

PARENT & STUDENT HANDBOOK

KIPP TECH VALLEY Charter School
A MEMBER OF THE **KIPP** NATIONAL NETWORK

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



Dear Parents and Students,

Welcome to the KIPP TECH VALLEY team and family! By choosing to become part of our KIPP community, you are helping to ensure that every child has the opportunity to attain the knowledge, skills and character habits necessary to succeed in the nation's top high schools and colleges.

The following handbook has been designed to communicate the basic policies and procedures that we all must follow to ensure that learning remains the focus of each minute of every day. Please go over this handbook carefully and keep it handy so that you may refer to it when necessary.

I am looking forward to a powerful and positive year for every member of the KIPP team and family. Please feel free to contact me, or any member of our KIPP team, with any questions, concerns or ideas.

Thank you for your commitment,

A handwritten signature in black ink that reads 'Dustin Mitchell'.

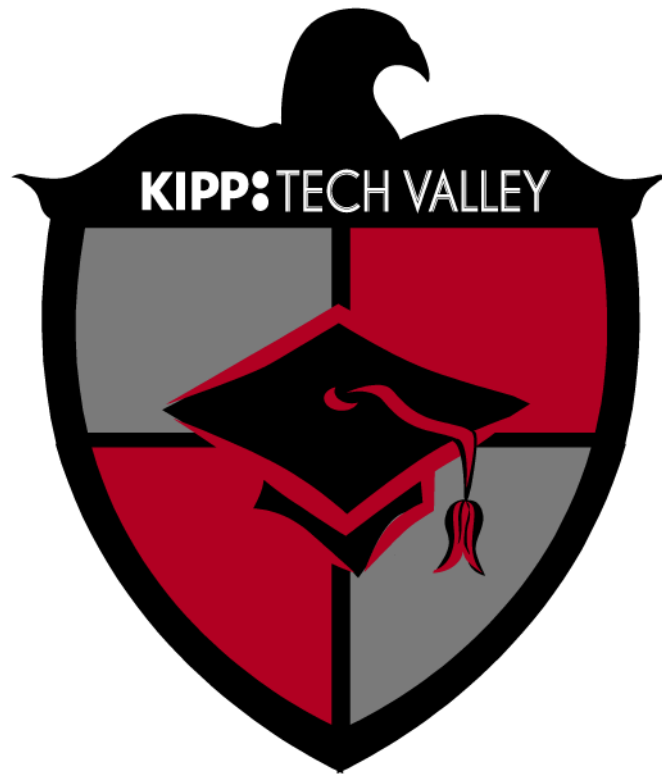
Dustin Mitchell
Executive Director
(518) 701-1909

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.

TABLE OF CONTENTS

I. Mission and Principles	4
II. General Information	8
III. Academic Policy	18
IV. Code of Conduct	22

Mission and Principles



Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



About KIPP

KIPP schools are a growing number of free open-enrollment public schools that provide students with the knowledge, skills, and character habits needed to succeed in top-quality high schools and colleges. KIPP students are accepted regardless of prior academic record, conduct, or socioeconomic background, and over 80% of KIPP students qualify for the federally subsidized meal program. With an unrivaled record of academic success nationwide, KIPP is making a positive impact on the lives of thousands of students in educationally underserved communities around the country.

KIPP FIVE PILLARS

The Knowledge is Power Program (KIPP) is built on a few simple, fundamental principles. KTV, along with every school in the KIPP network, upholds these principles every minute of every day:

High Expectations. KIPP Network Schools have clearly defined and measurable high expectations for academic achievement and conduct that make no excuses based on the background of students. Students, parents, teachers, and staff create and re-enforce a culture of achievement and support, through a range of formal and informal rewards and consequences for academic performance and behavior.

Choice and Commitment. Students, parents, and the faculty of all KIPP schools have made a choice to be at the school. No one is assigned or forced to attend these schools. Everyone must make and uphold a commitment to the school, to each other and to demonstrating the time and effort required to achieve success.

More Time. KIPP Network Schools know that there are no shortcuts when it comes to helping educationally disadvantaged students succeed academically. A longer school day, a longer school year, and summer school mean more time for students in KIPP Network Schools to acquire academic knowledge and skills, as well as broad extracurricular experiences that will prepare them for competitive high schools and colleges.

Power to Lead. The principals of KIPP Network Schools are effective academic and organizational leaders who understand that there are no great schools without great school leaders. They have control over their school budget and personnel. They are free to swiftly move dollars or make staff changes, in order to be most effective in helping students learn.

Focus on Results. KIPP Network Schools are focused unrelentingly on results; student performance on tests and other objective measures that substantially outpace district averages; results that don't invite excuses based on demographics; and achievement that enables students to compete at the nation's best high schools and colleges.



KIPP TECH VALLEY MISSION AND CORNERSTONE VALUES

MISSION

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.

KTV Cornerstone Values

Choose - At KTV, as in life, we are defined by the choices we make. As exemplified by the KIPP slogan: *Good choices lead to good things, bad choices lead to bad things*, every team and family member will participate in a range of activities throughout each day that help us focus on owning the choices we make as we reflect on and improve our decisions.

Improve - The KTV team and family members see each day as an opportunity for personal improvement. Based on the slogan: *Always better—never best*, KTV students and staff believe that there is always room for improvement and by making better choices every day, each of us will demonstrate daily academic and personal progress.

Respect - KTV provides an environment where relationships can develop and strengthen. Governed by the slogan: *Respect: You have to give it to get it!*, KTV team and family members will speak and act respectfully at all times inside and outside of the building.

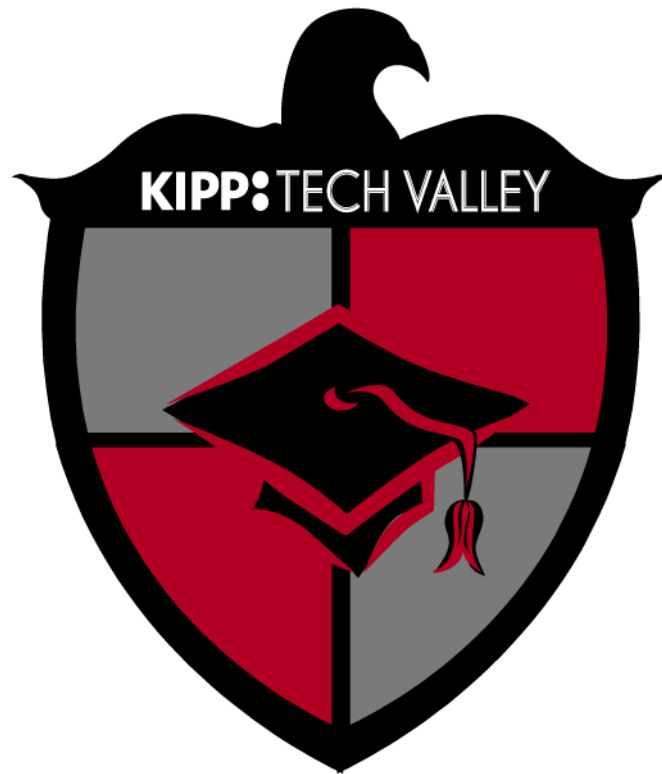
Support - All members of the KTV team and family will be expected to ask for and provide assistance whenever necessary. Driven by the slogan: *None of us succeed until all of us succeed*, KTV scholars will support each other in developing the knowledge skills and character habits necessary to attend college.



KIPP CREDO

*If there is a problem, we look for a solution.
If there is a better way, we try to find it.
If a teammate needs help, we give.
If we need help, we ask.*

General Information



Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



School Schedule

Monday - Thursday

7:30 a.m. School starts

5:00 p.m. Student dismissal

Friday

7:30 a.m. School starts

4:00pm Student dismissal

Saturday (when appropriate and as scheduled)

9:00 a.m. School starts

1:00 p.m. Student dismissal

Daily Summer Schedule

Monday - Friday

8:30 a.m. School starts

3:00 p.m. Student dismissal



Phone Procedures

Teacher Cell Phones

All KTV teachers carry cell phones to provide parents and students access to teachers around the clock. Students may call for help with homework, with an attendance problem or an emergency. Keep in mind that teachers' cell phones are turned off while they are teaching so it is best to call teachers in the evenings. If you or your child are trying to call a teacher but they don't answer, please leave a message explaining the reason for the call, your name and telephone number and allow 24 hours for them to return your call. Please DO NOT TEXT MESSAGE teachers; please leave an appropriate voice message and they will return your call. In addition, you may call the Executive Director if you have an emergency.

Messages for Students

Parents should communicate with their child before and after school. KTV is committed to keeping phone lines open for emergencies. Please do not call the school during the day to leave messages for students. We can only take messages in case of a true emergency.

Student Use of School Phones

The school phones are for school related business and emergencies. Children who need to use the phones will be charged Scholar Dollars. Please try to make plans with your child before they come to school so that they do not need to use school phones during the day.

Student Cell Phones

Students are permitted to carry a cell phone to school if it is for emergency use only. They must turn the phone off during school hours and must keep the phone in their backpacks; otherwise the phone will be kept in the office only and returned to the parent.

Dress Code

All KTV students will be required to wear the KIPP uniform every Monday through Friday and on Saturdays when there is Saturday school. The uniform consists of KTV shirts (and sweat-shirts), black pants (jeans or slacks), black socks, black shoes (tennis shoes, dress shoes or boots), and a belt.

In addition, the KTV dress code consists of the following regulations:

A student must have a KTV shirt on at all times including Saturday school.

All KTV shirts must be tucked in at all times.

Belts must be worn if the student has belt loops in his/her pants.

All pants must be an appropriate size and fit.



Students may not wear the following:

- Blue jeans or denim
- Pants that are not black
- Pants that have patterns, lace, polka dots, stripes or holes
- Tank tops
- Open toed shoes, sandals, high heeled shoes
- Tight clothing
- Stretch pants
- Sweatpants
- Pants that sag below the waist
- Bandanas
- Any gang related attire
- Any makeup that has coloring
- Sleeveless or cut-off shirts, blouses or dress
- Overalls or jumpers
- Earrings that are larger than one inch
- Any additional items that the school feels are distracting to students

Saturday School Uniform Exceptions:

Sweatpants and windpants may be worn only on Saturdays, with the permission of the Executive Director.

Additional Uniforms

Families are provided two uniform shirts and one sweatshirt at the beginning of each school year. Additional uniform shirts may be purchased by parents. Families that are unable to purchase additional uniform shirts should contact the Executive Director.

Student Organizational Plans and Materials

Organizational skills are explicitly taught to students. A schoolwide system will help students to reinforce the proper organization of a notebook. When a student is absent, he or she will be able to get back on track as quickly as possible and begin making up missed work. At the beginning of each year, KTV will provide students with all the school supplies required for their classes. As students deplete their supplies during the year, they may use their “paychecks” to purchase additional supplies.



Bathroom Policy

At KTV, a common hand signal will be used schoolwide to indicate the need to use the bathroom. Students are allowed to use the bathroom at the teachers' discretion and are encouraged to go during independent work time, not when a new lesson is being taught. Students will generally not be allowed to use the bathroom during the first five minutes and final five minutes of class. All students leaving class during instructional time for any reason will be asked to sign in and out of class. We ask parents to notify the school if a child has a unique medical need requiring special bathroom accommodations.

Student Records

At any time, parents of KTV students may access their child's file by checking with the Executive Director, who will allow the file to be viewed in the office. For safety purposes, no student files will be allowed out of the administrative office.

Complaint Process

If a parent, community member or teacher has any complaint or grievance, they should contact one of the following individuals.

Dustin Mitchell, Executive Director (518-701-1909) or dmitchell@kipptechvalley.org)

John Reilly, Board Member (518- or jpr@kipptechvalley.org)

Toys, Games & Gadgets

Students are not permitted to bring toys of any kind to school. All toys, cards, games and electronics not specifically authorized by the Executive Director will be confiscated and returned only to parents and guardians at a scheduled conference.

Physical Education

The purpose of Physical Education (PE) is to provide your child with exercise, a break from the core academic curriculum and an opportunity to participate in positive and supportive team building activities. With the exception of Saturday school, PE will generally take place in the school gymnasium. Our policy regarding PE is to encourage our students to act in a way that is respectful and supportive of fellow students and staff. Students who fail to demonstrate respect and support may temporarily lose the privilege of active participation.

Reporting a Child's Illness

If your child is going to miss school because of illness, please call the school as soon as

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



possible. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. KTV staff will call to verify all student absences.

School Closings (Inclement Weather)

In the event of unsafe weather, KTV will be closed or delayed. As a general rule, KTV will follow the closing or delay of the Albany City School District. Listen to the radio or television for the announcement of the closing of school.

Once the school day has started, school will not be cancelled early in the event that weather conditions become bad during the day. In these cases, it is up to the parents to decide if they want to pick their children up early.

Attendance

KTV students arrive at 7:30 a.m. Monday-Friday, and remain at school until 5:00 p.m. (4:00 p.m. on Friday for staff development). KTV students will arrive on appropriate Saturdays at 9:00 a.m. and remain until 1:00 p.m. If a student is going to be absent, s/he must contact their homeroom teacher by phone the night before the day of the expected absence. If a student is not present by morning meeting and the school has not been notified that he or she will be absent, his or her parent or guardian will be called immediately at home or work. Upon the student's return to school, whether it is the next day or on some day after, the student is expected to bring a signed doctor's excuse, which includes the date or time and a reason for the absence.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent, the Executive Director, teacher(s), student and parent or guardian will meet to address the issue. A student may be retained if they obtain ten or more unexcused absences.

Lunch

All families must fill out a federal free/reduced lunch form in September. All students, regardless of their families' income, will receive free breakfast, lunch and snack. Families may choose to send a bag lunch. The school is unable to assume responsibility for refrigerating or warming lunch brought from home.

Supplies



In addition to what is provided by KTV, students will need to have the following supplies at home to complete their homework: crayons, markers, ruler, scissors, pencils, erasers, glue, compass, calculator and wide-ruled white-lined paper.

Health

State law requires that all children entering elementary school be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. Parents will have the opportunity to sign a waiver form that permits the staff to administer over-the-counter medicine to children. If a child needs to take any prescribed medicine, please send it to school with a note giving office staff permission to administer it to your child.

Please be sure that the school has up to date contact and health information. If your child has needs we do not know about, we cannot provide for those needs. If your child has an emergency, we must be able to reach you. If your child is hurt and requires medical attention, and we are unable to reach you, the school will seek medical attention if a waiver has been signed.

Family Involvement

In addition to the duties listed in the signed contract, parents are expected to participate in their children's learning in the following ways:

Parent/Guardian, Student, Teacher Conferences

Both parent/guardian and child must attend conferences to meet with teachers to go over student's progress report. Failure of parent/guardian to attend a scheduled conference will result in your child not being allowed back in class, or your child will not be allowed to go home, until an appointment is rescheduled.

All Parent Meetings

All parents/guardians are required to attend the scheduled "All Parent Meetings." If you cannot attend, a representative must attend in your place. During these meetings, parents have the opportunity to see student presentations, learn more about school procedures and policies, and become actively involved in improving KTV.



Procedure for Parent/Guardian Concerns

If a parent has a concern or disagreement, they should:

- 1) Call the teacher to discuss the matter and attempt to resolve the disagreement through informal discussion.
- 2) Schedule a meeting with the teacher and discuss a solution that benefits the student and the school.
- 3) If there is no resolution to the problem, the parent/guardian should then contact the Executive Director. The Executive Director will mediate the problem with all parties involved.

Visitors

KTV has an open-door policy that welcomes parents and visitors in classrooms at any time. All visitors, including parents, must first sign in at the main office and obtain a guest pass before going elsewhere in the building. This policy is strictly enforced to ensure the safety of all students.

Volunteers

We at KTV take pride in being a part of our community. Potential volunteers are encouraged to contact the school directly for more information. KTV welcomes parents as not only visitors but as partners in the education of our children.

Emergency Plan

KTV has drills throughout the year to practice safe, speedy and calm evacuation of the building in case of an emergency. If you are in the building at the time of an emergency, please familiarize yourself with all emergency exits and safety procedures. In the event of a fire emergency, faculty and all other personnel are expected to activate the building fire alarm system. The fire alarms in the hallways and rooms will continuously ring to sound an alarm. Evacuation should continue even if the alarm is discontinued. **ALL OCCUPANTS MUST EVACUATE UPON INITIATION OF THE FIRE ALARM BELLS.** Re-entry into the building will only be allowed after the evacuation is complete.

If the fire alarm is not operable, such as in the event of an explosion or gas leak, the office staff will be deployed to all areas of the building to evacuate students, faculty and staff. If evacuation is called for, due to a bomb threat or suspicious package, the method and extent of the evacuation will be determined on a case-by-case basis. Once the emergency situation is has been mitigated, an “ALL-CLEAR” will be issued by administration, and students and staff may return to the building. Teachers are responsible for making sure all students in their class evacuate the building in an orderly and quiet fashion. Administrators are responsible for ensuring that all offices and restrooms are cleared. Teachers and Staff will



close the doors after an area is cleared. Teachers and Staff will initiate emergency procedures as directed in the plan below. All occupants should know the location of the exits and the procedures to follow when they hear the fire alarm. Once the fire department arrives, the fire official in charge will assume command.

Fire Plan

- 1) Follow the Exit Plan posted at the door of each classroom.
- 2) LISTEN to the teacher and/or the adults that are giving directions.
- 3) Exit the classroom quietly and orderly through the designated exit.
- 4) Continue down the stairs single file.
- 5) Once outside, proceed to the parking lot.
- 6) At the designated area, line up with the teacher with whom you exited.
- 7) Remain in a SILENT line until the ALL-CLEAR signal is issued by the Executive Director.

Enrollment

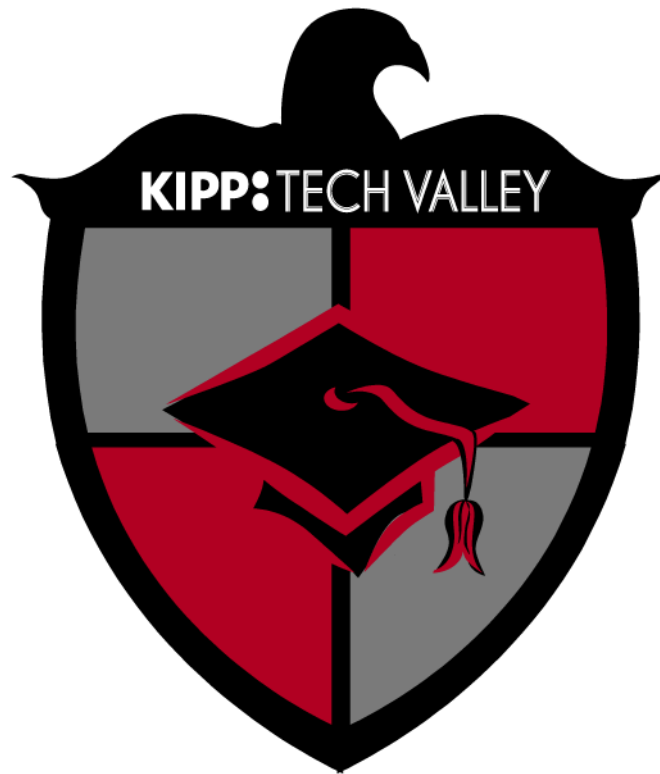
New 5th Grade Students

We accept students on a first come, first serve basis. If we exceed our enrollment goal within the open enrollment period, students will be selected by lottery from the enrollment lists. Once we have exceeded our enrollment goal, we will continue to enroll students in order to generate a waiting list. In accordance with our charter agreement, admissions preference will be granted to siblings as first priority, and residents of Albany as second priority. In the event of a lottery, all lottery drawings will be monitored by an independent third party. Official records of the lottery drawings will be kept on file in the school.

Students in Upper Grades (6-8)

KTV will have a rolling wait list for all upper grades. Once a student has completed an application, they will be placed on our waiting list. If a space in that grade becomes available, KTV may choose to enroll wait-listed students. Preference will be given in the order received. Because students at KTV are in school for 9 hours a day, 6 days a week and during the summer, they are often ahead of their counterparts in traditional school settings.

Academic Policy



Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



Curriculum Overview

KTV is based on proven methods of success at KIPP Schools nationwide. Every aspect of the instructional program has been deliberately chosen to ensure that each KTV scholar graduates with the knowledge, skills and character habits to gain admission to and succeed in the nation's top high schools.

The KTV curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards, and parents will receive regular progress reports to monitor the progress of their child.

We use knowledge about student skills to shape whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs. Teachers do not simply work to get through a textbook; rather, they assess student skills, deficits and needs to target instruction appropriately.

Teachers will give students and parents/guardians ongoing feedback about student performance. Feedback will occur on a daily basis through the agenda and on a weekly basis through the "Paycheck System." Teachers will send quizzes and tests home to be signed consistently throughout the year. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. In addition to "Paycheck" progress reports that are sent out each week, Standards Based Progress Reports are sent out for review by parents every six weeks. Parents/guardians will also get informal feedback about student performance throughout the year.

Homework

KTV students have homework every night. Homework must be completed every night before the child's head hits the pillow. Preparation is an important part of the KTV curriculum, and no student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. Extensions may be granted by the teacher only if the student calls first and discusses his/her concern. There is a limit on the number of extensions depending on the grade level.

Incomplete homework assignments, assignments handed in late, or assignments the student cannot find at the moment the assignment is asked for by the teacher, will all be considered incomplete, and students will not receive credit for them. Detention or a loss of paycheck dollars will result.



Make-Up Work

All missed work must be completed. All work needing completion or correction must be fixed. It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then s/he will have one day to make up any missed work.

Late, incomplete, or missing assignments (for unexcused reasons other than absences) must be made up immediately. The teacher may give a reduced grade or a zero on the assignment, but it still must be completed.

Cheating/Plagiarism

Cheating is a serious offense and a first offense will immediately result in students being Perched. If a student copies another student's work, gives another student his/her work, or lets another student look at his/her work or test, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

The first time this offense happens, the teacher will notify parents/guardians and the Executive Director, and a grade of zero will be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, teacher, and Executive Director. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero. This may also result in the school withdrawing their support of a student's application to high school.

Promotion to the Next Grade

Students may be retained in their grade at the end of the year for any one of, or combination of, the following factors:

Failure to meet academic standards of readiness for the next grade: Students who fail (earn below 70%) a core subject (Reading, Math, Social Studies, Science) may be retained. Students who fail (earn below 70%) either the reading or math standardized test at the end of the year may be retained as well.

Failure to meet adequate standards of attendance and lateness: Students who miss more than 15 days of school or are late more than 20 times may be retained.



Students who have IEPs will be promoted to the next grade based on successful completion of the goals on the IEP.

Students who have grades lower than 70 in two or more non-core skill classes will be promoted only at the discretion of the Executive Director.

Standardized Testing

KTV administers a standardized math and reading test twice a year in order to: **1)** give teachers information about students so that they can effectively design instruction to meet particular student needs, and **2)** to clearly demonstrate the academic achievement of students. In addition to those exams mandated by the state of New York, KTV will use the Terra Nova Exam to assess student needs and performance. Once a year, the school will publish the school-wide results of these tests. A parent/guardian may request the individual scores of his/her student.

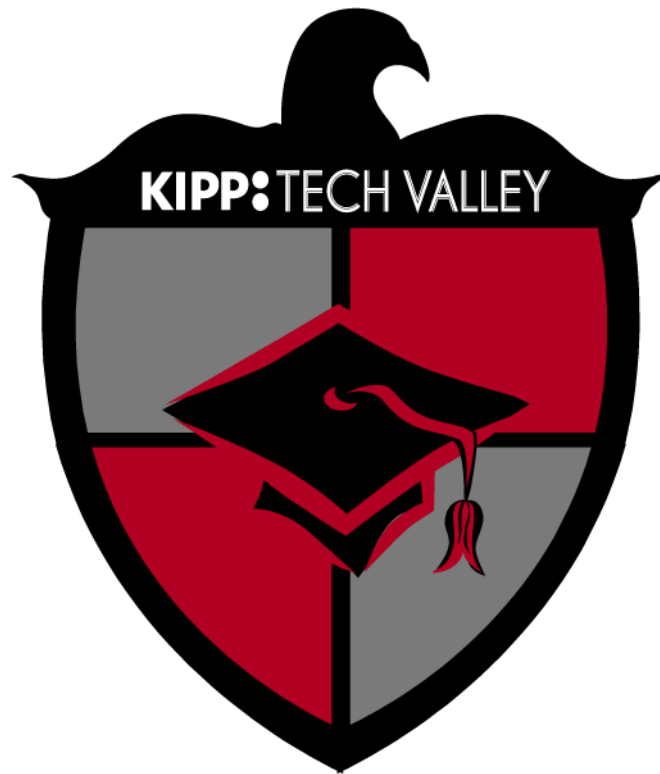
Summer Academy

KTV runs a mandatory three-week intensive, academic Summer Academy. The goal of the Summer Academy is to give students a “jump start” for the upcoming academic year. All students are required to attend the entire summer session.

Tutoring

Students may be able to receive extra help/tutoring during certain times of the day. Students should understand that teachers ask them to come for extra help because they care about their academic performance. Students may also be assigned to (or volunteer for) a study hall/tutoring class that meets each afternoon. Students may also have a tutor come during the lunch/afternoon reading block or afternoon tutoring sessions.

Code of Conduct



Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



NONNEGOTIABLE BEHAVIORAL EXPECTATIONS FOR STUDENTS

1. Adherence to the KTV Commitment to Excellence Form
2. Adherence to the KIPP Credo:

*If there is a problem, we look for a solution.
If there is a better way, we try to find it.
If a teammate needs help, we give.
If we need help, we ask.*

3. The following expectations are implied by the KTV Commitment to Excellence:

- WORK HARD. BE NICE.
- Be on-task and tracking at all times during class. While anyone is speaking, this means that students will always have their eyes, ears, and brains on that person.
- Be organized and prepared for all classes. Every KTV Scholar should have every day at least 2 sharpened pencils with erasers, a pen, and paper in their notebooks. Work should always be completed and presented neatly. The KTV Heading should be used on all papers. Finally, all papers should be kept neatly in binders and folders.
- Respond appropriately to all questions. Nonverbal actions matter.
- Conduct oneself in a orderly manner, demonstrating respect for our Mission.
- Make the right choice without being told or supervised.



Safety, Order and Discipline

A safe and orderly learning environment is essential to the academic success of our students. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a safe and disciplined setting in which to learn. It is the policy of KTV to provide an environment where all of our students have an equal and appropriate educational opportunity. KTV will follow a “zero tolerance policy” regarding discipline for fighting, classroom distractions, possessing, using or threatening to use weapons or the unlawful possession or distribution of drugs by KTV students on school properties or at any school sponsored and supervised activity. KTV shall provide a fair and consistent approach to student discipline within the context of students’ rights and responsibilities.

Expectations for Time on Task

Classroom distractions are not to be tolerated. KTV will not allow one or a few students to hold back an entire class. During the summer we will introduce our students to a zero tolerance policy on class disruptions. If students are disruptive or off-task, they are subject to the disciplinary actions listed below. The faculty and families should expect to have parent conferences regularly during summer session and regular school year as children become familiar with KTV.

Transportation

Transportation is provided for all students who live within the city of Albany. During the summer, we will introduce our students to a zero tolerance policy regarding bus behavior. For at least the first 3 weeks of summer school, staff members will ride the bus during both the am and pm routes to model appropriate behavior. Students should remain silent while on the bus to prevent distractions to the driver. Students may read quietly or work on homework. Students are not allowed to listen to cd players or walkmans and may not play portable gaming devices. Students may receive a warning for the first offense, a one week suspension for their second offense, and a semester suspension for their third offense. Egregious acts may result in permanent suspension from the bus.

Discipline Policy

Students who break school procedures or falter in their Commitment to Excellence will be treated in a fair, consistent and immediate manner. Listed below are a variety of disciplinary actions that will be taken by both classroom teachers and administration.

In-Class Discipline

KTV will adhere to the Commitment to Excellence as a guideline for in-class learning and behavioral expectations. In class, discipline can include but is not limited to:

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



- Reprimands
- Additional assignments to be completed at home and/or at school
- Exclusion from non-core classes such as PE, Art or Music
- Mandatory lunch study hall/detention
- Mandatory after school study hall/detention
- Loss of Incentives - pay check marked or loss of school trips
- Being Perched

In addition, students may be subject to any of the disciplinary actions listed below if it is determined that they committed any of the infractions outlined under “Disciplinary Infractions.”

The Perch

In school suspension is used when a child continues to misbehave or disregards the rules outlined in the Commitment to Excellence. At KTV, this is called The Perch. While on The Perch, we hope to remove all distractions so that the child can focus strictly on academics. The parents will be notified within 24 hours if their child has been Perched. We use the term Perch to show the child that they are still part of the KTV family of Eagles; however, they are not making decisions that currently allow them to fly alongside their peers. For example, while on The Perch, students will attend and participate in every class, but are not allowed to talk to their teammates. They are, however, allowed to talk to teachers and are responsible for all class work and homework assignments. The length of time on The Perch is directly related to the offense and whether the student has taken responsibility for their actions.

While on The Perch, a KTV student may be assigned to the following:

- New Seat Assignment - the new seat will be away from classmates to avoid future disruptions.
- Yet Plan - A quiet place to eat lunch and complete missing assignments or reflect on poor choices.
- Choose to Improve Plan (CHIP) - A silent after school detention to reflect on missing assignments.

A student on The Perch will not be permitted to:

- Attend field trips
- Eat lunch at regular student tables in cafeteria
- Speak with other students during class, on the bus or during free time

An example of an action that may result in a student being Perched directly:

- Two incomplete homework assignments in one week
- Not returning a paycheck, test or quiz signed
- Forging parent’s signature

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



- Teeth sucking
- Eye rolling
- Disruptive behavior in class
- Disruptive behavior (class, hallway, bathroom, or bus)
- Talking or disruption during a fire drill
- Refusing to follow directions
- Back talking
- Being disrespectful
- Teasing
- Use of hurtful language
- Playing in the hallway or bathroom
- Using bathroom without permission
- Excessive dress code violations
- Lying
- Cheating on homework
- Using threatening language
- Having a temper tantrum
- Throwing paper or objects in the building
- Running in the building except for PE
- Poor behavior on bus or at dismissal
- Leaving class without permission

Other Administrative Disciplinary Options

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

Behavior Plan - A plan where students have a daily behavior chart targeting specific behaviors that each teacher fills out and the parents sign each night.

Homeroom Switch - A temporary or permanent move to alter group or individual dynamics.

Temporary Slide - A plan that allows the student to spend an amount of time in a lower grade as designated by the Executive Director.

Personal Belongings

Students at KTV are not allowed to have the following items at school:

- Gum
- Candy

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



Soda
Any illegal substance
Weapons and toy weapons
Stuffed animals or dolls
Electronic toys
Radio or Walkman, iPods, MP3 Player
Jewelry (in accordance with Dress Code)
Beepers

Human Rights Policy

KTV brings together a diverse group of individuals. It is guided by the principle that respect for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status. KTV wishes to stress that it is the responsibility of every member of the KTV community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the KTV community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

Harassment

Harassment is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile, or demeaning environment for education. Examples of inappropriate behavior include:

- verbal or physical abuse or threats
- sexual harassment
- obscene or demeaning remarks, jokes, or insults
- uninvited pressure to participate in illegal activities
- public display of explicitly offensive or demeaning materials
- comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- false accusations of harassment
- retaliation toward someone making a complaint about harassment

Sexual Harassment

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute

*Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills
and character habits necessary to succeed in high school, college and beyond.*



sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity.
- such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person.

Creating a harassment free environment requires the diligent effort of our community. We must continually improve our practices.

Response to Harassment

KTV is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify the Executive Director, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Executive Director or any member of the Board of Directors.

As soon as possible, the adult notified will report to the Executive Director and/or Board of Trustees Grievance Committee. The Director or Board will notify the authorities, if necessary. The Director or Board will appoint a small group to investigate the matter in a swift and equitable manner. The group will bring a recommendation to the Board. The Board or Executive Director will communicate the final decision directly to the parties involved.

Suspensions and Expulsion

Short Term Suspension

In accordance with New York State Law, the Executive Director reserves the right to suspend and/or expel a student. A student who has committed any of the actions listed below is subject to short term suspension (defined as a period of five days or less).

- Attempt to assault any student or staff member
- Vandalize school property causing minor damage
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury



KIPP TECH VALLEY

CHOOSE IMPROVE RESPECT SUPPORT

- Engage in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Engage in insubordination
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions
- Cheat on quizzes, exams, or commit plagiarism
- Used forged notes or excuses
- Steal, attempt to steal, or possess property known by the student to be stolen
- Commit extortion
- Engage in gambling
- Abuse school property or equipment
- Use obscene or abusive language or gestures
- Engage in acts of verbal or physical sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Possess tobacco or alcohol
- Possess pagers, beepers, or portable/cellular telephones not being used for instructional purposes
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the KTV Student Dress Code
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action

Procedures and Due Process for Short Term Suspension

Before imposing a short term suspension, the Executive Director shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student's version of events shall also be provided. At this point, written notice shall be provided within 24 hours of the decision to impose suspension at the last known address(es) of the parents or guardians. Where possible, notification also shall be provided by telephone. The parents or guardian of the student and the student shall have the opportunity to present the student's version of the incident and to ask questions of the complaining witnesses. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

Long Term Suspension

In accordance with New York State Law, the Executive Director reserves the right to suspend and/or expel a student. A student who has committed any of the actions listed below is

Every KIPP TECH VALLEY student will acquire and apply the knowledge, skills and character habits necessary to succeed in high school, college and beyond.



subject to long term suspension (defined as a period of more than five days) or expulsion from school. In addition, a student who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the Executive Director's discretion only if the student has committed the act on multiple occasions.

- Commit, or attempt to commit arson on school property
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school
- Assault any other student or staff member
- Intentionally cause physical injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long-term suspension

Procedures and Due Process for Long Term Suspension

The Executive Director may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the Executive Director may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the head of school shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The School Leader also shall immediately notify the student's parent(s) or guardian(s) in writing within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a formal hearing will be held on the matter which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

Alternate Instruction

Students who are suspended will be provided with alternative instruction. Arrangements will be made between the school and each individual for the delivery of services, pick-up/delivery of work, and the make up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.
