succeed in school and in the community.

Parents of all incoming students are asked to complete a Home Language Survey as part of the registration process. Information from the survey is used to identify and screen students who may be eligible for ELL supports.

English Language Learners participate in annual state assessments with allowable accommodations annually. Students are graded using the same grading system as other students. English Language Learners, who are also students with a disability, are eligible for special education supports. A student's individual supports are

determined at an IEP team meeting taking into consideration the child's unique strengths and instructional support needs.

Students exit KIPP Newark's ELL program based on New Jersey multiple measures exit criteria. Students are monitored for two years after exiting ELL using a review of grades, school-wide assessments, state assessments (NJSLA), and teacher observations.

D. Response to Intervention (Rtl)

Response to Intervention (Rtl) is a multi-tier approach to the early identification and support of students with learning and behavior needs by utilizing a problem-solving framework to identify and address academic and behavioral difficulties for all students using scientific, research-based instruction.

Rtl is the practice of:

- Providing high quality instruction and intervention matched to the students' needs, and
- Using learning rate over time and level of performance to make important educational decisions to guide instruction.

The Rtl process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of staff members, including general education teachers, special educators, and specialists.

Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to the instruction. Rtl is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcome data.

Referral to Rtl is not to be considered as a first step to Child Study Team evaluation. Quite the opposite, it is designed to provide necessary time-bound interventions for a student to make adequate academic progress. Response to Intervention is better described as a "response to instruction." It provides a triage process that allows for progressive increases in the intensity and duration of instruction for students who continue to struggle with the general education curriculum. Through this preventive process, schools can meet the needs of all students and reduce the number of students inappropriately identified with a specific learning disability.

● Student Protection

- **FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. KIPP Newark complies fully with this federal law. For a summary of KIPP's FERPA policy, please see the Appendix.

- **Media Release Policy**

Unless a parent or guardian grants KIPP permission during the enrollment process, KIPP Newark will not distribute or display photographs, video or audio footage of your child. If you do provide KIPP with this permission, we may make these photographs, video, or audio footage available for public viewing by various media outlets.

- **Statement of Non-Discrimination**

We are committed to equal opportunity for all of our students. We prohibit discriminatory practices against any person by reason of race, color, national origin, ancestry, age, sex, pregnancy, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, on account of disability, social or economic status, pregnancy, childbirth, actual or potential parenthood, or family status.

- **Child Abuse and Neglect**

Student safety is our first priority. All school staff are mandated reporters of child abuse and neglect and are legally required to call the Division of Child Protection and Permanency if there is suspected child abuse or neglect.

In New Jersey, anyone with reasonable cause to believe a child is being abused should immediately call the Child Abuse Hotline. If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE. Calls can be made anonymously and you do not need proof to report an allegation of child abuse. The Hotline is available 24 hours a day, seven days a week.

Examples of abuse and neglect include-

When a student reports:

- being abused at home.
- witnessing drug use in the home.
- being sexually abused.
- engaging in child pornography or prostitution.
- witnessing domestic abuse.
- being threatened at home.
- being afraid to go home.

When a staff member suspects or witnesses:

- physical abuse such as bruises, burns, fractures, etc.

- other potential indicators of abuse such as wariness of adult contact, behavioral extremes (aggression, withdrawal), fear of parents/guardians or going home, difficulty walking or sitting.
- neglect- including lack of basic food and clothing, poor hygiene, consistent hunger, fatigue or falling asleep in class, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- engagement in risky behavior (including sexual behavior, drug use, etc.) where the parents/guardians are either unable or unwilling to intervene.
- absence from school to care for family members or to do chores/work around the house.
- absence from school to hold down a job.

When parents/guardians:

- repeatedly fail to return phone calls, respond to notes/letters home, or attend school meetings.
- withdraw a student and fail to provide compulsory education

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency at 1-877-NJ ABUSE (652-2873).

- **Searches**

The School Leader or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by previous court decisions and in compliance with applicable law.

All persons and belongings entering our buildings are subject to search by security personnel, including use of metal detectors.

- **Board of Trustees**

- Names

Board of Trustee Member
Tafshier Cosby
Julie Keenan
Tim Carden
Vince Marigna
Kevin Morrison
Ihsaan Brown
Rasheen Peppers

- 2023-2024 Meeting Schedule for Board of Trustees

Please visit www.kippnj.org/compliance for the most up-to-date listing of board meetings dates, times and locations.

- **Academic Calendar**

CALENDAR SYMBOLS KEY

- No School for Students
- Half Day Dismissal
- Summer Reduced Hours
- Start Dates
- Last Day of School
- Report Card Conferences
- Beginning / End of Quarter
- * Half Day HS Only (Midterms/Finals)

Delayed Openings & Early Dismissals:

KIPP may call a delayed opening or an early dismissal because of an emergency or winter inclement weather. For winter inclement weather, KIPP will follow the decision made by the Newark Board of Education.

Emergency Days:

If we use 5 emergency days before March 1st, 3/29 and 5/24 become half days for students (and half PD days for teachers).

If we use 4 emergency days before March 1st, 5/24 becomes a half day for students (and half PD day for teachers).

If we use exactly 3 emergency days before March 1st, there is no change to the calendar.

If we use only 2 emergency days before March 1st, 3/15 becomes a day off for staff and students.

If we use only 1 emergency day before March 1st, 3/15 and 5/24 become days off for staff and students. In this case, 5/23 would become a staff PD Day in place of 5/24.

If we use 0 emergency days before March 1st, 3/15, 4/19, and 5/24 become days off for staff and families. In this case, 5/23 would become a staff PD day in place of 5/24.

For more information about our schools:

www.kippnj.org/schools

For important updates, follow KIPP on Instagram at:



@kippnewark

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 4 Closed - Holiday

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 9 No School - Indigenous Peoples' Day
Oct 30 No School - Staff PD Day

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1 No School - Winter Break
Jan 2 No School - Staff PD Day
Jan 15 No School - MLK Day
Jan 29 No School - Staff PD Day
Jan 31 Half Day Dismissals - Q2 RCCs

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 1-5 No School - Spring Break
Apr 10 No School - Staff PD Day
Apr 17-18 Half Day Dismissals - Q3 RCCs

AUGUST 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 15 First Day - Entry Grades**
Aug 17 First Day - All Grades
Aug 28 No School - Staff PD Day

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Nov 10 No School - Veteran's Day
Nov 15-16 Half Day Dismissals - Q1 RCCs
Nov 22-24 No School - Thanksgiving Break

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 1 Half Day Dismissals - Q2 RCCs
Feb 16 Half Day Dismissal
Feb 19-23 No School - Mid-Winter Break
Feb 26 No School - Staff PD Day

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 24 No School - Staff PD Day
May 27 No School - Memorial Day

SEPTEMBER 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sep 4 No School - Labor Day
Sep 29 No School - Staff PD Day

DECEMBER 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 21 Half Day Dismissal
Dec 22-31 No School - Winter Break

MARCH 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 29 No School - Staff PD Day

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun 10-13 Half Day Dismissals
Jun 12-13 Half Day Dismissals - Q4 RCCs
Jun 13 Last Day of School
Jun 19 Juneteenth

**Aug 15 Entry Grades: SPARK, THRIVE, Seek, Life, and KURA - K
TEAM, Rise, BOLD, Purpose, and Justice - 5th
NCA and NLHS - 9

Appendix: Required Policies

1. Non discrimination/equal opportunity:

We are committed to equal opportunity for all of our students. We prohibit discriminatory practices against any person by reason of race, color, national origin, ancestry, age, sex, pregnancy, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, on account of disability, social or economic status, pregnancy, childbirth, actual or potential parenthood, or family status.

2. Harassment, Intimidation, & Bullying (HIB) Policy

The Board of Trustees expects students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with the rights and abilities of students to learn and our ability to educate students in a safe and productive environment.

The Board prohibits acts of harassment, intimidation, or bullying against any student.

"Harassment, intimidation or bullying" are defined as any gesture or any written, verbal or physical act, inclusive of the use of cell phones, electronic communication devices, or other electronic devices, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the school; or
- C. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Reporting Procedure

1. Report to School Leader: All acts of harassment, intimidation, or bullying shall be reported verbally to the School Leader on the same day when an individual – student, employee, or contractor – witnesses or receives reliable information regarding an incident.
2. Report to Parents: The School Leader shall inform the parents or guardians of all students involved in the reported incident and may discuss, as appropriate, the availability of counseling or other intervention services.
3. Reported in Writing: All acts of harassment, intimidation, or bullying shall be reported in writing to the School Leader within two school days of when the individual witnessed or received reliable information about the incident.

Investigation Procedure

Within one school day of receipt of a written report of an incident, the School Leader may initiate an investigation at his or her discretion, which shall be conducted by a school anti-bullying specialist (and additional personnel appointed by the School Leader, if necessary). The investigation shall be completed at the latest within 10 days of receipt of the written report. The results of the investigation shall be reported to the Board of Trustees no later than the date of the Board meeting next following completion of the investigation. Information presented to the Board shall include, but shall not be limited to, training established, discipline imposed, or any other action taken or recommended by the School Leader.

Pursuant to state law, schools have the right to interview students without parents being present.

Right to a Hearing

Parents/guardians of students who are parties to the investigation shall be entitled to receive information about the investigation. This information shall be provided within 5 school days after the results of the investigation are reported to the Board. A parent/guardian may request a hearing before the Board after receiving the information, which shall be held within 10 days of the request during executive session. At the hearing, the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any training programs instituted.

Board Decision

At the next Board of Trustees meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject or modify the School Leader's decision.

Consequences and Remedial Action for a Student who Commits an Act of Bullying

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying shall be determined by the School Leader and may range from positive behavioral interventions up to and including suspension or expulsion. In considering what response is appropriate, the School Leader shall consider the nature and circumstances of the act, the degree of harm to all individuals involved, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

Retaliation/False Accusations

Any employee, student, volunteer, or member of the public who witnesses or has reliable information that any student has been subject to harassment, intimidation or bullying as defined in this policy must report the incident to the appropriate school official designated by the administration. The Board will not tolerate any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. Individuals are also prohibited from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

Consequences:

- Students: The appropriate remedial action shall be determined, in each particular case, by the School Leader after consideration of the nature, severity and circumstances of the act. The consequences for a student found to have retaliated against another for reporting an act or falsely accusing another of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or recommendation of expulsion.
- School Employees: Consequences and appropriate remedial action shall be determined by the School Leader in accordance with school policies, procedures and agreements.
- Visitors or Volunteers: Consequences and appropriate remedial action shall be determined by the School Leader after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials when appropriate.

The full HIB policy, including any revisions after the date of this handbook's publication, can be found online at: <https://kippnj.org/compliance>.

3. Alcohol/Substance Abuse Policy

We are committed to the safety and well-being of all scholars and their families in our schools. All staff receive training and education on substance abuse prevention and intervention to ensure we are creating and maintaining a safe learning environment for all scholars. We recognize the harmful effects of drugs, alcohol, steroids and tobacco on scholar development, success, and life outcomes. As a result, we are committed to implementing wellness and recovery strategies to promote

prevention, intervention, referral for evaluation, referral for treatment and continued care for drug, alcohol, steroids and tobacco use and abuse.

In accordance with N.J.S.A. 26:3D-17, the use of tobacco products and smoking of any substance is prohibited in school buildings and on school grounds. We are committed to promoting a healthy learning and working environment, free from unwanted smoke, for our scholars, family, and visitors.

The following are strictly prohibited:

- Alcoholic beverage, of any kind
- Over-the-counter and prescription drugs/medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
- Any controlled dangerous substance, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and 2C:35-2; and N.J.S.A. 18A:40A-9
- Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2C:35-10.4.

Students are not permitted to use or possess any tobacco products or smoking device on school grounds or property, school bus or during school functions (on or off campus). Possession or use of an electronic smoking device, which includes electronic cigarettes (e-cigarettes), cigar, cigarillo, cartridges or pipe which is a nicotine delivery device that allows consumers to inhale electronically vaporized nicotine water is prohibited.

The comprehensive alcohol and substance abuse policy is available at your child's school upon request.

Searches

The School Leader or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by previous court decisions and in compliance with applicable law.

All persons and belongings entering our buildings are subject to search by security personnel, including use of metal detectors.

4. Electronics/Acceptable Use Policy

Access to our network is a privilege and must be treated as such by all users of the network and its associated systems. Our technological resources are intended to be used for educational activities. To ensure that our network remains secure, each and every user must protect the rights of the community. By using the school's systems, each student agrees to follow this policy and all applicable laws.

Prohibited Activities

- Users shall not attempt to gain unauthorized access (hacking) to the school's systems or to any other computer system via the school's network, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.
- Users shall not deliberately attempt to disrupt the school's computer systems' performance or destroy data by spreading computer viruses, malware or any similar product that can damage computer systems, firewalls, servers or network systems.
- Users shall not use the school's systems to engage in illegal activities or any activities that could expose the school, its employees, or other persons to criminal or civil liability.
- Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.
- Users shall not utilize the school's network for the transaction of any non-school related business and/or any commercial purposes. Users shall not make use of the school's network or computer systems for any product advertisement.
- Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.
- Users may not intentionally waste limited resources. Users must not post chain letters or engage in "spamming". Spamming is the sending of an annoying and unnecessary message to a large number of people.
- The school's Harassment, Intimidation, and Bullying (HIB) policy is in effect for all network activity and users will be held responsible for any violation of the HIB policy. Users are prohibited from cyberbullying one another.
- Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, abusive, or threatening language. Users shall not use the school's systems to spread messages that can reasonably be interpreted as harassing, discriminatory, racist, hateful or defamatory. Prohibited language applies to public messages, private messages, and material posted on web pages.

Students using the school's computer systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet anyone in person who they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Although students generally will be supervised when using the school's computer systems on school property, it is not practicable for the school to monitor and enforce a wide range of social values in student use of the Internet. Parents/Guardians are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the school's Internet systems.

The school reserves the right to take immediate action regarding activities that (1) violate this policy or law, or (2) create security and/or safety issues for the school, students, employees, schools, network or computer resources, or (3) expend school resources on content that the school determines lacks legitimate educational purpose, or (4) the school determines are inappropriate.

Our full policy is available upon request at your child's school.

5. Gifted and Talented Policy

The school will provide all gifted and talented students with programs which provide for gifted and talented students basic education while encouraging optimum development of the students' special abilities. Programs shall be developed or located which stimulate students to participate constructively in, and contribute to, the activities of the school, the community and society.

The full Gifted and Talented Policy is available upon request to the school.

6. FERPA Notification of Rights and Directory Information Policy

FERPA Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the School Leader a written request that identifies the records they wish to inspect. The School Leader will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the district to amend their child's or their education record should write to the school leader, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, insurance investigator, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Directory Information Policy

The Family Educational Rights and Privacy Act (FERPA) requires that the district, with certain exceptions, obtain parent/guardian consent prior to the disclosure of personally identifiable information from a child's educational records. However, the district may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the district to the contrary. The primary purpose of directory information, which is information that is generally not considered harmful or an invasion of privacy if released, is to allow the district to include this type of information in certain school publications. Examples include:

- A playbill or concert program showing your student's role or listing your student's name
- The annual yearbook
- Honor roll or other recognition lists
- Graduation or "stepping up" programs
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information can be disclosed to outside organizations without a parent's prior written consent.

The district, has designated the following information as directory information:

- Student name
- Grade
- School/Homeroom
- Participation in officially recognized activities and sports
- Parent/guardian name
- Address
- Telephone listing
- Electronic mail address
- Honors and awards received
- Dates of attendance

If you do not want the district to disclose any of the above-listed directory information about your child you must notify the school. Absent this notification it will be assumed you consent to having your child's information available as directory information.

7.Child Abuse & Neglect

Student safety is our first priority. All school staff are mandated reporters of child abuse and neglect and are legally required to call the Division of Child Protection and Permanency if there is suspected child abuse or neglect.

In New Jersey, anyone with reasonable cause to believe a child is being abused should immediately call the Child Abuse Hotline. If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE. Calls can be made anonymously and you do not need proof to report an allegation of child abuse. The Hotline is available 24 hours a day, seven days a week.

Examples of abuse and neglect include-

When a student reports:

- being abused at home.
- witnessing drug use in the home.
- being sexually abused.
- engaging in child pornography or prostitution.
- witnessing domestic abuse.
- being threatened at home.
- being afraid to go home.

When a staff member suspects or witnesses:

- physical abuse
- such as bruises, burns, fractures, etc.
- other potential indicators of abuse such as wariness of adult contact, behavioral extremes (aggression, withdrawal), fear of parents/guardians or going home, difficulty walking or sitting.
- neglect- including lack of basic food and clothing, poor hygiene, consistent hunger, fatigue or falling asleep in class, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- engagement in risky behavior (including sexual behavior, drug use, etc.) where the parents/guardians are either unable or unwilling to intervene.
- absence from school to care for family members or to do chores/work around the house.
- absence from school to hold down a job.

When parents/guardians:

- repeatedly fail to return phone calls, respond to notes/letters home, or attend school meetings.
- withdraw a student and fail to provide compulsory education

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency at 1-877-NJ ABUSE (652-2873).

8. Title IX Policy

We are committed to providing students, employees, and volunteers with an environment that is safe, welcoming, and inclusive. We take seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972 (“Title IX”). Title IX requires that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” 20 U.S.C. § 1681(a). We do not discriminate against or tolerate discrimination against students, employees, or applicants on the basis of actual or perceived sex, sexual orientation, gender identity or expression.

The following acts are prohibited and will not be tolerated:

- Dating violence
- Discrimination on the basis of sex
- Domestic violence
- Sexual assault
- Sexual harassment
- Stalking

Any person may report sex discrimination, whether or not the person reporting is the person alleged to be the victim of sexual harassment, in person, by mail, by telephone, or by electronic mail.

Reports may be made to any staff member with whom the person reporting feels comfortable, including our Title IX Coordinator, any teacher, counselor, the school Assistant Principal, the school Principal/designee, or any Dean. A report may be made at any time (including during non-school hours) and as soon as possible in order for us to maximize our ability to respond promptly and effectively.

Our complete Title IX policy, process, and contact information can be found at <https://kippnj.org/titleix/> or at your school’s main office.

9. Social Media Policy

Social media has become a powerful communication tool. With the power of social media come responsibilities. These guidelines provide best practices under which members of the KIPP community (families, teachers, students, and staff) should operate when using these tools. **The basic principle is that community members are expected to adhere to the same levels of civility in their online and face-to-face conversations. The same laws, school policies, guidelines, and personal and professional expectations for interacting with all KIPP**

community members apply online as in the real world. For example, posting defamatory or confidential information about students or teachers may violate existing school policies and be handled as such.

Family members who engage in disrespectful or disruptive behavior on social media and/or while on campus may have their access to campus revoked or limited, per KIPP NJ policy. Off-campus conduct that interferes with the orderly operation of the school may result in discipline to a child under the student code of conduct.

Harmful social media posts not only negatively impact our community, but make it more difficult for our school team to respond to and resolve issues quickly and effectively, especially in instances where student privacy is at stake. We encourage everyone to consider the unintended and long-term effects of social media posts that may refer to or include children, whether family or otherwise. In order to maintain an environment where all students can thrive, our expectation is that all KIPP family members also maintain mutually respectful relationships with all school staff.

We also encourage all families to speak with their children about the potential negative impact of social media and the consequences of engaging in behavior that negatively impacts others, and to actively partner with their child's school in ensuring that your child does not engage in unsafe or harmful behavior outside of school.

We will investigate any threat made toward the school or our school community (by anyone) which may also include involving the police and/or other authorities in the investigation.

Since social media are constantly changing, these best practices may be updated frequently.

See our Code of Conduct for our policies and procedures in dealing with conflict.

10. Students Rights

An effective, instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students. Such an environment includes respect for self and others, as well as for district and community property.

- Students have the right to receive an education that allows for maximum personal growth and prepares them to be productive members of our society.
- Students have the right to participate in all aspects of the school, regardless of race, color, creed, national origin, ancestry, age, marital status, affectional or sexual orientation, genetic identity, pregnancy, gender identity or expression, religion, disability, or socioeconomic status. This includes transgender or gender non-conforming students. (N.J. Law Against Discrimination, Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq).

- Students have the right to present information and a written statement that has a bearing on disciplinary action and due process based upon the disciplinary action. In addition, the student has the right to appeal decisions to the Commissioner of Education pursuant to N.J.A.C. 6A:3-1.3 through 1.17; and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5; in accordance with the procedures and timelines established for each specific infraction.
- Students have the right to a safe, comfortable, secure, and orderly school environment.
- Students have the right to confidentiality regarding their student records as per federal and state laws.
 - i. Advance notice of behaviors that result in suspensions and expulsions that have been identified pursuant to N.J.S.A. 18A:37-2;
 - ii. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
 - iii. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, in instances of law enforcement interviews involving their children to the extent permitted by law, and N.J.A.C. 6A:16- 7.2 through 7.8 suspensions and expulsions; and
 - iv. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections.

11. Keeping Kids Safe with Appropriate Boundaries

KIPP's first priority is to ensure the well-being, safety, and protection of each of its students as well as the adults who work and volunteer at the school. **Healthy, supportive relationships are a pillar of the KIPP community.**

Students and Families should be aware that the following practices are followed at KIPP:

- Staff must ensure that if spending any time outside of school with KIPP students, that it is school sanctioned, permission is granted by the student's parent/guardian and other adults are present. In general, staff should not "hang out" with students outside of school or spend an

inordinate amount of time “hanging out” with students even inside the school for any non-school sanctioned purpose in order to ensure healthy boundaries are being kept.

- Staff shall not direct or encourage a student to keep a secret from or not share information with his/her/their parent/caregiver or other adults
- Staff not be alone with a KIPP student in a non-observable setting.
- Staff shall not discipline students in any physical manner.
- Staff shall not have extended physical contact with a student or recent alumni. Any contact should be limited to a supportive or congratulatory quick hug, arm squeeze, or pat on the back and should always be student initiated.
- Staff shall not converse with a KIPP student or recent alumni about the student’s sexual or romantic life. Staff shall not make sexual jokes, comments or engage in any conversation that has a sexual innuendo, or contains sexual stories.
- Unless it is an emergency, and if at all possible, staff should wait to speak to the child in school the following day. Staff shall never speak with an elementary school or middle school child on the phone unless they first speak to the parent/guardian and obtain consent. If necessary, a staff member may call a high school student provided there is parental permission.
- Staff shall not have students at their private residence unless it is an officially school sanctioned event with parent/caregiver permission and multiple adults present. Exceptions are if the staff member’s own child has an age appropriate friendship with the other students.
- Staff shall only email students using official KIPP email accounts to a student’s official school account.
- Staff shall only text message a student if there is a separate adult on the text thread. If a student texts an adult then the adult shall reply with another adult on the thread.
- Staff shall not use apps or websites with private messaging to communicate with students. If a student needs to discuss a sensitive matter then it should be done at school or must involve another adult.
- Staff shall not use their social media pages to “friend” a student or accept a “friend” request from a student.
- Staff shall not engage in gaming with KIPP students.
- Staff shall not babysit students.

If students or families are aware of any violation of the above policy then it should be immediately reported to the School Leader.