



KIPP SOUTH FULTON ACADEMY

Student/Parent Handbook

2011 – 2012

**There are no
shortcuts to
excellence.**

All policies contained herein are subject to change at the discretion of KIPP South Fulton Academy.

Adopted: June 2003

Revised: June 2011

Dear Parents and KIPPsters,

Welcome to another year at KIPP South Fulton Academy (KSFA)!

We are about to experience a wonderful journey. Thank you for joining us in our ninth year as one of the top performing middle schools in Georgia. We are excited to work with all of you to make sure that every student receives a top-notch middle school education. As you already know, KIPP South Fulton Academy is committed to a level of achievement that is second to none. When our students leave us, they will be prepared to compete with the rest of the nation's most talented students in the highest quality high schools, colleges, and the competitive world beyond.

Achieving these goals will require a great deal of hard work and commitment from the staff, the students, and families alike, and we have no doubt that by working hard and working together, we can achieve any goal that we set our sights on.

This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus of each minute of every day. Please go over the policies with your KIPPster and keep it handy so that you may refer to it when necessary. **Please be aware that this handbook is updated and revised each year.** There are several changes to this year's handbook, so it is important that you read the entire document.

We are looking forward to a powerful and positive year. Please feel free to reach me or any of your KIPPster's teachers at any time. My number is listed in the directory along with all the other staff members of KIPP South Fulton Academy. Together, we will work to ensure that every KIPPster at KIPP South Fulton Academy becomes a scholar.

Sincerely,

Jondré L. Pryor
School Director

Tonya Phipps
Upper School Director

Siobhan Gardner
Lower School Director

Table of Contents

I.	MISSION AND PILLARS	4
	A. KIPP South Fulton Academy Mission	5
	B. KIPP's Five Pillars	5
	C. KIPP Credo	5
	D. KSFA Commitment Forms	6
II.	GENERAL INFORMATION	10
	A. Calendar	11
	B. School Schedule	12
	C. Meals	13
	D. Attendance	14
	E. Dismissal	14
	F. Supplies	15
	G. School Closing.	15
	H. Health	15
	I. Telephone Use	15
	J. Family Involvement	16
	K. Communication Protocol	17
	L. Ten Great Ways Parents Can Support	18
III.	ACADEMIC POLICY	19
	A. Overview of Academic Program	20
	B. Parent-Teacher Communication	20
	C. Homework	21
	D. Grading / Report Cards	21
	E. Make-Up Work	23
	F. Promotion to the Next Grade	24
	G. Standardized Testing	25
	H. Other Testing	25
IV.	CODE OF CONDUCT	26
	A. Dress Code	27
	B. Personal Belongings	28
	C. Computer and Internet Use	28
	D. Human Rights Policy	29
	E. Harassment	29
	F. Sexual Harassment	30
	G. Response to Harassment	30
V.	STUDENT DISCIPLINE	31
	A. Rewards	32
	B. Paychecks	33
	C. Consequences	37
	D. Transfer	44
	E. IDEA	45
	F. Grievance Procedure	45
	G. Policies	47
VII.	STAFF DIRECTORY	52

I. MISSION AND PILLARS

KIPP South Fulton Academy Mission

The mission of KIPP South Fulton Academy is to strengthen the knowledge, skills, character, and physical fitness of students in South Fulton County, thereby creating opportunities for success in top-notch high schools, colleges, and the competitive world beyond the classroom.

KIPP's Five Pillars

The Knowledge is Power Program (KIPP) is built on a few simple, fundamental principles.

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 reinforce 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, their parents, and the faculty of KIPP South Fulton Academy have made a choice to be at the school. No one is assigned or forced to attend a KIPP School. Everyone must make and uphold a commitment to the school, and to each other to put in the time and effort required to achieve success.

More Time. KIPP 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 Schools to acquire the academic knowledge and skills, as well as broad extracurricular experiences that will prepare them for competitive high schools and colleges.

Power to Lead. The directors of KIPP 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 Credo

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

KSFA Student Commitment Form

As a student at KIPP South Fulton Academy, I commit to do everything I can to keep my KIPP South Fulton Academy FIRE burning at all times in the following ways:

F amily & Friendship: I will treat all members of the KIPP South Fulton Academy staff, my fellow students, and my parents/guardians, in a spirit of family and friendship. Specifically, I will:

- treat all members of the KSFA team and family with kindness and respect.
- not hit, kick, shove, or otherwise touch another member of the KSFA team and family in a way that s/he may not want to be touched.
- do whatever I can to protect the safety, rights, and feelings of other members of the KSFA team and family.
- be helpful to other team and family members, and ask for help whenever I need it.
- teach what I know and learn what I can from my fellow team and family members.
- encourage my fellow community members to keep their FIREs burning, too.

I ntegrity: I will act with the utmost integrity, no matter where I am or who is watching me. Specifically, I will:

- tell the truth.
- do all of my own work, and never give my work away to others.
- follow through on all of the commitments and promises that I make.
- listen to my conscience and always do the right thing.

R esponsibility: I will act responsibly and accept responsibility for my actions. Specifically, I will:

- come to school on time, by 7:30 a.m. every week day, and by 8:30 a.m. on Saturdays and during summer school.
- be present for every school day (including summer school and Saturdays), unless I am sick or I have a family emergency.
- bring all of the books, binders, pencils, and other supplies I need to class every day.
- write all of my assignments in my agenda and complete all of my homework every night.
- make sure that an adult at home receives my agenda, and all of the tests, paychecks, and other papers that need to be signed.
- call a teacher or the School Director whenever I need help with homework or other matters related to my education.
- wear the correct school uniform to school every day.
- help to keep KIPP South Fulton Academy clean, neat, and organized.
- accept the consequences when I make mistakes or choose not to act in the best way I know how.

E xcellence: I will do my best at everything I do. Specifically, I will:

- do my best on every class and homework assignment, and every test, paper, and project.
- stay focused during class, ask questions, and actively participate in each lesson.
- work longer days than other kids, staying at school until 5:00 p.m. every week day, 11:30 a.m. on Saturdays, and 2:30 p.m. during summer school.
- come to school for at least two weeks of summer school.
- participate in the KSFA fitness program, and do my best at it.

I understand that failure to adhere to any part of this commitment may result in losing the privilege of being a KIPPster at KIPP South Fulton Academy.

Signature: _____ Date: _____

Name (printed): _____

KSFA Parent Commitment Form

As a parent or guardian of a KIPP South Fulton Academy student, I commit to do everything in my power to keep the KIPP South Fulton Academy FIRE burning inside of me at all times in the following ways:

F amily & Friendship: I will treat all members of the KIPP South Fulton Academy team and family, including my child's teachers, other members of the KIPP South Fulton Academy staff, my child, and the other parents and guardians, in a spirit of family and friendship. Specifically, I will:

- treat all members of the KSFA team and family with kindness and respect.
- be helpful to other team and family members, and ask for help when I need it.
- communicate with my child's teachers regularly, and return calls and letters from KSFA staff members promptly.
- teach what I know, and learn what I can from my fellow team and family members.
- encourage my child and other fellow team and family members to keep their FIREs burning, too.

I ntegrity: I will act with the utmost integrity, no matter where I am or who is watching me. Specifically, I will:

- tell the truth to all members of the KIPP South Fulton Academy team and family.
- follow through on all of the commitments and promises that I make.
- listen to my conscience and do the right thing.

R esponsibility: I will act responsibly and accept responsibility for my actions. Specifically, I will:

- ensure that my child arrives at school on time, by 7:30 a.m. every week day, and by 8:30 a.m. on Saturdays and during summer school.
- ensure that my child is picked up from school promptly at stated dismissal time, or that s/he is otherwise adequately supervised after school hours.
- ensure, to the best of my ability, that my child has the necessary tools, supplies, support, and guidance s/he needs to succeed in school.
- ensure that my child has a clean KSFA school uniform for school every day.
- ensure that all of my child's homework is checked by an adult every night, and that my child's agenda is signed to verify homework completion.
- accept the consequences for myself and my child when I choose not to act in the best way I know how.

E xcellence: I will support KIPP South Fulton Academy in whatever way I can in preparing my child for a top-quality high school, college, and the competitive world beyond the classroom. Specifically, I will:

- allow my child to work longer days than other kids, staying at school until 5:00 p.m. every weekday, until 11:30 a.m. on Saturdays, and 2:30 p.m. during summer school.
- allow my child to participate in field lessons, including out-of-state field lessons at the end of the school year.
- support my child's learning at home to the best of my ability.
- make sure my child attends school every day, including Saturdays and summer school.
- allow my child to participate in the KSFA fitness program, and encourage him/her to do his/her best at it.
- never give up on my child.

I understand that failure to adhere to any part of this commitment may result in my child losing his/her privilege to be a KIPPster at KIPP South Fulton Academy.

Signature: _____ Date: _____

Name (printed): _____

KSFA Teacher Commitment Form

As a teacher at KIPP South Fulton Academy, I commit to do everything in my power to keep my KIPP South Fulton Academy FIRE burning at all times in the following ways:

F amily & Friendship: I will treat all members of the KIPP South Fulton Academy team and family, including my students, the KIPP South Fulton Academy staff, and the families of my students, in a spirit of family and friendship. Specifically, I will:

- treat all members of the KSFA team and family with kindness and respect.
- do whatever I can to protect the safety, rights, and feelings of other members of the KSFA team and family.
- be helpful to other team and family members, and ask for help whenever I need it.
- teach what I know and learn what I can from my fellow team and family members.
- encourage my fellow team and family members to keep their FIREs burning, too.
- be accessible to all members of the KSFA team and family by cell phone until 9:00 p.m. every week day, and from 9:00 a.m. until 5:00 p.m. on Saturdays.

I ntegrity: I will act with the utmost integrity, no matter where I am or who is watching me. Specifically, I will:

- tell the truth to all members of the KIPP South Fulton Academy team and family.
- treat all members of the KSFA team and family fairly, regardless of race, gender, religion, appearance, or other distinguishing features.
- follow through on all of the commitments and promises that I make, and admit mistakes when I make them.
- listen to my conscience and do the right thing.

R esponsibility: I will act responsibly and accept responsibility for my actions. Specifically, I will:

- come to school on time, by 7:00 a.m. every week day, and by 8:00 a.m. on Saturdays and during summer school.
- plan thoroughly for every lesson and meeting, and make sure that I have all of the necessary materials.
- assign and collect homework every Monday through Friday.
- dress appropriately for school every day.
- grade student work thoroughly and promptly.
- help to keep my work spaces clean, neat, and organized.
- accept the consequences when I make mistakes or choose not to act in the best way I know how.

E xcellence: I will do my best at everything I do. Specifically, I will:

- do whatever it takes to ensure that ALL children learn as much as I can teach them, and that ALL children make progress toward being prepared for top-notch high schools, colleges, and the competitive world beyond the classroom.
- teach every lesson to the best of my ability.
- work longer days than many other teachers, staying at school until at least 5:15 p.m. every week day and until 12:00 p.m. on Saturdays.
- work during the three-week summer school session.
- never give up.

I understand that failure to adhere to any part of this commitment may result in verbal and written warnings, and ultimately in the loss of the privilege of teaching at KIPP South Fulton Academy.

Signature: _____ Date: _____

Name (printed): _____

KSFA School Director Commitment Form

As the Director of KIPP South Fulton Academy, I commit to do everything in my power to keep the KIPP South Fulton Academy FIRE burning inside of me at all times in the following ways:

F amily & Friendship: I will treat all members of the KIPP South Fulton Academy team and family, including students, the entire KIPP South Fulton Academy staff, and the families of my students, in a spirit of family and friendship. Specifically, I will:

- treat all members of the KSFA team and family with kindness and respect.
- be helpful to other team and family members, and ask for help whenever I need it.
- teach what I know and learn what I can from my fellow team and family members.
- encourage my fellow team and family members to keep their FIREs burning, too.
- communicate openly and regularly with parents, students, staff, and Board members.

I ntegrity: I will act with the utmost integrity, no matter where I am or who is watching me. Specifically, I will:

- tell the truth to all members of the KIPP South Fulton Academy team and family.
- treat all of students, staff, families, and Board members fairly, regardless of race, age, religion, national origin, appearance, or other distinguishing features.
- follow through on all of the commitments and promises that I make.
- listen to my conscience and do the right thing.

R esponsibility: I will act responsibly and to accept responsibility for my actions. Specifically, I will:

- come to school on time, by 7:00 a.m. every week day, and by 8:00 a.m. on Saturdays.
- plan thoroughly for every lesson, staff meeting, Board meeting, and parent meeting, and make sure that I have all of the necessary materials.
- dress appropriately for school every day.
- respond to concerns of students, staff, parents, and Board members, thoroughly and promptly.
- help to keep my work spaces clean, neat, and organized.
- accept the consequences when I make mistakes or choose not to act in the best way I know how.

E xcellence: I will do my best at everything I do. Specifically, I will:

- do whatever it takes to ensure that ALL children learn as much as I can teach them, and that ALL children make progress toward being prepared for top-notch high schools, colleges, and the competitive world beyond the classroom.
- work longer days than many teachers and administrators, staying at school until at least 5:30 p.m. every weekday and until 12:00 p.m. on Saturdays.
- work every day during the three-week summer school session.
- never give up.

I understand that failure to adhere to any part of this commitment may result in the loss of the privilege of working at KIPP South Fulton Academy.

Signature: _____ Date: _____

Name (printed): _____

II. GENERAL INFORMATION

Calendar

School Start/ End Dates

- First Day of Summer School for new KIPPsters: July 6, 2011
- First Day of Summer School for returning KIPPsters: July 8, 2011
- Last day of Summer School for all KIPPsters: July 21, 2011
- First Day of Regular School Year for all KIPPsters: July 25, 2011
- Last Day of Regular School Year for all KIPPsters: May 23, 2012

Student Holidays

Labor Day	Sept. 5
Fall Break	Sept. 26-30
Teacher Workday	Oct. 10
Thanksgiving Holiday	Nov. 23-25
Winter Break	Dec. 21-Jan. 3
Teacher Workday	Jan. 3
Martin Luther King, Jr. Day	Jan. 16
Winter Break	Feb. 20-24
Teacher Workday	Mar. 12
Spring Break	April 2-6

Saturday School Sessions (18 Total)

#1 August 13, 2011	#10 December 10, 2011
#2 August 27, 2011	#11 January 7, 2012
#3 September 10, 2011	#12 January 28, 2012
#4 September 17, 2011	#13 February 11, 2012
#5 October 15, 2011	#14 March 10, 2012
#6 October 29, 2011	#15 March 24, 2012
#7 November 12, 2011	#16 April 14, 2012
#8 November 19, 2011	#17 April 18, 2012
#9 December 3, 2011	#18 May 12, 2012

School Schedule

Summer School Schedule (July 6 - 21)

Monday – Friday

Doors open at **8:15 a.m.**

Students will be marked tardy after **8:30 a.m.**

Students are dismissed at **2:30 p.m.**

Regular School Year (July 25 – May 23)

Mondays, Tuesdays, Thursdays, & Fridays

Doors open at **7:15 a.m.**

Students will be marked tardy after **7:30 a.m.**

Students are dismissed at **5:00 p.m.**

Wednesdays

Doors open at **7:15 a.m.**

Students will be marked tardy after **7:30 a.m.**

Students are dismissed at **3:00 p.m.**

Saturdays

Doors open at **8:15 a.m.**

Students will be marked tardy after **8:30 a.m.**

Students are dismissed at **11:30 a.m.**

Meals

KIPP South Fulton Academy will serve students the following meals:

Summer School – Lunch and Snack

Regular School Year- (Monday through Friday) Breakfast, Lunch, Snack

Saturday School- No meals or snacks provided

All families must fill out a federal free/reduced price lunch form at the beginning of the school year. Families who qualify receive a free/reduced priced breakfast and lunch. Families who do not qualify for free/reduced price meals may choose to purchase school meals or to have their children eat breakfast at home and/or send a bag lunch. Students who bring their meals from home should bring foods that can be eaten cold; KIPP South Fulton Academy does not provide microwave ovens for student use. In the interest of encouraging healthy eating habits, students may not have fast food lunches, nor may they drink sodas at school.

Children who are lactose intolerant, allergic to milk, or allergic to any foods (nuts, etc.) must have a letter from a physician on file in the school office in order to receive a beverage other than milk at breakfast and lunch. Snacks are free for all students.

Payment Schedule for Meals

Breakfast and Lunch prices:

Eligibility Status	Breakfast	Lunch
Reduced	\$0.30	\$0.40
Paid	\$1.75	\$2.50

Eating breakfast and lunch every day:

Eligibility Status	Weekly	Bi-Weekly	Monthly
Reduced	\$3.50	\$7.00	\$14.00
Paid	\$21.25	\$42.50	\$85.00

Only lunch:

Eligibility Status	Weekly	Bi-Weekly	Monthly
Reduced	\$2.00	\$4.00	\$8.00
Paid	\$8.75	\$17.50	\$35.00

We receive weekly, bi-weekly, and monthly payments on a daily basis; we post payments the next business day.

If the child has an outstanding balance we will include a bill with the progress report or report card.

Attendance

At KIPP South Fulton Academy, attendance is taken very seriously. In order for students to learn what they need to know to be prepared for college, they need to be in school, and parents need to be responsible for notifying the school in a timely manner when their children are not able to be present.

School doors will not open until 7:15 a.m. during the school week and at 8:15 a.m. on Saturdays. KIPP South Fulton will not be responsible for students before the listed school times.

Students must arrive no later than 7:30 a.m. every day (Monday – Friday), and they must remain at school until dismissal time every weekday. KIPP South Fulton Academy students must arrive at school by 8:30 a.m. on Saturday and remain until 11:30 a.m. Students will be considered tardy if they arrive after 7:30 a.m. during the week or after 8:30 a.m. on Saturdays. Tardiness will only be considered excused in cases of medical appointments (with doctor notes), court proceedings (with written documentation), and car accidents (with police report). Students must be at school for at least four hours in order to be marked present for that day.

If a student is absent, upon the student's return to school, whether it is the next day or on some day thereafter, the student is expected to bring a signed note from his or her parent or guardian including the date or time and a reason for the absence. Approval of excused absences is made by the School Director; as a general rule, absences will only be considered excused in the following circumstances:

- attendance at a funeral following a death in the immediate family;
- illness verified by a note from a doctor, or parent/guardian; or
- court proceedings at which the student's presence is required, along with documentation.

If a student has an appointment of any kind during the school day, it is recommended that such appointments be made either as late in the day or as early in the day as possible, so as to minimize the number of hours the student must be absent from school.

Since missing class adversely affects academic achievement, repeated absences may be reflected in the student's grades. Excessive absences may be considered in decisions about promotion/retention; if a student is absent from school more than 21 days in the school year, this may be considered as grounds for retention in the grade.

Dismissal

Unless they are staying at school for a pre-arranged activity that is authorized and supervised by a KSFA staff member, all KIPPsters should leave the premises of KIPP South Fulton Academy immediately after dismissal each school day. Parents who are unable to arrange for their child to be picked up at dismissal time are encouraged to have their child either take our school bus to the Jesse Draper Boys and Girls Club in College Park, or go to the Village Keepers, Inc. Program. The address for Village Keepers is 3020 Bayard Street. Students may not just sit in our lobby after school hours waiting on their parents.

All children must be picked up no later than 15 minutes after the specified dismissal time. There is a 15-minute grace period following this time. If your child remains at school for more than thirty minutes after dismissal time on any school day, KIPP South Fulton Academy reserves the right to take the following actions, at our discretion:

- KIPP South Fulton Academy may charge a parent/guardian at a rate of \$1.00 per minute for every minute after the fifteen-minute grace period during which the child is waiting at the school for his/her parent to arrive. For example, if you pick your child up at 5:45 p.m. on a Monday, you will be charged for fifteen minutes, or \$15.00.
- A member of our staff may call the East Point Police Department and ask an officer to escort your child to the police station. Your child will then remain at the police station until you pick him/her up.

Supplies

KIPP South Fulton Academy provides all students with a homework agenda and an initial set of supplies. Parents are required to purchase and replace these supplies as they are used up, lost, misplaced, or damaged throughout the school year. Replacement supplies are also available for sale in the KIPP School Store, and students may purchase such supplies with their KIPP dollars.

Students will need to have the following basic supplies at home to complete their homework: pencils and pens, crayons, colored pencils or markers, ruler, scissors, glue, pencil sharpeners, and a calculator. Teachers will notify parents when additional supplies are needed.

School Closing

If KIPP Metro Atlanta Schools close due to inclement weather and/or hazardous and unsafe weather conditions KIPP South Fulton Academy will be closed. Please tune into the television and/or radio for any school closing, delays, or announcements under the KIPP Metro Atlanta Schools title.

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.

Health

State law requires that all children entering elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

If a child is sick in the morning, the school expects him/her to stay home for the day. 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. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be reached at home.

Telephone Use

Students may only use a school phone by permission from a teacher or other member of the school staff after school hours. As a general rule, the school phones are for school-related business and emergencies. Students who use a phone without permission from a teacher will be subject to disciplinary procedures.

Teacher Cell Phones

All teachers are provided with cell phones. The purpose of the cell phones is to provide parents and students access to teachers after school hours. Teachers are required to be available to parents and students by cell phone from 5:00 p.m. until 9:00 p.m. every weekday evening, and from 9:00 a.m. to 5:00 p.m. on Saturdays; however, teachers are not available Sundays; please refrain from calling outside of these hours except in case of emergency. Students and parents are welcome to call with any questions related to homework, school rules or procedures, or other matters related to a student's education.

Keep in mind that teachers are not available to talk while they are teaching; it is therefore best to call teachers in the evening. Parents and students who are unable to reach a teacher immediately are asked to leave *one* message providing their name, number, and the reason for the call, and to wait 24 hours for a response before calling a second time. In case of emergency, students and parents may also call the School Director, Dean of Students, Dean of Staff and Student Development, or the Office Manager.

Electronic Communication Devices (Student Cell Phones)

Electronic communication devices (including paging devices, cellular phones, walkie-talkies, etc.) are prohibited on the school grounds and school bus at KIPP South Fulton Academy. Students are allowed to bring them to school only if their parents have submitted a special request that their child needs to carry a device. The students and parents who receive special permission would have to agree to and follow the established procedure for having the devices at school and on the school bus. If a student has not received special permission to carry the device, or if the student/parent does not follow the established procedure, this violation/s can result in disciplinary action being taken. This includes, but is not limited to, the device being confiscated, after school detention, loss of special permission privileges and/or Out of School Suspension. KSFA is not responsible for electronic devices that are lost, misplaced, or damaged.

Messages for Students

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

Family Involvement

In addition to the duties listed in the signed KSFA Parent Commitment Form, parents are expected to model KIPP behavior, follow all KSFA rules, policies, procedures, and participate in their children's learning in the following ways:

- **Regular School Visits** - All parents/guardians are encouraged to visit the school regularly throughout the school year to volunteer, participate in a classroom visit, or conduct a parent-teacher-student conference. To ensure the safety of our students as well as consistency, the following protocol is required when visiting the school:
 - All visitors must sign-in in the office and put on a visitor sticker or a volunteer sticker.
 - The office staff will verbally direct visitors to the proper class to conduct classroom visits.
 - The office staff will provide assignments for volunteers. (Volunteers receive recognition for their volunteer hours only if they are logged in the volunteer book located in the main office.)

- While in the classrooms, visitors are not permitted in the personal teacher work area.
 - All visitors are expected to treat students and staff with kindness and respect. In the event that a visitor becomes disrespectful or interferes with the normal operation of the school, s/he will be asked to leave the school premises.
 - If a visitor is asked to leave more than two times, s/he will be banned from the school premises. The school director will determine the length of time that the visitor is prohibited from the school premises.
- **Parent/Guardian, Teacher, Student Conferences** - During the week following each progress report card distribution, we will hold parent-teacher-student conferences. When a child earns a grade of “D” or “F” in any subject, we expect the child’s parent/guardian to call the teacher of that class to schedule a conference. The parent and the student should attend the conference in order to discuss how all parties can contribute to the student’s success. Parents are asked to call the main office to set up conferences.
 - **PTSA Meetings/Parent University** - The KIPP Parent Teacher Student Association (PTSA) meets once per month to discuss activities to support the school’s efforts. Parents are highly encouraged to get involved in the life of the school by attending PTSA meetings as often as possible. In addition, the PTSA coordinates Parent University workshops. These workshops are designed to provide parents with useful information to support their KIPPsters.
 - **Board Meetings** - The Board of Directors of KIPP South Fulton Academy meets the last Tuesday of every month throughout the year. The meetings are open to the public, and all KIPP South Fulton Academy parents/guardians are invited to attend whenever they so desire. An agenda will be posted in the main office one week before each meeting. Public comments take place at 6:00 p.m., 30 minutes before the general meeting starts. Any member of the KSFA Team and Family may sign up to make public comments.
 - **Connections Newsletter** - The school sends home a weekly newsletter, *Connections* for parents and community members every Friday. The purpose of the newsletter is to inform community members about policy changes, upcoming events, special programs, get parent volunteers and other important announcements. We ask all parents to ask their children for *Connections* every Friday, and to read it carefully. If you would like an electronic copy of the email each Friday, please send an email to Mr. Daniels (bdaniels@kippsouthfulton.org).

Communication Protocol

It is the expectation that all communication (e-mail, telephone, and in-person) is carried out with kindness and respect. All parties should be cordial, transparent and solution-oriented. In the event that communication does not meet the expectations set forth in the commitment forms, a Team and Family meeting will be held.

Please note the following statement regarding e-mail communication: The Information Privacy Principles in the Privacy Act limits the use of records of personal information for purposes other than for which it was obtained. It also limits the disclosure of records of personal information.

Ten Great Ways That Parents Can Support Their KIPPsters' Education at Home

1. Check your children's homework every night to make sure that they have done every assignment written in their agendas, and to make sure that each assignment is completed thoroughly and to the best of their ability.
2. Ask your children to tell you what they learned in school each day.
3. Read books with your children, and read at home yourself so that your children will see you read.
4. Turn the TV off, and instead play a family game that requires your children to think – Scrabble, chess, Battleship, and Monopoly are great examples.
5. Instead of splurging on new toys or clothes for your kids, splurge on tickets to a museum, a jazz concert, a poetry reading, a dance performance, or a play.
6. Call/ email your children's teachers to ask how they are doing; don't wait for the teachers to inform you that there's a problem!
7. Make sure that your child attends every day of school, including Saturdays and summer school, unless they are sick or have a family emergency.
8. Take your children for their annual check-ups with their pediatrician. Make sure that their hearing and vision is screened every year. If they wear glasses, make sure that their prescriptions are up to date, and that their teachers know when they should be wearing them at school!
9. Especially if you have internet access and/or cable TV at home, monitor closely what your child is looking at! Also pay close attention to the music your child is listening to.
10. Tell your children every day that you value hard work, that you believe in them, and that you expect them to be successful.

III. ACADEMIC POLICY

Overview of Academic Program

The primary focus of our academic program is to prepare all of our students, regardless of the achievement level at which they enter KIPP South Fulton Academy, to be successful at the college or university level. To this end, we seek to individualize our programs to the greatest extent possible, so that our highest achievers are always challenged, and the students who are furthest behind receive the support they need to be academically competitive. Additionally, in all subject areas we seek to provide our students with a balance of fundamental skills and knowledge on the one hand, and a deeper understanding of underlying concepts and an ability to think critically and analytically on the other.

The instructional staff at KIPP South Fulton Academy will meet students on their academic level, teach, support, nurture, hold accountable, empower, and ultimately provide them with the academic opportunities for significant growth during their middle school years. We aspire to be great teachers, and great teaching is not only about how well we teach; it is also about how well our students learn inside, outside, and beyond our walls at all times.

Fifth, sixth, seventh and eighth graders at KIPP South Fulton Academy focus on five core curricular areas: Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, Physical Education, African Diaspora, High School Prep, Secondary School Admissions Test (SSAT) class, Computer Technology, Thinking Skills, and Life Skills classes complete the components of our curriculum. In each of the core academic subjects, our curriculum is aligned with the Georgia Performance Standards (GPS).

In every class and on every day, we seek to engage our students in the learning process by delivering well-planned, engaging lessons. All instructional lessons have an Objective, Do It Now, Guided Practice, Independent Practice, Assessment, and Homework. By incorporating all four learning modalities (Auditory, Kinesthetic, Tactile, and Visual) into every lesson, our teachers are able to reach all learning styles. We bring learning alive for our students through such techniques as hands-on learning opportunities; academic games, songs, and chants; and individual and small-group work.

Parent-Teacher Communication

Along with teachers give students and parents/guardians ongoing feedback about student performance, it is also the responsibility of the parents/guardians to communicate regularly with teachers about their student's performance if there are any concerns. In addition to progress reports sent halfway through the quarter and report cards sent at the end of each quarter, teachers send home two grade updates a few weeks prior to each of these official notices. Teachers also send quizzes and tests home for parents/guardians to sign, and teachers contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home.

For students who need considerable improvement, or have failed to produce acceptable work (F), they may be placed in tutorials instead of attending an elective class. In these cases, parents should contact the teacher(s) immediately to set up a conference.

Parents are encouraged to call, e-mail, send letters via their child's agenda, and/or set up parent-teacher-student conferences with their child's teacher to discuss successes as well as concerns.

Homework

KIPP South Fulton Academy students have homework every night. They receive homework assignments in every class they attend on Monday, Tuesday, Wednesday, and Thursday; they generally receive a reduced load on Friday. In general, students should have about two hours of homework each night on school nights, and about an hour of homework over the weekend.

Preparation and practice are an important part of the KIPP curriculum, and no student is excused from any assignment without the permission of his or her teacher prior to the due date. It is essential that students complete all of the homework assignments, and that they do them to the best of their ability, taking no shortcuts and striving towards excellence.

Grading/Report Cards

Division of School Year into Quarters

The school year is broken into four grading periods (quarters). The terms are long enough (approximately 9 weeks) to allow students multiple opportunities to demonstrate academic progress and mastery of specific skills.

Grade Reports

Grade reports provide students and parents with a more detailed look at the student's grade. The grade updates are printed by each teacher twice a quarter and include a list of each assignment along with your child's score on the assignment. Parents/guardians may request a printed grade report at any time during the school year by calling the teacher directly.

Progress Reports

At the mid-quarter (4-5 weeks), the school sends home progress reports. The progress report is not part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians how their child is doing at the halfway point in the quarter. Based on the progress report, parents/guardians may call or request a conference with any teacher.

Report Cards

At the end of each quarter (9 weeks), the parents/guardian must come to the school and pick up the report card. Report card pick up will take place on Saturdays. The report card is the formal academic record for the student. The report card pick up dates are as follows and begins at 8:30 a.m.:

October 15, 2011

January 7, 2012

March 24, 2012

*May 29, 2012 (the 4th quarter report card will be mailed unless there is an outstanding balance)

Grade Updates, Progress Reports, & Report Cards

<i>Term</i>	<i>Grade Report #1</i>	<i>Progress Report</i>	<i>Grade Report #2</i>	<i>Grade Report #3</i>	<i>Report Card</i>
ONE	August 12	September 2	September 9	September 23	October 15
TWO	October 21	November 11	November 18	December 9	January 7
THREE	January 13	February 3	February 10	March 3	March 24
FOUR	March 30	-	April 20	May 4	May 29 (mailed)

KIPP SFA Grading Scale

The grading scale is as follows:

90-100:	A	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
80-89:	B	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
70-79:	C	Students receiving a C have some skill deficits, but they have demonstrated at least a basic understanding of the majority of skills taught.
69 and below:	F	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

Categories of Assessment & Their Value in Determining Term Grades

All teachers will assess student progress and mastery of skills through a variety of assessment tools, including homework and quizzes/tests. Depending on the content and nature of the particular class, teachers may also use other assessment tools, such as labs, journals, projects, and class participation.

Classwork - Class work will make up the largest part of a student's grade. Specifically, class work will count for 25% of a student's final grade. Class work consists of a variety of assignments and tasks, such as morning work, that the students complete on a daily basis.

Homework - Homework will count for 15% of each student's final grade. Most teachers grade homework based on the student's effort in relation to their skills. Teachers use a system of checkmarks, which have the following meanings, and correlate to the following numeric grades:

√+ =	The student has completed the assignment to the best of his/her ability.	= 100%
√ =	The student has demonstrated a good level of effort.	= 89%
√- =	The student has demonstrated less than adequate effort.	= 79%
- =	The student has demonstrated minimal or no effort.	= 70%

Teachers may decide to assign a numerical value to a homework assignment in lieu of the system of checkmarks. Teachers grade at least 16 homework assignments per quarter.

Quizzes - Quizzes will count for 20% of a student's final grade. Most quizzes are given on a weekly to bi-weekly basis.

Tests - Tests will count for 20% of a student's final grade. Tests are usually administered at the conclusion of a unit (about every month).

Projects - Projects will count for 20% of a student's final grade. Students will get at least one project per term. However, no individual in-class quiz or test may comprise more than 20% of a student's grade in a single term, and no individual project may comprise more than 20% of a student's term grade.

Participation - Teachers may, but are not required to, include classroom participation in their class grades. Participation grades are given according to the same checkmark scale that they use for homework. In assigning participation grades, teachers consider the extent to which the students have contributed meaningfully to their own and their classmates' learning during class. Teachers who include classroom participation grades as part of their grading scheme must record participation grades at least bi-weekly throughout the term. Participation grades will go into the class work section of the grading system.

Final Grades

In determining final (cumulative) grades for the year, the quarters are weighted as follows:

Term 1 = 25%

Term 2 = 25%

Term 3 = 25%

Term 4 = 25%

Regular Recording of Grades

Teachers grade papers promptly assignments are due, and input those grades into ESchool Plus. At a minimum, teachers update their grades biweekly. All students are required to have up-to-date binders/tomes for every subject area: Mathematics, English/Language Arts, Science, Social Studies, Writing, and African Diaspora. The student binders/tomes are the primary resource for studying.

Ensuring the Fairness & Accuracy of Student Assessments

If more than half of a class fails a quiz, test, or project the teacher will give the students an opportunity to improve their grade on that assignment. Teachers may accomplish this in a number of ways, including but not limited to allowing students to redo the assignment or allowing students to make corrections for partial credit.

Make-Up Work

Making-Up Work Following Student Absence

When students are absent, they are expected to make up all classwork, tests, quizzes, and homework assignments that they missed while they were away from school. Upon their return from an absence, students are given a number of days equal to the number of days they were absent to complete and turn in all missed assignments. If they turn in the work within the requisite time period, students may earn full credit for the work. If they do not turn in the work within the requisite time period, students will earn a zero for that assignment.

Late Work

If students fail to complete class work, homework, and project assignments even though they are present, they have one day to make up the work. Ten (10) points will be taken from the grade for the work being late.

Resubmitting Unsatisfactory Homework

When students receive a grade on a homework assignment with which they are unsatisfied, they may redo and resubmit the assignment within one day from the date the assignment was returned to them. When they redo and resubmit work, students will earn up to ten (10) additional points on their original grade. No student can earn more than 100% on resubmitted homework. This policy does not apply to class work, quizzes, tests or project assignments. This policy does not apply to late homework.

Promotion to the Next Grade

Fifth Grade:

- In order to be promoted from the fifth grade, students must earn a final passing grade of 70 or higher in:
 - (a) English / Language Arts and Mathematics; and
 - (b) at least one of the following classes: Science or Social Studies.
- By state law, fifth graders must *also* earn a passing grade on the Reading and the Math sections of the Georgia CRCT. Students who do not pass the necessary sections of the CRCT will have an opportunity to retake the test in June. Students who pass the Reading and Math sections of the CRCT in June may be promoted to the sixth grade, but only if they also earned the report-card grades that they needed to be promoted.

Sixth & Seventh Grade:

- In order to be promoted from the sixth and seventh grade, students must earn a final passing grade of 70 or higher in:
 - (a) English / Language Arts and Mathematics; and
 - (b) at least one of the following classes: Science, Social Studies, or Spanish (7th grade).

Eighth Grade:

- In order to be promoted from the eighth grade, students must earn a final passing grade of 70 or higher in:
 - (a) English / Language Arts and Mathematics; and
 - (b) at least one of the following classes: Science, Social Studies, or Spanish.
- By state law, eighth graders must *also* earn a passing grade on the Reading and the Math sections of the Georgia CRCT. Students who do not pass the necessary sections of the CRCT will have an opportunity to retake the test in June. Students who pass the Reading and Math sections of the CRCT in June may be promoted to the ninth grade, but only if they also

earned the report-card grades that they needed to be promoted.

Students who do not earn the report-card grades needed for promotion cannot make up this requirement by attending summer school at KIPP South Fulton Academy or at any other school.

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

Standardized Testing

KIPP South Fulton Academy administers all of the standardized tests that are required for students in all other Fulton County public schools:

- Iowa Test of Basic Skills (ITBS) - In the fifth grade, our students take the ITBS in both the fall and the spring, so that we can measure their improvement during their first year with us. In subsequent years, they take the ITBS only in the spring, except in eighth grade, when they take the ITBS in both fall and spring.
- Georgia Criterion-Referenced Competency Test (CRCT) – All students take the CRCT test each year in the spring.
- Georgia Fifth Grade Writing Assessment – All fifth graders take a state-mandated writing test in March of their fifth-grade year.
- Georgia Eighth Grade Writing Assessment – All eighth graders take a state-mandated writing test in January of their eighth-grade year.

For all of the tests outlined above, students will receive any special testing conditions or accommodations that are required by their IEPs (Individualized Education Plans).

We use our students' standardized test scores: 1) to give teachers information about students so that they can effectively design instruction to meet particular student needs, and 2) to demonstrate clearly and accurately the academic achievement of our students.

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.

Other Testing

In addition to the standardized tests, the school also develops benchmarks to be administered during the summer session and at the end of each quarter throughout the year. The results from those benchmarks are used as teachers develop their sequence of instruction and make decisions with regard to the allocation of time on specific standards.

IV. CODE OF CONDUCT

Dress Code

The goal of KIPP South Fulton Academy is to prepare our students for top-notch high schools, colleges, and the competitive world beyond their four years with us. We therefore seek to model professional dress, and to eliminate the distractions that traditionally keep adolescents from focusing on their education. We know that one of these distractions can be a preoccupation with fashion and appearance; we try to minimize the students' concerns about how they are dressed by requiring them to dress uniformly. Our uniform policy also teaches our students current norms of professionalism, which contribute to success in our society. Our uniform policy is designed to ensure that students are clean, neat, well-kempt, and age-appropriately dressed from head to toe. The consequences for violating any part of the uniform policy are stated in the Paycheck deduction section of this handbook.

Hats/Hair Coverings: Students may not wear hats, handkerchiefs, bandanas, do-rags, scarves, or other head coverings. Exceptions can be made for religious and/or medical reasons.

Hair: Hair should be neat and well-kempt. It should have a uniform look and be completely done.

Earrings: Earrings should be small and unassuming. Studs should be no larger than $\frac{1}{4}$ in. in diameter and hoops should be no larger than 1 in. (size of a quarter) in diameter. Earrings should not hang lower than 1 in. from the bottom of the ear lobe.

Necklaces/Chains: Students may only wear one necklace/chain at a time, which should be no longer than 18 in. Pendants should be small, i.e. no larger than 1 in. in height and 1 in. in width.

Shirts: Once they have earned the opportunity to do so, students are required to wear their KSFA polo shirt to school Monday through Thursday. On Fridays, students may wear any KIPP t-shirt they have earned over their four years or a t-shirt with a college logo. During summer school, Saturday school, and physical education, students must wear their KSFA t-shirts. Shirts should always fit properly, and be pressed and tucked into pants or skirts. In cold weather, students may wear a KSFA sweatshirt over their polo shirt during the school day or outdoors in cold weather for gym. In addition, students may wear a solid-colored long-sleeve shirt underneath their polo. This long-sleeve shirt should either be white or the same color as the student's polo. No other sweatshirts, jackets, or sweaters are allowed to be worn inside the building.

Hands/Nails: Students may not wear bracelets (KIPP-issued bracelets are the only exception), armbands, or multiple rings. Nails should be free of any artificial enhancements (acrylic, silk wraps, press-ons, rhinestones, etc.).

Belts: Students must wear a black or brown belt with khaki pants or skirts that have belt loops. Students must wear a belt at all times. Belts must be visible and have an appropriate sized buckle.

Pants/Skirts: Every weekday during the regular school year, students must wear tan khaki pants or tan khaki skirts to school. Khaki pants must be full-length (no shorts or capri pants). All pants must fit around the waist and not sag lower than the hipbones. All skirts must fall below the knee and must not have inappropriately long slits (above their knees). During summer school, Saturday School, and fitness activities only, students should wear navy blue athletic shorts. During cold weather, students may wear solid blue navy sweatpants in lieu of their athletic shorts for sports activities and on Saturdays. All bottoms should fit properly, not too tight, baggy, or too short. Bottoms must be around the waist and not hang off of the body in any way. Students are encouraged to avoid wearing skirts that "ride up" or to wear shorts underneath skirts. Individual students who violate this requirement will lose the privilege of wearing skirts.

Shoes/Socks: Students must wear socks and shoes at all times. For the fitness program and other athletic activities, they must wear athletic shoes; these may be any color or style, but they must be appropriate for running and other sports activities. During the rest of the school day, students may wear closed-toe, flat-heeled shoes of any style and color. All shoes should have the proper lacing and fit properly. Shoelaces must be tied, and all buckles and Velcro straps must be fastened. Students are permitted to wear closed-toe and flat-heeled boots with pants only if the boots are completely tucked under the pants leg.

KSFA reserves the right to disallow any article of clothing that will take away from the consistency of the dress code.

Personal Belongings

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

Gum	Playing or trading cards
Soda	Beepers
Candy, Kool-Aid, sunflower seeds, etc.	Personal footballs, basketballs, etc.
Weapons of any kind or any toy weapons	Gameboys or any other electronic toys
Stuffed animals or dolls	CD Player, MP3 Player, iPod, or DVD Player
Lip gloss and other make-up	

If a student is found with any of the above listed items at school, such items will be confiscated immediately. Candy, gum, other food items, and make-up will be disposed of; other items will be turned in to the Lower/Upper School Directors and returned to the student's parent/guardian only. If an item is not picked up within 30 days it will be donated to a charitable cause. KSFA is not responsible for items left over 30 days.

Any illegal substances or weapons (including toy weapons) will be confiscated and reported to the proper authorities.

The following items may be brought to school, but they must remain in the student's bookbag/purse during the school day:

Lunch	Hair brushes, picks, and combs
Lotion	Deodorant and other toiletries

If any of the above-listed items are seen outside of the student's bookbag/purse during the school day, such items will be confiscated and disposed of immediately.

Computer and Internet Use

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all of these computer privileges depend on a student's using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, MySpace, Bebo, Twitter, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy;

- Share his/her password with anyone except adults at the school.

A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Release agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access and sharing.

With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.

Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

KIPP Metro Atlanta's administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business need to do so.

Human Rights Policy

KIPP South Fulton Academy brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual on the basis of race, color, religion, sex, nationality, age, or disability. KIPP South Fulton Academy wishes to stress that it is the responsibility of every member of the KIPP South Fulton Academy 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 KIPP South Fulton Academy community to promote appropriate workplace behavior actively. 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, transfer.

Harassment

Harassment is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile, or demeaning environment. 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.
- cyber-bullying/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 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

KIPP South Fulton Academy 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 School Director, Dean of Students, or Social Worker. If you are uncomfortable doing so, speak with another adult. After the initial report is made, an investigation will take place by the Dean of Students, and/or School Director. The Dean of Students or School Director will communicate the final decision directly to the parties involved.
5. If you are an adult, notify the School Director or any member of the Board of Directors.

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

V. STUDENT DISCIPLINE

REWARDS

Success comes from hard work. Lack of success comes from mediocre work. At KIPP South Fulton Academy, we believe that you are not entitled to the rewards of life; but rather you earn rewards through hard work and determination.

Polo Shirts

Wearing a KIPP South Fulton Academy polo shirt is a special privilege that students must earn every year by attending every day of the summer school session, along with staying out of the Fire Station for the entire summer school session. Students can also earn their polo by staying out of the Fire Station for three consecutive weeks starting in the regular school year. Each year, the students earn a new color polo shirt: 5th graders wear red, 6th graders wear orange, 7th graders wear yellow, and 8th graders wear blue. Until they have earned their polos, students may only wear their KSFA t-shirts.

Field Lessons

Throughout the year, we plan a number of fun, educational, and life-transforming field lessons for KSFA students. All students at KIPP South Fulton Academy must earn the right to attend school-sponsored field lessons. Students will be required to buy their ticket to each field lesson with their savings account money. The required price for each field lesson ticket will be distributed to students and parents in advance of each field lesson. Please note that field lesson tickets are non-refundable (money will not be added back to savings account).

- **Honor Roll Field Lessons** - Students who earn all A's and B's for a specific term will be on the honor roll for that quarter. As a reward for their pursuit of academic excellence, students will participate in a fun-filled field lesson.
- **Monthly Field Lessons** - Monthly field lessons are coordinated to enhance the classroom experience.
- **End of Year Field Lessons** - EOY field lessons give students an opportunity to translate the skills and knowledge learned throughout the year in a real world setting. Students earn their end of year ticket from January to April. All outstanding meal, textbook/novel, and late pick-up balances must be paid in full in order for a student to be eligible to attend the end of year field lesson. Students who earn an out-of-school suspension during second semester forfeit their right to attend the end of year field lesson.

Lockers/Cubbies

Lockers and cubbies are a convenient way for students to store their belongings throughout the school day. All students must earn the privilege to have a locker or cubby at KSFA. Once the locker/cubby is earned, students and parents sign a locker/cubby agreement.

Dress-Down Days

A dress down day allows a student to express his/her individuality through their attire. The expectation is for the student to wear garments that fit appropriately and are non-offensive. Dress-

down days are for 7th and 8th grade students only. They can be purchased through the school store or earned through a student's hard work and effort. KSFA reserves the right to disallow any article of clothing that is deemed inappropriate for a dress down day, and the student will be required to change into the school uniform.

Jeans Days

A jeans day allows a student to wear jeans in lieu of khaki pants. The expectation is for the student to wear jeans that fit appropriately and are non-offensive. Skinny jeans are not allowed. All KIPPsters can earn jeans days. The criteria for earning jeans days will be determined by the grade level. KSFA reserves the right to disallow any article of clothing that is deemed inappropriate for a jeans day, and the student will be required to change into the school uniform.

KIPP FIRE

KIPP Fire is a time for the team and family to come together and celebrate. Students earn KIPP Fire by staying out of the Fire Station.

Recess

Recess is an opportunity for the students to interact with each other socially. Recess is a privilege for all students. Students earn recess by carrying out the four core values on a daily basis.

Throughout the year, students will have additional opportunities to earn rewards for their hard work and great character.

PAYCHECKS

The primary system of formally rewarding students at KIPP South Fulton Academy is the paycheck system. The paycheck system is a school-wide positive reinforcement management system intended to empower students to make good choices every moment of everyday so that they will inherently and experientially learn that when you do good things, good things happen. The paycheck system also is intended to reinforce our expectations and promote the internalization of our school values and culture. It has three main components: **Family & Friendship, Responsibility, and Excellence.**

- **Family & Friendship dollars** are earned for *respecting* yourself, teammates, teacher, and anyone else in the classroom at the time. Students are expected to use appropriate tone and body language. To earn KIPP dollars for Family & Friendship, students must contribute to a *safe* learning environment by keeping their hands to themselves and respecting personal space of others. They must find peaceful, effective solutions to conflicts, and maintain a positive attitude. ***The standard progression of deductions for each of these categories on any given day will be \$1 deduction, then \$2 deduction, then \$5 deduction.***

*The following tables are not an exhaustive list. They are examples to assist with clarity around expected KIPP behavior and unacceptable behavior.

The **Respect** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster speaks and smiles.	Student rolls eyes or sucks teeth at teammate.
When a teammate needs help, KIPPster will give it.	Student laughs at, teases, or mocks a classmate.
KIPPster follows directions when given the first time.	Student talks back to teacher when reprimanded or given instructions.
KIPPster speaks in a respectful tone, makes, and maintains eye contact.	Student speaks to teacher or classmate in a disrespectful tone of voice.

The **Focused** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster SLANTS.	Student daydreams.
KIPPster has a sense of urgency and begins work in a timely fashion.	Student fails to begin work in a timely fashion.
KIPPster completes work in a reasonable amount of time.	Student does not complete work in a reasonable amount of time.
KIPPster takes neat and complete notes and places them in the appropriate section of his or her binder.	Student doodles, reads or passes notes in class while teacher is instructing.

The **Participation** table below outlines the expected, positive behaviors for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster asks and answers questions during the class period.	Student does not ask or answer questions during the class period.
KIPPster participates/engages in the activity.	Student chooses not to engage in the activity.

The **Teamwork** table below outlines the expected, positive behaviors for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster makes a positive contribution to teamwork assignments.	Student disrupts progress during teamwork assignments.
KIPPster uses his or her	Student makes noises or

voice to effectively communicate his or her thinking.	beats on desk to attract attention to him/herself.
KIPPster remains in seat unless he or she has been given permission to do otherwise.	Student gets out of seat without permission.
KIPPster handles bookbags, furniture and other objects in the appropriate fashion.	Student throws or kicks bookbags, furniture, or other objects.

Responsibility dollars are earned by coming to class on-time, being in proper uniform, maintaining *responsibility* for personal items and school supplies, meeting transition expectations, meeting the teacher’s classroom expectations for organization of materials, and being physically present for 100% of class time. ***The standard progression of deductions for each of these categories on any given day will be \$1 deduction, then \$2 deduction, then \$5 deduction.***

*The following tables are not an exhaustive list. They are examples to assist with clarity around expected KIPP behavior and unacceptable behavior.

The **Agenda** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster has agenda signed.	Student does not have agenda signed.
KIPPster has assignment and has written the complete assignment in his/her agenda.	Student has assignment, but does not write it in his/her agenda book when instructed.
KIPPster has a signed agenda and wrote down all of the homework assignments.	Student has a signed agenda, but did not write down one or more homework assignments.

The **Uniform** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster has adhered to all aspects of the uniform policy.	Student fails to adhere to any part of the uniform policy.
KIPPster has shoelaces tied and Velcro strapped.	Student has untied laces and/or unstrapped Velcro.
KIPPster has tucked in their shirt.	Student has not tucked in their shirt.
KIPPster’s pants are on his/her waist.	Student’s pants are below his/her waist and sagging.

The **On Time** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster arrives to school on time or has an excused tardy.	Student arrives late to school.
KIPPster arrives to class on time.	Student arrives late to class without a pass from previous teacher.

The **Supplies** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster has all materials and books when needed.	Student fails to possess or to take out materials/books.
KIPPster has at least 3 sharpened pencils/pens for class.	Student fails to bring pre-sharpened pencils/pens to class.

The **Organized** table below outlines the expected, positive behavior for all KIPPsters, as well as the behavior that interferes with the learning environment.

Expected KIPP Behavior	Unacceptable Behavior
KIPPster has binders, homework folder, work area, or locker/cubby organized.	Student fails to keep binders, homework folder, work area, or locker/cubby organized.

Excellence dollars are earned for each piece of completed homework. In order to earn homework dollars, the homework must not only be completed in its entirety (no shortcuts), but in addition must have proper heading. The following rubric will be used to determine the deductions for Excellence violations:

\$1 Deductions	\$2 Deductions	\$5 Deductions
<ul style="list-style-type: none"> • Incomplete KIPP heading • Messy penmanship • Stains on paper • Torn paper • Crumpled paper 	<ul style="list-style-type: none"> • Did not follow directions 	<ul style="list-style-type: none"> • One or more questions unanswered / incomplete • No name • Turned in late • Did not turn in at all

*The aforementioned tables are not an exhaustive list. They are examples to assist with clarity around expected and unacceptable behavior.

Students can earn **Bonus FIRE Dollars** by going “above and beyond” what is expected. Teachers will award Bonus FIRE Dollars in increments of \$1 to \$3. There is no limit to the number of Bonus FIRE Dollars that a student can earn during any given week. ***Bonus FIRE Dollars DO NOT NEGATE paycheck deductions.***

How to Read Paychecks

Every student starts with a “salary” of 100 KIPP dollars per week. All of the markings on the left side of the paycheck represent occasions throughout the week when one of the teachers has taken a paycheck deduction for incomplete homework or a negative behavior. In the upper right-hand corner of the check, we record the total amount of deductions that the student has received. We calculate the student’s “net earnings” or their final paycheck amount for the week by using the following formula:

$$\text{Possible Earnings } (\$100) - \text{Total Deductions} + \text{Bonus FIRE Dollars} = \text{Net Earnings}$$

Parent Signatures on Paychecks

Students receive their paychecks every **Friday**, and they are required to bring their paychecks home, show them to their parents/guardians, and return them to their homeroom teachers with their parent’s/guardian’s signature Monday. **Students will lose \$1 each day that the paycheck is not signed and returned to their homeroom teacher.** If a student misplaces his/her paycheck, parents and students should contact the homeroom teacher by cell phone or email to request another copy of the paycheck.

Once students have returned their paychecks to their homeroom teachers with a parent/guardian signature, their earnings are deposited into the KIPP School Bank. Each week, 90% of each student’s check is deposited to his/her KIPP spending account, and the remaining 10% is deposited to the student’s KIPP savings account. The students may spend the money in their spending accounts in the KIPP School Store. The items available in the store include school supplies, trinkets, healthy snacks, and books. Throughout the year, the money that students accumulate in their savings account is used as one measure in determining students’ eligibility for local and out-of-state field lessons.

CONSEQUENCES

The purpose of consequences is to teach KIPPsters to take responsibility for their actions and to make better choices in the future, rather than purely to punish. Therefore, to the greatest extent possible, we impose punishments that serve as logical consequences for the KIPPsters’ misbehavior.

FIRE Station Overview

At KSFA, KIPPsters who fail to meet our expectations for behavior and homework completion are required to spend time in the “FIRE Station.” We call this consequence the FIRE station because it is the place for KIPPsters who have allowed their South Fulton FIRE to go out, and who must therefore spend some time focusing on their FIRE and making sure it burns strongly within them. KIPP South Fulton sets the KIPPsters up for true success. Every student is capable of making the necessary choices to avoid the FIRE Station. The **FIRE Station is not linked to grades**; it is directly linked to demonstration of the four core values and the level of effort the student chooses to make. The ability to contact a teacher at any time greatly helps to ensure that the students can always demonstrate a high level of effort.

How a KIPPster earns his/her way into the FIRE Station

There are two ways that a KIPPster can earn his/her way into the FIRE Station:

1. KIPPster earns days in the FIRE Station as a consequence of his/her inappropriate behavior.
2. KIPPster accumulates the following weekly paycheck deductions:
 - 5th Graders - \$20 or more
 - 6th Graders - \$15 or more
 - 7th Graders - \$10 or more
 - 8th Graders - \$10 or more

What it Means to be in the FIRE Station

All students are required to wear the KIPP uniform at all times whether they are in or out of the FIRE Station. Teachers can easily identify students that are in the FIRE Station by their nametag which states their academic and/or character goal for the week. All students in the FIRE Station will be required to attend Monday detention from 5:15 p.m. to 6:15 p.m. The student will be required to make-up all missing homework from the previous week. In addition, the student will be required to eat silent lunch in the designated area of the cafeteria each day. Students do not participate in any fun/recreational activities, including recess, assemblies, athletic events, and field lessons. The student loses the privilege of storing belongings in his/her cubby or locker. S/he must therefore carry his/her belongings throughout the day.

How a KIPPster earns his/her way out of the FIRE Station

In order to leave the FIRE station and re-enter the classroom community, a student must work hard to earn his/her way out by completing homework and maintaining good behavior. For each week that a student earns too many paycheck deductions, the student must earn an additional two clean days. A clean day is defined as any day that the student has not earned deductions. The clean days do not have to be consecutive. If a FIRE Station student has attended detention, earned all of his/her clean days and turned in all of his/her missing homework assignments, the homeroom teacher will verify that all of the criteria has been met by the student. The homeroom teacher and/or the grade level chair are solely responsible for clearing a student out of the FIRE Station.

Fire Station, Monday, Tuesday, or Thursday Detention

All students who are in the FIRE Station Friday will be required to attend the mandatory Monday detention from 5:15 p.m. to 6:15 p.m. During detention, students will complete homework, and set goals to ensure that they continue to improve their academics and character.

In addition to Fire Station detention, a student may earn Monday, Tuesday and/ or Thursday detention. A teacher or staff member will call parents and give them 24 hour notice for Monday, Tuesday, or Thursday detention. **All students who earn Monday, Tuesday, or Thursday detention are required to attend from 5:15 p.m. to 6:15 p.m.**

Students who fail to attend any detention (Fire Station, Monday, Tuesday, or Thursday) will be suspended from school that week. This suspension will be documented on the student's permanent record.

Consecutive Weeks in the FIRE Station

The longer a student spends in the FIRE Station, the more severe the consequences become. Our goal is to set consistently high expectations for students while providing the appropriate interventions to improve students' academics and character. The following table will be used to determine consequences:

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6 & Week 7	Week 8
Silent Lunch & no recess	Silent Lunch & no recess	Silent Lunch & no recess	Silent Lunch & no recess	Silent Lunch & no recess	Silent Lunch & no recess	Team & Family Meeting to Discuss Possible Transfer
		Monday Detention 5:15 pm-6:15pm	Monday Detention 5:15 pm-6:15pm	Monday Detention 5:15 pm-6:15pm	Monday Detention 5:15 pm-6:15pm	
Monday Detention 5:15 pm-6:15pm	Monday Detention from 5:15 pm-6:15pm	Team & Family Meeting	Student works with FIRE Station Coach	Contract Meeting & Parent Observation: Parent/guardian must observe his/her child for 5 hours this week.	Student works with FIRE Station Coach	
			Parent Observation: Parent/guardian must observe his/her child for one class period (1½ hours) this week.	Contract Meeting & Parent Observation: Parent/guardian must observe his/her child for 5 hours this week.		

Outrageous Behavior Incidents (OBI)

The Consequence Matrix should be used to determine which incidents merit an OBI and the appropriate consequence. **Savings deductions for each offense will be equivalent to the number of days assigned for ISS and OSS. ALL INCIDENTS WILL BE REPORTED ON THE STUDENT'S PERMANENT BEHAVIOR RECORD!!**

Level One – Violation of Responsibility value

Offense	1 st Consequence	2 nd Consequence	3 rd Consequence
Gross Disrespect <ul style="list-style-type: none"> Slamming/ throwing Not responding to an adult when spoken to Rolling eyes No eye contact Smacking lips/ sucking teeth 	Immediate Team & Family Meeting (may result in 1-2 Days ISS)	Immediate Team & Family Meeting (may result in 2-3 Days ISS)	Immediate Team and Family Meeting (may result in 3-5 Days ISS or 1-3 Days OSS)
Cutting/Walking Out of Class <ul style="list-style-type: none"> Leaving class without permission Missed class without permission 	Immediate Team & Family Meeting (may result in 1-2 Days ISS)	Immediate Team & Family Meeting (may result in 2-3 Days ISS)	Immediate Team and Family Meeting (may result in 3-5 Days)

			ISS or 1-3 Days OSS)
Walking Out of Building <ul style="list-style-type: none"> Leaving school building without permission 	Immediate Team & Family Meeting (may result in 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 1-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)
Profanity or Obscenity <ul style="list-style-type: none"> Cursing at any time Inappropriate gestures towards a student or staff member Writing inappropriate notes/letters to/about a student or staff member Possession of pornography 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days ISS or 1-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days ISS or 3-5 Days OSS)
Misuse of School Property <ul style="list-style-type: none"> Inappropriate use of school equipment including computers and Internet 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days ISS or 1-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days ISS or 3-5 Days OSS)
Damage of School Property/Vandalism <ul style="list-style-type: none"> Writing, painting, drawing, scratching, or otherwise making any marks on school property Damage of school property such as broken windows and equipment 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days ISS or 1-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days ISS or 3-5 Days OSS)
Cell Phones/Electronic Devices <ul style="list-style-type: none"> Cell phone is seen, it rings, or vibrates during school hours Electronic devices such as MP3 players, iPods, CD players, and DVD players are seen or used during school hours 	**Electronic confiscated, given directly to staff member, and only returned to parent	*Electronic confiscated, given directly to staff member, and only returned to parent *Student is not permitted to bring electronics to school	Immediate Team & Family Meeting (may result in 2 Days OSS)
Missed Mandatory Detention <ul style="list-style-type: none"> Unexcused absence from mandatory detention 	1 day OSS	1 day OSS	1 day OSS

Level Two – Violation of Integrity value

Offense	1 st Consequence	2 nd Consequence	3 rd Consequence
Lying <ul style="list-style-type: none"> That implicates yourself That implicates others 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)
Plagiarism or Misrepresentation/Forgery <ul style="list-style-type: none"> Copying someone else's work Allowing someone else to copy your work Having someone else complete an assignment Copying the answers from an answer key 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS) Automatic zero	Immediate Team & Family Meeting (may result in 2-3 Days ISS or 2-3 Days OSS) Automatic zero	Immediate Team and Family Meeting (may result in 5-10 Days OSS or transfer) Automatic zero

<ul style="list-style-type: none"> Going against the directions in seeking outside assistance Stealing someone else's ideas or words and representing them as one's original work 			
Forgery <ul style="list-style-type: none"> Writing parent's signature with or without parent's permission Allowing another student to write parent's signature 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS) Automatic zero (if applicable)	Immediate Team & Family Meeting (may result in 2-3 Days ISS or 2-3 Days OSS) Automatic zero (if applicable)	Immediate Team and Family Meeting (may result in 5-10 Days OSS or transfer) Automatic zero (if applicable)

Level Three – Violation of Family & Friendship value

Offense	1st Consequence	2nd Consequence	3rd Consequence
Rough Housing/ Horse Playing <ul style="list-style-type: none"> Engaging in mutual physical contact in a playful manner 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)
Harassment/Bullying <ul style="list-style-type: none"> Name-calling Racial slurs Threats Any form of intimidation/violence 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-5 Days OSS)	Immediate Team & Family Meeting (may result in 1-7 Days OSS)	Immediate Team and Family Meeting (may result in 5-10 Days OSS or transfer)
Sexual Misconduct <ul style="list-style-type: none"> Unwanted touching or grabbing of sexual parts, indecent exposure, using force that leads to unwanted sexual attention Sexual gestures 	Immediate Team & Family Meeting (may result in 1-2 Days ISS or 1-5 Days OSS)	Immediate Team & Family Meeting (may result in 1-7 Days OSS)	Immediate Team and Family Meeting (may result in 5-10 Days OSS or transfer)
Stealing/Robbery <ul style="list-style-type: none"> Possess (at any time) the belongings of someone else without right or permission 	Immediate Team & Family Meeting (may result in 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 2-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)
Assault against a Student <ul style="list-style-type: none"> Any intent to hurt or harm a student in which the other student does not fight back or only defends himself/herself 	Immediate Team & Family Meeting (may result in 1-10 Days OSS or transfer)	Transfer	
Fighting <ul style="list-style-type: none"> Engaging in mutual physical contact with intent to cause harm Teasing, harassing, threatening, or intimidating others resulting in physical contact 	Immediate Team & Family Meeting (may result in 1-3 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)	Immediate Team & Family Meeting (may result in 5-10 Days OSS or transfer)

<ul style="list-style-type: none"> Verbally inciting or physically supporting a fight by one's encouragement or presence (same consequence as fighters) 			
Possession of Stolen Property <ul style="list-style-type: none"> Receiving, retaining, possessing, concealing, or disposing of stolen property (includes paychecks and snacks) 	Immediate Team & Family Meeting (may result in 1-2 Days OSS)	Immediate Team & Family Meeting (may result in 3-5 Days OSS)	Immediate Team & Family Meeting (may result in 5-10 Days OSS or transfer)
Dangerous Weapons <ul style="list-style-type: none"> Sticks, guns, bats, knives, BB guns, slingshot, razor, lighters, fireworks, poppers **This includes possessing <u>at any time</u> a dangerous weapon on school property, at school events, and on school provided transportation 	Consequence in compliance with state and federal law	Consequence in compliance with state and federal law	Consequence in compliance with state and federal law
Assault Against a Staff Member <ul style="list-style-type: none"> Any intent to hurt or harm a staff member unless such physical harm was in defense of himself/herself 	Immediate Team & Family Meeting (may result in 1-10 Days OSS or transfer)	Transfer	
Possession of Alcoholic Beverages, Illegal Drugs, and Controlled Substances	Consequence in compliance with state and federal law	Consequence in compliance with state and federal law	Consequence in compliance with state and federal law

Team and Family Meetings

At the Team & Family Meeting, the student and parents/ guardians shall have the right to present evidence, ask questions, and offer their opinions about the length or nature of the consequence. The directors may present evidence, ask questions, and make recommendations. Once all evidence has been presented and all questions have been answered, the School Director and/or Lower/Upper School Director, in consultation with teachers and staff, is responsible for making the final decision with regard to suspensions.

If a parent or guardian does not attend the Team & Family Meeting at the the scheduled time and date, a copy of the meeting notes and final decision will be mailed home.

Ensuring Consistency of Implementation

The OBI Consequence Matrix is designed to be an objective approach for managing student behavior and it provides for a structure in which students, parents, and teachers are clear what the consequences are for specific behaviors. Moreover, the directors are also intimately involved in the process and reserve the right to make exceptions based on the individual circumstances of the incident and the student's disciplinary record.

Suggestions for Consequences at Home

We have found that consequences at school are most effective when they are reinforced by consequences at home. We may therefore recommend that you restrict your child's freedoms and privileges at home when your child has repeatedly fallen short of KIPP expectations. At-home consequences that we have seen work very effectively for students at KSFA include:

- Loss of television.
- Loss of video games.
- Loss of privileges to play outside.
- Loss of telephone privileges.
- Loss of sports or other extra-curricular activities. For example, going to a friend's party, the mall, sleepover, etc.
- Loss of cell phone privileges.
- Loss of computer/internet privileges.
- Family discussion around the incident.

Bus Behavior and Consequences

At KIPP South Fulton Academy, we set the same high standards for behavior on our school buses as we do in our classrooms. Riding the school bus is not a right, but a reward funded by KIPP South Fulton Academy. On the bus, students are expected to stay in their seats with their seatbelts fastened (if applicable), and to read or work on homework quietly. Monitoring student behavior when they are not in our presence presents a serious challenge, so we rely primarily on the students' integrity, bus drivers, and bus cameras to report instances of misbehavior on the bus. However, we thoroughly investigate all allegations of serious misbehavior on the bus – whether it is brought to our attention by drivers, students, or parents. ***We consider bus behavior to be serious when it poses a threat to the safety or well-being of the students; such misbehaviors include but are not limited to standing or walking while the bus is in motion, fighting, throwing things inside or out of the bus, making inappropriate sexual remarks or gestures, taking out and/or using cell phone without permission, and use of profanity on the bus.*** At a minimum, instances of serious misbehavior on the bus will be strictly enforced as follows:

1. On the first occasion that a student behaves in a way that threatens the children's safety or welfare, the student will be suspended from the bus for a period of three days. If the behavior is a Level 2 or Level 3 offense (see OBI Consequence Matrix), the student will have the additional consequence listed in the matrix.
2. On the second occasion that a student engages in serious bus misbehavior, the student will be suspended from the bus for a period of one calendar month. The student's parent must also come to the school for a conference with a member of the school administration before the student may resume riding the bus. If the behavior is a Level 2 or Level 3 offense (see OBI Consequence Matrix), the student will have the additional consequence listed in the matrix.
3. On the third occasion that a student engages in serious bus misbehavior, the student will lose his/her privilege of riding the bus for the remainder of the school year. If the behavior is a Level 2 or Level 3 offense (see OBI Consequence Matrix), the student will have the additional consequence listed in the matrix.

Transfer from KSFA to Student's Neighborhood School

Students may be considered for transfer to their neighborhood school in the following four situations:

1. In circumstances where state and/or federal law requires expulsion of a student from a public school, students will be treated in accordance with Fulton County Schools Code of Conduct Policy, so as to ensure that all legal requirements are upheld.
2. Student has repeatedly committed an offense listed in the Consequence Matrix which results in a team and family meeting to discuss possible transfer.
3. **Students may be considered for transfer when they pose an immediate threat to the safety of the school or its students, staff, or other school community members.** The School Director may reach the decision that a student poses such a safety threat only after s/he or his/her designee has conducted a reasonable investigation of the facts, and such facts support a reasonable conclusion that the student is guilty of the alleged violations. In such cases, the School Director will impose a long-term suspension pending the final transfer decision. The school shall attempt to notify the parent/guardian by phone by the end of the first day of such suspension. In addition, a written notice will be mailed home. Such notification shall include:
 - a description of the incident(s) that resulted the consideration of a transfer decision; and
 - notice that the student is being considered for transfer to his/her neighborhood school; and
 - the duration of the long-term suspension that has been imposed; and
 - the date and time of a Team & Family Meeting with the School Director to make a final determination about transfer.
4. **Students may be considered for transfer when they have repeatedly and consistently failed to uphold their commitment as outlined in the KIPP South Fulton Academy Student Commitment form, and they have spent multiple consecutive weeks in the FIRE Station.**

In such circumstances, transfer may be considered only if:

- a Behavior Contract has been developed for the student,
- parent/guardian has not fulfilled his/her terms of the Behavior Contract, and
- the student has failed to demonstrate substantial effort or progress toward complying with the terms of his/her behavior contract.

The school shall attempt to notify the parent/guardian in-person, by phone, or by a certified letter of the recommendation to transfer the student. Such notification shall include:

- a description of the events that have resulted the consideration of a transfer decision; and
- notice that the student is being considered for transfer to his/her neighborhood school; and
- the date and time of a Team & Family Meeting with the School Director to make a final determination about transfer.

IDEA

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, then that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

Parent/Guardian Grievance Procedure

KIPP South Fulton Academy is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families we serve. Should a parent/guardian of a student at KSFA feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure:

Step One - Informal Discussion: A parent/guardian having a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter. The parent/guardian should leave one voice mail message on the cell phone of the appropriate staff member, and then wait at least twenty-four hours for a response before attempting to contact the staff member again.

Step Two - Administrative Review: If the matter cannot thus be resolved through informal discussion, the aggrieved parent/guardian needs to follow the appropriate chain of command. If there is still no resolution, the parents/guardians may make a request for a face-to-face meeting with the School Director and any other person or persons whose actions or decisions give rise to the matter. The School Director will ensure that the parent/guardian has made at least two attempts at an informal discussion before conducting an Administrative Review. Whenever possible, the School Director will schedule such meeting to occur within five business days of her receipt of the request. At such meeting, each party will have the opportunity to be heard and to request relief. Within twenty-four hours after such meeting, the School Director will reach a decision as to how the matter should be resolved. All parties present at the meeting shall receive verbal or written notice of the School Director's decision.

Step Three - Review by the Executive Director: If after administrative review, the parent/guardian is still not satisfied with the outcome they may contact the Executive Director for review. The Executive Director will ensure that the parent/guardian has met with the School Director before conducting the Executive Director review.

Step Four-Review by the Board of Directors

If the aggrieved parent/guardian remains unsatisfied after undergoing the executive director review s/he may, within ten business days after her receipt of the executive director's decision, file a written grievance, either electronically or through the regular mail, with the Chairperson of the Board of Directors. The Board Chair will ensure that the executive director review process has been completed before addressing the concerns of the aggrieved parent/guardian. The Board Chair will respond within five working days of his/her receipt of such grievance, by acknowledging such receipt to the aggrieved parent/guardian, and informing the aggrieved parent/guardian of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the aggrieved parent/guardian's right to appear at such meeting and voice his/her complaints. The Board Chair will also inform the Executive Director, School Director and any staff members directly impacted that a grievance has been filed.

At the next full board meeting, during executive session, the aggrieved parent/guardian will be given the opportunity to present his/her grievance. The School Director and/or any staff member directly impacted will be given the opportunity to speak. The Board Chair may limit the time of presentations as s/he deems appropriate. The members of the Board will also have an opportunity to ask questions of the parent/guardian and the staff members. After the questioning, the Board will go into executive session (board members only) to discuss the matter. The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the Board, the Executive Director, the School Director, the aggrieved parent/guardian, and the staff member(s) directly impacted will receive a copy of the Board's written decision.

SCHOOL POLICIES

Bullying / Harassment

In accordance with Georgia law, bullying is strictly prohibited and will result in immediate disciplinary action. Bullying is defined as 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Harassment, which includes any form of behavior that would contribute to or cause psychological harm to someone else and/or urges students to engage in such conduct, shall also be prohibited at the school. Examples are verbal, written or physical taunts, insults, or challenges, which are likely to intimidate and/or provoke a negative response from the student being treated in this manner.

Additional examples of bullying/harassment behaviors include but are not limited to:

- **Physical:** hitting, kicking, grabbing, spitting, giving wedgies, etc.
- **Verbal:** name calling, racist remarks, put-downs, extortion, etc.
- **Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's possessions, etc.
- **Written/electronic:** e-mail/blogs or other similar means, notes, and/or graffiti, containing harassing or bullying messages etc.

Grounds for disciplinary action may apply whenever the student's *prohibited* behavior is reasonably related to school or school activities, including but not limited to on/off school grounds, school sponsored activities, traveling to or from school or a school activity, and the greater community. Penalties for students found to be in violation of this policy range from Detention/OSS to mandatory transfer.

Computer / Internet Use

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all of these computer privileges depend on a student's using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, MySpace, Bebo, Twitter, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy;
- Share his/her password with anyone except adults at the school.

A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Release agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges.

Safety and Acceptable Use of the Internet by Students, Staff, and Educators

BACKGROUND:

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

CONTENTS:

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

PURPOSE:

This policy includes the new federal regulations regarding issues of child safety and acceptable use of the Internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

This policy establishes criteria for the safety and acceptable use of the Internet by students, educators, school personnel at KIPP Metro Atlanta schools.

1. Scope

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access and sharing.

With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

2. Acceptable Use

2.1. Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.

2.2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

3. Privileges

3.1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

3.2. KIPP Metro Atlanta's administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business need to do so.

4. Accountability and Responsibility

The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator.

Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.

- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Hacking" or any other unlawful online activities.
- Disclosing, using, or disseminating personal information regarding minors.

5. Content

5.1. Content should be appropriate, in good taste, and not harmful to any individual or group.

5.2. Student pictures and names can be published on the school web site at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published

5.3. Pages should comply with KIPP Metro Atlanta policies and regulations.

5.4. Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

6. Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

7. Security

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

8. Vandalism

Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.

9. Safety

Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.

9.1. KIPP Metro Atlanta will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."

9.2. Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.

9.3. Safety includes monitoring the online activities of minors.

10. Implementation

10.1. KIPP Metro Atlanta Board of Directors (KIPP STRIVE, KIPP WAYS and KIPP Vision are under the governance of KIPP Metro Atlanta Board of Directors) will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.

10.2. KIPP South Fulton Academy Board of Directors will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.

Electronic Communication Devices (Student Cell Phones)

Electronic communication devices (including paging devices, cellular phones, walkie-talkies, etc.) are prohibited on the school grounds and school bus at KIPP South Fulton Academy. Students are allowed to bring them to school only if their parents have submitted a special request that their child needs to carry a device. The students and parents who receive special permission would have to agree to and follow the established procedure for having the devices at school and on the school bus. If a student has not received special permission to carry the device, or if the student/parent does not follow the established procedure, this violation/s can result in disciplinary action being taken. This includes, but is not limited to, the device being confiscated, after school detention, loss of special permission privileges and/or Out of School Suspension. KSFA is not responsible for electronic devices that are lost, misplaced, or damaged.

Profanity or Obscenity

Students at KIPP are expected to uphold the value of integrity at all times, and any use of profanity or obscenity will be considered a violation of this value. Such use includes, but is not limited to, profane, vulgar, obscene words or gestures; possession of profane, vulgar, or obscene material; accessing, **viewing, and/or sending** obscene material via the Internet, **email, cell phones (e.g. “sexting”) or other electronic means**; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Penalties may range from “AP” to mandatory transfer, depending upon the severity of the violation.

Sexual Misconduct

Sexual misconduct between or among students on school property or at any school activity or event, including, but not limited to, sexual contact, sexual assault, unwelcome or welcome sexual advances or comments, request for sexual favors, indecent exposure, inappropriate comments about sexual orientation, stalking etc. will be subject to consequences ranging from suspension to mandatory transfer. Such matters will also be referred to law enforcement when appropriate.

Soliciting/Selling Merchandise

Students are not permitted to solicit or sell merchandise to other students or staff members without administrative authorization. Such activity is prohibited during all school functions, including but not limited to: on school grounds, during school sponsored activities, or traveling to or from school or a school activity. Students found to be in violation of this policy shall be subject to consequences ranging from AP/Bench to short-term suspension. Soliciting or selling illegal substances will result in further consequences up to mandatory transfer.

NEW SCHOOL POLICIES

1. LOCKER USAGE POLICY

All lockers made available for student use on the school premises are the property of KIPP Metro Atlanta/KIPP South Fulton Academy. The lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a

locker that is the property of KIPP Metro Atlanta/KIPP South Fulton Academy is presumed to have limited expectations of privacy in the locker or the locker's content.

The student's use of the locker does not diminish KIPP Metro Atlanta/KIPP South Fulton Academy ownership or control of the locker. KIPP Metro Atlanta/KIPP South Fulton Academy retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and or any other material forbidden by school rules such as weapons, illegal drugs or alcohol.

Rationale for change: A student locker policy does not currently exist for KIPP Metro Atlanta/KIPP South Fulton Academy, and will be particularly relevant for middle/high school students.

2. PERSONAL SEARCH POLICY

Personal property of students can be searched with reasonable suspicion or if the group of students searched is chosen at random. Searches of students may also be done based upon reasonable suspicion. Except under exigent circumstances, personal searches will be conducted by a staff member who is the same sex as the student and with a second staff member present.

Rationale for change: A personal search policy does not currently exist for KIPP Metro Atlanta/KIPP South Fulton Academy, and will be particularly relevant for middle/high school students.

3. OUTSTANDING FEES POLICY

Current Policy: Students may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, lost or damaged textbooks or instructional materials, or childcare fees related to tardy pick-ups. As a general rule, parents have up to 30 days to pay any outstanding fees. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. If a child is not eligible for free lunch, for example, the school may deny food services to a child whose meal balance is beyond 30 days. The school may also prevent children with outstanding fees from participating in the school's enrichment program (which costs the school additional money), field lessons, etc. Report cards will also not be issued to students with outstanding fees. Students with outstanding fees may also be denied re-admittance at the beginning of a new school year until all outstanding fees are paid.

Recommended Policy: Students may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, lost or damaged textbooks or instructional materials, or childcare fees related to tardy pick-ups. As a general rule, parents have 10 to 30 days to pay any outstanding fees, depending on the type of fee(s) owed. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent children with outstanding fees from participating in the school's enrichment program (which costs the school additional money), field lessons, etc. Report cards will also not be issued to students with outstanding fees. Additionally, if a child is not eligible for free lunch, and their meal balance is beyond 30 days, the school may provide an alternate meal to the child, up to denying food services to the child. Students with outstanding fees may also be denied re-admittance at the beginning of a new school year until all outstanding fees are paid.

Rationale for Change: Clarify that the amount of time that families have to pay their meal fee varies based on type of fee owed (i.e., meal fees are expected to be paid by the 15th of the month for the previous month). Additional change is to clarify that there is a range of consequences for outstanding fees.

VI. STAFF DIRECTORY



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2011 - 2012 Staff Directory

"Teaching Literacy through Writing and the Execution of Rigorous Instruction"

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* Denotes Grade Level Chairperson			
** Denotes Department Chairperson			