



KIPP:NEWARK
UPPER ROSEVILLE ACADEMY

STUDENT & FAMILY HANDBOOK

Upper Roseville Academy

LAST UPDATED: July 23, 2021

Dear Families,

We prepared this handbook as a resource for you and your KURA scholar. Please read this handbook to understand the policies and procedures in place at KIPP: Upper Roseville Academy that help us provide consistency, safety, and an excellent educational environment for your scholar. Use this handbook to answer any questions and/or concerns you may have. If you have additional questions, feel free to give us a call. Please sign and return the last page of this handbook to acknowledge that you and your scholar read and understood its contents.

Thank you for your continued support, and we welcome you to the new school year!

Sincerely,

Samia Chery-Geffrard
School Leader

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I. School Overview

KIPP New Jersey Mission

To create a network of schools that instills in their students the desire and the ability to succeed in college in order to change the world.

KIPP: Upper Roseville Academy Vision

At KIPP Upper Roseville Academy, our scholars are living testaments of greatness! Scholars will lead by example by working with purpose, respecting ourselves and others, and persisting in achieving our goals. Scholars will use the power of their voices to impact their communities and beyond. Our scholars will change the world.

II. Contact Information

School Phone: 973-757-1480		School Website: www.kippnj.org/schools/kipp-upper-roseville-academy
School Address: 300 North 13 th Street Newark, NJ 07107		
School Email: Kuramainoffice@kippnj.org		
Krystal Conwell	School Leader	KConwell@kippnj.org
Quincey Schenk	Assistant School Leader of Special Education	gschenk@kippnj.org
Dominique Cheatham	Assistant School Leader (K & 1 st Grade)	dcheatham@kippnj.org
Bulour Zarzar	Assistant School Leader (2-4 Mathematics)	bzarzar@kippnj.org
Tanisha Marchan	Assistant School Leader (2-4 Literature)	tmarchan@kippnj.org
Shenise Wilkins	Director of School Operations	swilkins@kippnj.org
Betty Padilla	School Operations Manager	
Shania Godfrey Jules	Operations Coordinator	sgodfreyjules@kippnj.org

III. KIPP New Jersey Academic Calendar

Please note that KIPP New Jersey 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 Upper Roseville Calendar.

School Hours and Schedule

Elementary Schools	
Monday, Tuesday, Thursday, Friday	7:45 am – 3:30 pm
Wednesday or Early Dismissal Days	7:45 am – 12:30 pm

KIPP:NEWARK

PUBLIC SCHOOLS

2023-2024 CALENDAR

**Updated 4/24/23

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

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

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

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

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 NIKS - 9

V. Attendance Policies

Excused Absences

In accordance with New Jersey State Law, KIPP Upper Roseville Academy considers the following as cause for excused absence:

- a) Religious observance (In accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or the State District Superintendent shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence); and
- b) Take Your Child to Work Day (Must provide proof of programming at your job site)
- c) Participation in observance of Veteran's Day

Students are responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

Unexcused Absences

We want to ensure that all students engage in learning, thus absences for any reasons other than those listed above are unexcused absences and are discouraged. **In the event of an unexcused absence, families are responsible for communicating the absence with the school by calling the main office and leaving a message by 8am.** In the case of an unexcused absence, students and families are responsible for initiating communication with the teacher and making up for all missed work (preferably before the absence). If students are absent frequently (excused or unexcused), please keep in mind that this affects learning and therefore may lower grades and negatively impact student performance. **Families will receive a call or text when students are absent.**

The following are all considered unexcused absences:

- Vacation – family takes child out of town
- Family Functions – weddings, graduations, birth of new child in family
- Illness of other family member

The following absences will be considered documented if proof is provided. These absences are still considered unexcused, but may not be counted towards truancy proceedings:

- Illness – provide doctor's note
- Long-term Medical – Doctor's note stipulating more than 3 day absence and 504 plans
- Transitional – students whose family living situation has changed: 1. Homeless 2. Suddenly living with friends/ family 3. Moved
- Social Services –documented court appearance, child services reasons
- Out of School Suspension
- Bereavement (up to 3 days) – must provide funeral card

Absences and Promotion/ Retention

Once a student reaches 15 absences during the year (excused or unexcused), their case will be evaluated by the Promotion Committee to determine whether the student is eligible for promotion. Attendance will be taken on all days that school is in session during the school year beginning in August through June.

Truancy

We will have meetings at different points to support your family with attendance. Our goal is to work together to ensure your scholars are meeting their attendance goal to ensure they are in school learning every day.

When your scholar reaches...	A meeting will be scheduled between you and...
3 absences	Your child's teacher & grade level leader
6 absences	the Assistant principal

10 absences	the School Social Worker
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If your child continues to be absent after supports are put in place, truancy filings may begin. Truancy and Court Filings are handled on a case to case basis.

Tardiness

To ensure students do not miss out on any learning, it is critical that all students arrive on time to school every day. School begins each day at 7:45 am, and students must be in the building by 8:00 am. If students are going to be tardy, families must notify their school's main office. Upon arrival, families must escort their child into the building and sign in at the office before going to class.

Signing Out Early

School ends on Monday, Tuesday, Thursday, and Friday at 3:30 pm. On Wednesday the school day ends early at 12:30 pm. Students who need to leave school early from school for unavoidable reasons must be picked up from school – they are not allowed to walk home or ride the public bus by themselves. **Families must call the main office by 1pm to arrange for early dismissal.** Family members must walk into the building to sign students out in the office. They are responsible for collecting coursework/homework from every teacher before they leave the building. While we understand that leaving early is necessary at times, we urge parents to keep this practice to a minimum as students who leave early will lose vital learning time. **The main office closes 30 minutes prior to the scheduled dismissal time and no early dismissals are allowed after that time.**

Illness During School Hours

KURA's nurse will administer medical attention when necessary and appropriate prescription medications in their original packaging to students with the written consent of a parent/guardian and appropriate submitted documentation.

Students' families will be contacted to pick students up from school if students become too ill to remain at school within two hours. We use the contact information provided at enrollment to notify families of the student's illness. Students' contact information should be kept current, so we are able to contact families regarding students' health in a timely manner.

VI. Health Services

Medication cannot be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. KIPPNJ strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this.

Medication

The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. The school's administration team will store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to the school for your student's use, it must remain with the school until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your student. **Parents/guardians should bring the medication to the nurse's office.**

Always check the child's medication before giving to the school to make sure that it is NOT expired. Provide a brand new, unopened container.

Illness at School

Students should not come to school when they are truly sick. This includes: an oral temperature above 100 degrees (without the use of fever medication), vomiting, diarrhea, persistent or disruptive cough, any undiagnosed rash or infection of the skin, and red, pink eyes, watery eyes not related to allergies. Always consult your child's pediatrician when in doubt for additional information and treatment.

Also, you must keep your child at home until they are fever/vomit free for at least 24 hours without the use of medication and/or until your child is cleared by the doctor.

Always bring a doctor's note regarding the child's reason for absence. If your child requires hospitalization, or has an extended or contagious illness, a doctor's note is required before returning to school.

Please be aware that you are required to pick up your child within two hours after you receive a call from the school nurse. Your child will not be allowed to stay in school sick.

Health Forms

Please be aware health forms including immunization records and physical examination forms are due by the first day of school. Families will receive a warning if all forms, records and medications are not complete. Students will be medically suspended starting two weeks after the start of school and will not be able to return to school until documents are received.

Asthma, seizure, sickle cell anemia and food allergy plans are required YEARLY. The applicable medications will be kept in school to be used during the school year, returned on the last day of school. Outdated or missing components of these records will result in medical suspensions starting two weeks after the expiration date.

Food Allergies

Out of consideration for students with nut allergies, we are a NUT free school. Do not send your child to school with any foods that contain any kind of nuts such as peanuts, cashews, almonds, Brazil nuts, pistachios, chestnuts, walnuts, pecans, hazelnuts, pecans, among others. If your child does bring these kinds of foods, they may be asked to sit at a different cafeteria table.

If your child is lactose intolerant, please provide a doctor's note to the cafeteria so an alternative such as lactose free milk can be provided.

Bathroom Accidents

To ensure that we are prepared for bathroom accidents all Kindergarten and first grade students are required to have a spare change of clothes at school in case of a bathroom accident or wardrobe malfunction. Place the following in an enclosed Ziploc bag with your child's name on the bag: underwear, uniform pants, a pair of socks and a uniform or blue polo shirt. Do not forget to write the student's name on the bag. The school will not be responsible for clothes without the child's name on it.

It is the family's responsibility to replace each change of clothes that is used. Please be aware that if your child does not have clothes in school, disposable underwear and spare clothes from the school will be provided, if available. If no spare clothing is available, the parent will be asked to bring clothing into the school.

Family Notification

If your child is injured during school hours, they will be treated by our full-time school nurse. For less severe visits, the nurse will treat and send the child back to class. For more severe injuries or accidents, you will be notified by the school nurse. Depending on the severity of the incident, a confidential incident report may be filed at the school. Incident reports are for internal reporting documents and not released to families. We are unable to leave confidential messages regarding injuries via voicemail. It is the family's responsibility to keep their contact information up to date and return any messages left by the school nurse.

VII. Arrival and Dismissal Procedures

Arrival & Breakfast

Gate will open at 7:45 for arrival. Students should be dropped off at **7:45 a.m.** to participate in our free hot breakfast program. Please DO NOT bring your student before 7:45 a.m., as there will not be available supervision. KIPP New Jersey Schools are not responsible for students dropped off prior to 7:45 a.m.

Families may choose to walk or find legal street parking (please adhere to posted signage and respect our neighbors' driveways) and walk their scholar to the building entrance. We ask that families who walk their scholars into school plan to leave by 8:15, unless they are there for a scheduled meeting or event. Families must stop to sign-in and get a visitor badge. Families leaving after 8am, must sign out and exit through the front entrance.

Students **must** be dropped off at KURA no later than **8:00 a.m.** Students arriving after 8:00 am must be escorted through the front door and signed in. Scholars arriving later will be offered a cold breakfast option. No breakfast will be served after 8:30 am.

Dismissal

Students **must** be picked up from KIPP Upper Roseville Academy no later than **3:30 p.m. (12:30 pm on Wednesdays and Early Dismissal days)** Students who have not been picked up by 3:45 p.m. (12:45 on Wednesday/Early Dismissal) will be escorted to the Main Office. You will need to park and walk to the Main Office to pick up your student. It is important that you arrange to pick your child up on time every day, since we do not offer drop in aftercare service.

All families will be given a dismissal card that will identify individuals designated to pick up your child. Anyone, including the parent, who is coming to pick up your child, must have a dismissal card. If a family arrives to pick up a student without their dismissal card, they will be asked to provide ID and will be cross referenced against the student's list of identified adults who have been authorized to pick up the student. If someone attempts to pick up the child who is not on their release list, we must reach a parent to get permission to release the child.

Families may choose to walk or find legal street parking (**please adhere to posted signage and respect our neighbors' driveways**) and pick their scholar up from the school building.

VIII. Dress Code

KIPP NJ Uniform Policy

Our uniform policy at KIPP NJ 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 always remain in uniform while on campus. All students must arrive each morning on campus in uniform and may not change into their uniform upon arrival.

For all new incoming grade levels, students will come to school in a plain t-shirt or polo shirt free of any brand names, writing or illustrations during the first week. During that time, students will learn more about KIPP NJ schools and culture and will receive his/her uniform shirt at the end of the week. (This first uniform shirt will be provided by the school.)

Dress Code Expectations

Tops:	Bottoms:	Shoes:	Accessories:
Shirts must have KURA logo (ordered from Flynn O'hara)	Navy pants, shorts or skorts must be worn.	Shoes and sneakers must be closed-toe.	For safety, only Stud earrings (NOT hoops or earrings that hang below the ear) are allowed. Small chain necklaces are also allowed.
Only KIPP NJ or plain blue sweatshirt/sweaters are allowed. Any other sweatshirts or jackets must be left in cubbies at the beginning of the	Capris/skirts/cargoes/jumpers of any type are NOT permitted. No holes are allowed.	Shoes must not have lights or wheels.	Watches are permitted.

<p>day– not carried with them or worn around the waist. Please write the student name on a coat or sweater.</p> <p>Students may wear solid colored undershirts beneath their uniforms.</p>	<p>Pants must always be pulled above the waist, must NOT be so big that they fall down, and must be worn with a belt.</p>		<p>Hats, caps or head scarves are not permitted unless they are for religious reasons.</p> <p>Chain wallets or chains of any kind are not permitted.</p> <p>A belt is required.</p>
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What do scholars wear on Fridays?

We love to show our KURA pride and celebrate our hard work on Fridays. Scholars are invited to dress in our “Fun Friday” theme, wear a college or KURA shirt to show school pride, or wear their uniform.

IX. Field Trips

Field trips are one of the many ways we engage in learning outside the walls of the school and reward students who are doing the right things. A student could be deemed ineligible for a field trip for the reasons below. In the event this occurs, families will be notified in advance.

Field Trip Criteria

A student could be deemed ineligible for a field trip for the following reasons

- Unsafe behavior as determined at the discretion of the teacher and leadership team
- Attendance. Students need to be in promotional standing with regards to the number of absences.
- Outstanding liabilities to the school including field trip expenses and signed permission slips.

Walking Trips

All families should have signed walking permission slips prior to the school year during enrollment which allows your student to leave the building on-foot under the supervision of KIPP New Jersey teachers and/or staff. This permission slip allows the students to walk to nearby playing fields, libraries, and other educational activities for the duration of their time at KIPP New Jersey.

Local Field Trips

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. Teachers will leave your students at the school under the supervision of a KIPP New Jersey staff member, if written permission was not received or if the student has not satisfied the requirements made by the school leader or teacher.

Chaperones

We welcome parent/guardian chaperones on our field trips throughout the year. Please let your student’s homeroom teacher know if you are willing and able to chaperone a school trip. We will honor first come volunteers. 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.

X. Inclement Weather

School Cancellation

All decisions regarding school cancellation will be made by 5:30 am at the latest. Announcements will be made through our all-call system, on our website and local new media outlets. All programs including after-school will be canceled for the duration of the day.

Delayed Opening

All decisions regarding a delayed opening will be made by 5:30 am at the latest. Announcements will be made through our all-call system, on our website and local new media outlets. Delayed openings will result in a 2-hour delay to the start of the school day. All programs will continue as normal. After school opportunities will be left to the discretion of the activity leader.

Early Dismissal

All decisions regarding early dismissal will be made by 11:00 am at the latest. Announcements will be made through our all-call system, on our website and local new media outlets and we will follow our regular Wednesday dismissal schedule.

Make-Up Days

KIPP New Jersey Schools' schedule allows for two school days to be missed due to emergency or inclement weather. Any school cancellations in excess of two days will be made up by any Professional Development days-to-be-determined by each school.

XI. Academic Expectations

KIPP New Jersey standards-based grading is determined by what students have shown that they know and are able to do. At KIPP New Jersey, we believe that grades serve as a feedback and communication tool so that families and students always know how they are performing on a given standard. We strive to maintain a grading system that is valid, reliable, and engages teachers, students and families in the learning process. We'll know our grading system is working when all stakeholders can act upon the information our grades provide.

Valid: Our grades are based on identified knowledge and skills rather than comparison to other students. (If every student has mastered all skills, every student can earn an A.) We don't assign grades based on effort displayed but learning observed. While active participation and completed assignments are expected and will ultimately support a student in learning, it is the evidence of that which will determine her grades.

Reliable: Our grades are connected to high-quality assessments. Our graded assessments are:

- Matched to specific standards
- At a level that reflects instruction and rigor
- Judged consistently across classrooms
- Only assessing content that students have had an opportunity to learn

Engaging Students, Families, and Teachers: Our grades are transparent to families and students. By basing our grades on what standards students have mastered, families can worry less about "what a B means" and more about where their student needs to focus. We communicate progress through bi-weekly reports and bi-monthly student-led conferences. We ensure students consistently own their learning through student standards trackers they reflect on regularly. Grades help teachers identify what to reteach and reassess. Teachers can update grades to reflect new student learning as they reassess and resubmit work that increasingly meets the standard.

Where will the standards in our standards-based grading come from?

For math and ELA, our standards will come directly from the Common Core State Standards (CCSS). In science, we will use the Next Generation Science Standards (NGSS). In social studies, we will draw from the New Jersey Core Curriculum Content Standards and the non-fiction CCSS standards.

How will this relate to promoting students to the next grade?

We will always make decisions about a student's retention based on their academic preparedness for the next grade, while also considering the social emotional impact that retention can have on certain students. If our grades reflect what students know and are able to do, then teachers will more accurately diagnose students' struggles and address those who are at-risk for retention. Moreover, when students move from grade to grade their teachers will have an accurate picture of their strengths and areas of growth. When students "fail" a standard, they will be expected to retake and resubmit assignments until they reach mastery.

Homework Policy

At KIPP Upper Roseville Academy, we take homework very seriously. If a child comes in without having finished, they will be expected to complete it, and may be required to do so during the non-instructional part of the school day. Your child will be expected to read for a certain amount of time every night as well as complete any assigned homework. It is your responsibility to ensure that your child completes his/her homework every day, and we will be happy to support you in establishing strong homework routines at home.

Independent Reading

Reading Level – Fountas & Pinnell (also known as "Letter Level")

All students will be tested to determine their **Fountas & Pinnell** (F&P) level. These levels range from A-Z, with grade level equivalents from kindergarten through 7th grade. Once a student reaches Z, we move on to a different tool called the Scholastic Reading Inventory (SRI). It is important that your child reads books on his/her level. At the end of each quarter we re-assess all students who are not on level Z yet. Guided Reading is an integral part of our academic program at KIPP Upper Roseville Academy. All students receive guided reading instruction regularly throughout the week.

F&P Level Range	Grade Level Equivalency
A-C	Kindergarten
D-H	Grade 1
I-M	Grade 2
N-P	Grade 3
Q-S	Grade 4
T-U	Grade 5
V-X	Grade 6
Y	Grade 7
Z	Grade 7.5
"Beyond Z" ☺	Above Grade 7.5

Progress Reports

Progress Reports are distributed to students every 2 weeks. They resemble a report card and display the current progress towards standards in each subject, absences, tardies, and other student data.

Report Cards

Report Cards are given out four times during the school year, after each quarter.

Report Card Conferences

Each quarter, the school will host report card conferences. The purpose of these conferences is to update all parties on the student's progress towards his goals and determine what he needs to work on in the coming months to continue to grow and achieve. Teachers will reach out to schedule a specific time for a conference with families.

- Please refer to the calendar to find the dates of this year's conferences

Gifted & 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.

XII. Behavioral Expectations

Our school's student management system is designed to identify and correct misconduct, encourage all students to adhere to their responsibilities as citizens of the KIPP Upper Roseville Academy community, protect students, employees and property, and to maintain the agreed norms and expectations. KIPP Upper Roseville Academy students are expected to conduct themselves in accordance with the standards set in the *Commitment to Excellence* contract.

Any students who do not adhere to the behavioral and academic expectations will be addressed and/or earn a consequence. Disruptions, disrespect, and dishonesty of any kind are not taken lightly. In order to maximize student learning, and maintain a safe school culture, we expect all students to meet the standards. *This may include choices made off campus during non-school hours that compromise the physical or emotional safety of any of our students, including on online social media sites.*

Consequences

Consequences at KIPP Upper Roseville Academy can include:

- **Reflection:**
A space where students reflect on their behavior after an incident and create a plan for how to restore their place in the classroom community.
- **Removal from Class:**
Student asked to sit away from his class, in another classroom, for an academic period, in addition to social times.
- **Parent Meeting:**
Students are joined by parent, teacher, and social worker and/or Dean of Culture to create a behavior plan to support the student in meeting his or her Commitment to Excellence.

Suspensions

If an extreme behavior, or pattern of misbehaviors occurs, a student may be suspended.

In-School Suspension

When a student is placed in In-School Suspension (ISS) that student will meet with a teacher in the morning, and then be placed in another room for the day. Students who earn ISS must complete all the work assigned to them that day and receive a good report of their behavior by the teacher who supervises him/her throughout the course of the day. Students must also complete a written reflection. Students who earn multiple In School Suspensions could earn an Out of School Suspension.

Short Term Suspensions

A student who is determined to have broken the Commitment to Excellence Contract or has committed any of the infractions listed below could be subject minimally to a short-term suspension. Depending upon the severity of the infraction, the student may be subject to a long-term suspension, expulsion, or referral to the appropriate law enforcement agencies.

Disciplinary Infractions

- Attempt to assault any student or staff member;
- Vandalize school property causing minor damage;
- Endanger the physical safety of another by the use of force or threats of force, which reasonably places the victim in fear of imminent bodily injury;
- Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others;
- Engage in insubordination;
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions;
- Cheat on quizzes, exams, or commit plagiarism;
- Use forged notes or excuses;
- Steal, or attempt to steal, or possess property known by the student to be stolen;
- Commit extortion;
- Engage in gambling;
- Trespass on school property;
- Abuse school property or equipment;
- Use obscene or abusive language or gestures;
- Engage in acts of verbal or physical sexual harassment;
- Make a false bomb threat or pull a false emergency alarm;
- Possess tobacco or alcohol;
- Possess portable/cellular telephones not being used for instructional purposes;
- Refuse to identify himself/herself to school personnel;
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school; or
- Repeatedly commit minor behavioral infractions, which, in aggregate, may be considered an infraction subject to formal disciplinary action.

Long-Term Suspension

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless the School Leader determines that an exception should be made based on the circumstance of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures outlined elsewhere in this document, to referral to law enforcement authorities, and/or expulsion.

Disciplinary Infractions

- Possession, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace tear gas, or other dangerous object of no reasonable use to the student in school. (The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. This suspension requirement may be modified by school administrators, however, on a class-by-class basis. Weapon as used in this law means "firearm" as defined by 18 USC §3214(3)(d) effectuates this federal law.)
- Commit, or attempt to commit arson on school property;
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events;
- Assault any other student or staff member;
- Intentionally causes physical injury to another person, except when student's actions are reasonably necessary to protect himself or herself from injury;
- Vandalize school property causing major damage; or
- Commit any act that school officials reasonably conclude warrants a long-term suspension.

In addition, a student who commits any of the acts previously described as causes for short-term suspension may, instead or in addition, be subject to a long-term suspension at the School Leader's discretion.

Procedures for Suspension

The School Leader may impose a short-term suspension. Before imposing a suspension, the student will be informed of the suspension, the reason for it, and whether it will be served in school or out of school. The School Leader also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension.

Treat everyone in our building with respect. We will always aim to treat our families and students with kindness and professionalism and ask that everyone who enters the KIPP Upper Roseville campus works to do the same.

XIII. Meal Program

KIPP Upper Roseville Academy encourages students to make healthy choices when it comes to eating and drinking. We provide breakfast, lunch, and snacks for students daily so that they have energy to keep them focused throughout the day through Chartwells food service program. Students are permitted to bring additional healthy snacks to school and are highly encouraged to bring a water bottle. Because we want to ensure that all brains and bodies are ready to learn, students may not bring candy, cookies, sodas, or other high-sugar foods into the school. Upon request, school staff may provide a more comprehensive list of suggested healthy foods that students can bring.

Unless otherwise directed by the teacher, students are not permitted to consume any food or drinks other than water at any time other than breakfast, lunch and snack.

XIV. Recess

The purpose of recess is to provide your student with a short break, fresh air, and informal participation in positive social and physical activities. Recess will be held in appropriate locations or outside, except in extreme weather conditions. Families are expected to ensure that your student is dressed appropriately for the weather. If there is a medical reason your student may not participate, please contact your campus Main Office.

XV. Birthday Policy

At KIPP Upper Roseville, one of our goals is to create an inclusive environment that celebrates all our students in a way that is comfortable for them and manageable for teachers and staff. Here is how we will celebrate our students' birthdays:

- Teachers recognize a student's "special day" (birthday) by providing the student with some special recognition.
- Parents may bring treats for a celebration.

Families may choose to celebrate their student's birthday at school by following these guidelines:

- Celebrations may only be scheduled during Free-Choice Time
- Families must notify and coordinate directly with teachers. **Teachers require 1-week advance notice if you will be celebrating your student's birthday at school.**
- If a family arrives without making prior arrangements or outside of the scheduled time, they may be turned away if the schedule cannot accommodate a celebration
- Only store-bought, nut-free treats are allowed at celebrations. Please bring cupcakes since there is limited time to cut and serve a cake.

- Parents must bring all materials including plates and napkins for any party hosted. We are unable to provide these supplies

XVI. Visitor Policy

If you are entering a KIPP New Jersey building outside of our arrival and dismissal procedures, you will be required to show ID at the security or main office desk. You will be given a visitor badge sticker which you are required to wear while you are in the building.

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.

XVII. Electronics Policy

Cell Phones and Electronics

We know that some students have cellphones and need them to communicate with their family members. However, it is not permitted for cell phones to be used during school hours, which includes after school activities. Students must be granted permission to use their phones **anywhere in the building** or on field trips. Cell phones must be turned off and stowed in a backpack before students enter the school, and phones must remain off and packed away. If this rule is not followed, we may confiscate the phone, and hold it until a parent/guardian comes to the school to pick it up. Please be advised that KIPP New Jersey is not responsible for lost or damaged cellular phones or other electronic devices.

Family members who need to speak with their son or daughter during the day are encouraged to call your campus main office. Should a student need to contact a family member, younger sibling, etc. during the school day, they should resolve this situation by speaking with a faculty member and using an office or teacher cell phone.

Portable gaming devices (PSPs, GBAs, etc.) and personal music players/tables (iPads, mp3 players, etc.) are strictly prohibited during the school day. As with cell phones, KIPP Upper Roseville staff may confiscate any visible electronics, and hold them until a parent/guardian comes to the school to pick it up.

Students are strongly cautioned against lending their electronic devices to other students at any time or for any reason. KIPP New Jersey will take no responsibility for the safety of electronic devices lent to other students.

XVIII. Library Policy

KIPP New Jersey campuses have school or classroom libraries available for student use. If a book is not returned, the following may occur:

- If a book is lost or damaged, a parent/guardian will be asked to pay the cost of a new book.
- Notices of overdue books will be sent to parents/guardians each marking period.
- Check out privileges may be stopped if the student has long overdue books.
- The student may not be allowed on field trips until book(s) have been returned or paid for.

XIX. Harassment, Intimidation, & 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:

- Natasha Swint, Dean of Students
- nswint@kippnj.org

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
- A. 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
- B. 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.

XX. 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).

XXI. 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.

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.

XXII. Appendix: Required Policies

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.

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://kipnpj.org/compliance>.

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.

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.

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.

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.

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).

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.

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.

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.

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.

Parent Acknowledgement of Receipt of Student & Family Handbook

After you have read the handbook thoroughly and asked any relevant questions please sign here, detach this page from the handbook and return it in your child's homework binder.

Please [click here](#) to sign a digital acknowledgement form.

I, _____, parent/guardian of _____, have received and read the Student & Family Handbook and understand each component of the document. I understand that this handbook is intended to serve as a guide to KIPP: Upper Roseville's policies and procedures to ensure a safe and productive learning environment for all scholars. I agree to uphold the policies and procedures within and support my scholar in meeting the school expectations. I agree to openly and respectfully communicate my needs and my student's needs with my school team and family.

Parent/Guardian Signature

Date