

Student & Parent Handbook

2011-2012



Team Always Beats Individual.

Letter from our Principal

Dear Parents and Students,

Welcome to the 2011-2012 school year at KIPP Success Through Rigorous Instruction, Virtue and Enrichment (STRIVE) Academy!

We are about to embark on an exciting journey. We are delighted to have you along for the third year of our school. What an amazing thing to be growing a school together! When our students leave KIPP STRIVE Academy, they will have the knowledge and skills necessary to be successful in top quality high schools, colleges, and the competitive world beyond.

In order to be successful, parents, staff, and students must partner together and each person must do his or her part to foster an environment in which every child can succeed. This handbook has been designed to communicate the basic policies that we must follow to ensure that each child can attain the high standards we have set. Please go over the policies with your scholar(s) and keep this handbook handy so that you may refer to it as necessary. **Please be aware that this handbook will be updated and revised each year and is subject to modification throughout the year if necessary.**

I am looking forward to a powerful and positive year. Please feel free to reach any of your child's teachers or me at any time. Together, we will work to ensure that every student at KIPP STRIVE Academy becomes a scholar!

Sincerely,

A handwritten signature in black ink, appearing to read 'Ed Chang', with a stylized flourish at the end.

Ed Chang
Principal

- I. Upholding Our Mission and Values**
 - a. Mission
 - b. STRIVE. REACH. Achieve.
 - c. Commitment to Excellence Agreements

- II. General Information**
 - a. Calendar
 - b. Hours of Operation
 - c. School Schedule
 - d. School Closing
 - e. Food Service
 - f. Snacks
 - g. Transportation
 - h. Supplies
 - i. Health Information
 - j. Fire Drills Procedures
 - k. Tornado Emergency Procedures
 - l. Procedures for Parent/ Guardian concerns
 - m. Asbestos Management Plan

- III. Code of Conduct**
 - a. Student Dress Code Policy
 - b. Personal Belongings
 - c. Telephone Use
 - d. Human Rights Policy
 - e. Harassment
 - f. Abuse
 - g. Paycheck System
 - h. The Bench
 - i. Discipline Policy
 - j. Suspension and Mandatory Transfer Policy

- IV. Academic Policy**
 - a. Academic Overview
 - b. Attendance Policy
 - c. Homework Policy
 - d. Make-Up Work Policy
 - e. Cheating/ Plagiarism
 - f. Grading/Report Cards
 - g. Progress Reports
 - h. Final Grades
 - i. Promotion Policy
 - j. Evaluation Tools
 - k. Summer School
 - l. Field Lessons
 - m. Tutoring
 - n. Computer/ Internet Use
 - o. Textbooks and School Owned Instructional Materials
 - p. Outstanding Fees

I. Upholding Our Mission and Values

Mission

KIPP STRIVE Academy equips students in grades 5-8 with the tools necessary to excel in competitive high schools, colleges and professional careers. KIPP STRIVE Academy students achieve Success Through Rigorous Instruction, Virtue, and Enrichment.

STRIVE. REACH. Achieve.

The students and staff of KIPP STRIVE Academy shall uphold the following REACH values in everything that they say and do:

Respect - Steadfast adherence to a strict moral code in which respect and honesty are valued

Enthusiasm - Finding pleasure in all learning opportunities and enjoying the simple things in life

Achievement - The methods, discipline, and attainments of scholars who are engaged in the pursuits of learning

Citizenship - Cooperative effort by the members of a group or team to achieve a common goal

Hard Work - The act of going on resolutely in spite of opposition; never giving up

Students understand that these REACH values are essential qualities that they must embrace if they are to obtain success in reaching their goals. When both students and staff demonstrate these REACH values, the following school climate is in place:

- All students and staff are putting forth their best effort on all tasks (hard work); helping their teammates and school community along the way (citizenship); achieving significant academic gains (achievement); while enjoying themselves (enthusiasm) and operating with the utmost respect and honesty (respect).

With such a school climate, KIPP STRIVE Academy is making great strides towards its mission of ultimately preparing students for competitive high schools, colleges and professional careers. When students have internalized the REACH values and practice them on a regular basis, they are equipped with both the academic and life skills to excel in any rigorous academic environment.

Student's Commitment to Excellence

I fully commit to KIPP Success Through Rigorous Instruction, Virtue, and Enrichment (STRIVE) Academy by upholding the five "REACH" values as outlined below:

Respect - *I will always operate with the utmost respect for others and will strive to be a good person in all areas of my life.*

- **I treat my elders like PLATINUM:** I never talk back, roll my eyes, or suck my teeth. I will always treat adults and peers with total respect.
- **Be Nice:** I treat my teammates as I wish to be treated. I never tease, laugh at, or put down others – instead I will lift them up. I will always use words that are appropriate and respectful.
- **Patience Pays:** I raise my hand to speak during class. Calling out is disruptive.
- **Keep it Clean:** I keep my desk, my classroom, our bathrooms and the rest of our school spotless. I pick up trash any time I see it.

Enthusiasm - *I will participate fully in my learning and will allow myself to take time to laugh and smile every day and to enjoy the precious gift of education.*

- **Smile:** I will fully participate in all activities and I will do my part to make KIPP STRIVE Academy a fun place to learn
- **Jump to it:** I follow all directions the first time
- **Focus:** I commit two eyes, two ears, and one big brain to learning
- **SLANT:** I Sit up straight, Listen carefully, Ask and answer questions, Nod for understanding, and Track with my eyes. I participate actively in class.
- **Bring an A+ attitude:** I always bring a positive attitude. I never whine, pout or act out when things don't go my way.

Achievement - *In everything that I do, I will strive to be a scholar.*

- **Top Quality:** I do my absolute best on all assignments and if I do not understand something I will call a teacher for help. I never rush through my work. My homework and classwork are always neat and complete.
- **Achievement First:** I am constantly mastering new material. My grades and test scores show dramatic gains.
- **Seize the Day:** I will take advantage of every moment I have to learn something new

Citizenship - *I understand that I am a member of the KIPP STRIVE Team and Family, and I will try my best to be a great team member.*

- **No Excuses:** I take responsibility for my actions. I admit when I am wrong, and I apologize to the people I let down.
- **Be Honest:** I tell the truth at all times, even if I may get in trouble. I never cheat or steal.
- **Help Others:** I am part of the KIPP STRIVE Team and Family. I celebrate the achievements of others and always look for ways to support my teammates.

Hard Work - *I am determined to be a scholar, and I will always work hard in all things regardless of how difficult it may become.*

- **Bring My Tools:** I will come to class with all necessary materials.
- **Be Present:** I come to school every day and I am never late. I will attend every day of summer school and will participate in every Saturday school. I wear my uniform with pride every day.
- **Find a Solution:** I will not complain about things, instead I will give constructive feedback and help find solutions to improve the school.
- **Never Give Up:** I will never give up when I do not understand something or when I don't feel like completing an assignment or participating.

Failure to adhere to these commitments could cause me to lose various privileges, face consequences, and/or be permanently dismissed from KIPP STRIVE Academy.

X _____ Date _____

Printed Name _____

Parent's Commitment to Excellence

I fully commit to KIPP Success Through Rigorous Instruction, Virtue, and Enrichment (STRIVE) Academy by upholding the five "REACH" values as outlined below:

Respect - *I will always operate with the utmost respect for others and will strive to be a good person in all areas of my life.*

- **I treat my elders like PLATINUM:** I will encourage my child to be respectful to all adults and will model respectful behavior when at the school and when dealing with teachers and staff.
- **Be Nice:** I will encourage my child to treat others with respect. I will lift up others and I will always use words that are appropriate and respectful to model respectful behavior for my child.
- **Patience Pays:** I will do my best to keep a consistent message and support the decisions of the school, even when it gets hard.
- **Keep it Clean:** I will encourage my child to leave spaces better than they found them and will pick up trash any time I see it.

Enthusiasm - *I will participate fully in my child's learning and will allow myself to take time to laugh and smile every day and to enjoy the precious gift of education.*

- **Smile:** I will encourage my child to participate in all school activities and I will do my part to make KIPP STRIVE Academy a fun place to learn
- **Jump to it:** I will allow my child to participate in any KIPP STRIVE field studies that s/he is eligible to attend.
- **Focus:** I commit two eyes, two ears, and one big brain to supporting my child's learning
- **Bring an A+ attitude:** I always bring a positive attitude. I will support the school's focus on values and emphasis on the "little things"

Achievement - *In all that I do, I will strive to be a great parent and model what it looks like to be a great scholar.*

- **Top Quality:** I will work with my child in the best way I know how, and I will do whatever it takes to help him/her learn, including checking homework every night and reading and signing all the necessary paperwork each night.
- **Achievement First:** I will ensure that my child do his/her homework every night and allow him/her to call their teacher if they do not understand the assignment. I will encourage my child to read every night and study for every test. I will also help my child to organize his/her binder and book bag regularly
- **Seize the Day:** I will help my child, to the best of my ability, to take advantage of every moment to learn something new by; listening to the read regularly, taking them to educational activities and places in the community, and constantly looking for STRIVE to challenge them academically and culturally.

Citizenship - *I understand that I am a member of the KIPP STRIVE Team and Family, and I will try my best to be a great team member.*

- **No Excuses:** I will encourage my child to respect his/her teammates in both words and actions and will ensure that they take responsibility for his/her actions. I will support the school in holding my child accountable when s/he disturbs the learning of other scholars or hinders his/her own learning.
- **Be Honest:** I will encourage my child to tell the truth at all times and will support the school in holding him/her accountable if this is not the case.
- **Help Others:** I am part of the KIPP STRIVE Team and Family. I celebrate the achievements of others and always look for ways to support my new Family.

Hard Work - *I am determined to provide my child with the tools needed to be a successful scholar, and I will always work hard in all things regardless of how tired I am and how difficult it may become.*

- **Bring My Tools:** I will ensure that my child comes to class with all necessary materials every day.
- **Be Present:** I will ensure that my child comes to every day of summer school, participates in Saturday Academy, and is on time for school every day. I will ensure that my child is dressed as a scholar every day.
- **Find a Solution:** I will not complain about things, instead I will give constructive feedback and help find solutions to improve the school.
- **Never Give Up:** I will never give up in supporting my child's education and helping him/her climb the mountain to college.

Failure to adhere to these commitments could cause my child to lose various privileges, face consequences, and/or be permanently dismissed from KIPP STRIVE Academy.

X _____ Date _____
Printed Name _____

Teacher/Staff's Commitment to Excellence

I fully commit to KIPP Success Through Rigorous Instruction, Virtue, and Enrichment (STRIVE) Academy by upholding the five "REACH" values as outlined below:

Respect - I will always operate with the utmost respect for others and will strive to be a good person in all areas of my life.

- **I treat my peers and students like PLATINUM:** I will not yell at my students. I will always treat adults and parents and children with total respect.
- **Be Nice:** I treat my teammates, parents and students as I wish to be treated. I never tease, laugh at, or put down others – instead I will lift them up. I will always use words that are appropriate and respectful.
- **Patience Pays:** I will take the time to listen and to understand others.
- **Keep it Clean:** I keep my desk, my classroom, our bathrooms and the rest of our school spotless. I pick up trash any time I see it.

Enthusiasm - I will participate fully in my students learning and will allow myself to take time to laugh and smile every day and to enjoy the privilege to educate my students.

- **Smile:** I will fully participate in all activities and I will do my part to plan engaging lessons and to make KIPP STRIVE Academy a fun place to learn
- **Jump to it:** I will be proactive in my actions and will be efficient with my use of time during the school day.
- **Focus:** I commit two eyes, two ears, and one big brain to teaching and learning
- **SLANT:** I will ensure that my students SLANT and participate actively in my class
- **Bring an A+ attitude:** I always bring a positive attitude. I never complain when things don't go my way; instead I will work to find a solution to improve the school.

Achievement - In everything that I do, I will model what it looks like to be an exemplary scholar.

- **Top Quality:** I will plan and teach at the highest level and always to the best of my ability. I will assign homework regularly and provide my cell phone number to students for assistance as needed.
- **Achievement First:** I am a constant learner, and am constantly seeking opportunities to develop myself professionally and improve my ability to achieve significant gains with my students.
- **Seize the Day:** I will take advantage of every moment I have to learn something new and teach my students, and will operate with a sense of urgency in order to ensure their academic success.

Citizenship - I understand that I am a member of the KIPP STRIVE Team and Family, and I will try my best to be a great team member.

- **No Excuses:** I take responsibility for my actions. I admit when I am wrong, and I apologize to the people I let down.
- **Be Honest:** I will be honest in all that I do and will require the same of my students.
- **Help Others:** I am part of the KIPP STRIVE Team and Family. I celebrate the achievements of others and always look for ways to support my teammates.

Hard Work - I am determined to be an amazing teacher, and I will always work hard in all things regardless of how difficult it may become.

- **Bring My Tools:** I will come to school prepared and planned and with all necessary materials every day.
- **Be Present:** I come to school every day and I am never late. I will attend every day of staff development, summer school and will participate in required Saturday schools. I will dress professionally every day.
- **Find a Solution:** I will not complain about things, instead I will give constructive feedback and help find solutions to improve the school.
- **Never Give Up:** I will always strive to provide an engaging and effective lesson, even when I am tired and overwhelmed. I will do whatever it takes to ensure that my students are successful.

Failure to adhere to these commitments could cause me to lose various privileges, face consequences, and/or be permanently dismissed from KIPP STRIVE Academy.

X _____ Date _____

Printed Name _____

II. General Information

KIPP Metro Atlanta Collaborative

KIPP Metro Atlanta Collaborative (KIPP MAC or KIPP Metro Atlanta) manages five KIPP Academies in the Metro-Atlanta area: KIPP West Atlanta Young Scholars (WAYS) Academy and KIPP South Fulton Academy, both founded in 2003, KIPP STRIVE Academy, founded in 2009, KIPP Vision Academy, founded in 2010, and KIPP Atlanta Collegiate, founded in 2011.

Hours of Operation

Traditional School Year

Monday, Tuesday, Thursday, Friday

7:15 a.m. (Doors Open)

5:00 p.m. (Student Dismissal)

Wednesday

7:15 a.m. (Doors Open)

3:00 p.m. (Student Dismissal)

Saturday (as required)

8:15 a.m. (Doors Open)

11:30 a.m. (Student Dismissal)

Summer School

Monday – Friday

8:15 a.m. (Doors Open)

2:30 p.m. (Student Dismissal)

***The KIPP STRIVE Academy Summer School is mandatory for ALL students.

***The School is not responsible for students who are dropped off before the identified time at which schools doors are opened. **Parents/guardians are expected to wait with their children until the school doors are opened, as the children will be unsupervised until this time.**



SAMPLE STUDENT SCHEDULE

5th & 6th Grade

KIPP STRIVE Academy Sample Schedule		
	7:30 – 7:55	Breakfast and Homeroom
1	8:00- 9:12	Reading
2	9:15- 10:24	Writing
3	10:27 - 11:36	Math: Skills
	11:39- 12:35	Lunch/ Recess
4	12:40- 1:50	Math: Problem Solving
5	1:53 – 3:02	Social Studies/ Science
6	3:05 - 3:52	Study Hall/ Tutorial
7	4:00 - 4:40	PE/Enrichment
	4:45 - 5:00	Snack/Advisory/End of Day Preparation
DISMISSAL		

***This schedule represents an EXAMPLE of what a scholar’s schedule at KIPP STRIVE Academy might look like. The schedule is subject to change at any time.



SAMPLE STUDENT SCHEDULE

7th Grade


KIPP STRIVE Academy Sample Schedule		
	7:30-8:00	Breakfast and Locker Time
	8:00-8:10	Homeroom
1	8:13-9:22	Instruction
2	9:25-10:34	Instruction
3	10:37-11:46	Instruction
	11:46-11:56	Locker Time
4	11:56-1:06	Instruction
	1:10-1:35	Lunch
5	1:40-2:40	Enrichment
6	2:25-3:34	Instruction
7	3:34-3:31	Locker Time
8	3:41-4:21	Study Hall
9	4:24-5:00	Advisory/Dismissal


***This schedule represents an EXAMPLE of what a scholar's schedule at KIPP STRIVE Academy might look like. The schedule is subject to change at any time.


KIPP Metro Atlanta


2011-2012 School Calendar

-  New Staff Begin: June 20
-  Returning Staff Report: June 23
-  Summer School: July 6 - 21
8:30 a.m. - 2:30 p.m.
New Students Report: July 6
Returning Students Report: July 8

-  Traditional School Year Begins
7:30 a.m. - 5:00 p.m.

-  No School for Students
Holiday or Teacher Planning Day

-  Last Day of School
7:30 a.m. - 1:30 p.m.

-  Saturday School*
8:30 a.m. - 11:30 a.m.

Early-Out Day: Every Wednesday
Students will be released at 3:00 p.m.

*Saturday school is mandatory for those students assigned to attend. KIPP Atlanta Collegiate will have a different Saturday schedule that will be provided to the students.

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

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

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

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

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

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

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

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

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

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

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

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

Holidays/Breaks No School for Students	
7/4/11	Independence Day
9/5/11	Labor Day
9/26 - 9/30/11	Fall Break
11/23 - 11/25/11	Thanksgiving
12/21/11 - 1/3/12	Holiday Break
1/16/12	Martin Luther King Jr. Day
2/20 - 2/24/12	Winter Break
4/2 - 4/6/12	Spring Break
5/28/12	Memorial Day

Teacher Planning/Training Days No School for Students	
6/20 - 6/22/11	New Staff Report/Orientation
6/23 - 7/5/11	All Staff Report/Orientation
7/22/11	Teacher Planning
8/1 - 8/5/11	Teacher Conference/Planning
10/10/11	Teacher Planning
1/3/12	Teacher Planning
3/12/12	Teacher Planning
5/24 - 5/25/12	Teacher Planning

School Closing

Inclement Weather Procedures

Decisions Before School Begins (including Saturdays)

In the event of inclement weather, before the school day begins, the KIPP Metro Atlanta Executive Director, will decide as soon as possible, but no later than 5am of the day on which school may be delayed or closed (6am on Saturday). Notification will be made to several media outlets (including radio and television), the KIPP Metro Atlanta website (www.kippmetroatlanta.org), calling posts to parents, etc. KIPP Metro Atlanta will not follow the district closing and delayed opening schedule. In the event of a closing or delay, KIPP Metro Atlanta Schools will be announced as one of the entities on the news or radio broadcast.

Inclement Weather During the School Day

In the event of inclement weather during the school day in which it appears that conditions may be hazardous for travel in the afternoon, the Executive Director will make a decision to release school early within 2 hours from which the decision was made (e.g. a decision made at 11 a.m. would result in an early release of 1:00 p.m.). The latest point at which a decision would be made for early release would be 1:00 p.m., in which case school would be released at 3:00 p.m.

Parent & Staff Communication Plan

In the event of inclement weather before school begins, KIPP Metro Atlanta will implement the following procedures:

- Notify several media outlets (including radio and television) by 5:00 a.m.
- Post an update on the KIPP Metro Atlanta homepage (www.kippmetroatlanta.org) by 5:30 a.m.

In the event of inclement weather during the school day, KIPP Metro Atlanta will implement the following procedures:

- Notify several media outlets (including radio and television)
- Post an update on the KIPP Metro Atlanta homepage (www.kippmetroatlanta.org)
- Principals will be responsible for activating their internal calling posts immediately
- Principals will also send out an immediate notice on the parent listserv

Food Service

All families must fill out a Federal Eligibility Application for free and reduced price meals. Families that qualify will receive breakfast and lunch for free or at the reduced price.

The full price for school breakfast is \$1.75 and the full price for lunch is \$2.50 (prices are subject to change). In order to speed up service and allow students more time to enjoy meals, payments are not accepted in the school cafeteria. Families are encouraged to pre-pay for their children's meals or pay for meals in the school office. Payments in the form of check or money order may be mailed to the school office, or families may pay by cash, check, or money order in the school office.

A computerized point of sale system maintains a record of all funds deposited and spent for each student. Students are issued a Personal Identification Number (PIN) which they enter into the point of sale system whenever they purchase a breakfast or lunch. Please instruct your child(ren) to memorize their PIN number and to never share their PIN number with anyone other than school staff. A detailed student account report is available to parents upon request.

The school issues invoices by the 5th business day of the month to parents whose students have negative balances from the previous month(s). Payments are due in full by the 15th of the month for

the previous month's balance. Please refer to Outstanding Fees section of the handbook for more information.

Children with Disabilities

USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.

Food Allergies and Other Special Dietary Needs

School food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Each special dietary request must be supported by a medical statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority and must include:

- an identification of the medical or other special dietary condition which restricts the child's diet;
- the food or foods to be omitted from the child's diet; and
- the food or choice of foods to be substituted

Vegetarian options are available for children who do not wish to eat meat, poultry or fish.

Snacks

All students are provided with an option to have daily afternoon snacks. These snacks are free to all students wanting one.

Transportation

Parents must provide contact information and identification information for any person authorized to pick up their student. Parents must inform the office if a child has permission to walk home. Parents and students will be informed about bus routes and bus stops prior to the start of each school year. Bus routes and stops are subject to change each year. All students are expected to be at their specified stop on time. Buses will not wait for tardy students. If a student misses the bus, the student and/or parent/guardian should call the school immediately. Parents/guardians are expected to find an alternate way to transport the student to school. Bus transportation is considered a privilege, and not a right, at KIPP Metro Atlanta. If a student is suspended from the bus for disciplinary reasons, parents are expected to find another source of transportation.

Parents/guardians who provide transportation for their children are expected to pick up their children up in a timely manner at the end of each school day. Teachers and staff members at KIPP Metro Atlanta commit to work long hours to ensure a helpful, successful school. We appreciate that students not riding a bus are picked up within 10 minutes after school, field trips, extracurricular activities, and other events. Families are expected to inform the Principal in advance if this timeline cannot be met.

If students remain at school longer than 30 minutes after the scheduled pick-up time without prior arrangements, families will be charged \$1 per minute to compensate the staff member who must stay after school and watch over the child. These charges will be based upon the time indicated on the school office clock and are not negotiable. Parents have 30 days to pay any outstanding fees related to tardy pick-ups. Parents with outstanding balances will forfeit their child's ability to participate in extracurricular activities or field trips for which the school has to pay. Report cards and progress reports will also not be released to students with outstanding fees.

Parents are expected to pick up students remaining after school for detention, tutoring, or special activities. Moreover, parents are also expected to pick up students who miss their bus ride home.

Bus Behavior

I understand that riding the bus at KIPP STRIVE Academy is a privilege and that it is not guaranteed to any child.

I understand that any student who gets out of his/her seat without permission or acts unruly in any way (including throwing things, yelling loudly, using profanity, hitting other students, or any other action that might distract the bus driver) will be **suspended** immediately from the bus for **AT LEAST a week**. I also understand that if my child lays hands on another student on the school bus he/she may be expelled from the bus for the remainder of the year.

I understand that students and parents who do not have their own transportation are still expected to get to and from school even if they are suspended from the bus.

I understand that once a student is suspended from the bus for unruly behavior more than two times, he or she may be **expelled** from the bus for the remainder of the school year.

I understand that the school administrators will enforce this policy based upon the word of the bus driver and/or bus monitor and that they will not second-guess the word of the adult on the bus. I understand that the school administrators will enforce this policy to protect the safety of all students.

Supplies

Each year, teachers will publish the supply list required for students at the beginning of the school year. In addition to lists published by teachers, students will need to have the following school supplies each day:

- loose leaf paper
- 1 pencil/pen pouch (Students should NOT purchase the hard plastic pencil cases)
- 5 #2 pencils
- colored pencils
- Zip lock bags (quart size)
- Ruler (with inches and centimeters – to be kept at home)
- 5 three ring binders with pockets (**Purchased from the school**)
- 25 dividers for binders (**Purchased from the school**)

In addition, students will need a basic dictionary and thesaurus at home for use on homework assignments. Students who come to school without their required supplies will face consequences for being unprepared for class.

You are REQUIRED to purchase the binders and dividers from the school. This should help maintain the organization of your student. Also, because we can buy items in bulk, we will be able to offer these supplies at a cheaper cost than can be found in any office supply stores. The TOTAL cost for all binders and dividers will be only \$10.

Bookbags:

Parents – since we are providing lighter and thinner binders for your scholars, and since your children will have to climb up flights of stairs every day, we would like you to consider bookbags without

rollers for next year. These bookbags tend to be lighter and will be easier to carry up to the main or top floor. Thank you for your consideration.

Health Information

State law requires that all children in elementary and middle school must have an updated Georgia Certificate of Immunization.

Immunizations are required for measles, rubella, tetanus, diphtheria, polio, mumps, whooping cough and hepatitis B. Georgia DHR Form 3231 is acceptable for students in pre-kindergarten programs; the Georgia DHR Form 3231, Certificate of Immunization, must be used for students in grades K-12. A local health department computer-generated form is acceptable.

For entrance into the sixth grade, each student must have at least one additional dose of MMR vaccine. Georgia DHR Form 3189 is acceptable for showing this additional immunization.

Absence Due to Illness

If a child is sick in the morning, the school expects him/her to stay home for the day. Please call the school in the morning to inform the school of the child's absence and to arrange a way to pick up or receive the child's makeup work. After more than three consecutive absences for illness, students will need to bring a doctor's re-admittance form to school on their first day back to school to receive an excused absence for missed days.

The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. The school does 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 contacted at home.

KIPP Metro Atlanta will only administer medicine to a student who has an official note from his or her doctor on file, describing the prescribed medicine, the required dosage, and the required frequency. Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept at the main office and administered by the school's Administrative Assistant. Students are responsible for ensuring that they receive their medicine at the regularly scheduled time.

Students with over the counter medicine for the treatment of temporary illnesses (such as a cold) or minor health concerns (such as allergies) must also bring their medicine to the office along with a note from their parent describing the required dosage and frequency. All medication must be checked into the front office.

It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.

Fire Drill Procedures

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must proceed directly to the designated area and wait for instructions.

All students will be given instruction in fire exit drills prior to each monthly drill. The instruction will be as follows:

- Students should walk, not run, when proceeding to the exits.
- Students are not allowed to talk during fire drills so that they may hear instructions that might be given in the event of a real emergency.
- If a fire alarm sounds while a child is not in the regular classroom, he or she should exit the building by the quickest route and proceed to the designated meeting place.
- Students are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded.
- In addition, students should familiarize themselves with the location of the interior fire alarm striking stations and should be familiar with how to pull these alarms in the event of an emergency.

Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. Any student found guilty of pulling the school's fire alarm without cause will be subject to strict consequences, including mandatory transfer.

Tornado Emergency Procedures

In the event of a tornado warning, students will be required to take the necessary precautions to protect themselves. When a tornado warning has been announced by the National Weather Service, the Principal will be responsible for communicating directly with students and teachers about the impending danger via an "all-call" or another appropriate means of communication.

When the signal has been given by the Principal, students should move quickly and quietly to the designated area of the school that has been assigned to their classroom. Teachers will be asked to follow the same procedures as above for Fire Drills, except to bring students to the designated area inside the building. Once they have reached their assigned area (in the hallway), students will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during Tornado Drills.

Procedures for Parent/Guardian Concerns

If a parent has a concern or disagreement, they should schedule an appointment to discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion. Parents will not be allowed to address concerns with teachers during instructional time. If there is no resolution to the problem, the parent/guardian should then contact the Principal. The Principal will mediate the problem with all parties involved.

If a parent is unsatisfied with a decision, he or she may appeal a decision through a formal appeal letter to the Executive Director. The Executive Director will respond in writing or in person within a week. If a solution is not found, parents may write an appeal letter to the chair of the KIPP STRIVE Academy Advisory Council Chair who will respond on behalf of the Council in a timely manner. Parents are also welcome to bring their concerns to the next regularly scheduled advisory council meeting.

III. Code of Conduct

The student dress code policy at KIPP Metro Atlanta is that ALL students are expected to wear the required uniform every day, unless otherwise indicated.

Student Dress Code

The uniform will consist of the following:

- A KIPP STRIVE Academy polo is required for all students.
 - Prior to earning their first uniform shirt, students must wear a plain white shirt that is short-sleeved or longer.
 - The KIPP STRIVE Academy polo is the first shirt scholars can earn. The first polo will be provided free of charge. Once a scholar has earned a KIPP STRIVE Academy polo they are required to wear it to school everyday, except for Fridays and Saturdays when they can opt to wear any earned KIPP shirt. On certain occasions, students may be permitted to wear college shirts or professional clothes.
 - KIPPsters will have the opportunity to earn special KIPP t-shirts throughout the year and will be able to wear them on select Fridays and Saturday schools.
 - Additional polos can be purchased at the school's office for \$12 each.
 - During the winter, a KIPP STRIVE Academy sweatjacket will be available to wear over the polo shirt at the cost of \$20. Sweatjackets cannot be purchased until scholars have earned their first shirt.
 - **Shirts MUST be tucked in at all times!**
- Beige Khaki pants, shorts, skirt, skort, or jumper.
 - Purchased by the parent at store of choice
 - Should be free of any designs, embellishments, or contrasting accent colors
 - No baggy pants
 - No cargo pants (pants with pockets on the sides of the leg)
 - Pants cannot sag
 - Shorts, skirts, skorts, and jumpers should not be more than 1 inch above the knee
 - Clothing should not be tight
- Students may only wear solid color undershirts underneath their uniforms (short-sleeve or long-sleeve). Shirts worn under the polos can NOT have designs or words.
- Belts are required for all items that have belt loops. Chains, pocket watches, or any other accessory should not be attached to the belt. Scarves, fabric, and other non-belt material may not be substituted for a belt. Belts can be worn only if they are sold as a belt.
- Shoes
 - No "flip-flops" or sandals
 - Any shoes with a heel taller than an inch are not allowed
 - All shoes, sneakers, or boots should be enclosed
 - Socks, tights, or pantyhose should always be worn with shoes (no footless leggings)
- No suspenders or any other accessories should be worn over any uniform shirt.
- Students and parents should make every effort to ensure that the uniform shirts and pants are cleaned regularly. Torn or worn clothing should be replaced. Writing on articles of clothing is unacceptable.
- Any jewelry worn around the neck should be worn inside of the uniform shirt
- All girl earrings should not be larger than a dime (in length or circumference). Earrings should be free of rhinestones, glitter, or any other embellishment.
- Any earrings worn by a male scholar should not exceed the size of quarter inch.
- Hair should be free of glitter.

- Headbands can be worn only if they are sold as a headband. No homemade headbands will be allowed. Headbands should have nothing hanging or dangling from them.
- Nails should be free of any artificial enhancement (acrylic, silk wraps, press-ons, rhinestones, etc). In addition, nails should be free of extravagant designs.

Students may not wear the following:

- Tight clothing
- Any headwear such as bandanas, hats, scarves, caps, head wraps, etc.
- Any gang related attire
- Makeup with excessive coloring
- Large gold chains or other excessive jewelry
- Body tattoos or body piercings
- Attire with any reference to death (i.e. skulls, poison logos, etc.)

The school reserves the right to add to this list as concerns or problems arise.

Uniform Violation Consequences:

- Students who come to school not abiding by any of the above policies will lose \$2 off of their paycheck for additional violations.
- Blatant disregard for uniform policies (no uniform shirt or no khaki bottoms) or consistent violations (no belt for several days) will result in the parent being contacted immediately to bring the appropriate item and/or the student being sent home for the day in addition to earning a \$0 paycheck for the week.

The rationale behind the school’s uniform policy is:

- The mission of KIPP STRIVE Academy is to develop well-disciplined scholars who will be prepared for a college preparatory high school when they leave our school. In light of this, all students will be taught how a scholar acts, how a scholar presents him or herself in appearance, and the skills necessary to be a scholar. The school believes that students appear more scholarly when they are wearing an attractive uniform, and it also believes that students will act more scholarly because they will feel good about their appearance.
- Another value of the school is that of “teamwork”. Just as members on a sports team are required to wear a uniform in order to show their strength in unity, so too are scholars of the KIPP STRIVE Academy team.
- Students in middle school often spend too much time and energy worrying about which students are wearing the name brand clothes. If our focus is on developing scholars, the students at KIPP STRIVE Academy will need to spend all of their time and energy focusing on their education, not on comparing clothing.

Personal Belongings

Students are not allowed to bring the following items to school:

- | | |
|---------------------------------------|--|
| Pencil Sharpeners | Candy and Gum |
| Soda or strong “power” drinks | Any illegal substance |
| Weapons and toy weapons | Stuffed animals or dolls |
| Gameboys or any other electronic toys | Portable radio, discman, walkman, iPod, etc. |
| Cellular Phones* | Sunflower seeds |
| Beepers | Card games |

The school reserves the right to add to this list at any time

*Students are forbidden from carrying cell phones on the school campus for any reason at any time (including field trips, extracurricular activities, etc.). Students who choose to violate this policy will have the phone confiscated, and it will only be returned to the child's parent. Any other violations following the first warning will result in the child being placed on the Bench or suspended. The school also reserves the right to confiscate the phone for an extended period of time if it is brought back on campus.

Telephone Use

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the phone in case of an emergency. Students must have a written pass from a teacher to use a school phone. Students who use a phone without permission from a teacher will be subject to disciplinary procedures. Students are also not allowed to receive phone calls unless it is an emergency. Parents/guardians are asked to communicate messages and make transportation arrangements with the child before sending the child to school in the morning. If necessary, the Office Administrator will deliver messages to students in class, but only in urgent situations will the student be pulled out of class to receive a phone call.

Human Rights Policy

KIPP Metro Atlanta brings together a diverse group of individuals. It is 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 based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. KIPP Metro Atlanta is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. KIPP Metro Atlanta wishes to stress that it is the responsibility of every member of the school 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 Metro Atlanta community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

Harassment Policy

KIPP Metro Atlanta is committed to equitable and swift resolution of harassment issues. Any student 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. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
3. If you are not comfortable confronting the offender alone, ask a friend or adult to accompany you, or write a letter to the offender, keeping a copy.
4. Students should notify the Principal, or if they are uncomfortable doing so, they should speak with another adult.

As soon as possible, the adult notified will report to the Principal. The Principal will notify the authorities, if necessary.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” After a report has been filed, school staff members are prohibited from discussing the details of the report with parents or any other party. Moreover, the school will not receive feedback or follow-up from the reporting agency once a report has been filed.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information is also a misdemeanor.

The Paycheck System

In order to ensure that the school's values are respected at all times, the student management system at KIPP STRIVE Academy is centered on maintaining the REACH values (respect, enthusiasm, achievement, citizenship and hard work). The school believes that students should be empowered to understand that their choices in life determine if they are rewarded or punished. Students who choose to uphold the school's core values are rewarded, but students who choose to not uphold them are held accountable and must "pay" the consequences. This philosophy is reflected in the school's Paycheck System, in which students receive "Scholar Dollars" for displaying the school's core values, but lose money for not upholding these values.

Procedures

- Each scholar in the school has a weekly checkbook, which captures his or her behavior and quality homework throughout the week. Scholars may **earn** money for scholarly habits and quality homework, but may **lose** money for choosing not to uphold one of the school's values. The money the students **earn** comes in the form of fake "scholar dollars."
- Scholars **start** each week with \$50 and can **earn** more if they receive *ganas*.
- When a scholar violates one of the core values (respect, enthusiasm, achievement, citizenship or hard work), the scholar **loses** the appropriate amount of money from his or her checkbook and the violation is recorded on the checkbook (see the levels of infractions below). Detailed notes are made on the checkbook and a new balance is calculated.
- If a scholar does something exceptionally well or goes above and beyond in upholding one of the values, the teacher may credit money to that student's account (ranging from \$1 to \$3, depending upon the act). For example, if a teacher "catches" a student picking up trash in the hallway or displaying the value of perseverance, the scholar may earn \$1. This extra money is called *ganas* meaning "to show desire" in Spanish.
- The amount of money a scholar earns over time also determines his/her eligibility for field trips and incentive activities offered by the school. Field trip eligibility is determined strictly by dollars **earned**. Further, money is not deducted from students' accounts when they attend field trips.
- Teachers are constantly monitoring scholars' checkbooks and enforcing consequences for scholar who have significant deductions. Scholars who have a significantly low balance at the end of the day (**-\$16**) must pay the school back by being placed on "the bench" that afternoon or the next afternoon (see below for details). Additional consequences may be enforced at the teacher's or administrator's discretion based upon the severity of the infractions
- At the beginning of the week, a copy of the paycheck is sent home in the Monday Folder. Every scholar is expected to return the checkbook signed by his or her parent on Tuesday morning. If the paycheck is not returned by Tuesday he or she loses \$2.

infractions		
Infraction ID	Description	Cost
A	Achievement	(\$2.00)
ABS	Unexcused absence	\$10.00
C	Citizenship	(\$2.00)
CELL	Cell phone	\$25.00
CHEAT	Cheating	\$50.00
DC	Dress code violation	\$2.00
DIS	Gross disrespect	\$50.00
DISRESPECT	Disrespectful	\$25.00
DNFD	Did not follow directions on homework	\$1.00
DNFTD	Did not follow teacher's directions	\$2.00
E	Enthusiasm	(\$2.00)
ELC	Electronics	\$25.00
GC	Gum chewing or food in class	\$10.00
GT	Gossip	\$25.00
GUEST	Disrespectful to a guest	\$25.00
H	Hard work	(\$2.00)
IF	Instigating a fight	\$50.00
INC	Incomplete assignment	\$2.00
LATE	Late to school without an excuse	\$2.00
LATE SAT	Unexcused tardy-Sat school	\$1.00
LIE	Lying	\$25.00
LITTER	Littering	\$2.00
MESSY	Messy work	\$1.00
MON	Monday folder	\$2.00
MTS	Moving too slow	\$2.00
NA	Negative attitude	\$5.00
NH	No Heading	\$1.00
NOHW	No Homework	\$2.00
NOISE	Making noises	\$2.00
NOTE	Passing notes	\$5.00
OT	Off task	\$2.00
PA	Physical Aggression	\$50.00
PLAY	Playing or play fighting	\$10.00
PROF	Profane Language	\$25.00
R	Respect	(\$2.00)
ROAM	Roaming the hallways, no pass	\$10.00
SAT	Unexcused absence-Sat school	\$2.00
SEAT	Out of seat	\$1.00

infractions		
Infraction ID	Description	Cost
SHOUT	Calling or shouting out	\$2.00
SIGN	Agenda, paycheck or assessment not signed	\$2.00
SILLY	Distracting the class	\$5.00
SKIP	Skipping class	\$50.00
SLANT	SLANT	\$1.00
SLEEP	Sleeping	\$5.00
STEAL	Stealing	\$50.00
T	Talking	\$1.00
TB	Talking back to a teacher	\$10.00
TEASE	Teasing	\$25.00
TH	Talking in the hallway	\$2.00
THREAT	Threatening/Harrassment	\$50.00
U	Unprepared for class	\$1.00
UN	Unorganized	\$2.00
UNI	Out of Uniform	\$50.00
VAN	Vandalism	\$25.00

The Bench

A student may be put on the Bench for accumulating a certain amount of deductions during one school week.

ALL GRADES: over \$16 lost (\$34)

A student can be put on The Bench by the grade team leader at any point during the day. Teachers will let the grade team leader know that a bench form is needed for the student.

When a student is on The Bench, there is a complete loss of privileges. Students are isolated from their classmates during lunch and recess and may lose enrichment class privileges. Students are also not permitted to go on any field trips. These students may not assist teachers, hold doors, or carry out any favors for other students or teachers. If the student is participating in an extracurricular activity, they may not participate when they are on the bench. A student remains on the Bench until he or she has had the required amount of “excellent” days.

Excellent KIPP STRIVE Bench Forms

Each Bench student receives a behavior log each morning he or she is on the bench. Each teacher is listed on that form. At the end of each class, the teacher must either give the student a “Yes” if he or she had a clean day (for upholding KIPP STRIVE values) or a “Not Yet” for not upholding KIPP STRIVE values. If three or more “Not Yets” are given, the student will receive an extra day on the bench.

Number of Bench days

All Grades

- 2 days for most offenses
- 4 days for physical aggression
- Extra bench day given for egregious behavior while on the Bench

Ensuring Consistency in Implementation

The Paycheck System is designed to be an objective approach for managing student behavior and quality work, and it provides for a structure in which students and teachers are clear what the consequences are for specific behaviors. The system also empowers the teachers to manage behavioral problems within their classroom, while communicating effectively with other teachers throughout the school. Moreover, the principal and dean are also intimately involved in the process and can assign or remove students from the Bench.

Although the above procedures represent the consistent and planned approach for dealing with behavior problems, the school reserves the right to modify this system at any point in the school year. This may involve changing the amount of scholar dollars students are eligible to receive, revising the level of infractions, and/or overhauling the entire paycheck system as needed. The school recognizes that management systems need to be flexible to meet the needs of teachers and students. In the event that any major aspect of the paycheck system is changed, parents will be notified in writing about the revisions.

SAMPLE Excellent KIPP STRIVE Bench Form

Name: _____ **Date:** _____

Students on the Bench must prove that they are able to follow the rules and meet KIPP STRIVE expectations before being invited to join the KIPP STRIVE team again. In order to get off the bench, you must have this form completed each day, and present it to Mr. Chang or Ms. Harris.

I must have this many “Excellent KIPP STRIVE Days” before I can get off the bench:

You must “work hard and be nice” in EVERY SINGLE CLASS. Each teacher must sign the “Yes” column below to indicate that you made good choices in his or her class. If any teacher signs “Not Yet,” the day **will not** count as a “Excellent KIPP STRIVE Day.”

Teacher	Yes	Not Yet	Comments
Homework			
Morning Homeroom			
Lunch			
Principal/Dean			
Reading			
Writing			
Non-fiction			
Math Skills			
Problem Solving			

This form must also be signed by the principal/dean and your parent at the end of a day in order for you to be able to rejoin the KIPP STRIVE Team. You must present all of your “Excellent KIPP STRIVE” forms in order to get off the bench.

Principal’s/Dean’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

Discipline Policy

Students at KIPP STRIVE Academy are expected to abide by the KIPP Metro Atlanta Commitment to Excellence at all times. For students who choose not to follow the expectations within this agreement, there will be consistent consequences in place. The KIPP Metro Atlanta Paycheck System is the primary means for administering consequences and rewards, and it will be used for disciplining students in most situations. Consequences associated with this system include: Lunch/Recess Detention, and After-School Detention. Students with several discipline problems may be placed on “AP”/“Bench”, as is described in the Paycheck System Procedures.

Other consequences for disciplinary problems may include, but are not limited to:

- Verbal correction
- Phone call home to parents
- Teacher-student-parent conference
- Behavior Contract
- Removal from extracurricular activities
- Additional assignments to be completed at home and/or at school.
- Detention during Saturday School
- Detention on non-Saturday Saturdays
- Mandatory Homework Study Hall after school
- Time-Out
- Loss of incentives and school trips
- Calling Plans, where the student must call the teachers to inform them when homework is completed
- Short-term suspension (removal from school for a period of ten or fewer days)
- Long-term suspension (removal from school for a period of more than ten days)
- Mandatory transfer (permanent removal of a student from school)

KIPP Metro Atlanta has adopted the following policies regarding specific prohibited behaviors:

1. **Tobacco:** All tobacco products are prohibited at KIPP Metro Atlanta. Penalties for students found with tobacco products range from short-term suspension to mandatory transfer.
2. **Electronic Communication Devices:** Electronic communication devices (including paging devices, cellular phones, walkie-talkies, etc.) are prohibited at KIPP Metro Atlanta. The Official Code of Georgia Annotated 20-2-1183 prohibits students from possessing a pager or cellular phone or other electronic communication device (such as, but not limited to, a walkie-talkie) at school or on a school bus (including field trips and extracurricular activities). On the first violation, the device will be confiscated and will only be returned to the child’s parent. Additional violations will result in the child being placed on AP/Bench or being suspended from school. The school also reserves the right to confiscate the device for an extended period of time if it is brought back on campus.
3. **Weapons and/or Explosive Devices:** A student shall not possess, handle, or transport any explosive, weapon, dangerous object or object that can reasonably be considered a weapon. Disciplinary actions will include long-term suspension or mandatory transfer. As required by state and federal law, KIPP Metro Atlanta has established a policy requiring the mandatory transfer from school for any student who is determined to have brought a firearm to school.

Firearms: A student shall not possess, handle or transport any pistol, revolver, or any other firearm designed or intended to propel a missile of any kind, including a stun weapon. A stun

weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person. Any student who is determined to have brought a firearm to school shall receive a mandatory transfer.

Cutting Instruments/ Objects: A student shall not carry, conceal, display or use any straight edge razor, box cutter, razor blade, disk, bowie knife, switchblade knife, ballistic knife, or any other knife, spring stick, metal knuckles, blackjack, bat, club, or other bludgeon-type weapon, or any flailing instrument which may be known as nun-chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind. Items will be confiscated and turned over to a police officer. In addition to any criminal penalty, students are also subject to disciplinary action up to and including mandatory transfer.

Explosives: A student shall also not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc., including but not limited to: fireworks of any type or size, smoke bomb, paint bomb, stink bomb, any homemade bomb, or any form of gasoline, kerosene, explosive or corrosive chemicals, etc. Students found to be in violation of this policy are also subject to disciplinary action up to and including mandatory transfer as well as legal action.

In addition, The Official Code of Georgia Annotated 16-11-127.1 states that “It shall be unlawful for any person to carry to or to possess or have under such person’s control while within a School Safety Zone or at a school building, school function, or school property or on a school bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.”

4. **Threatening or Violence Against Staff:** Students shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Students found to be in violation of this policy shall be subject to short-term suspension, long-term suspension, or mandatory transfer as well as a referral to the local law enforcement agency.
5. **Drugs/Substances:** Students found to be in possession of or under the influence of any “drug,” including alcohol, alcoholic beverages, look-alike drugs, inhalants, pills, tablets, or illegal drugs or substances shall be subject to consequences ranging from long-term suspension to mandatory transfer. Students found to be guilty of selling or distributing any “drug” as defined above shall receive a mandatory transfer. Students may also be subject to prosecution under the Official Code of Georgia § 16-13-32.4 which states:

“It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate subsection (a) of this Code section shall be guilty of a felony and upon conviction shall receive the following punishment: (1) Upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000.00, or both; or (2) Upon a second or subsequent conviction, imprisonment for not less than five years nor more than 40 years or a fine of not more than \$40,000.00, or

both. It shall be mandatory for the court to impose a minimum sentence of five years which may not be suspended unless otherwise provided by law.”

6. **Destruction or Theft of Property:** Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property will result in immediate disciplinary action ranging from short-term suspension to mandatory transfer.
7. **Violence:** Violence at KIPP Metro Atlanta will not be tolerated. Verbal threatening, fighting or intimidating students with or without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm is defined as an “assault” and will result in penalties ranging from short-term suspension to mandatory transfer. Fighting or making physical contact of an insulting, offensive, or provoking nature with another student is defined as “simple battery” and will result in penalties ranging from short-term suspension to mandatory transfer. Students guilty of “aggravated battery” (maliciously causing bodily harm to another) or “aggravated assault” (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate mandatory transfer. Students who participate in a fight by running to an altercation or by encouraging others to participate are also subject to punishment ranging from AP/Bench to mandatory transfer. In addition to school sanctioned disciplinary actions, students may also be referred to the appropriate law enforcement agency.
8. **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 AP/Bench to mandatory transfer.

9. **Rude or Disrespectful Behavior:** Students at KIPP Metro Atlanta are expected to operate with the utmost integrity at all times, and therefore discourteous or inappropriate language and/or behavior or gestures toward a staff member or student will result in penalties ranging from a

checkbox deduction to short-term suspension. Consistent rude or disrespectful behavior may result in mandatory transfer.

- 10. Skipping Class:** Any student caught skipping class is subject to immediate consequences ranging from short-term suspension to mandatory transfer.
- 11. Classroom Disturbance:** The value of “Scholarship” is of the utmost importance at KIPP Metro Atlanta, and therefore classroom disturbances will not be tolerated. Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for students and/or staff will result in penalties ranging from a checkbox deduction to short-term suspension. Consistent disturbances may result in mandatory transfer.
- 12. School Disturbance:** Any acts that may cause disruption of the school environment and/or threaten the safety or well-being of other students is strictly prohibited at KIPP Metro Atlanta. Such activities may include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, etc. Penalties for such disturbances may range from short-term suspension to mandatory transfer.
- 13. 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/Bench to mandatory transfer, depending upon the severity of the violation.
- 14. Failure to Accept Disciplinary Action:** Students are expected to follow the disciplinary actions set forth by any staff member at the school, and any students who fail to do so is subject to immediate and harsh consequences. Refusing or failure to accept the AP/Bench status, serve detention, serve a suspension, or carry out any other disciplinary action imposed by a teacher or school administrator is grounds for immediate suspension or mandatory transfer.
- 15. Bus Misbehavior:** Students at KIPP Metro Atlanta must recognize that riding the bus is a privilege, not a right. Therefore, the privilege of riding the bus to and from school may be denied to any student who consistently misbehaves while on the bus. In addition, any behavior that disturbs or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous for vehicles operating near a bus (including throwing things out of the window or using reflective devices to distract drivers, etc.) may result in immediate suspension or mandatory transfer. The following items are prohibited while on a school bus: electronic devices (such as cellular phones, pagers, audible radios, tape or compact discs without headphones), food, drinks, candy, glass objects, nuisance items, animals, drugs, weapons, mirrors, lasers, flash cameras, or any other device that might interfere with the driver’s operation of the school bus. Students who do not follow the school bus rules may be suspended from the bus temporarily or for the entire year, depending upon the severity of the violations.
- 16. Conduct Outside of School Hours:** It is imperative that students recognize that as a KIPP Metro Atlanta scholar, they are always representing the school. Therefore, any conduct outside of school hours or away from school which may adversely affect the educational process or

endanger the health, safety, morals, reputation, or well-being of other students or staff members may result in punishment by the school. Such penalties may range from verbal warnings to mandatory transfer.

- 17. Gambling:** Gambling in all forms is strictly prohibited at KIPP Metro Atlanta. Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia may result in a variety of consequences ranging from AP/Bench to mandatory transfer.
- 18. Providing False Information:** Students engaging in any act that entails providing false information to the school will be subject to immediate consequences. Such offenses include such acts as falsifying school records, forging signatures, making or providing false statements, bribery, using an unauthorized User ID or password, etc. Penalties for such infractions may range from being placed on AP/Bench to being required to transfer.
- 19. Cheating/Plagiarism:**

Cheating: Cheating will absolutely not be tolerated at KIPP Metro Atlanta. Students found to be cheating will receive a consequence ranging from AP/Bench to suspension along with a written assignment. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Repeated cheating may result in a short or long-term suspension in addition to other consequences.

Plagiarism: Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is considered against the law and will be punished at KIPP Metro Atlanta. Penalties may range from detention to suspension.
- 20. 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 sexual advances or comments, request for sexual favors, indecent exposure, insulting comments about sexual orientation, stalking etc. will be subject to swift and harsh consequences ranging from suspension to mandatory transfer. Such matters will also be referred to law enforcement when appropriate.
- 21. Trespassing on School Property:** Students at KIPP Metro Atlanta are not allowed to enter the premises of the school after hours or on the weekend without authorization or permission from the principal. Students found to be trespassing may be suspended or required to transfer. When a student refuses to leave the school property and/or returns to the school after being instructed to leave the property, the student will be in violation of this policy and the matter will be referred to law enforcement. Students who have been suspended or required to transfer are strictly prohibited from entering the premises of the school at any time during the length of their suspension or mandatory transfer.
- 22. 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.

Suspension and Mandatory Transfer Policy

Short Term Suspension

The Principal or his/her designee may impose a short-term suspension at his/her discretion. Before imposing a short-term suspension, the Principal shall verbally inform the student of the suspension, the reason for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges. The Principal also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known address. Whenever possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an immediate informal conference with the Principal.

Long-Term Suspension

The Principal may impose a long-term suspension of more than 10 days. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. Upon determining that a student's action warrants a possible long-term suspension, the Principal will verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions. The Principal shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in a long-term suspension and shall offer the opportunity for an immediate informal conference with the Principal. At the formal hearing, the student and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The Principal, in consultation with teachers and staff, is responsible for making the final decision with regard to long-term suspensions.

Mandatory Transfer

If a student is being considered for mandatory transfer from KIPP Metro Atlanta, the Principal shall provide written notification to the student and his or her parent(s) or guardian(s) that the student is being considered for transfer to another school. Such notice also shall set a time and place for an informal conference with the Principal and shall inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice. Except for those items which, under state and federal law, require immediate mandatory transfer, the Principal may not expel a student unless a prior written and verbal warning for mandatory transfer has been issued to both the student and his/her parent or guardian. In that "final warning", documentation must appear which clearly demonstrates which aspect of the KIPP Commitment to Excellence form have been violated and why these violations warrant mandatory transfer if continued. If, following the informal conference, the Principal maintains that the student would receive an adequate and appropriate education in another school program, the Principal shall provide written notification to the student and his or her parent(s) that the student is being required to transfer. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of mandatory transfer of the last known address. Where possible, notification shall also be provided by

telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall include a description of the behavior and/or academic problems indicative of the need for transfer, a description of the alternatives explored, prior action taken to resolve the problem, and an invitation for an immediate formal hearing with the Principal. At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence. The parents, should they so choose, may also present materials to the Principal for consideration. The principal will render a formal decision within 24 hours of the hearing.

Alternate Instruction

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

Due Process Procedures

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.

If a parent is unsatisfied with a suspension or mandatory transfer, he or she may appeal directly to the Principal. The Principal will respond to the appeal. If the parent is unsatisfied with the response to the initial appeal, he or she may appeal the Principal's decision through a formal appeal letter to the Executive Director. The Executive Director will respond in writing within five (5) business days. If a solution is not found, the parent may write an appeal letter to the Chair of the school's Advisory Council. The Advisory Council will schedule an appeal hearing within ten (10) days of the appeal request. The family may bring counsel with them if they so desire. In all events of mandatory transfer, the Principal of KIPP STRIVE Academy will work in conjunction with the family to find the best possible alternative setting.

IV. Academic Overview

Academic Program Overview

The academic program of KIPP STRIVE Academy is designed to challenge every student to achieve on or above grade level performance in all academic subjects. While students may enter the school below grade level in many areas, the school is prepared for the challenge of equipping students with the knowledge, skills, and scholarly habits necessary for success in an academically rigorous college preparatory high school. The school's curriculum is based upon the Georgia Performance Standards, but is accelerated and taught rigorously to ensure that students are prepared for a college preparatory high school upon completion of the 8th grade at KIPP STRIVE Academy.

To this end, the academic program of KIPP STRIVE Academy is geared towards immediately assessing and addressing the deficiencies with which students may be entering the school. During the fifth grade, students begin by reviewing basic elementary math and reading skills that they have been identified as lacking. Throughout the year, the students spend more time in all core academic subjects, providing them with sufficient time to “fill in any holes” that may exist in their academic skills or knowledge through an “accelerated spiraling” instructional approach. This means that while teachers may be moving at a quicker pace, thereby teaching more content and skills than is typical in a given year, they are constantly reviewing and relating new material to prior knowledge and skills. By the end of 5th grade, it is expected that nearly all students will be on or above grade level in all academic subjects. As students become proficient in their basic academic skills by 5th grade, the 6th through 8th grade academic program provides students with more challenging skills and a more content-rich curriculum.

KIPP STRIVE Academy provides the basic age-appropriate curriculum for reading, language arts, math, science, and social studies at each grade level. The core curriculum areas include those subjects that are taught daily:

Reading

During Reading instruction, students focus on the following:

- Decoding skills
- Vocabulary development
- Fluency and reading with expression
- Reading comprehension with a variety of genres

By the time students leave 8th grade, it is expected that they will not only have a love for reading, but also will feel comfortable reading, comprehending, and analyzing difficult literature from a variety of challenging genres. Students will be equipped to engage in intelligent discussions about books they have read and will be skilled in critiquing the literary value of such texts.

Writing

Given the importance of effective oral and written communication skills, during 5th grade, students at KIPP STRIVE Academy have the advantage of receiving instruction in a Writing class that is separate from their traditional Reading class. While the two classes have integrated themes and instruction, the Language Arts class focuses specifically on developing students' communication skills. In 6th – 8th grades, these concepts will be covered in an integrated English class. During the Language Arts class, students focus on the following:

- Grammar and mechanics
- Spelling
- Oral presentations and interviews
- Fluency and organization in written expression with a variety of genres
- Creativity in writing

- Research skills

Mathematics

The 5th and 6th grade mathematics class focuses on developing the students' foundational computational and problem-solving skills necessary for success in their future progression into Algebra. At the beginning of the year, students are assessed to identify the "holes" in their mathematic abilities, and instruction is geared to reviewing the necessary concepts and skills. While the 5th grade curriculum is designed to get students on grade level, students are also challenged with algebra concepts and terminology so as to prepare them for their journey into Algebra and to remove any fear that may typically be associated with approaching difficult math problems.

As teachers progress through the mathematics curriculum, there is the constant spiraling of material and the integration of math word problems and logic problems involving multi-step operations. Teachers use a variety of instructional approaches in teaching mathematics, including the use of manipulatives, chants and raps, daily drills, games, and mathematics technology.

Science

Developing scholars with experience in scientific inquiry, problem solving, and reference skills is an essential part of the Science curriculum at KIPP STRIVE Academy. During 5th grade, students study a broad range of science topics in the areas of Physical Science, Life Science, and Earth & Space Science. During the years following 5th grade, students focus on one specific strand as follows:

6th grade: Earth & Space Science

7th grade: Life Science

8th grade: Physical Science

These advanced classes emphasize experiencing science through the framework of the scientific method and hands-on, inquiry-oriented instruction, including demonstrations, laboratory work, scientific models, and technology. Throughout the four years of study, students become proficient in completing experiments and in researching scientific topics.

Social Studies

The Social Studies curriculum of KIPP STRIVE Academy aligns closely with the content standards of the Georgia Performance Standards. During fifth grade, students receive instruction in economics, civics, United States history, and United States geography. The 6th grade curriculum includes instruction in the history and geography of the Americas, Europe, and Oceania, while 7th graders focus on Asia, Africa, and the Middle East. 8th grade students study the history, geography, government, and economics of the state of Georgia.

Throughout the historical studies, students are exposed to the importance of people groups who have been historically discriminated against, including women, Native Americans, African Americans, and other cultural groups.

Geography skills are also an important component of the Social Studies curriculum at KIPP STRIVE Academy. Each year, students are tested on the geographical region of focus for their grade level. The assessments consist of a blank map that the students must label as follows: (a) in 5th grade, a map of all fifty states and their capital cities; (b) in 6th grade, a map of all countries, major rivers, and mountain ranges, in North America, South America, and Europe; (c) in 7th grade, a map of all countries, major rivers, and mountain ranges in Asia, Africa, and Australia; and (d) in 8th grade, a map of all major cities, rivers, lakes, mountains, and historic sites in the state of Georgia.

Economics is introduced through a school-wide monetary system by which students can earn "Scholar Dollars" and have the opportunity to purchase various academic enrichment items from a student-managed school store. A variety of projects and field lessons are also integrated with the Social Studies curriculum.

Physical Education

The goal of the KIPP STRIVE Academy physical education program is to teach skills, knowledge, sportsmanship, and safety through an exposure to a wide variety of sports and recreational activities. Students will establish a degree of physical fitness, a respect for a healthy body and mind, and an appreciation for sports. The overall mission is help students enjoy and learn about physical activity so that they will continue to be active for the rest of their lives.

Life Skills/Advisory

During Life Skills and Advisory classes, the instruction is focused on developing the character skills, leadership skills, and scholarly habits necessary for success in a college preparatory high school. The school's values are focused on during this time, and behavior problems within the school community are addressed in a proactive team environment. Students are introduced to note-taking and study skills, and receive assistance with preparing for major tests. Students practice interview skills and interaction in formal settings, including appropriate handshakes, making eye contact, and other social norms. Moreover, students discuss and debate current events and political issues and also address relevant topics of concern within their generation and community. Life Labs and Advisory classes also provide students an opportunity to discuss issues related to living healthy lifestyles with regard to diet, hygiene, and other health related issues.

Attendance Policy

The following guidelines have been established to minimize absenteeism. The Georgia Board of Education allows for documented absences due to:

- Personal illness
- Death or serious illness in the family
- Recognized religious holidays
- Absences caused by order of government
- Inclement weather or dangerous conditions (snow and ice)

If a student misses the bus or oversleeps, it is the parent's responsibility to find a way for the child to get to school. Transportation problems are not considered excused absences.

In the event that a student is absent for the first part of the day, he or she is still encouraged to report to school. Scholars who report to school after 12:00 p.m. (Monday – Friday), however, will be considered absent for the entire school day. In addition, students who report to school but leave before 10:30 a.m. will be considered absent for the entire school day. Students must be present at least 75% of the time on Saturday to be considered present.

When a student is absent, a parent or guardian must communicate in person or in writing with the school. This communication should clearly state the reason(s) for the absence. For extended absences, supporting documentation (i.e. doctor's note) is required.

Any absence that is not supported with written documentation and/or does not fall within the guidelines of excused absences as defined by the Georgia Board of Education will be considered unexcused.

Excessive absences will be considered in any retention decision. If a student is absent a total of more than ten days, formal inquiries will be made and reported to the appropriate law enforcement agency. In addition, students absent more than fifteen days will be considered for retention.

Students are also expected to arrive on time to school each day. School begins each day at 7:30 a.m. Students who arrive after 7:35 a.m. are considered tardy and will be marked as such on their attendance records. Unexcused tardies or absences will result in a loss of 2 Scholar Dollars and may result in additional consequences for students. Every three tardies will count as an absence, which will be considered in all retention decisions.

Attendance

In light of the school's mission to develop scholars and scholarly attributes in its students, it is imperative that students understand the importance of attending school EVERY day. Given the amount of material covered in the longer day, missing a day at KIPP STRIVE Academy is the equivalent of missing approximately 1½ days at a traditional public school. Therefore, students and parents are encouraged to make every effort possible to attend school.

If a student is going to be absent, the parent is asked to call the school office before 8:00 a.m. the morning of the absence. The school will work with the parent and student to determine the appropriate procedures for receiving and completing missed assignments.

Homework

KIPP STRIVE Academy takes homework very seriously. It is the school's policy to assign homework every night, including most weekends and breaks. The purpose of this homework is to reinforce the skills taught in class. Generally, new skills will not be introduced as homework. Students can expect to have an *average* of 90 minutes of homework each night.

Homework will be checked in each classroom. **If homework is not turned in ON TIME, your child will receive a No Homework deduction on his/her paycheck.** Children are responsible for returning all assignments promptly and completely. Homework that has been done with little effort (i.e. the student rushes through just to get done) is considered incomplete. At KIPP STRIVE Academy, there are NO EXCUSES for incomplete or missing homework. Students who have questions about their assignments are expected to call their teachers.

Homework will make up part of the students' grade in every class; however, the portion of the students' grades in each class that is based on homework shall not exceed 25% of the total grade in that class. Most teachers will grade homework based on the students' effort in relation to their skills.

Students who come to school with incomplete or missing assignments (regardless of the reason) will face any or all of following consequences:

- If a child does not do a piece of homework they receive \$2 off their paycheck. If students have done some of the homework but have not finished it, they receive a \$2 deduction. Finally, if a child does not follow directions on a homework (such as not putting the proper heading on the assignment) that child receives a \$1 deduction on his/her paycheck.
- Students will be required to spend their lunch/recess in Homework Detention in order to finish their assignments that day.

Teachers may also institute additional consequences at their own discretion, which may include additional assignments, homework contracts, homework call plans, or any other reasonable consequence deemed appropriate by the teacher.

Cheating/Plagiarism

Cheating: Cheating will absolutely not be tolerated at KIPP Metro Atlanta. Students found to be cheating will receive a consequence ranging from AP/Bench to suspension along with a written assignment. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Repeated cheating may result in a short or long-term suspension in addition to other consequences.

Plagiarism: Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is considered against the law and will be punished at KIPP Metro Atlanta. Penalties may range from detention to suspension.

Grading Policy

The school year is broken into four (4) grading periods. The marking periods are long enough (approximately 9 to 10 weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students' grades and assess their skill levels. At the end of each marking period, students will receive grades in all core academic classes.

The grading scale is as follows:

A= 90-100 Excellent achievement at the assigned performance level.
B= 80-89 Above Average achievement at the assigned performance level.
C= 70-79 Average achievement at the assigned performance level.
F = 0 - 69 Failure to achieve at the assigned performance level.

Parents are **REQUIRED** to meet with their child's teacher(s) in order to receive their child's report cards for the **first, second** and **third** quarters. Fourth quarter report cards will be mailed to all parents after school has been released for the summer.

Progress Reports

The school will distribute progress reports frequently that provide information on how students are performing on specific academic standards and assessments. Homework completion and behavioral reports are sent home weekly through the school's Checkbook Management system.

The progress report is *not* part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians about how students are doing at the halfway point in the marking period. If a student is in danger of failing a class at the time progress reports are released, parent conferences will be requested on the progress report and parents will be required to meet with the teacher within one week of receiving the notice. Teachers can also request conferences with parents/guardians, and parents/guardians may call or request a conference with any teacher at any point in the year.

Final Grades

The final, year-end grade for a course is the numerical average of the 4 marking periods. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

Promotion Policy

To be considered for promotion to the next grade, students must meet at least two of the following three criteria for ALL of the core skill classes:

- Have a final yearly grade of 70 or above in each academic subject
- “Meet Standards” or “Exceed Standards” on the Georgia Criterion Competency Referenced Test in the academic subject
- Teacher recommendation

Students who meet 2 of the 3 criteria in all core skill classes, but have a final yearly grade of 70 or below in 2 or more classes may still be considered for retention (even if they passed the final exams and CRCT tests for all classes).

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Students who are “administratively placed” in the next grade because they did not meet the school’s promotion requirements may be denied the privileges associated with being promoted (e.g. participating in the promotion exercises, etc.). Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals on the IEP.

Evaluation Tools

KIPP STRIVE Academy believes that there needs to be a wide array of assessments including school-developed assessments to track specific skills and learning, state exams to ensure that students are meeting all state standards, and national exams to help KIPP STRIVE Academy faculty see the strengths and weaknesses of its methods measured against national norms. KIPP STRIVE Academy measures the impact and success of its academic programs utilizing several forms of evaluation and assessment. Evaluation and assessment are conducted on an annual, quarterly, weekly, and daily basis in all curriculum areas.

When students enter KIPP STRIVE Academy, they are assessed using the Iowa Test of Basic Skills (ITBS), which provides baseline data with regard to the students’ overall performance in reading, language arts, and math. This test is administered to all 5th grade students during the summer or early fall, and the test results are used to inform the teachers’ instruction. Students will also be required to take the complete battery of the ITBS at the end of each school year to measure their progress throughout the year.

In addition to the ITBS, the school also develops diagnostics to be administered during the summer session prior to the start of the school year. The results from these diagnostics are used as teachers develop their sequence of instruction and make decisions with regard to the allocation of time on specific standards.

KIPP STRIVE Academy participates in all required statewide testing as outlined in the following table.

	Georgia Criterion Competency Referenced Test	Iowa Test of Basic Skills (ITBS)	GA Writing Assessment
Grade 5	X	X (pre and post)	X
Grade 6	X	X	
Grade 7	X	X	
Grade 8	X	X	X

Once a year, the school will publish the school-wide results for all standardized tests. Parents/guardians will be informed about the performance of their individual students.

All ESOL students take annual pre-tests and post-tests of LAB (Language Assessment Battery) as required by Georgia State Department of Education.

In addition to annual standardized tests, each teacher develops an annual cumulative assessment to demonstrate that students have mastered the standards for their specific subject. This assessment may include a final exam, project, presentation, portfolio, or any other assessment that requires the student to demonstrate proficiency in all of the standards for that subject.

Summer Session

KIPP STRIVE Academy runs a two and a half week intensive, academic Summer Session in July. The goal of the Summer Session is to give students a “jump start” for the upcoming academic year. All students are required to attend the entire summer session every year.

Field Lessons

Field lessons are provided on a regular basis to students who are eligible through the school’s incentive program. Field lessons are designed to compliment instruction that is occurring in the classroom, but only those students who “earn” the trip (according to the predetermined “scholar dollar” requirements) will be invited to attend. Parents may be asked to contribute a small fee for field trips. At the end of the school year, students who have consistently demonstrated the school’s REACH values throughout the year will be invited to participate in the grade level End of Year Trip, which may involve staying overnight outside of Atlanta. By signing the Commitment to Excellence parents agree to allow their child to participate in those trips for which he or she is eligible. On some trips, a limited number of parents may be invited to help chaperone. Only those parents who have been actively involved at the school, can physically handle the rigors and responsibilities of chaperoning, and who demonstrate and are aligned with the core values of KIPP STRIVE Academy will be invited to participate in such events.

Tutoring

At KIPP STRIVE Academy, we believe that ALL students WILL learn. To this end, students may be able to receive extra help / tutoring during certain times of the day. Students should understand that teachers ask them to come for extra help because they care about their academic performance. Students may be assigned to (or volunteer for) tutoring classes that meet at scheduled times during the day. Students may also have tutors come during the lunch/break time or during electives. In addition, some students may occasionally be invited to stay after school for additional tutoring or homework help. Teachers may also restrict some tutoring sessions to certain students who may need targeted assistance that may not otherwise be possible with other students in attendance.

Computer / Internet Use Policy

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 Policy:

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.

Textbook and School Owned Instructional Materials

The school will provide each student with a variety of textbooks and instructional materials (including workbooks, magazines, journals, library books, homework agendas, etc.). It is the responsibility of each student to keep up with their textbooks and instructional materials borrowed from the school. The school has a very limited budget for funding such instructional materials; therefore parents of students who lose or damage any of these materials will be charged the appropriate replacement costs and will be expected to pay these charges promptly. The Principal will determine the charge for such lost or damaged items.

Outstanding Fees 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.