

Student/Parent Handbook

2011-2012



Adopted: June 6, 2003

Revised: June 14, 2011

Dear Parents and Students,

Welcome to another year at KIPP West Atlanta Young Scholars (WAYS) Academy!

We are about to embark on an exciting journey. We are delighted to have as a part of our KIPP WAYS Family. Our first seven years have been extraordinary, and each year seems to get better! When students leave KIPP WAYS 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 scholars must become partners 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 is updated and revised each year.** There are several changes to this year's handbook, so it is important that you read the entire document.

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 WAYS Academy is successful and soars to greater heights!

Sincerely,

Dwight Ho-Sang
School Leader

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I. Upholding Our Mission and Values

Mission

It is the mission of KIPP West Atlanta Young Scholars (WAYS) Academy to prepare students for top quality high schools, colleges, and the competitive world beyond by instilling in each student a commitment to scholarship, teamwork, integrity, and other “WAYS to Success.”

The “WAYS To Success”

The students and staff of KIPP WAYS Academy shall uphold the following values or “WAYS to Success”:

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

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

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

Perseverance - the act of going on resolutely or stubbornly in spite of opposition; never giving up

Fun - finding pleasure in all learning opportunities and enjoying the simple things in life

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

- All students and staff are putting forth their best effort on all tasks (perseverance); helping their teammates along the way (teamwork); achieving significant academic gains (scholarship); while enjoying themselves (fun) and operating with the utmost respect and honesty (integrity).

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

Parent’s Commitment to Excellence

I fully commit to KIPP West Atlanta Young Scholars (WAYS) Academy by upholding the five “WAYS to Success” as outlined below:

Scholarship – *In everything I do, I will support the development of my child in becoming a scholar:*

- I will work with my child in the best way I know how, and I will do whatever it takes for him/her to learn, including checking his/her homework every night as well as reading and signing all of the necessary paperwork each night.
- I will do my part to ensure that my child completes his/her homework every night, and if he/she has a question, I will allow my child to call his/her teacher.
- I will encourage my child to spend quality time studying for every test.
- I will help my child organize his/her binder and book bag regularly.
- I will help my child, to the best of my ability, take advantage of every moment he/she has to learn something new by: listening to them read on a regular basis, taking them to educational activities and places in the community (including the library), and constantly looking for ways to challenge them academically.

Teamwork – *I understand that my child and I are members of the KIPP WAYS team, and I will always support that team:*

- I will encourage my child to respect his/her teammates in both words and actions, and will hold my child accountable when he/she disturbs the learning of other scholars.
- I understand that my child must follow the school’s rules so as to protect the safety, interests, and rights of all individuals in the classroom. I, not the school, am responsible for the behavior and actions of my child.
- I will ensure that my child comes to school every day in his/her uniform and looking like a scholar.
- As an integral part of the KIPP WAYS team, I will do my best to be involved in the school community.
- I will always make myself available to the school and any concerns they might have. This also means that if my child is going to miss school, I will notify the school as soon as possible.

Integrity – *I will always encourage my child to operate with the utmost integrity and will do my best to model that integrity:*

- I will encourage my child to be honest in every thing that he/she does, and will only assist my child with homework by helping, not doing his/her homework.
- I will model respectful behavior when at the school and dealing with teachers and staff.

Perseverance – *I am determined to help my child become a scholar, and I will always encourage him/her to work hard in all things regardless of how difficult it might become:*

- I will make sure my child arrives every day by 7:35 a.m. (Mon. – Fri.) or boards a bus at the scheduled time and will stay until at least 5:00 p.m. Monday- Tuesday, Thursday- Friday, and 3:00 p.m. on Wednesdays.
- I will ensure that my child attends every day of summer school for all of the required hours.
- I will ensure that my child attends all required Saturday sessions from 8:15 a.m. to 11:030a.m.
- I will offer constructive feedback and suggestions for improving the school.
- I will attend all parent meetings and conferences scheduled for my child.

Fun – *I will encourage my child to have fun at school and to enjoy the precious gift of education:*

- I will encourage my child to appreciate the times when fun activities are planned.
- I will allow my child to go on KIPP WAYS Academy field trips that he/she is eligible to attend.
- I will do my part to make KIPP WAYS Academy a fun place to learn.

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

X _____ Date _____

Printed Name _____

Student's Commitment to Excellence

I fully commit to KIPP West Atlanta Young Scholars (WAYS) Academy by upholding the five "WAYS to Success" as outlined below:

Scholarship – *In everything that I do, I will strive to be a scholar:*

- I will come to class on time and prepared each day, with the required supplies and assignments and with all necessary documents signed by my parent or guardian.
- I will complete all of my assignments to the best of my ability, and if I do not understand how to do something, I will always seek out help.
- I will do my homework every night, and if I have a question, I will call my teacher.
- I will spend quality time studying for every test.
- I will always pay attention to my teachers and fellow scholars, and I will always follow directions.
- I will strive to always be organized and to keep my work area neat.
- I will take advantage of every moment I have to learn something new.

Teamwork – *I understand that I am a member of the KIPP WAYS team, and I will always try my best to be a good team member:*

- I will always respect my teammates in both words and actions, and I will not disturb the learning of other scholars.
- I will never put down another teammate; rather I will strive to lift them up.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the school.
- I will help my teammates when they need help, and I will support them in their own journey to success.
- I will wear my uniform every day and will do my best to ensure that I always look like a scholar.
- I will work with my teammates to ensure that our school is clean and welcoming at all times.

Integrity – *I will always operate with the utmost integrity and will strive to be a good person in all areas of my life:*

- I will be honest in every thing that I do, and I promise to never lie to another teammate, teacher or staff member.
- I will never cheat on a test or assignment, and if I know that someone else is cheating I will report it immediately.
- I will never take anything that is not mine from another person or place.
- I will always use words that are appropriate and respectful.

Perseverance – *I am determined to be a scholar, and I will always work hard in all things regardless of how difficult it might become:*

- I will attend every day of summer school for all of the required hours.
- I will arrive at school every day during the regular school year by 7:35 a.m. and will stay until at least 5:00 p.m. Monday- Tuesday, Thursday - Friday, and 3:00 p.m. on Wednesdays. .
- I will attend all required Saturday sessions from 8:15 a.m. to 11:30 a.m.
- I will strive to stay focused on my work, even when I am tired, hungry, upset, or distracted.
- I will work hard to get along with all of my teammates, even when I do not like them at first.
- I will not complain about things, but rather I will offer constructive feedback and suggestions for improving the school.
- I will never give up when I do not understand something or when I do not feel like completing an assignment.

Fun – *I will allow myself to take time to laugh each day and to enjoy the precious gift of education:*

- I will always try to have a good sense of humor and to appreciate the times when fun activities are planned.
- I will smile often so as to create a warm and welcoming environment.
- I will fully participate in all activities, and I will support others in enjoying themselves.
- I will do my part to make KIPP WAYS Academy a fun place to learn.

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

X _____ **Date** _____

Printed Name _____

Teacher and Staff Commitment to Excellence

I fully commit to KIPP West Atlanta Young Scholars (WAYS) Academy by upholding the five “WAYS to Success” as outlined below:

Scholarship – *I will strive to model the attributes of a scholar and will challenge my students to become well disciplined scholars:*

- I will come to school on time and prepared each day, with well-planned lessons and with all necessary materials.
- I will complete all of my job responsibilities to the best of my ability, and I will always be a constant learner, seeking out opportunities to develop myself professionally.
- I will assign homework regularly, and I will provide my cell phone number to students for homework assistance after hours.
- I will strive to always be organized and to keep my classroom neat.
- I will take advantage of every opportunity I have to teach my students and will operate with a “sense of urgency” in order to ensure their academic success.

Teamwork – *I understand that I am a member of the KIPP WAYS team, and I will always try my best to be a good team member:*

- I will always conduct myself professionally in speech, action, and appearance.
- I will never put down another teacher or student; rather I will strive to lift them up.
- I will help my fellow teachers when they need help, and I will support them in their own journey to success.
- I will work with my fellow teachers and students to ensure that our school is clean and welcoming at all times.
- I will participate in all staff meetings and will serve on committees as needed.
- When other teachers are absent, I will do my part to ensure that the education of our students is not interrupted.
- I will help my students understand what it means to be a good team member.

Integrity – *I will always operate with the utmost integrity and will strive to model for my students what it means to have integrity:*

- I will be honest in every thing that I do and will require that my students do the same.
- I will operate with the utmost integrity when administering standardized tests and will strictly follow the guidelines set forth in the administration directions for the test.
- I will always use words towards my teammates, scholars, and parents that are appropriate and respectful.
- When there are things that I disagree with at the school, I will direct my concerns immediately to the person responsible and will offer suggestions for improvement instead of complaining.

Perseverance – *I am determined to be an effective teacher, and I will always work hard in all things regardless of how difficult it might become:*

- I will attend every day of orientation, training, staff development, pre-planning, and summer school prior to the start of the school year, and I will attend every Saturday School session I am assigned to teach.
- I will arrive at school every day during the regular school year by 7:10 a.m. and will stay until at least 5:30 p.m. Monday through Friday.
- I will always put forth my best effort to deliver engaging and effective lessons, even when I feel overwhelmed and tired.
- I will do “whatever it takes” to ensure that my students are successful.

Fun – *I will allow myself to take time to laugh each day and to enjoy the opportunity to educate my students:*

- I will work hard to plan lessons that are fun and engaging for students, while ensuring that learning is never compromised.
- I will always try to have a good sense of humor and will demonstrate to students that learning can be fun.
- I will smile often so as to create a warm and welcoming environment.
- I will fully participate in all fun activities planned for the staff.
- I will do my part to make KIPP WAYS Academy a fun place to learn.

Failure to adhere to these commitments could lead to my removal from KIPP WAYS Academy.

X _____

Date _____

Printed Name _____

BUS BEHAVIOR CONTRACT
July 2011

I understand that riding the bus at KIPP WAYS Academy is a privilege that 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 that break any of the school's policies regarding prohibited behaviors will be immediately **expelled** from the bus.

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

I understand that once a student is suspended from the bus for unruly behavior one time, 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. In addition, administrators may request to view the bus' videotape in order to determine and/or confirm disruptive behaviors on the bus. I understand that the school administrators will enforce this policy to protect the safety of all students.

II. General Information

School Calendar Here

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

8:15 a.m. (Doors Open)

11:30 p.m. (Student Dismissal)

Summer School

Monday – Friday

8:15 a.m. (Doors Open)

2:30 p.m. (Student Dismissal)

***The KIPP WAYS 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.



		5th Grade- DOC	6th Grade - Morris Brown
7:15 - 7:49	1	Breakfast/Morning Work	Breakfast/Morning Work
7:51 - 8:15	2	<i>Monday Morning Meeting</i>	<i>Monday Morning Meeting</i>
8:17 - 9:29	3	Study Hall 8:17 - 8:47 Math Prep 8:48 - 9:29	Science
9:31 - 10:21	4/5	Intervention	Fine Arts
10:23 - 11:08	4/5	Fine Arts	Intervention
11:10 - 11:35	4/5	Lunch	Recess
11:37 - 11:57	4/5	Recess	Lunch
11:59 - 1:11	6	Nonfiction	LA
1:13 - 2:25	7	Math	Math
2:27 - 3:39	8	Reading	Reading
3:41 - 4:54	9	LA	Social Studies
4:55 - 5:00	10	Homeroom/Dismissal	Homeroom/Dismissal
		7th Grade- Tuskegee University	8th Grade- Central Florida Univ.
7:15 - 7:49	1	Breakfast/Morning Work	Breakfast/Morning Work
7:51 - 8:15	2	<i>Monday Morning Meeting</i>	<i>Monday Morning Meeting</i>
8:17 - 9:29	3	Fine Arts	Fine Arts
9:31-10:43	4	PE/Advisory/Intervention	English
10:45-11:57	5	English	Science
11:59 - 12:24	6	Lunch	Intervention
12:26 - 1:11	6	Intervention	Lunch
1:13 - 2:25	7	Science	Social Studies
2:27 - 3:39	8	Social Studies	PE/Advisory/Intervention
3:41 - 4:54	9	Math	Math
4:55 - 5:00	10	Homeroom Dismissal	Homeroom Dismissal

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

Food Service

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

Full price breakfast costs \$2.50; full price lunch costs \$1.75 (prices are subject to change).

Reduced price breakfast costs \$0.30; reduced price lunch costs \$0.40.

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. We strongly suggest that families make payments by cash, check or money order in the school office. Payments in the form of check or money order may also be mailed to 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 Medical Statement signed by a licensed physician. Medical Statement forms are available in the school office.

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. Medical Statement forms are available in the school office. They must be signed by a recognized medical authority (i.e., a licensed physician, physician's assistant, or registered nurse) 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 daily afternoon snack from 3:00 p.m. - 3:30 p.m.. These snacks are free to all students. Students are allowed to bring healthy snacks to eat during the end of the day snack time and at lunch. Please note that if a child brings a snack during lunch she/he must still take a full lunch tray.

Approved Snacks to bring from home:

Water, Crackers, Fruit, Veggies, and Granola Bars

*All other snacks will be confiscated will be thrown away.

Transportation Policy

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 10 minutes prior to their pick-up time. Students must be waiting outside at their bus stop in order for the bus to stop. 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. In order to preserve this privilege and maintain safety on the bus, each bus contains a camera that is randomly viewed by the administration of the school to monitor bus behavior. At anytime if a student is seen as a threat to the safety of herself/himself or her/his classmates she/he will be suspended and even expelled depending on the nature of the incident. If a student is suspended or expelled 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 School Leader 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 thirty (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.

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

- two #2 pencils
- colored pencils
- three ring binders with pockets (types and number may vary depending upon grade level)
- composition notebook

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. Students may save their scholar dollars to purchase these materials as they are available in the School Store, but there is no guarantee that these materials will be available.

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

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.

Attendance Procedures

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. Every three tardies will count as an absence, which will be considered in all retention decisions.

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 WAYS 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.

Health Policy

State law requires that all children in elementary, middle, and high 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 on fire exit drills during the first grade level Monday Morning Meeting of each month. 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 School Leader or her designee 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 School Leader or her designee, 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 or tornados.

Procedure 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 appropriate Dean. The Dean will mediate the problem with all parties involved within 5 business days.

If a parent is unsatisfied with a decision, he or she may appeal a decision through a formal appeal letter to the School Leader within 5 business day. If parent is unsatisfied with a decision after communicating with the School Leader, he or she may appeal to the Executive Director. The Executive Director will respond in writing or in person within 5 business days. If a solution is not found, parents may write an appeal letter to the chair of the KIPP WAYS Academy Advisory Council Chair who will respond on behalf of the Council within 10 business days. Parents are also welcome to bring their concerns to the next regularly scheduled advisory council meeting.

III. Code of Conduct

Student Dress Code Policy

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 Procedure

The uniform will consist of the following:

- A KIPP WAYS Academy t-shirt or polo is required for all students.
 - Prior to earning their first uniform shirts, students must wear a plain white shirt that is short-sleeved or longer.
 - The first shirt scholars will earn is a KIPP WAYS Academy t-shirt. This shirt will be provided free of charge.
 - The KIPP WAYS Academy polo is the second shirt scholars can earn. The first polo will be provided free of charge. Once scholars have earned their KIPP:WAYS Academy polo they are required to wear it to school everyday, except for Fridays and Saturdays when they can opt to wear any KIPP **t-shirt** they have earned. (all shirts must be free of writings by other students) Students **will not** be allowed to wear polos from previous grade levels.
 - Additional t-shirts (\$11.00) and polos (\$15.00) will be available at the school's office. Students may not use Scholar Dollars to purchase any uniform gear.
 - During the winter, a KIPP WAYS Academy sweat-jacket will be available to wear over the polo shirt at the cost of \$25. Sweat-jackets cannot be purchased until scholars have earned their first shirt. Students must wear a KIPP jacket during schools hours. If a student hasn't earned a KIPP shirt, he/she must wear a white jacket.
 - **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, writings, rips, embellishments, or contrasting accent colors
 - No baggy pants
 - Pants cannot sag
 - Pants should not be tucked into socks
 - Shorts, skirts, skorts, and jumpers should not be **more than 1 inch** above the knee
 - Clothing should not be tight
- Students may only wear **plain, white** shirts underneath their uniforms (short-sleeve or long-sleeve). Writings or designs *should not* be visible through the polo. Students will be told to remove any shirts not in compliance with the uniform policy.
- 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)
 - khaki, white, navy, black (solid)
- No suspenders 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.

- Any jewelry worn around the neck should be worn inside of the uniform shirt
- All girl earrings should not be larger than a nickel (in length or circumference). Earrings should be free of rhinestones, glitter, or any other embellishments.
- Any earrings worn by a male scholar should not exceed the size of quarter inch.
- Hair should be free of color and glitter (students should have natural hair color).
- 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
- Leggings/Jeggings
- 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.)
- More than one bangle or bracelet on each arm

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 receive a \$2 deduction off their paychecks and parent will be contacted immediately to bring the appropriate items to school.
- **Students will be suspended after receiving the third dress code violation.**

The rationale behind the school's uniform policy is:

- The mission of KIPP WAYS 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 WAYS 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 WAYS 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
Fruit drinks, iced teas, carbonated beverages	Toys, beads
Weapons and toy weapons	Stuffed animals or dolls
Gameboys or any other electronic toys	Portable radio, discman, walkman, iPod
Chips, danishes, cakes, or sweet/salty snacks	iTouch, etc.
Cellular Phones*	Sunflower seeds
Beepers	Card games
	Coffee

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

*Students are forbidden from carrying any electronic devices (portable games, iPods, iTouch, cell phones, electronic toys, etc) 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 device confiscated, and it will only be returned to the child’s parent. 2nd Violation following the first warning will result in the child being placed on level 3 AP. 3rd Violation will result in suspension for violating the Electronics and Communication Device Policy. The school also reserves the right to confiscate the phone for an extended period of time if it is brought back on campus. **Administrators and/or staff members will not investigate to find any electronic communication device if it is brought to school and lost or stolen.**

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 Administrative Assistant 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 School Leader, or if they are uncomfortable doing so, they should speak with another adult.

As soon as possible, the adult notified will report to the School Leader. The School Leader 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 Checkbook Management System

In order to ensure that the school’s values are respected at all times, the student management system at KIPP WAYS Academy is centered on maintaining the “WAYS to Success” (scholarship, teamwork, integrity, perseverance, and fun). 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 “WAYS to success” 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 Checkbook Management System, in which students receive “Scholar Dollars” for displaying the school’s core values of scholarship, teamwork, and integrity, but lose money for not upholding these values.

Procedures

- Each scholar in the school has a weekly paycheck, 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” which may be used for purchasing items at the school store, including school supplies, snacks, personal items, etc.

- Scholars **earn** scholar dollars for coming to school on time, quality homework, and having their agenda signed each day. Typically a scholar may **earn** up to eight (8) scholar dollars per day: 2 dollars for coming to school on time (scholars only earn 1 dollar if they come to school but are tardy); 1 dollar for having their agenda signed; and 5 dollars for having quality homework assignments for all 5 classes (students earn 1 dollar per assignment). Scholars who miss a day of school may still earn 6 dollars by returning their make-up work on time.
- If a scholar chooses to not uphold one of the school's values, then money is deducted from that student's paycheck.
- When a scholar violates one of the core values (scholarship, teamwork, or integrity), the scholar **loses** the appropriate amount of money from his or her paycheck and the violation is recorded on the paycheck (see the levels of infractions below). Detailed notes are made on the paycheck and a new balance is calculated.
- When a scholar does not have **quality** homework for a given class she/he will not receive a \$1 for that assignment. The student will be given feedback in order to improve the homework for the next day.
- 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. For truly exceptional acts, the student may earn up to \$3 per day in that class. 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. Scholars are not penalized for spending their money at the school store; field trip eligibility is determined strictly by dollars EARNED and is not inclusive of dollars spent. Further, money is not deducted from students' accounts when they attend field trips.
- Teachers are constantly monitoring scholars' paychecks and enforcing consequences for scholars who have significant deductions. Scholars who have a significantly low balance at the end of the day (\$6 or more in deductions) must pay the school back by staying after school for an hour that afternoon or the next afternoon for detention. Parents are responsible for providing transportation for their children in such instances. Additional consequences may be enforced at the teacher's or administrator's discretion based upon the severity of the infractions (see levels of infractions).
- At the end of the week, all of the teachers make a copy of their scholars' paychecks, and a copy is sent home in the Tuesday Folder. Every scholar is expected to return the paycheck signed by his or her parent on Wednesday morning. If the paycheck is not returned by Wednesday he or she loses \$1 **per day** until the paycheck is returned.
- Scholars receiving a behavior total lower than -14 will be on behavior AP.

Homework Administrative Punishment

Homework AP is designed to ensure academic success. During this time, students will work on their homework independently. They may also receive assistance from the assigned staff member. Students may not leave Homework AP until **at least** 3 homework assignments are completed. Homework AP meets Monday-Tuesday and Thursday-Friday from 5:15- 6:15.

Behavior Administrative Punishment

Behavior “AP” will serve as a consequence for those students who disrupt the learning environment of other scholars or violate the school’s code of conduct in any other way.

What determines if a student is placed on “AP”?

- When a student’s weekly paycheck amount falls below – 15 she/he will be placed on behavior “AP”.
- When a student severely violates a value in school causing the teacher or staff member to write a disciplinary referral.

What does Behavior “AP” consist of?

Administrative Punishment has several components. When a student is on AP, she or he must attend silent lunch and after-school detention. Behavior AP is designed to correct a student’s behavior and not simply to punish. As a result, students will be asked to complete Guided Questions, 2 Homework assignments, 1 Commitment per day, and Daily Tracker with 2 perfect days (signed by teachers and parents). Saturday Detention will only be held for students who fail to complete their level assignments as well skip detention. During Saturday Detention students will complete all of their level assignments, and a reflection packet. Any student that skips Saturday Detention will be suspended. There **MUST** be a parent conference with the Dean of Culture before the student is allowed to return to school. After-school detention is scheduled Monday-Tuesday and Thursday-Friday from 5:15-6:15. After-school detention will not be held on Wednesday due to Early out Day. Saturday School Detention will be held from 8am-10am by the school leader and his designee.

	Monday	Tuesday	Thursday	Friday	Saturday Detention: Reasons a student would end up in Saturday Detention
Level 1	1 Commitment Guided Questions	1 Commitment 2 Homework Assignments Tracker(2 perfect days, student will have until Friday to get it done)			<ul style="list-style-type: none"> • Skipped Detention during the week • Failed to complete level assignments/obligations
Level 2	1 Commitment Guided Questions	1 Commitment 2 Homework Assignments Tracker (2 perfect days, student will have until Friday to get it done)	1 Commitment 2 Homework Assignments		

Level 3	1 Commitment Guided Questions	1 Commitment 2 Homework Assignments Tracker (2 perfect days, student will have until Friday to get it done)	1 Commitment 2 Homework Assignments	1 Commitment 2 Homework Assignments	
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How long will a student be placed on Behavior “AP”?

The number of days a student will serve “AP” is determined by her/his weekly paycheck amount or value violated. Level 1 paychecks earn a student 2 days of “AP”. Level 2 paychecks earn a student 3 days of AP. Level 3 paychecks earn a student 4 days of “AP” including writing 4 commitments.

Paycheck Amount	AP Level	# of Detention Days/Silent Lunch Days	# of Student Commitments
-15to -19	Level 1	2	2
-20 to -24	Level 2	3	3
-25 or more	Level 3	4	4

How will a student get out of the “AP”?

Students will be placed out of “AP” once they have served their time and all assignments are completed. Written assignments must be completed on the last day of “AP”, with the exception of the 5 commitments. For example, if a student earns 2 days of “AP” and waits until the second day to try to complete her/his written work that student must stay that second day until the assignment is completed.

What happens if my child is on AP week after week?

Students placed on AP for consecutive weeks will receive additional consequences.

Number of Weeks on AP	
2	Parent conference
3	Parent is required to sit in on class for at least half of a day (Parent conference to discuss expectation)
4	Suspension and behavior plan(Parent conference before student is allowed to return)
5	Probationary contract(Parent must be present)

Grade level chairs will be responsible for keeping track of students’ consecutive AP status for weeks 2 and 3. Weeks 4 information regarding the student should be sent to Dean of Culture. Documentation of this should be kept in the grade level’s communication log. Repeat offenders should be reported to the Dean of Culture. Copies of documentation and/or communication logs must be submitted to the Dean of Culture as well.

Levels of Infractions

Level 1 = \$1 deduction from paycheck → Violation of Scholarship value

- Did not follow directions in class or in work
- Unorganized
- Not prepared for class
- Off task
- Paycheck not signed
- Incomplete HW
- Missing Signature from Parent on HW/ Agenda
- Missing Tuesday folder(until returned)
- Messy desk or lunch area
- Not tracking
- Out of seat without permission

Level 2 = \$2 deduction from paycheck → Violation of Teamwork value

- Disturbing other teammates from learning (such as talking without permission)
- Negative attitude (rolling eyes, smacking lips, etc.)
- Playing around in hallway or bathroom
- Throwing/leaving trash on floor
- Excessive Talking
- Not being a team player
- Gossiping/talking about other team members
- Dress code violation
- Laying Hands (this violation includes: loss of polo and letters of apology to be completed)

Level 3 = \$5 deduction from paycheck → Violation of Integrity value

- Lying
- Cheating (Copying, Plagiarism)
- Swearing/Profanity
- Gross disrespect (verbal, walking away from teacher, etc.)
- Stealing
- Electronic Devices
- Repeat Dress Code Offenders
- Chewing gum and Eating In Class without Permission
- Fighting
- Leaving School Grounds
- Skipping Class/Detention (unaccounted for 15 minutes or more without a pass)
- Selling

The school reserves the right to add to and/or change this list at any time

Ensuring Consistency in Implementation

The Checkbook Management 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 school leader, deans, and director of student and family culture are also intimately involved in the process and can assign or remove students from Behavior Administrative Punishment.

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 checkbook management 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 checkbook management system is changed, parents will be notified in writing about the revisions.

Discipline Policy

Students at KIPP Metro Atlanta 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.

In Grades 5-8, 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 in grades K-8**. 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.

The possession of cellular telephones and other personal electronic devices (PEDs) is a privilege extended only to high school students. *Due to the potential disruption a cellular telephone or PED may cause to the instructional environment, the disciplinary actions outlined in the Electronic Device Policy will be strictly enforced if the PEDs are visible during the school day.*

The use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes *all* emergency situations unless the student is directed to use a cellular telephone or PED by a KIPP employee or other official.

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/**Detention** 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:** Notes and/or graffiti containing harassing or bullying messages
- **Electronic:** Using websites, e-mail, blogs, and/or other social media platforms to distribute/ post negative/harassing or bullying comments. Also sending harassing/bullying text messages at any time using a cell phone or other mobile messaging device.

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 checkbook deduction/**demerit** 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 checkbook deduction/**demerit** 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/**Detention** 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/**Detention** 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/**Detention** 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/**Detention** 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 Procedures

The School Leader or his designee may impose a short-term suspension at his/her discretion. Before imposing a short-term suspension, the School Leader shall verbally inform the student of the suspension, the reason for it, and whether it will be served out of school. The student shall be given an opportunity to deny or explain the charges. The School Leader 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 School Leader. In addition, a parent conference must take place before the student returns to school.

Long-Term Suspension

The School Leader 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 School Leader 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 School Leader 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 School Leader. At the formal hearing, the student and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The School Leader, 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 School Leader 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 School Leader 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 School Leader 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 School Leader maintains that the student would receive an adequate and appropriate education in another school program, the School Leader 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 School Leader. 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 School Leader for consideration. The School Leader will render a formal decision with 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, than that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not included 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 School Leader. The School Leader will respond to the appeal. If the parent is unsatisfied with the response to the initial appeal, he or she may appeal the School Leader'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 School Leader of KIPP Metro Atlanta 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 WAYS 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 WAYS Academy.

To this end, the academic program of KIPP WAYS 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 fifth 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 fifth grade, the sixth through eighth grade academic program provides students with more challenging skills and a more content-rich curriculum.

KIPP WAYS Academy provides the basic age-appropriate curriculum for reading, language arts, math, science, and social studies at each grade level. Spanish is also offered to our seventh and eighth graders. These courses are supplemented by the school's Fine Arts and Physical Education Program. Teachers also lead an advisory, which consists of instruction in the values, life skills, and habits of a scholar. 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
- Reading Intervention—Students receive an additional block of reading instruction, four times a week, to develop critical areas of reading in which they are deficient. These areas include: Decoding, Fluency and Comprehension.

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.

Language Arts

Given the importance of effective oral and written communication skills, during 5th and 6th grade, students at KIPP WAYS Academy have the advantage of receiving instruction in a Language Arts 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.

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

In 7th and 8th grades, these concepts will be covered in an integrated English class.

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 Math I and to remove any fear that may typically be associated with approaching difficult math problems.

Students of KIPP WAYS Academy take a semester Math I course in 8th grade, setting them on a course for Math II by their first year of high school and preparing them for success in higher mathematics.

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 WAYS 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 WAYS 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 sixth grade curriculum includes

instruction in the history and geography of the Americas, Europe, and Oceania, while seventh graders focus on Asia, Africa, and the Middle East. Eighth 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 WAYS 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.

Fine Arts

The Fine Arts Department will strive to promote the development of student talent, both individually and collectively, while providing an education that encourages creative learning and excellence in the arts. The KIPP WAYS Academy Fine Arts Department is divided into the following three areas:

Band

The KIPP WAYS Academy Band Program develops the individual musical talents of scholars in a collaborative and team-oriented approach. Rehearsals include warm up, fundamental drills (chorales, scale/arpeggio studies, rhythmic exercises) and the improving of overall musicianship. Classes are structured to teach theoretical concepts found within the literature and to prepare students for quality performances. Students prepare for multiple performances throughout the year.

Visual Arts

The KIPP WAYS Academy art curriculum will offer a balance between traditional and contemporary methods of creating compositions. At all levels students will question very specifically what qualities make a work of art. Students will explore design and composition, the historical and cultural context of a piece of work, and discuss how media is used to create artwork.

Theater

This course will engage students in a variety of activities with the goals of improving communication and cooperation skills. The theater program provides students with a comprehensive training in all aspects of theater production with a major emphasis in performance. Students will explore topics such as improvisation and comedy, character building, pantomime, puppetry, masks, make-up, costumes, the history of the theater and scene work.

Chorus

This course will engage students in a variety of musical experiences. The choral program provides students with a comprehensive foundation in all aspects of vocal training with a major emphasis in performance. Students will explore various types of songs, such as jazz, show tunes, and pop.

Dance

This course will engage students in a variety of dance styles. They will explore and become familiar with hip-hop, modern, African, and liturgical dance. They will learn the history of dance and its impact on society and expression, while understand the physical strength and stamina it takes to be a true dancer.

Physical Education

The goal of the KIPP WAYS 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.

Advisory

During Advisory classes, the instruction is focused on developing the character skills, leadership skills, decision-making skills, and scholarly habits necessary for success. The school's values are focused on during this time, and behavior problems within the school community are addressed in a proactive team environment. 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. Students in 7th and 8th grade will also participate in a sex education course, during the second semester.

Title 1 Program

Our Title I Program will help support the ambitious academic goals we have for all of our students. We believe that ALL students are capable of making significant academic gains if provided with the right structure and support system. Our program will support the best practices that we already have in place for the population of students we serve and will provide additional services beyond the scope of the traditional school program.

Our Title I School-Wide Program will provide services to students in 5th -8th grades in all academic areas, with a focus on Reading and Math. Given the school's integrated approach to instruction, Language Arts, Social Studies and Science skills will also be supported within the program in order to reinforce the significance of integrating reading and math throughout all subjects.

Homework Procedure

KIPP WAYS Academy takes homework very seriously. Teachers 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. During testing periods, such as, CRCT, ITBS and Benchmarks, students will only be assigned 20 minutes of homework from the subject area being tested on the following day.

Students will be responsible for recording their assignments in a daily Agenda, which will be provided by the school. **Each night, the parent is responsible for signing the agenda and signing all**

homework assignments. Please note that any assignment not signed by a parent is considered incomplete and will result in consequences for the student.

Homework will be checked each morning. 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 WAYS 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. Teachers will use a system of checkmarks, which have the following meanings, and correlate to the following numeric grades:

√+ = The student has completed the assignment to the best of his/her ability. = 100%

√ = The student has demonstrated a good level of effort. = 85%

√- = The student has demonstrated less than adequate effort.= 75%

- = The student has demonstrated minimal or no effort.= 50%

Teachers may decide to assign a numerical value to a homework assignment in lieu of the system of checkmarks. Teachers will grade at least 1 homework assignment *on average* per week.

When students receive a grade on a homework assignment with which they are unsatisfied, they may redo and resubmit the assignment. When they redo and resubmit work, students may raise their grade by one level only. Thus, if they earn a √- on a homework assignment the first time they do it, the highest grade that they can earn upon resubmission is a √. Thus, if they earn a - on a homework assignment the first time they do it, the highest grade that they can earn upon resubmission is a √-. Students may only take advantage of this opportunity up to three times during a quarter per class. This policy does not apply to tests or other assignments completed primarily in class.

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

- Students have the opportunity to earn 1 scholar dollar per homework assignment they turn in each morning. If an assignment is not complete, they lose the opportunity to earn that scholar dollar and start off with less money. If a student returns no homework, he or she has five less dollars to begin with (which means they have very few dollars they can lose before behavioral consequences are implemented).
- Students will be required to spend their lunch/recess in Homework Detention in order to finish their assignments that day.
- Students who still have not finished the previous night's homework by the end of the day will be required to stay after school THAT DAY until all of their homework is complete.

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.

Make-Up Work Procedure

When a student is absent, all missed work must be completed. It is the student's responsibility to consult with each of his or her teachers to make sure he or she is aware of all assignments. The time generally allowed to complete this work without a penalty will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Students may also make up missing assignments or re-do any assignment (including tests) for which the student received a grade with which he/she is not satisfied. All students will be given one week from the date the assignment appeared on their progress report to re-do the assignment. Once the week has passed, the assignment will be "Dead", which means it cannot be made up for a new grade.

Students will only be allowed to make up assignments, however, AFTER they have attended a required tutorial session related to the assignment that is missing or needing to be redone.

Teachers will post which assignments are "alive" in their classrooms so students will know which assignments they currently have the right to make-up. After a week, the assignment will be considered "dead" and no longer allowed to be redone. **This approach will put the responsibility on the students to identify their low grades or missing assignments, seek out the tutoring, and make up the work.** Teachers will not be responsible for tracking down students for missing work.

This policy is intended to assist students who are willing to work hard to maintain their grades; however, the principal reserves the right to deny the privilege of making up missing assignments or re-doing assignments for any student who abuses this privilege. Students who consistently turn in their work late or do not study for tests the first time because they know they can "fall back" on the make-up policy will have this privilege revoked.

In addition, although students may have the opportunity to make up assignments after report cards are printed (for assignments given during the last two weeks of a marking period), the HONOR ROLL & PRINCIPAL'S LIST will be determined based upon the date report cards are printed and sent home to all parents. Grades that are revised following the first printing of report cards WILL NOT be considered for the honor roll or principal's list.

Grading Policy / Report Cards

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+ = 99 – 100; A = 92 – 98; A- = 90 - 91 Excellent achievement at the assigned performance level.
B+ = 88 – 89; B = 82 – 87; B- = 80 - 81 Above Average achievement at the assigned performance level.
C+ = 78 – 79; C = 72 – 77; C - = 74 Average achievement at the assigned performance level.
D+ = 73; D = 71 – 72; D- = 70 Below 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** and **third** quarters. Parents of students with deficiencies in any academic area may also be required to pick up their child’s **second** quarter report card. Four 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 in students’ weekly folders 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. Progress reports for Fine Arts, Spanish and P.E. will be sent home only if a student’s grade is below a B. If a student is in danger of failing a class, parent conferences are available upon request. 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 four (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 the academic subject
- “Meet Standards” or “Exceed Standards” on the Georgia Criterion Competency Referenced Test in the academic subject
- Receive a grade of 70 or above on the final exam for the academic subject

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 School Leader. 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 WAYS 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 WAYS Academy faculty see the strengths and weaknesses of its methods measured against national norms. KIPP WAYS 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 WAYS 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. The ITBS is a norm-reference test, which measures student performance when compared to others around the country. 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. For detail go to <http://www.riverpub.com/products/itbs/details.html>

In addition to the ITBS, students take the CRCT and the Writing Test in the 5th and 8th grades. The CRCT measures student performance according to state standards. The writing test measures students’ ability to write in various genres. On the 5th grade test, students can be asked to write narrative, expository or persuasive essays, while the 8th grade may be asked to write expository or persuasive essays. Essays are evaluated according to the following criteria: conventions, style, organization, and ideas.

The school also develops benchmarks for each subject area to be administered during the summer session and at the end of each quarter throughout the year. While the summer benchmark serves as a diagnostic, the quarterly benchmarks serves as final exams for students and are weighed as one regular test on their report card. The results from these benchmarks are used as teachers develop their sequence of instruction and make decisions with regard to the allocation of time on specific standards.

KIPP WAYS 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	Quarterly Benchmarks	EOCT
Grade 5	X	X (pre and post)	X	X	
Grade 6	X	X		X	
Grade 7	X	X		X	
Grade 8	X	X	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 preparation for standardized testing and benchmarks, students may use Study Island and the Georgia Online Assessment System at home. Usernames and passwords can be obtained from your child's homeroom teachers.

More testing can be found on the following sites:

CRCT - http://www.doe.k12.ga.us/ci_testing.aspx?PageReq=CI_TESTING_CRCT

Writing Test - http://www.doe.k12.ga.us/ci_testing.aspx?PageReq=CI_TESTING_WA

EOCT - http://www.doe.k12.ga.us/ci_testing.aspx?PageReq=CI_TESTING_EOCT

ITBS - <http://www.riverpub.com/products/itbs/details.html>

Summer Session

KIPP WAYS 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 at least once per semester 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 “WAYS to Success” 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 will be invited to participate in such events.**

Tutoring

At KIPP WAYS 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. 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 10 to 30 days to pay any outstanding fees, depending on the type of fee(s) owed. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation.** The school may prevent children with outstanding fees from participating in the school's enrichment program (which costs the school additional money), field lessons, etc. Report cards will also not be issued to students with outstanding fees. **Additionally, if a child is not eligible for free lunch, and their meal balance is beyond 30 days, the school may provide an alternate meal to the child, up to denying food services to the child.**

VI. Appendix

