

A photograph of a modern, multi-story brick building at dusk. The building features a grid of tall, narrow windows, many of which are illuminated from within, casting a warm glow. The sky is a deep blue. In the foreground, there are trees and a street with a crosswalk. The building's name is visible on the upper left corner.

KIPP:NJ
NEWARK COLLEGIATE ACADEMY

NEWARK COLLEGIATE ACADEMY
Student and Family Handbook
2024-2025

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An Introduction to the Student Handbook

Dear Students and Families,

WE are so excited to begin this school year with you!

This handbook was created to serve as a resource to our students and families as they navigate Newark Collegiate Academy's incredible academic and socio-emotional programming.

Our hope is that the information within will provide you with a roadmap and firm understanding of the experience we want you and your student to have as a member of our community.

Inside you will find our mission and values, as well as our academic and cultural policies. In addition, we have outlined the many activities we hope your student will choose to help enhance their experience at NCA.

We look forward to making the 2024-2025 year our best yet, and this would not be possible without each and every one of you!

Sincerely,

Mrs. Lewis and the PantherTOWN Leadership Team



Non-Discrimination/ Equal Opportunity Policy

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.

The School that

LOVE Built



129 Littleton Avenue
Newark, NJ



973-624-1622



M, T, R, F: 7:50am - 4:15pm
W: 7:50am - 1:30pm



@kipnca



<https://sites.google.com/apps.teamschools.org/kipnca>



Student and Family Communication Resources

We believe in proactive communication with students and families. We encourage families to check **email** often, as it is our primary method of sending home information about upcoming events, updates on programming and important information. Additionally, we use the following resources to ensure students and families have up-to-date information:



DEANSLIST

Available as an app or website, DeansList provides **biweekly progress reports** and attendance reports. Families must create an account with their student's validation code, available from the student's advisor



POWERSCHOOL

Available as an app or website, PowerSchool provides **detailed reports on grades in classes**. Family and student accounts are already created, access is available from the student's advisor

School Leadership Team Contact Information



SHARMAINE LEWIS

School Leader

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Director of KIPP Forward

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DARLENE TAYLOR

AP of Humanities

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We are Panthers



Humanity

The quality of extending compassion, kindness and respect for all

We lead lives marked by empathy and humility. We ensure that these beliefs are lived out in every classroom, at every event and continue to be fostered within the Newark community.



Excellence

The relentless pursuit of quality in all undertakings

We learn the value of diligence and hard work in manifesting the magic in each of us. Success should be measured in not only meeting but exceeding the bar in all we do. We strive for continued learning and growth.



Courage

The ability to face difficulty, uncertainty or pain and continue upward

We face life's challenges with courage. It is our firm belief that courage - more than any other single trait - predicts the success of an individual. During our time at NCA, we will face challenges that will enhance our learning and growth.

Our Virtues

Our Mascot

NCA's Founding Class of 2011 chose the panther as the school's mascot. Panthers are known for their physical and mental strength.

Like these rare, large cats, NCA students need to possess the stamina to survive (and thrive) in an unpredictable world. NCA students will need to take full advantage of their prospects; equipping themselves with the ability to persevere, adapt, lead, and to remain fierce in changing environments as they climb the mountain of success.

NCA's mascot also pays homage to the efforts of the Black Panther social movement of the 1960s and 70s—primarily founded to promote service in African-American communities. The panther symbolizes this power that we instill in our students to take ownership of their learning and offer themselves as a service to the world. As is the way of the panther, we approach life with agility, purpose, passion, strength, confidence, and resilience.

Our School Colors



Sky Blue symbolizes the freedom granted to the open mind, one liberated by learning.



The color white symbolizes the purity of the principled life, one marked by goodness.



Rich as the deepest ocean, navy symbolizes one's depth of character.

Our Mission and Vision

AT NEWARK COLLEGIATE ACADEMY, WE DEVELOP HABITS OF MIND AND CHARACTER PREPARING TO LEAD PRINCIPLED AND PRODUCTIVE LIVES THAT KINDLE A RESPECT FOR HUMAN DIGNITY.

MISSION OF KIPP

To create a network of schools in Newark, New Jersey, that instill in their students the desire and the ability to succeed in college, in order to change the world..

SCHOOL VISION

At Newark Collegiate Academy, we believe that our students enter our doors with everything they need to succeed. It is our primary goal to help students manifest the magic they were born with so we intentionally plan and prepare for them every day. We know that our students are powerful beyond measure and that it is our job, as luminaries, to inspire them to reach their inherent potential in order to positively change the world.

INSTRUCTIONAL VISION

At Newark Collegiate Academy, we believe in the power of deeper learning and know that learning is more than preparing students to be successful on a high stakes standardized test: so we give them multiple and diverse opportunities to develop significant knowledge and skills, to use their knowledge to produce something original and to connect their learning to who they are and who they seek to become. We constantly measure and reflect on what students know and are able to do. We believe that mistakes beget growth and know that our students' success and growth is a reflection of our efficacy as teachers and leaders: so we obsess over data daily to improve and innovate.

CULTURAL VISION

At Newark Collegiate Academy, we create a safe learning environment and a sense of belonging where students explore their passion, purpose and knowledge of self. We connect with our student's families and partner with them to increase investment and connection. We prioritize socio-emotional learning and trauma-informed practices so that our students feel known, loved and valued. We support our students both inside of the classroom and outside on the fields, courts and stages.



Family Engagement Team

Family Engagement at NCA is a movement to embrace ALL members of the Panther Community (students, parents and staff) in programs and activities that promote development, create community awareness, explore diverse learning experiences and overall safety and wellness



NCAFamilyEngagement@kippnj.org



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Athletic Director

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Student Life*

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DR. CHARISSE WHITE

*Family Engagement
Coordinator*

CWHITE@KIPPNJ.ORG



Bell Schedule

10th through 12th Grade Only

KIPP:NEWARK
NEWARK COLLEGIATE ACADEMY

Bell Schedule

	CP	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY
ARRIVAL 7:50 - 8:15am				ARRIVAL 7:50 - 8:15am			
CHAMPIONSHIP 8:18 - 8:38am		Championship	Championship	CHAMPIONSHIP 8:18 - 8:28am	Championship	Championship	Championship
Period 1 8:41 - 9:26am	Math	CLASS	CLASS	Period 1 8:31 - 9:00am	CLASS	CLASS	CLASS
Period 2 9:29 - 10:14am	Science	CLASS	CLASS	Period 2 9:03 - 9:32am	CLASS	CLASS	CLASS
Period 3 10:17 - 11:02am	SpEEd	CLASS	CLASS	Period 3 9:35 - 10:04am	Championship	CLASS	CLASS
Period 4 11:05 - 11:50am 9th Lunch	VPA + P + CCR	LUNCH	LUNCH	Period 4 10:07 - 10:36am 9th Lunch	LUNCH	LUNCH	LUNCH
Period 5 11:53 - 12:38pm 10th Lunch	Spanish	CLASS	CLASS	Period 5 10:39 - 11:08am 10th Lunch	CLASS	CLASS	CLASS
Period 6 12:41 - 1:26pm 11th Lunch	History	CLASS	CLASS	Period 6 11:11 - 11:40am 11th Lunch	CLASS	CLASS	CLASS
Period 7 1:29 - 2:14pm 12th Lunch	English	CLASS	CLASS	Period 7 11:43 - 12:12pm 12th Lunch	CLASS	CLASS	CLASS
Period 8 2:17 - 3:02pm		CLASS	CLASS	Period 8 12:15 - 12:44pm	CLASS	CLASS	CLASS
CHAMPIONSHIP 3:05 - 3:15pm		Championship <small>Closing + Tech Distribution</small>	Championship <small>Closing + Tech Distribution</small>	CHAMPIONSHIP 12:47 - 12:57pm	Championship <small>Closing + Tech Distribution</small>	Championship <small>Closing + Tech Distribution</small>	Championship <small>Closing + Tech Distribution</small>
Period 9 3:18 - 4:00pm		Office Hours	Office Hours	DISMISSAL 1:00 - 1:15pm	Office Hours	Office Hours	Office Hours
DISMISSAL 4:00 - 4:15pm							



Bell Schedule

9th Grade Only

KIPP:NEWARK
NEWARK COLLEGIATE ACADEMY

Bell Schedule

9th Grade

	CP	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY
ARRIVAL 7:50 - 8:15am				ARRIVAL 7:50 - 8:15am			
CHAMPIONSHIP 8:18 - 8:38am		Championship	Championship	CHAMPIONSHIP 8:18 - 8:28am	MORNING MEETING	Championship	Championship
Period 1 8:41 - 9:26am	Math	CLASS	CLASS	Period 1 8:31 - 9:00am		CLASS	CLASS
Period 2 9:29 - 10:14am	Science	CLASS	CLASS	Period 2 9:03 - 9:32am	CLASS	CLASS	CLASS
Period 3 10:17 - 11:02am	SpEEd	CLASS	CLASS	Period 3 9:35 - 10:04am	CLASS	CLASS	CLASS
Period 4 11:05 - 11:50am 9th Lunch	VPA + P + CCR	LUNCH	LUNCH	Period 4 10:07 - 10:36am 9th Lunch	LUNCH	LUNCH	LUNCH
Period 5 11:53 - 12:38pm 10th Lunch	Spanish	CLASS	CLASS	Period 5 10:39 - 11:08am 10th Lunch	CLASS	CLASS	CLASS
Period 6 12:41 - 1:26pm 11th Lunch	History	CLASS	CLASS	Period 6 11:11 - 11:40am 11th Lunch	CLASS	CLASS	CLASS
Period 7 1:29 - 2:14pm 12th Lunch	English	CLASS	CLASS	Period 7 11:43 - 12:12pm 12th Lunch	CLASS	CLASS	CLASS
Period 8 2:17 - 3:02pm		CLASS	CLASS	Period 8 12:15 - 12:44pm	CLASS	CLASS	CLASS
CHAMPIONSHIP 3:05 - 3:15pm		Championship <small>Closing • Tech Distribution</small>	Championship <small>Closing • Tech Distribution</small>	CHAMPIONSHIP 12:47 - 12:57pm	Championship <small>Closing • Tech Distribution</small>	Championship <small>Closing • Tech Distribution</small>	Championship <small>Closing • Tech Distribution</small>
Period 9 3:18 - 4:00pm		Office Hours	Office Hours	DISMISSAL 1:00 - 1:15pm	Office Hours	Office Hours	Office Hours
DISMISSAL							



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 (Exam Weeks)

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, 5/23 and 4/14 become half days for students (and half PD days for teachers).

If we use 4 emergency days before March 1st, 5/23 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, 3/31 becomes a day off for staff and students.

If we use only 1 emergency day before March 1st, 3/31 and 6/6 become days off for staff and students. If we use 0 emergency days before March 1st: 3/31, 6/6 and 3/14 become days off for staff and families.

For more information about our schools:

www.kippnj.org/schools

For important updates, follow KIPP on Instagram at:



@kippnewark

JULY 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 4 - 5 Closed - Holiday

OCTOBER 2024						
S	M	T	W	T	F	S
			1	2	3	4
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 14 No School - Indigenous Peoples' Day

JANUARY 2025						
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 20 No School - MLK Day

APRIL 2025						
S	M	T	W	T	F	S
			1	2	3	4
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 14 No School - Staff PD Day

Apr 21-25 No School - Spring Break

Apr 30 Half Day Dismissals - Q3 RCCs

AUGUST 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

Aug 21 First Day Entry Grades*

Aug 22 First Day for All Grades

NOVEMBER 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

Nov 4 No School - Staff PD Day

Nov 11 No School - Veteran's Day

Nov 13-14 Half Day Dismissals - Q1 RCCs

Nov 27-29 No School - Thanksgiving Break

FEBRUARY 2025						
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	

Feb 3 Feb No School - Staff PD Day

12-13 Feb Half Day Dismissals - Q2 RCCs

17-21 No School - Mid-Winter Break

MAY 2025						
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 1 Half Day Dismissals - Q3 RCCs

May 23 No School - Staff PD Day

May 26 No School - Memorial Day

SEPTEMBER 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					

Sep 2 No School - Labor Day

Sep 27 No School - Staff PD Day

DECEMBER 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				

Dec 11 Half Day Dismissal

Dec 23-31 No School - Winter Break

MARCH 2025						
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 24 No School - Staff PD Day

JUNE 2025						
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					

June 17-18 Half Day Dismissals - Q4 RCCs

Jun 18 Last Day for Kids

Jun 19 Juneteenth Holiday

**Aug 21 Entry Grades: SPARK, THRIVE, Seek, Life, and KURA - K
TEAM, Rise, BOLD, Purpose, and Justice - 5th
NCA and NLHS - 9

Student Life

Life in PantherTOWN

Student Support



Students at Newark Collegiate Academy are supported by grade level-based teams:

	9th Grade Class of 2028	10th Grade Class of 2027	11th Grade Class of 2026	12th Grade Class of 2025
Grade Level Chair (GLC)	Pat Barthelemy pbarthelemy@kippnj.org	Gigg Goodlow ggoodlow@kippnj.org	Justice Baskin jbaskin@kippnj.org	Hannah Wolf hwolf@kippnj.org
Restorative Practice Coordinator (RPC)	N/A	Abdul Nashid anashid@kippnj.org	Marcus Austin maustin@kippnj.org	Alonzo Eley aeley@kippnj.org
Dean / HIB Coordinator	Angela Marchell amarchell@kippnj.org Jaison McMillian jmcmillian@kippnj.org	Yalenna Almonte yalmonte@kippnj.org	Kaila Lane klane@kippnj.org	Jorge Delgado jdelgado@kippnj.org
Assistant Principal	Nikki Vargas nvargas@kippnj.org	Tamar Reyes-Fernandez treyes-fernandez@kippnj.org	Darlene Taylor dtaylor@kippnj.org April Michelle Valmont avalmont@kippnj.org	Olayinka Okoye ookoye@kippnj.org
Social Worker	Elyse Ruth eruth@kippnj.org	Indira Singh-Mohed isingh-mohed@kippnj.org	Barbara Gibson bgibson@kippnj.org	Latoya Church lchurch@kippnj.org
Associate Director of Student Life	Natasha M. Stone nstone@kippnj.org	Natasha M. Stone nstone@kippnj.org	Natasha M. Stone nstone@kippnj.org	Natasha M. Stone nstone@kippnj.org

Rutgers Ready



Rutgers University is the State University of New Jersey. It is the eighth-oldest college in the United States, the second-oldest in New Jersey (after Princeton University), and one of the nine U.S. colonial colleges that were chartered before the American Revolution. As of 2022, Rutgers has four distinct campuses - each with their own culture, academic traditions and research foci. As proud of residents of New Jersey, we consider Rutgers University to be one of many pathways available to our students in their journey to living financially freeing lives after their time at NCA.

At Newark Collegiate Academy, we honor the humanity, excellence, courage **and** academic achievement of students who maintain a 3.5 GPA and accrue 175 or more merits in a given week with the title of **Rutgers Ready**.

WEEKLY CELEBRATION

If you receive a Rutgers Ready ticket for a given week, you may dress down the FOLLOWING FRIDAY. The dress down list for the week will be posted in our halls and emailed to the applicable students by Thursday afternoons.

WEEKLY/QUARTERLY BEAT POINTS

Rutgers Ready Students will be eligible for a weekly BEAT POINT BONUS that can be used at the PantherTown School Store to buy supplies, snacks and NCA branded apparel.



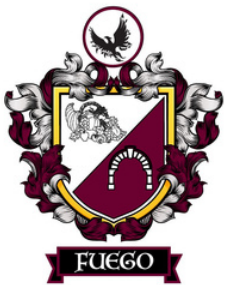
Mrs. Lewis, an alumna of Rutgers: New Brunswick, celebrates with Noel Lott ('22), a current student at Rutgers: Newark

House System



The Newark Collegiate Academy House System was constructed to support our students in their academic and socioemotional growth as prepare to lead principled and productive lives that kindle a respect for human dignity. In order to manifest the magic within oneself, and push others to do the same, it takes foundational trust in one another as members of our respective houses and, more importantly, the overarching NCA community.

Through this system, we cultivate a supporting, communicative culture that lives out through healthy competition, mentorship, and celebration. The House of Fuego (Fire), Umoya (Air), Elohi (Earth) and Shui (Water) were chosen to represent the four elements that make up our world. These elements alone cannot sustain life, but working together, they are responsible for sustaining our life as we know it. It is our hope that the bonds formed within one's house will live on far beyond the walls of PantherTOWN, forming foundational and familial relationships that can be leveraged as our students develop an even stronger understanding of who they are, and inevitably who they are to be.



HOUSE OF FUEGO

The House of Fuego represents the element of **fire**. Like a fire, the members of the House of Fuego support in nourishing the community of Newark Collegiate Academy. They exude warmth and a genuine commitment to building positive, long-lasting relationships with ALL members of our NCA family. In addition, members of the House of Fuego, like a flame, blaze a trail through any and all adversity that may stand in their way. It is this passion that can be seen in each and every interaction within the House.

HOUSE OF ELOHI

The House of Elohi represents the element of the **earth**. The earth is our home. Members of the House of Elohi strive to make Newark Collegiate a home away from home for everyone within the community. They seek the beauty in not only who they are, but who their peers, teachers and families are. Like the earth, they breathe life into any space they enter and seek opportunities to draw out the best in those around them. In addition, they are the house that grounds our community in the principles we share, that will surely allow us to live out our dreams in their most affluent forms.



HOUSE OF UMOYA

The House of Umoya represents the element of the **air**. Air is necessary to sustain human life, and members of the House of Umoya will breathe vibrant life into Newark Collegiate Academy. They provide a gentle breeze when the fire of fury burns too bright, and are well known for their ability to resolve conflict and build long lasting relationships constructed on a foundation of care for their peers, teachers and community. In addition, members of the house of Umoya, like air, can support growth and sustenance both inside and outside of their house.



HOUSE OF SHUI

The House of Shui represents the element of **water**. Water flows, and subsequently members of the House of Shui consistently strive to adapt to any and all situations. This ability to go with the flow enables members of this house to support others in not only situations in which they are comfortable but also situations that stretch their thoughts, understandings and capabilities. In addition, members of the House of Shui know well that water, on our planet, is necessary to the viability of our existence. Members of the House of Shui know their value and push others to always share their light with the world.



Athletics



The Panthers are a mighty force in the Super Essex Conference.

FALL SPORTS

FOOTBALL

BOYS SOCCER

CROSS COUNTRY

GIRLS VOLLEYBALL

WINTER SPORTS

GIRLS BASKETBALL

BOYS BASKETBALL

TRACK

WRESTLING

SPRING SPORTS

TRACK

BOYS VOLLEYBALL

ALL SEASONS

CHEERLEADING

Extracurricular Activities



NCA students are encouraged to get involved in campus activities through any of our many club and activity offerings. Any students interested in starting a new club, activity or extracurricular organization are invited to speak with the Associate Director of Student Life, in room 301.

SOME OF OUR CURRENT OFFERINGS

BLACK STUDENT UNION

LATINO STUDENT UNION

BASEBALL/SOFTBALL

MAJORETTES

BOOK CLUB

YEARBOOK

DRUMLINE

CHOIR

**STUDENT GOVERNMENT
ASSOCIATION**

**NATIONAL HONOR
SOCIETY**

NU GAMMA ALPHA

PHOTOGRAPHY



Safety, Wellness and Security
Policies and Procedures

Attendance Policy

GOAL: EVERY STUDENT WILL BE IN SCHOOL, ON TIME, EVERY SINGLE DAY IN ORDER TO MAXIMIZE THEIR CONTENT, SKILL, AND SOCIO-EMOTIONAL LEARNING TIME

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.

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:

1. Religious observance pursuant to N.J.A.C. 6A:32-8.3(h);
2. Participation in observance of Veterans Day (pursuant to N.J.S.A. 18A: 36-13.2; 3) or district board of election membership activities (pursuant to N.J.S.A. 18A: 36-33);
3. "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;
4. College visit(s), up to three days per school year for students in grades 11 and 12;
5. Closure of a busing school district that prevents a student from having transportation to the receiving school;
6. A student's suspension from school

Days missed due to illness, appointments, or any other reason are considered unexcused.

Attendance Policy, continued

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.

MAKE UP WORK

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

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.

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 **8:18am** are considered tardy. Students are required to sign in at the front desk before going to class.

Attendance Policy, continued

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.

KIPP: NCA	Main offices close for 30 minutes before dismissal and no early dismissals are permitted during this time. Monday, Tuesday, Thursday, Friday: 2:30 - 3:00 pm Wednesday: 12:30 - 1:00 pm
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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.

TRUANCY

All undocumented absences count toward truancy. Therefore, families are encouraged to provide documentation to the school for the reason that a student is absent. The school's full truancy policy can be found on its website or at the school.

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:

1. A phone call when your student has missed 3 or more days in a row
2. Request for an in person meeting with the guardian wherein an attendance action plan will be drafted. In the event that the guardian isn't in attendance for the requested meeting, they will be sent a letter highlighting the quantity of absences that will result in retention.

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

Attendance Policy, continued

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 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).

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.

Attendance Policy, continued

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's main office by the deadline.

Length of course	Appeals Filing Deadline
Full year	5/23/2025
Semester for first half of academic year	2/14/2025
Semester for second half of academic year	5/23/2025

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.

Student Arrival Procedures

GOAL: POSITIVE, SAFE AND SWIFT ARRIVAL FOR ALL STUDENTS, STAFF and FACULTY

ARRIVAL

Doors open at 7:50 am. Students are marked tardy at 8:18 am.

Upon entering the building, students will swipe their Student ID card for attendance, turn in their cell phone, pick up breakfast, be asked to be in full dress code, and proceed to advisory.

Staff will be posted at all entry points, as well as along Littleton Avenue, 13th Street and 6th Street

9th GRADE

Main Lobby

10th and 12th GRADE

Cafeteria

11th GRADE

Field Gate

10th Grade

12th Grade

9th Grade

11th Grade



STUDENTS ARRIVING AFTER 8:18 AM ARE RESPONSIBLE FOR SWIPING IN THROUGH THE MAIN OFFICE. FAILURE TO SWIPE IN WILL RESULT IN STUDENTS BEING MARKED ABSENT.

Student Dismissal Procedures

GOAL: POSITIVE, SAFE AND SWIFT DISMISSAL FOR ALL STUDENTS, STAFF and FACULTY

DISMISSAL

Early Dismissal ends at 2:30pm. No students will be dismissed between 2:30pm and final dismissal.

Students are dismissed by floor to stagger the flow for safety purposes:
MOST 11th and 12th Graders | 3rd Floor: 3:15 pm (12:54 pm on Wednesdays)
MOST 10th Graders | 4th Floor: 3:20 pm (12:59 pm on Wednesdays)
MOST 9th Graders | 2nd Floor: 3:20 pm (12:59 pm on Wednesdays)

Staff will be posted at all exit points, as well as along Littleton Avenue, 13th Street and 6th Street

10th GRADE | 4th FLOOR

Cafeteria

11th GRADE | 3rd FLOOR

Field Gate

9th GRADE | 2nd FLOOR

12th GRADE | 3rd FLOOR

Main Lobby

10th Grade

9th Grade
12th Grade

11th Grade



Student Sign Out Policy

GOAL: STUDENTS ARE SAFELY PARTICIPATING IN FULL DAYS OF INSTRUCTION LED BY DEDICATED TEACHERS

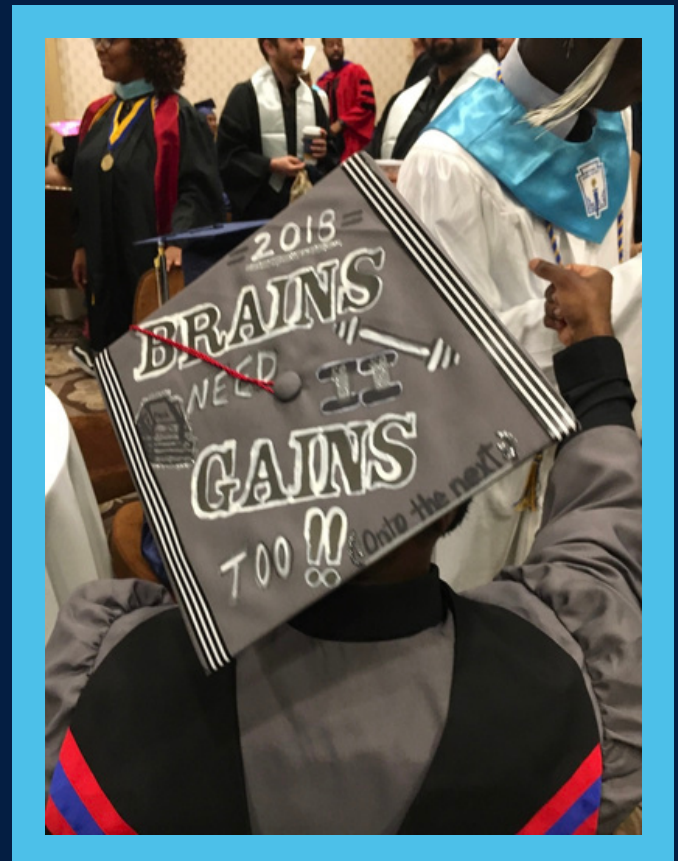
STUDENT SIGN OUT POLICY

In order to best protect our students, it is imperative that we are able to account for their movements during our school hours. Additionally, the second most important priority at Newark Collegiate Academy after security is ensuring the academic success of our students. To do this, we expect our students to participate in full days of instruction led by dedicated teachers committed to the success of our Panthers!

In the event that a student has an important reason to leave school early (like a doctor's appointment, college visit or other pre-scheduled event), he, she or they **must** be signed out in person by a Parent or Guardian listed on the student's emergency contact sheet.

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.



STUDENTS WILL NOT BE CALLED OUT OF CLASS AFTER 2:30PM (M,T,R,F) or 12:30PM (W) IF THE EARLY DISMISSAL WAS NOT ARRANGED IN ADVANCE.

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. Schools must perform one fire and one safety drill per month that school is in session.

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.

Safety and Weather, continued

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	High School Start Time
1 Hour	8:50 am
90 Minutes	9:20 am
2 Hours	9:50 am

KIPP Newark will post closings, delays and early dismissals on local news stations, our website, as well as our school 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, 4/14 and 5/23 become half days for students (and half PD days for teachers).
- If we use 4 emergency days before March 1st, 5/23 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, 3/31 becomes a day off for staff and students.
- If we use only 1 emergency day before March 1st, 3/31 and 6/6 become days off for staff and students.
- If we use 0 emergency days before March 1st: 3/14, 3/31, and 6/6 become days off for staff and families.

Health and Wellness

GOAL: ALL STUDENTS THAT ARE ILL OR EXPERIENCING SYMPTOMS OF ILLNESS RECEIVE IMMEDIATE AND APPROPRIATE CARE

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.

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 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 and any additional paperwork 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.

[PHYSICAL FORM](#)

[Click here](#)

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.



Our School Nurse

**NURSE GLORIA BENKOSKI
GBENKOSKI@KIPPNJ.ORG**

Health and Wellness, continued

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:

- Student will wait in the nurse's office until a change of clothes is secured.
- Parent/guardian 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.

Health and Wellness, continued

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 / NUTRITION PROGRAM

All families must fill out a federal free/reduced lunch form on an annual basis. School breakfast, lunch, and snack 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.

KIPP Newark encourages students to make healthy choices when it comes to eating and drinking. Students receive breakfast, lunch, and snack 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>.

Visitor Policy

GOAL: PREVENTION OF UNAUTHORIZED ACCESS AND THE SAFETY OF ALL OCCUPANTS

To ensure the safety of our students and staff, all visitors to the school, including parents, must check in at the main office. 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 main office 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.

In order to keep our Panther Community safe, we ask that you adhere to our

Visitor Policy

- 1** Visitors must enter the building via the main entrance on Littleton Avenue
- 2** Visitors must present a photo ID in order to sign in via Lobby Guard
- 3** Visitors are required to visibly wear their visitor pass (including photo) for the duration of their time at Newark Collegiate Academy



Additional Safety Policies

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.

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.

TRANSPORTATION

Bus transportation will be provided for qualifying students with IEPs. Please contact Newark Collegiate Academy for more information.

KIPP Newark follows the State of New Jersey transportation and Newark Board of Education policy and only gives bus cards to students that are qualified based on distance. Bus cards are distributed to the students who qualify for it monthly by the Operations Team.

If you are a Newark resident and live more than 2.5 miles from Newark Collegiate Academy, you are eligible for a bus card.

Student Code of Conduct
Policies and Procedures

Shirts, Sweaters and Outerwear

STUDENTS MAY CHOOSE FROM THE FOLLOWING OPTIONS

OPTION 1: EMBROIDERED POLO SHIRTS FROM FLYNN O'HARA



9TH AND 10TH GRADE ONLY

White or Ash Grey Polos
(Short or Long Sleeve)



11TH AND 12TH GRADE ONLY

Light Blue or Navy Blue Polos
(Short or Long Sleeve)

OPTION 2: OUTERWEAR FROM FLYNN O'HARA



ALL GRADES

Outerwear must be white, grey, light blue or navy blue and include the NCA logo

OPTION 3: ATTIRE DISTRIBUTED BY NCA

Including attire that is purchased, won, earned, or given



ALL GRADES

Attire (including outerwear) must be white, grey, light blue or navy blue and include the NCA logo

**Bottoms
REQUIRED FOR ALL
STUDENTS**



Grey slacks
Students **are not**
permitted to wear
jeans, shorts,
sweatpants, skirts,
skorts, tights or
leggings

**Headgear
REQUIRED FOR
ALL STUDENTS**

Religious & cultural
headwear are
welcome.

Hoods & hats **are not**
permitted as they pose
a safety hazard.

**Shoes
REQUIRED FOR ALL
STUDENTS**



Rubber bottom, close
toed shoes
Students **are not**
permitted to wear flip
flops, sandals or any
open toed or open
heeled shoes for safety
reasons

Uniform Purchasing



There are TWO options for purchasing uniforms:

Store

196-198 Ferry Street
Newark, NJ 07105
862-231-2149

Online

flynnohara.com/shop

Dress Code Policy

At Newark Collegiate Academy, we believe in showing our pride in our school through our attire. We **show up** and **show out** by arriving in **complete** dress code **every day**, beginning on August 21st (9th grade) and August 22nd (10th-12th grade).

We proactively communicate any dress code concerns with our Grade Level Deans:

9th Grade	10th Grade	11th Grade	12th Grade
Angela Marchell Jaison McMillian	Yalenna Almonte	Kaila Lane	Jorge Delgado



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.

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 an NCA 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 with 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.



Student Behavior



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;

BEHAVIOR MANAGEMENT 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 (**B**e Kind - **E**ffort - **A**ccountability - **T**eamWork). 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 PRINCIPLE	KEY INDICATOR	POINT VALUE
<p>BE KIND We recognize, appreciate and encourage others</p>	<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.</p>	<p>1. Encouragement 2. Inclusivity</p>	<p>1</p>
<p>EFFORT We work diligently and stay focused on tasks</p>	<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.</p>	<p>1. Resiliency 2. Problem Solving</p>	<p>1</p>
<p>ACCOUNTABILITY We take accountability and responsibility for our actions</p>	<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.</p>	<p>1. Responsibility 2. Advocacy (Speak Up & Out)</p>	<p>1</p>
<p>TEAMWORK We collaborate and work together to successfully complete tasks with the goal of achieving the greatest outcome</p>	<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.</p>	<p>1. Create Community (Safety) 2. Collaboration</p>	<p>1</p>

Student Code of Conduct



At KIPP:NJ, we want to ensure that there is a fair and consistent Code of Conduct so that students know what is expected of them at all times. We have developed a network wide behavior management system that recognizes students for positive behavior, while ensuring that appropriate disciplinary action is taken when students do not adhere to the Code of Conduct. This is an abbreviated version of the full Code of Conduct. The full Code of Conduct can be accessed on our website.

Student disciplinary offenses are those actions or inactions that violate the school's Code of Conduct or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

A disciplinary offense may occur while the student is:

- at school, whether remote or in person, and/or on school grounds;
- participating in a school-sponsored activity, whether remotely or in person, including internships, field trips, and college courses arranged and/or facilitated for students by the school;
- walking to or from school or a school-sponsored event;
- walking to or from, waiting for, or riding on school-provided transportation; or
- walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds;

Pursuant to New Jersey regulations school authorities have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the code of student conduct if:

1. the discipline is reasonably necessary for the student's physical or emotional safety, security, and well-being, or for reasons related to the safety, security, and well-being of other students, staff, or school grounds and;
2. the conduct which is the subject of the proposed consequence materially, and substantially, interferes with the requirements of appropriate discipline in the operation of the school.

KIPP:NJ's behavior management system, infractions are categorized into four tiers based on the severity of the behavioral infraction. By categorizing infractions into these tiers, we can appropriately address and respond to behavior while maintaining a safe and supportive learning environment for all students. Below is an example of infractions and their responding tier as well as possible consequences. This list is not exhaustive.

Student Code of Conduct, continued



PROGRESSIVE INFRACTION TIERS

Tier One	Uncooperative / Noncompliant Behavior
Tier Two	Disorderly / Disruptive Behavior
Tier Three	Aggressive or Injurious / Harmful / Dangerous Behavior
Tier Four	Seriously Dangerous or Violent Behavior



Tier 1 Uncooperative / Noncompliant Behaviors

<p>BEHAVIORS INCLUDE</p>	<ul style="list-style-type: none"> • Out of class without a pass • Running in the halls • Minor violation of <i>Internet Acceptable Use Policy</i> or <i>Cell Phones/Personal Technology Policy</i> • Minor damage to school property • Using obscene, profane, or vulgar language, gestures, or behavior • Behaving in a manner which disrupts the educational process (e.g. <i>making excessive noise in a classroom, library, or hallway</i>) • Verbal altercation • Repeated failure to adhere to the school uniform policy or non-uniform dress code (<i>interventions/consequences shall be limited to Parent/Guardian Conference or Lunch Reflection</i>) • Bringing items to school that disrupt the learning environment • Failing to be in one's assigned place on school premises • Posting or distributing material on school premises without permission • Using school computers, printers, telephones, or other electronic equipment or devices without appropriate permission • Giving false information to and/or misleading school personnel • Misusing property belonging to others • Engaging in or causing disruptive behavior on transportation to and from school • Engaging in academic dishonesty, including cheating or plagiarizing
<p>POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES</p>	<ul style="list-style-type: none"> • Parent/Guardian Conference • Community Meeting • Restorative circle/mediation • Counseling Referral • Collaborative Problem Solving • Development of Individual Behavior Plan or Contract • Lunch Reflection • Loss of Privileges • Temporary Confiscation

Tier 2 Disorderly / Disruptive Behavior

<p>BEHAVIORS INCLUDE</p>	<ul style="list-style-type: none">• Repeated Tier 1 behavior• Disorderly conduct during safety drill/fire drill/lockdown drill• Verbal altercation which creates a dangerous situation• Shoving, pushing, play fighting or engaging in a minor physical altercation or similar physical confrontational behavior toward students or school personnel or throwing an object, or spitting at another person• Defying or disobeying the directive of school personnel, including school security• Possession and/or use of tobacco, cigarettes, electronic cigarettes, matches, lighters, and/or vaping devices• Gambling• Possessing, taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior• Major violation of <i>Internet Acceptable Use Policy</i>, including but not limited to tampering with, changing, or altering a record or document of the school by any method, including, but not limited to, computer access or other electronic means• Inappropriate touching, including unwanted physical contact of any sort
<p>POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES</p>	<ul style="list-style-type: none">• Parent/Guardian Conference• Community Meeting• Restorative circle/mediation• Counseling Referral• Collaborative Problem Solving• Development of Individual Behavior Plan or Contract• Reflect Connect Learn (RCL)• Lunch Reflection• After School Reflection• Loss of Privileges• Temporary Confiscation• Short-term in-school or out-of-school suspension

Tier 3 Aggressive or Injurious / Harmful / Dangerous Behavior

BEHAVIORS INCLUDE

- Repeated Tier 2 behavior
- Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.
- Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.
- Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, religious practice, gender, gender identity, gender expression, sexual orientation, sex, or disability
- Fighting/Participating in use of force or physical violence against another person that may or may not result in injury
- Possessing, taking or attempting to take property belonging to another or belonging to the school without authorization, using force or intimidating behavior
- Major damage to school property
- Possession or use of hazardous material, pepper spray or mace
- Falsely activating an emergency alarm
- Bringing unauthorized persons to school or allowing unauthorized visitors to enter school
- Sexual Misconduct: includes engaging in sexual conduct on school premises or at school-related functions or sexually aggressive behavior
- Sexual Harassment: includes but is not limited to making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal conduct of a sexual nature

Tier 3 Aggressive or Injurious / Harmful /

Dangerous Behavior, continued

BEHAVIORS INCLUDE	<ul style="list-style-type: none">• Indecent public behavior, or sending or posting sexually suggestive messages or images• Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs)• Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against, or obscene, vulgar or lewd pictures of, students or staff, including but not limited to posting such material on the Internet• Engaging in physically aggressive behavior which creates a substantial risk of or results in minor injury• Coercing, threatening, planning, or instigating an act of violence, injury, or harm to other(s)• Engaging in or causing disruptive behavior on the bus which creates a substantial risk of or results in injury• Leaving school premises without permission of supervising school personnel• Presence in non-school areas of buildings and/or grounds where schools are located, including parking lots• Creating a substantial risk of serious injury to staff or student through reckless or intentional behavior or use of an object capable of causing physical injury
POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES	<ul style="list-style-type: none">• Parent/Guardian Conference• Community Meeting• Restorative circle/mediation• Counseling Referral• Collaborative Problem Solving• Development of Individual Behavior Plan or Contract• Lunch Reflection• After School Reflection• Loss of Privileges• Temporary Confiscation• Temporary Exclusion from District-Provided Transportation• Short-term in-school or out-of-school suspension• Long-term in-school or out-of-school suspension

Tier 4 Seriously Dangerous or Violent Behavior

BEHAVIORS INCLUDE

- Repeated Tier 3 behavior
- Possession, sale, display or use of a weapon or weapon-like object
- Possession or use of controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol
- Selling or distributing illegal drugs or controlled substances and/or alcohol
- Causing serious harm to staff or student through reckless or intentional behavior or use of an object capable of causing physical injury
- Bullying/harassment (including sexual harassment); repeated or substantial instances of verbal or physical behavior towards students or staff creating a hostile, dangerous or intimidating and/or offensive environment; includes cyberbullying
- Inciting/causing a riot
- Making a bomb threat
- Making a threat of violence
- Using force against or attempting to inflict serious injury against school personnel ● Starting a fire/arson
- Using extreme force against or inflicting or attempting to inflict serious injury upon students or others
- Instigating, or participating with another or others, in an incident of group violence
- Engaging in dangerous or violent behavior that is gang-related (NOTE: In determining whether the behavior is gang-related, school officials may consult with the NPD Gang Unit)
- Engaging in physical sexual aggression/compelling or forcing another to engage in sexual
- activity
- Possessing or using a bomb, or other explosive

Tier 4 Seriously Dangerous or Violent Behavior, continued

<p>POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES</p>	<ul style="list-style-type: none">• Parent/Guardian Conference• Community Meeting• Restorative circle/mediation• Counseling Referral• Collaborative Problem Solving• Development of Individual Behavior Plan or Contract• Lunch Reflection• After School Reflection• Loss of Privileges• Temporary Confiscation• Short-term in-school or out-of-school suspension• Long-term in-school or out-of-school suspension
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WEAPONS AND OTHER DANGEROUS INSTRUMENTS

Weapons brought to school shall be confiscated by school personnel and reported to the police. In the event a student should threaten another person with a weapon, the incident must be reported immediately to an administrator. Weapons include but are not limited to, firearms, knives, daggers, billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti or similar leather bands studded with metal filings, razor blades, any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air, stun guns, BB guns, and imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act.

A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act.

Out of School 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 senior administration 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:

HIB Specialist	Jonathan Leonardi, Assistant Principal of Culture jleonardi@kippnj.org
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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 Grade Level Dean of Students, parent, student 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 also be scheduled by the grade level dean. This meeting will have all invested parties as well as the Assistant Principal of School Culture or Lead Dean.

After School Restorative Space

When a student loses more than ten merits throughout the course of the academic day, they will be placed in the after-school restorative space the following day. In this space students will complete a reflection that highlights the choices they made and how it has impacted their ability to maximize class time. The Dean of Students will read the student's reflection and provide it to the teachers in the spaces in where the student lost points. If a student completes the form and reflects on their choices, they will be dismissed from the restorative space at **4:15 PM**. In the event that the student chooses not to complete the restorative form, the result will be a one-day OSS placement.

Below is the time frame for the after-school restorative space:

Timeframe for Restorative Space	Expectations
30 minutes	Student completed the restorative form with quality reflection on choices and the impact of these choices on the classroom, common space and/or oneself
60 minutes	Student does not complete the restorative form Automatic consequence: OSS the following day

If a student does not complete a reflective restorative form, or they do not attend the restorative space, it will result in a ONE-DAY Out-of-School (OSS) suspension placement

In the event that the student continues to struggle in particular courses, a **mandatory** Team and Family meeting will be scheduled to bring our students, staff and families together to increase student investment within our school community.

Tier One	1st Day in Restorative Space-Restorative form is completed and sent to instructors in which the student LOST points. Teacher follow-up for student must be logged after receiving restorative form.
Tier Two	2nd Day in Restorative space (ONLY if teacher follow-up with student has transpired). Teacher follow-up must be logged after receiving restorative form.
Tier Three	Mandatory parent meeting is set for the following day. Student is removed from after-school restorative space. Email is sent to teachers after parent meeting.

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 and 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.



Personal Electronic Expectation Policy

POLICY:

To ensure our students can thrive in a distraction-free environment that promotes academic excellence, social-emotional growth, and character development, KIPP:NJ Charter Schools will implement a strict No Cell Phone Policy during school hours, including recess.

DEFINITION OF PERSONAL ELECTRONIC DEVICE;

For the purposes of this policy, a personal electronic device includes any device that emits an audible signal, vibrates, displays a message or video image, or is capable of sending, receiving, emitting, photographing, recording, storing, or displaying any type of audio or visual communication, files, or data. This encompasses, but is not limited to, cellular phones, smartphones, smartwatches, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, and any accessories to such devices.

RATIONALE:

- Focus on Education: Research has consistently shown that the presence of cell phones in classrooms can significantly distract students from learning. A study by the London School of Economics found that schools that banned cell phones saw test scores for their students improve by 6.4%.
- Safety: Limiting cell phone use enhances school security by reducing the risk of unauthorized recording or communication during critical situations.
- Social Skills: Encouraging face-to-face interaction among students improves their social-emotional development, which is inhibited by excessive screen time.
- Digital Wellbeing: By restricting cell phone use, we aim to foster a healthier digital lifestyle for our students, promoting better sleep, focus, and overall mental health.

IMPLEMENTATION:

- All students will use Phone Lockers for storage
- All students must switch off or silence their personal electronic devices during school hours, including recess, and store them in cell phone lockers.
- If a student requires an exception due to an emergency or specific learning needs, arrangements will be made on a case-by-case basis with school administration.
- Staff members will model appropriate behavior by limiting their cell phone use to non-instructional times or for educational purposes only.

Personal Electronic Expectation Policy, continued

CORRECTIVE ACTIONS:

- First Violation: Warning and confiscation of the device, to be returned after a parent/guardian meeting.
- Second Violation: Confiscation of the device, to be returned to guardian during a parent/guardian meeting and a clear plan put into place.
- Subsequent Violations: Confiscation of the device and further disciplinary action consistent with our school's code of conduct, including potential suspension from school activities or loss of other privileges.

REFUSAL TO TURN IN ELECTRONIC DEVICES:

Each instance of non-compliance with this expectation will be treated as a separate violation. If a student refuses to surrender their electronic device:

- The student will be provided with a verbal reminder of the school policy and the consequences of non-compliance.
- If the student continues to refuse, appropriate disciplinary action will be taken, which may include referral to school administration and further consequences in line with our school's code of conduct.

Student Conduct Norms



STUDENT ID CARDS

Every NCA student will receive a student ID during the first week of school. Students should keep this copy of their ID in a safe place. Replacement IDs are available in the Main Office for **\$3.00** (cash only).

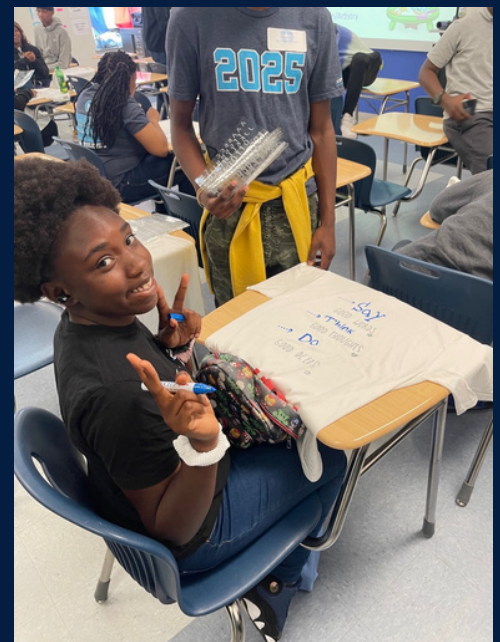
STUDENT EMAIL

KIPP NJ provides every student K-12 with a personal email address. It is every student's responsibility to check their @teamschools email address every day for correspondence from teachers and staff, as it is our primary source of communication on programming, academics, opportunities and activities.

STUDENT LOCKERS

Students will be given their locker assignment by their advisor after signing the locker agreement and meeting necessary criteria. Lockers remain the property of Newark Collegiate Academy during the time they are loaned to students for the purpose of storing their school supplies while attending school. Should school authorities have reasonable cause to believe items are concealed in a locker that violate school rules or the law, they may inspect belongings contained therein without student or parent permission.

We suggest that students' valuable items be stored at home and not placed in lockers. NCA is not responsible for any money or valuables left in lockers by Newark Collegiate Academy. Students assume full responsibility for the security of their lockers - we strongly recommend that students do not share their combination without anyone else.



Classroom, Hallway and Cafeteria Norms

CLASSROOM

- Arrive on time.
- Seated, Silent and Working at the bell.
- Be respectful of yourself, your classmates and your teacher.
- Be engaged and on-task throughout the class period.
- Complete ALL assignments neatly and on time.
- If you are asked to leave the classroom, do so calmly and follow the direction of the teacher, RPC, Dean or Assistant Principal.
- Exit the classroom quietly and calmly after the teacher.



HALLWAY

- Move calmly to and from each of your classes, on the right side of the hallway.
- Maintain appropriate verbal and physical interactions for an academic setting.
- Discard trash in containers provided, even if the trash was not left by you.
- Be aware of traffic flow; do not stand in groups.
- Follow the direction of ALL school staff members. Every adult should be respected and listened to.



CAFETERIA


- Treat ALL food service staff, cafeteria supervisors, and fellow students with courtesy and respect.
- When in line maintain appropriate verbal and physical interactions for an academic space.
- Students are not permitted to order food from outside the cafeteria.
- Leave spaces cleaner than you found them.
- Ask for permission to leave the cafeteria.
- Remain seated, unless you are on the cafeteria line.
- Exit the cafeteria in an orderly manner.



Student Behavior Report



Consistent feedback plays a vital role in assisting students in developing positive behaviors that are essential to them and their community. By distributing bi-weekly progress reports to both students and parents, we can empower families to engage in constructive conversations that promote student achievement in school. To achieve this, school culture teams will supervise entries in DeansList to guarantee the collection of data for sending out bi-weekly reports.







Culture Report

Quarter 4 - Printed 5/11/2023

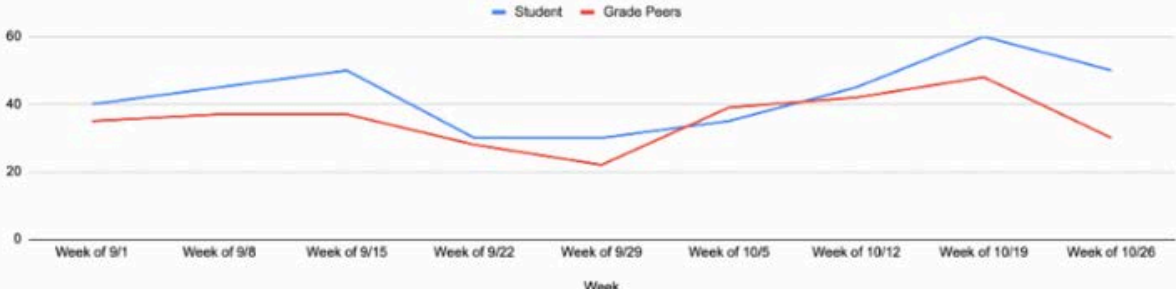
Maceo Parker

Values

Value	Points Earned	Grade Level Average	
Be Kind	Thu 5/11 - Gave a peer a pencil - Mr. Brown (+4) Fri 5/12 - Helped set up for parent night - Mr. Bradley (+4)	Your peers earned 6 points on average for this value	
Effort	Thu 5/11 - Completed extension problems - Mr. de Simon (+4) Mon 5/15 - Submitted HW corrections - Ms. Baldor (+4)	Your peers earned 5 points on average for this value	
Accountability	Tue 5/16 - Nominated a peer for quarter award - Ms. Clayton (+4)	Your peers earned 7 points on average for this value	
Teamwork	Tue 5/16 - Lead reading group - Mr. Verhoff (+4)	Your peers earned 6 points on average for this value	

Totals

Maceo's Total for the week	Average total for 9th grade	Maceo's total for Q4	Maceo's total for the year
24	25	322	1944



— Student — Grade Peers

Response to Student Choices

LOSS OF MERITS

In addition to celebrating our successes as a community, the merit system is utilized to improve our decisions as we seek to enhance our community. When students make choices that adversely impact the learning environment and the ability of oneself or peers to engage in learning, they will have merits deducted from their overall merit total. The following choices/behaviors result in a loss of merits

LOSS OF MERITS LEVEL 1 (-2)

Off task	Distraction	Unprofessional	Negative Attitude	Minor Uniform
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LOSS OF MERITS LEVEL 2 (-5)

Sleeping / Attempting to Sleep	Disrespect to Property	Inappropriate Reaction	Ignoring/ Refusing	Minor integrity violation	Unauthorized location	Late to anything	Unprepared for Gym
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If a student receives more than four corrective behaviors/actions in the same school day, a referral will be submitted, based on the following tiers:

Tier One	Four in one room, referral is submitted. Conversation with dean transpires. Referral is closed to a restorative conversation. (Follow-up is sent to teacher)
Tier Two	Four in ANOTHER classroom. Referral is submitted. SECOND Conversation with dean transpires. Referral is closed to a restorative conversation. (Follow-up is sent to teacher). Dean ALSO contacts parent and informs them that another similar choice will result in after-school restorative space.
Tier Three	Two in another room. Student is placed in restorative space automatically (-10). Teacher MUST follow-up with parent.

TEACHER COMMUNICATION FOLLOWING LOSS OF MERITS

If a student loses four merits in a particular course, the teacher will submit a referral for that student. Dean will subsequently speak with the student. The teacher should contact the parent prior to 7:30 AM the following day and log the communication in DeansList.

DEAN ASSIGNED CONSEQUENCES

In addition to a loss of 10 merits, students may be assigned one of the following consequences for choices and/or behaviors that adversely impact the learning environment:

- After School Restorative Space placement
- Team and Family meeting
- Out of School Suspension Placement

Students with Special Needs

Policies and Procedures

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. We have certified special education teachers, paraprofessionals, related service providers, counselors, 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.



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 and guardians. In New Jersey this team is referred to as the Child Study Team. Parents and 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.

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.

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.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RtI) 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.

RtI 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 RtI 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. RtI 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 RtI 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.

Academic Operations

Grades, Promotion, Retention

Grading Policies

GRADEBOOK ASSIGNMENT CATEGORIES AND FREQUENCY

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: 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 to 200 points. We expect students to prepare for these assessments by studying at home.

GPA SCALES

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.

Grading Policies, continued

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

KIPP:NJ GRADING SCALE

Percent	Letter Grade	Unweighted GPA Points	Honors Weighted GPA Points (HS only)	AP/DE Weighted GPA Points (HS only)
97-100	A+	4.33	4.83	5.33
93-96	A	4	4.50	5
90-92	A-	3.67	4.17	4.67
87-89	B+	3.33	3.83	4.33
83-86	B	3	3.50	4
80-82	B-	2.67	3.17	3.67
77-79	C+	2.33	2.83	3.33
73-76	C	2	2.50	3
70-72	C-	1.67	2.17	2.67
67-69	D+	1.33	1.83	2.33
63-66	D	1	1.50	2
60-62	D-	0.67	1.17	1.67
0-59	F	0	0	0

Grading Policies, continued



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 13-14, 2024
- Quarter 2: February 12-13, 2025
- Quarter 3: April 30 - May 1, 2025
- Quarter 4: June 17-18, 2025

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 (they can earn a 5 or a 7). 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.



Grading Policies, continued



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 services which provide for gifted and talented students' basic education while encouraging optimum development of the students' potential or demonstrated academic abilities. Services 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.

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.



Promotion and Retention



PROMOTION CRITERIA:

Promotion from one grade to another occurs at the end of the school year, and is based solely on credit accumulation:

	Credits Needed
9th Grade	Students with 24 or fewer credits earned are considered 9th graders
10th Grade	Students are promoted to 10th grade upon the accumulation of 25 credits
11th Grade	Students are promoted to 11th grade upon the accumulation of 50 credits
12th Grade	Students are promoted to 12th grade upon the accumulation of 85 credits
Graduated	Students are eligible for graduation upon the accumulation of 120 credits and upon meeting all graduation course requirements

HIGH SCHOOL SUMMER SCHOOL/CREDIT RECOVERY GRADES

Credit recovery is an essential way that KIPP New Jersey high schools ensure that all students are serviced. Students are responsible for turning in their report card after completing summer school. To ensure that a student's transcript accurately reflects the student's course of study, the original grade is not replaced; instead, the summer school grade is added to the transcript. The grade reflected on the transcript for the credit recovery course will be the same as the grade the student earned in the recovery course. (Ex. If a student fails chemistry during the school and passes chemistry in NPS summer school with a B, the F and B will both show up on this student's transcript).



Graduation Requirements

COURSE REQUIREMENTS

Newark Collegiate Academy offers two diploma tracks – students should choose the track that is most appropriate to their goals and aspirations:

	NEW JERSEY DIPLOMA (120 credits)	NCA DIPLOMA (135 credits)
English	20 credits (4 years)	20 credits (4 years)
History	15 credits (3 years) <i>Must include two years of US History</i>	15 credits (3 years) <i>Must include two years of US History</i>
Math	15 credits (3 years) <i>Must include Algebra I and Geometry</i>	15 credits (3 years) <i>Must include Algebra I and Geometry</i>
Science	15 credits (3 years) <i>Must include a life science [biology] and at least one physical science [chemistry or physics]</i>	15 credits (3 years) <i>Must include a life science [biology] and at least one physical science [chemistry or physics]</i>
PE and Health	15 credits (4 years)	15 credits (4 years)
World Language	5 credits (1 year)	10 credits (2 years)
Visual and Performing Arts	5 credits (1 year)	5 credits (1 year)
Career	5 credits (1 year) <i>Life Skills, CCR, etc.,</i>	5 credits (1 year) <i>Life Skills, CCR, etc.,</i>
Financial Literacy	2.5 credits	2.5 credits
Additional Electives	22.5 credits	17.5 credits
Additional Core Content	---	15 credits <i>Math, Science, History, World Language, English</i>

Appendix

KIPP: New Jersey Policies

Harassment, Intimidation and 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.

Harassment, Intimidation and Bullying (HIB)

Policy, continued

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.

Full HIB Policy

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

Alcohol / Substance Use 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 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

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.

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

FERPA Notification of Rights and Directory Information Policy, continued

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

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' potential or demonstrated academic abilities. Services shall be developed or located which stimulate students to participate constructively in, and contribute to, the activities of the school, the community and society. Gifted and Talented services may include in class differentiation, cohort meetings with a GT teacher, access to specialized learning events, and contests, or academic coaching.

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

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 process and contact information can be found at <https://kipnj.org/titleix/> or at your school's main office.

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).

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.

Board of Trustees

The 2024-2025 Board of Trustees members are:

- Tim Carden, Chair
- Ihsaan Brown
- Tafshier Cosby
- Julie Keenan
- Karen Leach-Toomer
- Vince Marigna
- Kevin Morrison
- Rasheen Peppers

For the most up-to-date listing of 2024-2025 Board of Trustees meeting dates, times and locations, please visit www.kippnj.org/compliance



KIPP:NEWARK
NEWARK COLLEGIATE ACADEMY