



**2024-2025 SY**  
**Board Policies**  
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## SECTION A: FINANCIAL & BUSINESS MANAGEMENT POLICIES

### INTERNAL CONTROL POLICY

#### Introduction

Internal control policies provide KIPP Metro Atlanta Collaborative, Inc. (also known as, "KIPP MAC "KIPP Metro Atlanta," or "KIPP Metro Atlanta Schools") with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Additionally, as a publicly supported entity, KIPP Metro Atlanta has additional responsibilities to ensure the public's confidence and the integrity of the organization's activities. The following policies will highlight some of the areas of internal controls.

#### A. Compliance with Laws

KIPP Metro Atlanta will follow all the relevant laws and regulations that govern the charter schools within the State of Georgia. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of KIPP Metro Atlanta:

##### i. Political Contributions

No funds or assets of KIPP Metro Atlanta may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of KIPP Metro Atlanta for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. KIPP Metro Atlanta also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

- a. Contributions by an employee that are reimbursed through expense accounts or in other ways.
- b. Purchase by the organization of tickets for political fundraising events
- c. Contributions in kind, such as lending employees to political parties or using the organization's assets in political campaigns

##### ii. Record Keeping

To provide an accurate and auditable record of all financial transactions, KIPP Metro Atlanta's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the State of Georgia's statutes, applicable to Charter Schools.

Further, KIPP Metro Atlanta specifically requires that:

- a. No funds or accounts may be established or maintained for purposes that are not

- fully and accurately described within the books and records of KIPP Metro Atlanta.
- b. Receipts and disbursements must be fully and accurately described in the books and records.
  - c. No false entries may be made on the books or records nor any false or misleading reports issued
  - d. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

B. Organizational Conflict of Interest or Self-Dealing (Related Parties)

*Purpose*

The purpose of the conflicts of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

*Definitions*

- i. Interested Person - Any Director, Officer, or member of a committee, who has a direct or indirect Financial Interest, as defined below in Section 6.2(b), is an Interested Person.
- ii. Financial Interest – A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family:
  - a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
  - b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or,
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

*Procedures*

- i. Duty to Disclose – In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence of his or her Financial Interest and all material facts relating thereto to the Board.
- ii. Determining Whether a Conflict of Interest Exists – After disclosure of the Financial Interest and all material facts relating thereto, and after any discussion thereof, the Interested Person shall leave the Board meeting while the Financial Interest is discussed and voted upon. The remaining Directors shall decide if a conflict interest exists.
- iii. Procedures for Addressing the Conflict of Interest:

- a. An Interested Person may make a presentation to the Board, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement resulting in the conflict of interest.
- b. The Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Corporation's best interest and benefit and whether the transaction is fair and reasonable to the Corporation; and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

iv. Violations of the Conflicts of Interest Policy

- a. If the Board has reasonable cause to believe that a Director, Officer, or member of a committee has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose
- b. If, after hearing the response of such a person and making such further investigation as may be warranted in the circumstances, the Board determines that such person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

*Records of Proceedings*

The minutes of the Board and all committees with Board-delegated powers shall contain:

- i. Names of Persons with Financial Interest - The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest, in fact, existed.
- ii. Names of Persons Present - The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

C. Security of Financial Data

- i. The organization's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password

- protection and authorizations for inquiry or browse-only functions.)
- ii. The system's accounting data must be backed up regularly to ensure the recoverability of financial information in case of hardware failure.
  - iii. All other financial data, petty cash box, unused checks and unclaimed checks and unclaimed checks will be secured from unauthorized access.

#### D. Security of Organization Documents

Originals of the following corporate documents are maintained, and their presence is verified on a periodic basis:

- Charter and all related amendments
- Minutes of Board of Directors and subcommittees
- Banking agreements
- Leases
- Insurance policies
- Vendor invoices
- Grant and contract agreements
- Fixed asset inventory list

#### E. Use of Organization Assets

No employee may use any of the organization's property, equipment, materials, or supplies for personal use without the prior approval of the school Principal or the Chief Executive Officer (CEO).

### **FINANCIAL MANAGEMENT POLICY**

#### A. Basis of Accounting

KIPP Metro Atlanta will maintain its accounting records and related financial reports on the accrual basis of accounting.

#### B. Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental unit requirements of the Governmental Accounting Standards Boards (GASB), including Statement of Governmental Accounting Standards No. 34 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. GASB is the recognized standard-setting body for establishing governmental accounting and financial reporting principles.

#### C. Basis of Presentation

The operations of the fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, net assets, revenues, and expenditures.

#### D. Cash Management



KIPP Metro Atlanta will maintain cash accounts with a financial institution approved by the Board of Directors. The organization will monitor cash flow statements regularly to ensure proper cash management and to evaluate actual flows to projected trends.

#### E. Budgets

- i. The CFO in consultation with staff, will prepare an annual operating budget of revenues and expenses and a cash flow projection. This budget and projection are reviewed and approved by the Board of Directors annually and modified as necessary.
- ii. Financial statements displaying budget vs. actual results are prepared by the CFO and presented to the Finance Committee and the full Board of Directors at each regularly scheduled meeting.
- iii. The annual operating budget will be balanced unless otherwise approved by the Finance Committee.
- iv. The organization will strive to raise the next fiscal year's fundraising goal before the final approval of the operating budget for the following year.
- v. In some instances, operating funds designated for a specific fiscal year may be received, and for accounting purposes, recognized as revenue in the prior year. For purposes of budgeting for the specified fiscal year, the finance committee may approve the schools, KIPP Forward, or MAC to budget a deficit equal to or less than the aforementioned designated operating funds depending on the size of the prior year surplus.
- vi. As part of the budgeting process, contingency items shall be identified and quantified before the final approval of the budget each year. A mid-year review process will determine the necessity of implementing contingency plans depending upon the variance of revenues (including fundraising goals) from the budget.

When managing to its budget, the organization will abide by the following guidelines in managing to its budget goals:

- i. A forecast will be presented to the Finance Committee at each regularly scheduled meeting.

During the forecast review process, management may identify a surplus from unrestricted revenue sources and discuss potential uses. If surplus exceeds \$200,000, Finance Committee will approve the use of this surplus to include (but not limited to) the following options:

- Build the operating reserve. This is required before other options are considered if the year-end operating reserve is projected to fall below two (2) months.
- Build the capital reserve.
- Investment in regional strategic priorities, including capital projects.
- Pay off/down debt or contribute to the endowment.
- Off-set next year's fundraising requirements.

The forecast may reveal a revenue shortfall. In this case, management will present a plan to support the shortfall by reducing expenses or identifying alternative revenue sources. If neither of these options are feasible, the Finance Committee can provide access to reserves to cover the operating deficit.

- ii. Schools can petition to incur additional expenses if they receive fundraising/donation revenue above and beyond the organization's budget in the year the revenue is recognized. The CFO reserves the right to require a school to supplant existing expenses, depending on organization wide budget conditions.
- iii. Schools are held accountable to their performance against budget for an explicit set of revenue and expense accounts.

#### F. Insurance

- i. KIPP Metro Atlanta maintains levels of coverage, as required by the schools' charter authorizers (e.g., Atlanta Public Schools and Fulton County Schools) and as recommended by the Board of Directors, for the following policies:
  - General liability
  - Business & personal property (including auto/bus)
  - Workers' compensation
  - Personal injury liability
  - Educators legal liability (including D & O)
  - Umbrella liability
- ii. The organization requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

#### G. Financial Reporting

The Director of Finance and the organization's accountant will maintain supporting records in sufficient detail to prepare KIPP Metro Atlanta's financial reports, including:

- i. Annually:
  - a. Financial statements for audit
  - b. Annual budget
- ii. Monthly:
  - a. Internally generated budget vs. actual financial statements by fund and by program
  - b. Billing invoices to funding sources
  - c. Updated cash flow projection
- iii. Periodically:
  - a. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns

- as well as IRS Form 990
- b. Other reports upon request

#### H. Audit

The Chief Finance Officer (CFO) will arrange annually for a qualified, certified public accounting firm to conduct an audit of KIPP Metro Atlanta's financial statements in accordance with Government Auditing Standards and the Governmental Accounting Standards Board. The Finance Committee of the Board of Directors will approve the auditor in May of each year.

### ASSETS, LIABILITIES, AND FUND EQUITY POLICY

#### A. Assets

##### i. Bank Accounts

Government funds are held in collateralized accounts. Other funds are held at Federal Deposit Insurance Corporation (FDIC)-insured banks

##### ii. Petty Cash / Cash for Change

A petty cash fund of \$50.00 may be maintained at each school strictly to provide change for cash payments from parents and/or scholars for scholar fees. The CFO may extend this limit by school, on an exception basis, to meet specific school operational needs. Any exceptions granted will be formally documented.

No purchases, parent reimbursements, scholar reimbursements, or employee reimbursements may be made from the Cash for Change fund. All purchases, parent reimbursements, scholar reimbursements, and employee reimbursements must go through the KIPP Metro Atlanta purchasing or check request process.

These funds will be reconciled daily by the school and formally signed off on monthly by school leadership and the regional finance team in accordance with management process and policy. All change disbursed and replenishment activity must be clearly documented.

##### iii. Capitalization

Items are considered property and equipment and will be capitalized if it meets ALL the stated equipment criteria listed below:

- a. It can be expected to serve its principal purpose for at least one year.
- b. It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced.
- c. It is equal to or greater than \$1,000 per unit cost in value.

If an item does not meet the criteria above, it will not be capitalized.

## B. Liabilities and Net Assets

### i. Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

### ii. Accounts Payable Payment Policy

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

### iii. Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred but unpaid are reflected as a liability when entitlement to payment occurs.

## C. Debt

- i. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- ii. All short-term and long-term debt is approved by the Board of Directors, and only as a last resort.
- iii. Loan agreements approved by the Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

## ENROLLMENT POLICY

It is the goal of KIPP Metro Atlanta Schools to consistently meet established enrollment targets at all schools.

It is the policy of KIPP Metro Atlanta Schools to annually establish both a ceiling and a floor for each school's enrollment level. The ceiling is defined as the maximum enrollment allowed by both the number of seats available in the grade level and the number of seats allowed by the charter agreement. The floor is defined as the minimum enrollment level required to maintain the grade level configuration, as defined

by the Director of Enrollment, and to maintain a financially sustainable budget, as defined by the CFO. KIPP Metro Atlanta Schools will annually submit the projected ceiling number to its district authorizers but will budget at or near the floor for the sake of conservatism.

The regional enrollment team will verify actual enrollment in the scholar database against budgeted enrollment. For schools within the Atlanta Public School (APS) district this takes place twice per fiscal year. The verification will take place once in October on the date of the 40-day count determined by the APS district and again before the March count. For schools within the Fulton County School (FCS) district, the verification process takes place during the district's Scholar Enrollment Adjustment Time (SEAT) day count. The date of the SEAT day count is announced by FCS in late July or early August and typically takes place within the first 10 days of the school year.

Schools are required to backfill open seats according to the regional enrollment strategy.

Enrollment issues will be addressed on a case-by-case basis through the annual SMS Dashboard and performance evaluation process.

The Executive Team reserves the right to waive this policy if the attrition is due to special circumstances.

#### CONTINGENCY BUDGETING

Because per pupil revenue from state and local sources constitutes KIPP Metro Atlanta's largest revenue stream, and because that revenue stream is variable, unpredictable, and outside of the organization's scope of control, KIPP Metro Atlanta has established the following guidelines for annual contingency budgeting:

- Each year, schools will be asked to identify line items for potential budget cuts in the event that revenue is not received at the projected amount. The level of cuts will be established annually based on information provided by state and local revenue sources and will be expressed as a percentage of the total budget. The contingency budget will be maintained at a percentage of the board approved annual budget and will vary from year to year. Schools will be asked to cut special events, non-essential trips, and non-essential staffing, and supplies/materials prior to reducing essential staffing. Essential and non-essential staff will be determined by the Chief Schools Officer (CSO) and the Chief Executive Officer in partnership with Principals.
- Each year, the KIPP Metro Atlanta Support Team will be asked to identify line items for potential cuts as well. Because the MAC Shared Services Team invests in critical programs and services to support region-wide priorities and initiatives, the MAC Team will cut at the discretion of the Executive Team.

#### OPERATING DEFICITS POLICY

It is the policy of KIPP Metro Atlanta Schools to operate within budget with a goal of "break-even" using revenue from public sources. However, because there is no guaranteed public revenue stream to support the KIPP Forward Program, this program may operate at a deficit in any given year. In addition, because growing schools do not always generate enough revenue to cover expenses in the early years of operation, and the Georgia funding formula does not align to operations, especially for high schools, those schools

may also operate at a deficit. The regional budget may operate at a deficit until all schools reach full growth. It is the policy of KIPP Metro Atlanta to fund any program/entity deficit with surpluses from other schools/programs and/or with privately raised dollars.

## RESERVE POLICY

- A. In order to sustain operations, a reserve will be maintained for use in the event of negative cash flow, no matter the cause or magnitude, at the consolidated KIPP MAC legal entity and/or at any one or more subsidiaries and/or reporting entities (schools). The reserve will not be management's first line of defense for balancing the budget. Prior to accessing the reserve, management will attempt to balance the budget by:
  - i. Utilizing a surplus at one reporting entity to fund a deficit at another
  - ii. Re-allocating funding priorities
  - iii. Forcing budget cuts
  - iv. Increasing the fundraising goal to the maximum allowable amount as determined by the Finance Committee's established financial sustainability metrics.
- B. Management may then, with the permission of the Finance Committee, access the reserve as a last resort to balance the budget.
- C. KIPP Metro Atlanta (including schools, Support Team, and KIPP Forwardf) will maintain a minimum of one month and an ideal goal of two months of operating expenses in a separate reserve fund. The "one month" amount will be determined by taking the total amount of the approved consolidated annual budget for that fiscal year and dividing it by twelve. If the consolidated organization does not have sufficient cash to maintain the reserve fund, the Finance Director will determine a schedule to build up the reserve to meet the minimum requirement. Each year, if the "one month" floor for the reserve fund increases (because the annual budget increases) the organization will budget sufficient resources in the following year's budget to bring the reserve fund up to the minimum level. The Finance Committee may, at its discretion, approve management's access to the reserve as needed, after all other measures to balance the budget have failed, even if the reserve is below the two-month ideal and/or one-month minimum requirement.
- D. KIPP Metro Atlanta will build and maintain a Facilities Reserve Fund for the purpose of building up cash balances for building repair and replacement.
  - a. At the end of each fiscal year, the Chief Operating Officer may elect to carryover all or a portion of any unused funds from the Facilities Operating Budget to build the Facilities Reserve Fund.
  - b. Each year, KIPP Metro Atlanta Schools will set aside \$100K toward the Facilities Reserve Fund until such time as the reserve reaches \$1M. At which time, KIPP Metro Atlanta Schools will no longer require the setting aside of funds as long as the balance remains at or above \$1M. When the balance drops below \$1M, KIPP Metro Atlanta Schools will resume setting aside funds to rebuild the balance.
  - c. The Chief Operating Officer will approve use of Facilities Reserve Funds, per the Capital Projects Policy. Examples of building repair and replacement include but are not limited to:
    - i. Exterior wall repair work

- ii. Roofing material and rooftop repair costs
  - iii. Water supply and drainage pipe replacement construction cost
  - iv. Cost of replacing the boiler or water tank
  - v. Replacement of common areas such as parking lots
  - vi. Replacement of building shell (windows and doors)
- E. The reserve level and Facilities Reserve Fund level will be reviewed regularly by the Finance Committee as part of its financial reports. The Finance Committee recognizes that due to timing of certain revenue streams, there may be times when it will be required to dip into the reserves on a short-term basis. Should the CFO need to temporarily utilize a portion of the reserve, the CFO must prepare a recovery plan to restore the reserve to the minimum requirement. The report will be shared with the Finance Committee at its next regularly scheduled meeting unless the situation dictates that an emergency meeting be called.
- F. The Board will strive to maintain an unassigned fund balance in the General Fund of between five to fifteen percent (5% to 15%) based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in state funding. Fund balance is classified as “unassigned” includes all spendable amounts not contained within the other classifications below:
- i. Non-spendable: The fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale, and corpus of a permanent fund.
  - ii. Restricted: The fund balance that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions, covenants, and grant agreements).
  - iii. Committed: The fund balance that can be used only for the specific purposes determined by a formal action of the Board. Constraints can be removed or changed only by the Board. Actions to constrain resources should occur prior to KIPP Metro Atlanta’s fiscal year, although the exact amount may be determined subsequently.
  - iv. Assigned: The fund balance intended to be used for specific purposes but not meeting the criteria to be reported as committed or restricted fund balance. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Board will have the authority under this policy to assign funds for a particular purpose.
- G. At the end of the fiscal year, components (schools or departments) of KIPP Metro Atlanta Collaborative may have “interfund” loans and receivables with each other. Interfund accounts will be reviewed and may be forgiven in full at KIPP South Fulton Academy, KIPP Woodson Park Academy, and the Food Service program due to their unique operating agreements (charter and partnership agreements or federal food service program requirements).

## CAPITAL PROJECTS POLICY

It is the policy of KIPP Metro Atlanta Schools to execute on capital projects according to the following definitions and guidelines:

### A. Project Definitions

- i. A project is defined as a specific set of objectives or tasks that, once completed, meet an organizational need.
- ii. A capital project is a project that helps maintain or improve an asset, often called infrastructure. To be included in a Capital Budget, a project must meet ONE of the following requirements (criteria): It is a new construction, expansion, renovation, repair, or replacement project for an existing facility or facilities.
- iii. A project can span across multiple campuses.
- iv. Projects may be grouped together under one project ID if they meet ONE or more of the following criteria:
  - a. Work is aligned to the same objective as defined by the Director of Facilities and/or Director of Technology.
  - b. Work is provided in bulk by the same vendor.
  - c. Work must be done simultaneously to achieve the project objective.

### B. Project Prioritization

The Director of Operations (DOO) and Building Engineer will maintain a list of school-based needs and wants. A need is defined as work that must be done to protect scholar health and safety, to comply with state, local, and/or federal law, and/or to protect the integrity of the teaching and learning environment as determined by the School Leader and Chief Operating Officer (COO). A want is defined as work that would beautify the school and/or make teaching and learning easier but that is not required by law and/or is not required to prevent a material negative impact on teaching and learning.

The COO will work with the Managing Director of Regional Operations (MDRO) to determine the final annual list of project priorities for facilities and technology.

### C. Decision Rights & Approval

The COO is the final decision maker on the logical order and priorities of projects; public and private grant assignments; and the timing of work.

The Finance Committee must approve all projects over \$100k and all cumulative contracts in excess of \$200k in alignment with the procurement policy.

### D. Cash Flow Requirements

The CFO and/or COO may veto a project or place it on hold if there is not sufficient cash available to cover projected vendor payments for the work. The CFO and/or COO may lift the veto or hold as cash becomes available. The COO may also fund capital projects with operating funds, provided that there is written agreement from the state, school district, and/or other capital campaign donor to reimburse the funds within the current fiscal year, and provided that the COO certifies



that the realization of the funds in the current fiscal year is highly likely.

#### E. Reporting

- i. Finance will provide:
  - a. Monthly spending report by school, project, donor, and vendor
  - b. Quarterly cash flow report
- ii. Operations will provide:
  - a. Monthly project priority lists for both facilities and IT
  - b. Monthly work status reports for both facilities and IT
- iii. External Relations will provide:
  - a. Monthly grant report including donor names, projected amounts, projected dates of receipt, and donor restrictions
  - b. Donor reporting schedule, including a list of specific requests from other departments and deadlines for submission.

#### F. Grant Assignments

The COO and CFO will assign a grant tag to each project based on available funds, donor priorities, and grant restrictions.

The COO will attempt to spend all state facility grant dollars prior to utilizing private capital campaign funds.

The COO may change a grant assignment within the current fiscal year, provided that donor restrictions do not prohibit the change.

#### G. Capital Reserve Account

KIPP Metro Atlanta may on occasion experience times when a major capital expenditure is unexpectedly and urgently required (e.g., a steam pipe bursts or a boiler fails). This policy is designed to ensure that this ongoing need is addressed. KIPP Metro Atlanta will maintain a capital reserve to serve as a “rainy day” fund for major capital expenditures that are unexpectedly required as described above. The reserve is maintained and managed in a separate account from daily operating funds and should never fall below \$150,000. It is the practice of KIPP Metro Atlanta to include in its annual operating budget and allocation for facilities emergencies; these funds would support a facility emergency before accessing the capital reserve. Each year, the Finance Committee will review the evaluation of the age and estimated replacement cost of major systems and critical equipment to approve the capital reserve goal.

Withdrawals from the capital reserve will require approval by the Finance Committee.

#### H. Above and Beyond Projects and Funds

If existing projects approved as a part of the current capital or operating budget or campaign are completed with a budget surplus remaining, those funds may be assigned, at the discretion and the mutual agreement of the COO and CFO, to new capital improvement projects.

If a budget surplus from existing projects does not exist, then new projects must be approved by the Finance Committee. If new projects require additional fundraising, then the Development Committee must also approve. The new project must be defined as a need according to the definition above. If the project is not defined as a need, and/or if the board does not approve the additional funds, the Chief Impact Officer (CIO) can fundraise separately for the project in question; however, the new funds raised would not count toward the existing campaign goal.

Schools may utilize operating budgets for capital projects with approval from the COO and CFO. Schools must notify the Director of Facilities prior to beginning any capital work.

## CASH DISBURSEMENT/CHECK WRITING POLICY

### A. Check Preparation

KIPP MAC uses Concur, a web-based accounts payable tool, to collect purchase orders and approvals; collect invoices, check requests, and employee reimbursement coding; and issue related payments. Infrequently, checks can be prepared manually so long as they are prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks will be produced in accordance with the following guidelines:

- i. Expenditures must be supported in conformity with KIPP MAC purchasing, accounts payable, and travel & business entertainment policies.
- ii. Timing of disbursements should generally be made to take advantage of all early-payment discounts offered by vendors
- iii. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services
- iv. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in the bank prior to the release of any checks.
- v. All supporting documentation, including applicable receipts, invoices, W-9 forms, and/or contracts, is attached to the corresponding check prior to forwarding the entire package to an authorized check signer.
- vi. Checks shall be utilized in numerical order (unused checks should be kept in a locked area).
- vii. Checks shall never be made payable to “bearer” or “cash”.
- viii. Upon the preparation of a check, the vendor invoice number is logged in the financial accounting software system in order to prevent subsequent reuse.

**Expense reimbursement requests must be submitted, along with all supporting documentation, within 30 days of the receipt date in order to be reimbursed.**

## B. Check Signing

Expenses of less than \$10,000 require a single approval of a Principal, Managing Director of KIPP Forward, or Regional Leadership Team member prior to payment initiation. Approvers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement. Expenses of \$10,000 or more require second approval by the COO or CEO. The CFO reviews all disbursements. Check signers are limited to the CFO, COO, CEO, and Board Secretary.

No checks shall be signed prior to the check being completed in its entirety - no signing of blank checks.

## C. Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. The stop payment is recorded in the accounting system.

## PROPERTY MANAGEMENT POLICY

### A. Record and Report of Property

- i. Each entity is responsible for maintaining records for every item of property greater than \$500 in the organization's possession; all equipment purchased with Title 1 funds must be included on the inventory listing. The following information must be included:
  - a. Name and description
  - b. Serial number, model number, or other identification
  - c. Vendor name, acquisition date, and cost
  - d. Location and condition of the equipment
  - e. Ultimate disposition data, including date of disposal and sales price or method of disposal

### B. Physical Inventories

- i. The organizations perform a physical inventory of all property in its possession or control at the end of each organization year.
- ii. The physical inventory records include each asset, the related control number, location, and a brief description of its condition.
- iii. The physical inventory is reconciled to the detailed fixed asset subsidiary, and differences are investigated and reconciled.

## C. Disposal of Property and Equipment

- i. No item of property or equipment shall be removed from the premises without prior approval from the Managing Director of Regional Operations or the COO.
- ii. An Asset Disposal Form will be completed to dispose of an asset. The form identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- iii. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the General Fund.

## PROCUREMENT POLICY

### A. Objectives

Procurement is the act of purchasing goods or services. KIPP Metro Atlanta's procurement policy is designed to create consistency in our purchasing process, allow for proactive budget management, adhere to federal purchasing requirements, and mitigate risk for the organization and its stakeholders. All federal expenses at KIPP Metro Atlanta are subject to regulations of the local, state, and federal government. Employees of KIPP Metro Atlanta are stewards of public resources and philanthropic donations. So, employees have a responsibility to ensure that those resources and funds are used in support of the organization's mission. Employees must be trained on the following purchasing policy and processes prior to being authorized to make purchases.

In accordance with any funding restrictions, KIPP Metro Atlanta will strive to buy from reliable and ethical vendors that support the best interest of the students and provide the maximum value for all purchases.

KIPP Metro Atlanta defines a purchase as the aggregate decision to buy a set of goods or services. For example, if a decision maker selects a vendor for a set of workbooks, even if the order was placed separately by 11 schools with separate invoices for \$5,000 per school, a single purchase of \$55,000 has been made. Instead, if each school had the authority to choose their own vendor, 11 purchases have been made.

In some cases, a purchase decision may involve receiving goods or services over multiple years. For the purposes of all dollar thresholds in this policy, the relevant amount is the purchase amount over the full term of the decision. No purchase decision should commit KIPP Metro Atlanta to more than three (3) years with a vendor. Once approved, the approval is in place for the agreed-upon term.

### B. Contracts/Agreements

A contract is a written agreement executed by a vendor and KIPP Metro Atlanta Schools to provide/purchase goods or services over an agreed-upon period of time. All contracts must include the scope of work, contract start and end dates, agreed delivery or service dates, estimated value or amounts owed, payment terms, and other standard contractual terms and legal protections. The contract should not bind KIPP Metro Atlanta for more than three years.

All contracts and/or binding agreements must be reviewed, approved, and co-executed by the CFO or COO prior to committing to the purchase with vendors or contractors.

In instances where these contracts and/or binding agreements are for contractor services, products, or

contractor labor, if available, a standard KIPP Metro Atlanta form contract should always be used as the basis for any agreement. The Director of Human Resources must review and approve an independent contractor agreement prior to committing KIPP Metro Atlanta to the services or labor.

All contracts, regardless of the associated amount or time period, require a Purchase Order to be created in the Accounts Payable system with the executed contract attached.

This policy also applies to renewals of and amendments to existing contracts or binding agreements.

All purchases, including those made under a contract, must adhere to the regulations outlined in the remainder of this policy.

### C. Procurement Thresholds

KIPP Metro Atlanta’s procurement thresholds will be set at amounts that support the size of the organization, the capacity of its employees, and the risk it is willing to accept. The table below specifies the thresholds and the requirements associated with each.

<b>Threshold</b>	<b>Additional Requirement*</b>	<b>Exceptions (described in section D.)</b>	<b>Section</b>
\$0+	Vendor Registration	Credit Card Purchases	E.
\$5,000+	Purchase Order, Budget Owner Approval, CFO or COO approval (for contracts)	Amazon Business Purchases	F.
\$10,000+	3+ Quotes	Emergencies, Sole Source, Non-Federal	G.
\$25,000+	CEO and CFO or COO Approval	Emergencies	H.

\$100,000+	Finance Committee Approval and Georgia Procurement Registry	Emergencies	H.
\$250,000+  (Cumulative Purchases with a single vendor annually)	Finance Committee Approval	Emergencies	H.
\$250,000+	Competitive Proposals	Sole Source	I.

\*At each threshold, requirements from all previous thresholds must be met.

#### D. Exceptions

This section defines each of the exceptions that are identified in the table above.

1. Emergencies are defined as where equipment, materials, parts, and/or services are needed, and the health, welfare, or safety and protection of organization property is at immediate risk.
2. Sole source purchases are defined as where there is only one (1) distributor for merchandise or services needed, and no other product or provider meets the stated needs or specifications.
  1. Purchasers should attach the single source forms or the emergency form in place of the additional required quotes at the time of creating the Purchase Order.
  2. Single-source forms expire after three (3) years of the approval date.
3. Federal purchases are those that will be charged to programs funded with federal awards.
4. Purchases not paid for with federal funds are exempt from the quote requirement unless they total \$25,000 or more.

#### E. Registration of Vendors

All vendors must be registered in the Accounts Payable system prior to goods or services being provided or purchased for any amount. The credit card exception is intended to cover purchases with merchants, such as airlines, restaurants, or other stores, that would not be expected to register as a vendor. However, credit card transactions cannot be used to cover purchases associated with an independent contractor. Please see the KIPP Metro Atlanta Credit Card Policy for more information.

#### F. Purchase Orders

Each purchase over \$5,000, including those made by credit card, must be authorized in advance with a Purchase Order approved in the Accounts Payable platform. All Purchase Orders must be submitted along with the contract, if applicable, through our Accounts Payable system. Once the purchase has been made, the Purchase Order number must be visible on the face of the invoice or added to the description of the

credit card transaction and uploaded with the receipt.

Purchases made through KIPP Metro Atlanta's Amazon Business account are exempt from the Purchase Order documentation requirements.

In the event of an emergency, a Purchase Order is required, but the documentation can be uploaded after the work is performed if the time required for the Purchase Order process would lead to negative consequences.

#### G. Required Solicitation of Quotations from Vendors

Except for emergency, single source, or non-federal expenses, purchases exceeding \$10,000 shall be made only after receiving written quotations from at least three (3) vendors. For non-federal purchases, this requirement begins at \$25,000. If a Request for Proposal (RFP) or bid process is to be used for solicitations of goods and services, it should provide for all of the items described in the Employee Purchasing Procedures Guide.

Vendor selection shall be based on consideration of all applicable criteria as described in the Employee Purchasing Procedures Guide. In each situation requiring consideration of alternative vendors, the department responsible for the purchase shall establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the purchaser, the selection shall be approved by the CFO or COO and CEO prior to entering into a contract or binding agreement.

Purchases with federal funding must meet the above requirements in addition to any applicable State of Georgia and federal policies.

#### H. Chief & Board Approval Limits

All purchases, contracts, or binding agreements \$25,000 or more between KIPP Metro Atlanta and outside parties must be reviewed and approved by the CEO and COO or CFO.

All purchases, contracts, or binding agreements \$100,000 or more annually or cumulative contracts, binding agreements, or commitments over \$250,000 must be approved by the KIPP Metro Atlanta Finance Committee prior to execution.

#### I. Purchases Over \$100,000 (including Construction Contracts)

Purchases of goods or services of \$100,000 or more must be advertised in the Georgia Procurement Registry pursuant to OCGA § 36-80-27.

Additionally, "public works construction contracts" over \$100,000 must be publicly advertised (1) in the KIPP Metro Atlanta Office; (2) in the Georgia Procurement Registry pursuant to OCGA § 36-91-20 et seq., and (3) either (a) in the legal organ a minimum of twice, two weeks apart, or (b) on the KIPP Metro Atlanta's website continually for at least four weeks.

#### J. Process for Purchases over \$250,000

Procurement by competitive proposals

All purchases, contracts, or binding agreements of \$250,000 or more between KIPP Metro Atlanta and outside parties require competitive proposals, as further described in the Employee Purchasing Procedures Guide. If the good or service qualifies as a sole source, it requires a noncompetitive proposal. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the guidelines in the Employee Purchasing Procedures Guide must be followed in accordance with any applicable State of Georgia and federal policies.

#### Procurement by noncompetitive proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Justification for why the procurement is a sole source purchase must be documented through the single source form and be in alignment with the state of Georgia's criteria for sole source justification.

#### K. Purchases for the Nutrition Program

The KIPP Metro Atlanta School Nutrition Program will purchase goods, products, and/or services in compliance with the Federal Regulations (7 CFR 210.21 and 2 CFR 200), State requirements (O.C.G.A. 36-80-27), and local Board of Education policies when procuring items. State law requires purchases of \$100,000 or more to be advertised in the Georgia Procurement Registry. Additionally, KIPP Metro Atlanta requires collecting three (3) or more quotes for purchases of \$10,000 or more (if using federal funding) as outlined in section G, unless the item or service qualifies as sole source. Further guidance on nutrition purchases is provided in the Employee Purchasing Procedures Guide.

#### L. Ethical Conduct in Purchasing

Ethical conduct in managing the organization's purchasing activities is essential. Staff must always be mindful that they represent the Board of Directors and are stewards of public dollars and therefore need to operate with ethical care.

Staff shall discourage the offer of and decline individual gifts or gratuities of value over a cumulative annual amount of \$50 from a vendor that might influence the purchase of supplies, equipment, and/or services. Gifts to the organization, viewed as normal business incentives to obtain future organization-approved business, such as for meeting sites, are acceptable donations.

#### M. Gift Cards

Gift cards issued to employees must be taxed according to IRS regulations. In order to support IRS compliance, gift cards must only be purchased by the designated central procurement manager. The issuing budget manager must fill out the Gift Card Request Form so appropriate taxes can be levied on the next paycheck. Gift cards may be given to employees up to \$75, per the staff incentive policy. Gift cards are only to be issued as an incentive or reward and may not be used to reimburse staff or pre-purchase any expenses.

#### N. Conflicts of Interest Prohibited

No member of the Board of Directors or a staff member of the organization shall, either directly or indirectly, have interest in any contract or agreement with the organization whatsoever where any liability or indebtedness could in any way be created against the organization. If any agreement or contract shall be made in violation of these regulations, the agreement or contract shall be null and void, and no action shall be maintained thereon against the organization.



## O. Expenditure Limits

KIPP Metro Atlanta's employees with purchasing authority are expected to make purchasing decisions with the scholars' best interest in mind. Public revenue will be spent on items and services that benefit the scholars academically. KIPP MAC, schools, KIPP Forward, and Support Team may contribute up to \$150 per employee per year on staff incentives, including total purchases related to:

- holiday gifts,
  - admin/teacher incentives, etc.
- 
- For example, a school with a staff of 50 people would have an annual budget of  $\$150 \times 50 = \$7,500$ . Principals may allocate the budget as they choose and need not spend exactly \$100 per person.
  - There will be a separate allocation for staff "uniforms" - or apparel that increases the KIPP brand and unity among staff. This allocation should not exceed \$100 per person.
  - There will be a separate allocation of \$2,000 per school/entity to honor other events among teammates, such as birthdays, condolences, graduations, etc.
  - The MAC Support Team office follows the same limit for its employees and has a separate appreciation allocation of up to \$25 to show appreciation for school employees.
  - Any additional staff incentive expenses exceeding \$100 per person per year must be paid for personally by staff unless approved in advance by the CFO.
  - No single gift should exceed \$100 per person.
  - Specific staff incentives from the Support Team to recognize employee length of service are not included in the limit.

## PROCUREMENT POLICY/ VENDOR CREDIT AND CASH MANAGEMENT PLATFORMS

### A. Lines of Credit and Credit Accounts

Vendor credit may be established without the review and approval by the CFO. Vendor credit should not exceed 30-day terms or \$25,000. If vendor lines of credit exceed 30-day terms OR \$25,00, Finance Committee approval is required to approve the line of credit.

### B. Cash Management Platforms

Cash Management Platforms may not be set up without the express review and authorization by the CFO. All Cash Management Platforms must be managed centrally by the Finance Team. For the purposes of this policy, "Cash Management Platforms" refer to anything resembling a bank account (inclusive of actual bank accounts), PayPal accounts, Stripe and Square Accounts, online payment platforms for web stores, donations/donating platforms, fundraising platforms, and any other cash or credit card collection platforms.

## TRAVEL POLICY

While traveling to conferences or on other official business, KIPP Metro Atlanta Schools employees are expected to abide by the following policies. The policies are designed to support staff members while traveling in alignment with KIPP Metro Atlanta Schools' fiduciary responsibility to its funds.

Every attempt should be made to apply travel expenses to a KIPP Metro Atlanta Schools credit card. If the employee traveling is not a cardholder, a temporary credit card may be issued. KIPP Metro Atlanta Schools will not issue "prepaid per diems." Temporary cards are managed centrally and

limits reduced to \$0 at the conclusion of travel. Managers should ensure the cards are destroyed. Alternatively, employees must submit a reimbursement request within 30 days after travel occurs.

In all cases, receipt documentation must be provided which includes:

- The business purpose of the trip
- The date(s), time(s), and place of the trip
- Itemized receipt(s)

The responsibility for verifying that receipts and purchases align with all policies herein rests with managers. By approving the submission, managers are asserting that they have reviewed all of the materials provided and affirm their correctness. The accounting team will not analyze each submission on a transaction-level basis. The finance function will be responsible for evaluating manager compliance on a sample basis and providing feedback.

1. Meals

- a. All employees shall receive a per diem amount for meals and incidentals (including taxes and tips) for each day of travel in alignment with the General Services Administration's (GSA) per diem rate for the destination city. This rate can be accessed on [gsa.gov](https://www.gsa.gov) and is published on our Finance intranet site and employee reimbursement form annually. Employees will provide itemized receipts for all purchases, including food and beverages and will be reimbursed up to the daily total amount.
  - i. Prior to travel, the employee should align with their manager on their daily eligible meal allotment considering the times traveled each day but not bound by the per-meal limits in the schedule. Employees are expected to participate in meals that are furnished as part of an event or conference, reducing the meals allotment unless an extenuating circumstance calls for an alternative, of which their manager approves.
  - ii. As an example, the Atlanta limit as of October 2022 is \$74. Limits annually effective October 1st based on the GSA schedule.
- b. Discretionary tips may not exceed 20% of the total bill for meals, though managers may make exceptions for customary tips that exceed 20% when the meal amount is low (example: \$1 on a \$4.00 coffee).
- c. KIPP Metro Atlanta Schools does not pay for alcoholic beverages.
- d. Employees who exceed the per diem amount on purchases charged to their corporate card will be responsible for the difference in the corporate charges and the per diem maximum. In these cases, employees should submit a personal check or money order (to KIPP Metro Atlanta Schools) for the difference within two weeks of the close of the corporate card period, else KIPP Metro Atlanta Schools may reduce an employee's paycheck.
- e. Per diem meal rates do not apply to meals that are unrelated to travel.

2. Lodging

- a. Employees required to stay overnight while traveling on business shall receive the lodging allowance according to the GSA schedule for the destination (available at [gsa.gov](https://www.gsa.gov)).
  - i. Employees may exceed the GSA schedule rate by 20%.
  - ii. For reference, the GSA schedule dictates a lodging rate of \$163/night for Atlanta through September of 2023.
- b. A manager may approve a higher lodging rate based on additional context and their best judgment.
  - i. For example, if a hotel with a rate that aligns with the GSA schedule requires the employee to incur a costly commute to a meeting location, a closer hotel with a higher rate may be approved. This approval must be documented in advance of travel and

attached as a receipt in our credit card portal or included in an employee's reimbursement package.

- c. Accommodations that are required by a conference or KIPP Foundation related travel (for example KIPP School Summit, KIPP Leadership Development programming, or School/Regional Leader Retreat) are not subject to the limit prescribed by the GSA schedule.
- d. Lodging should be arranged and paid for prior to travel dates.

3. Mileage:

- a. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel in excess of 30 round-trip miles (in a single trip). The starting point is considered to be the employee's school or on-site office. The mileage rate covers the cost of fuel and vehicle use, so gas costs are not reimbursable when driving a personal vehicle.
- b. All employees requesting mileage reimbursement are required to furnish an expense reimbursement report containing the destination of each trip, its purpose, and the miles driven within 30 days after the travel date. Mileage shall be determined using a commonly used Internet map site, such as Google Maps.
- c. For long-distance travel, employees may choose to use their personal vehicle. However, employees must submit a flight quote for a 21-day advance purchase flight. Reimbursement will be based on the lesser cost of the flight or mileage reimbursable at the IRS rate.

4. Commercial Air Transportation:

- a. Every effort should be made to secure a 21-day advance ticket purchase.
- b. Any fare booked in less than 21 days of the date of travel must be pre-approved by the employee's manager.
- c. Employees should always book coach or equivalent air travel (examples: "Main Cabin" on Delta and "Economy" on United or American), not based on frequent flyer reward benefits.
  - i. Flexible or refundable tickets are permitted.
  - ii. All frequent flyer miles earned are for employees' personal use.
- d. Employees may purchase upgrades and extra leg room with their own funds, but these expenses will not be reimbursed.
- e. KIPP Metro Atlanta Schools will reimburse for one checked bag and will not reimburse heavy bag fees.
- f. Early check-in fees are not reimbursable unless the airline does not have a bag fee.
- g. Employees should not be required to pay for air travel on a personal card.
- h. Every effort should be made to refund canceled tickets to the KIPP Metro Atlanta Schools' credit card used for payment. If airline credits are received instead, they can only be used for KIPP Metro Atlanta Schools business travel purposes.

5. Ground Transportation:

- a. Reimbursements shall be provided to all employees while traveling outside of Atlanta for rental car fees, rideshare/taxi fees, train tickets, bus tickets, tolls, and ferryboat passes (receipts required).
  - i. Rideshare/taxi for personal leisure during a business trip should not be submitted for reimbursement.
  - ii. The mileage policy does not apply when renting a car. Instead, fuel costs are reimbursed (with receipts).
- b. Discretionary tips may not exceed 20% of the total bill for taxi or rideshare travel. In the event that an employee pays a tip and seeks reimbursement for the cost of the tip, the tip must be

indicated on the receipt.

6. Other

- a. Managers may approve other travel expenses outside of the GSA schedule, such as in-flight wifi.

## CONTRACTOR DESIGNATION POLICY

### A. Classification of Workers as Independent Contractors or Employees

KIPP MAC will include as part of its consideration all 20 standard factors employed by the IRS in making determinations about classifying workers as independent contractors or employees. In addition, KIPP MAC will consider other factors it deems appropriate, and assign weight to factors to coincide with company priorities and principles. The 20 factors described in IRS guidelines are:

- i. Instructions. A person who is required to comply with instructions about when, where, and how to work is ordinarily an employee.
- ii. Training. Training of a person by an experienced employee or by other means is a factor of control and indicates that the worker is an employee.
- iii. Integration. Integration of a person's services into the business operations generally shows that the person is subject to direction and control and, accordingly, is an employee.
- iv. Services rendered personally. If the services must be rendered personally by the individual employed, it suggests an employer-employee relationship. Self-employed status may be indicated when an individual has the right to hire a substitute without the employer's knowledge.
- v. Hiring, supervising, and paying assistants. The hiring, supervising, and paying of assistants by the employer generally indicates that all workers on the job are employees. Self-employed persons generally hire, supervise, and pay their own assistants.
- vi. Continuing relationship. The existence of a continuing relationship between an individual and the organization for whom the individual performs services is a factor tending to indicate the existence of an employer-employee relationship.
- vii. Set hours of work. The establishment of set hours of work by the employer is a factor indicating control and, accordingly, the existence of an employer-employee relationship. Self-employed persons are "masters of their own time."
- viii. Full-time required. If workers must devote full time to the business of the employer, they ordinarily will be employees. A self-employed person, on the other hand, may choose for whom and when to work.
- ix. Doing work on employer's premises. Doing work on the employer's premises may indicate that the worker is an employee, especially if the work could be done elsewhere.
- x. Order or sequence of work. If workers must perform services in an order or sequence set by the organization for which they perform services, it indicates that the workers are employees.
- xi. Oral or written reports. A requirement that workers submit regular oral or written reports to the employer may be indicative of an employer-employee relationship.
- xii. Payment by hour, week, month. An employee usually may be paid by the hour, week, or month, whereas a self-employed person may be paid by the job on a lump-sum basis (although lump-sum may be paid in intervals in some cases).
- xiii. Payment of business expenses. Payment by the employer of the worker's business or travel expenses may indicate that the worker is an employee. Self-employed persons usually are paid on a job basis and may take care of their own business and travel expenses.

- xiv. Furnishing of tools and materials. The furnishing of tools and materials by the employer indicates an employer-employee relationship. Self-employed persons ordinarily provide their own tools and materials.
- xv. Significant investment. The furnishing of all necessary facilities (equipment and premises) by the employer suggests that the worker is an employee.
- xvi. Realization of profit or loss. Workers who are in a position to realize a profit or suffer a loss as a result of their services generally are self-employed, while employees ordinarily are not in such a position.
- xvii. Working for more than one firm at a time. A person who works for a number of persons or organizations at the same time is usually self-employed.
- xviii. Making services available to the general public. Workers who make their services available to the general public are usually self-employed. Individuals ordinarily hold their services out to the public by having their own offices and assistants, hinging out a "shingle" in front of their office, holding a business license, and advertising in newspapers and telephone directories.
- xix. Right to discharge. The right to discharge is an important factor in indicating that the person possessing the right is an employer. Self-employed persons ordinarily cannot be fired as long as they produce results that measure up to their contract specifications.
- xx. Right to terminate. Employees ordinarily have the right to end the relationship with the employer at any time they wish without incurring liability. A self-employed person usually agrees to complete a specific job and is responsible for its satisfactory completion or is legally obligated to make good for failure to complete the job.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on a cash basis, is \$600 or more. The amount reported on a Form 1099 will be equal to the compensation paid and will not include reimbursements, which should be properly accounted for separately.

**B. Record-Keeping Associated with Independent Contractors**

KIPP MAC shall obtain a completed Form W-9 from all vendors to whom payments are made. All independent contractors who work around scholars must obtain a favorable background check prior to the start of work. A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

**PERFORMANCE AND PAYMENT BONDS POLICY**

Performance and payment bonds in the amount of 100 percent of the contract price may be required for construction and material or service contracts if the Finance Committee determines the requirement is necessary to protect the interests of KIPP Metro Atlanta.

When proposing bids for projects over \$100,000, the participating bidders shall include the cost of performance and payment bonds in their proposals, shown as separate line items. When recommending approval of contracts or binding agreements over \$100,000, the staff will make recommendations as to the necessity of any and all bonds depending on the type of project, qualifications of the contractor and/or the financial stability of the bidder.

If performance and payment bonds are deemed to be necessary, the bonds shall be furnished as security of the faithful performance of the work in the contract agreement, including stipulations and agreements of the contract and guarantees the payment of all bills and obligations, including payment of materials and labor by the contractor to all subcontractors and material suppliers arising out of the performance of the

contract or binding agreement which might or would in any manner become a claim against KIPP Metro Atlanta.

Performance bonds, if required for construction and material or service contracts, shall guarantee the work included in the construction contract agreement against faulty materials or poor workmanship, or both, for one (1) year after final acceptance of the work by KIPP Metro Atlanta. All Performance and Payment Bonds provided by the contractor must be accompanied by evidence from the insurance company that they are licensed by the Commissioner of Insurance to do business as an insurance company in Georgia and is further authorized to serve as a surety. Surety must have a minimum AM Best rating of "A-VII."

#### CASH MANAGEMENT POLICY

- A. Purpose. The purpose of this policy is to set forth guidelines for managing the operating and excess operating/reserve funds of KIPP Metro Atlanta. These policies and procedures will be reviewed on an annual basis by the Finance Committee. Any modifications to the policy must be approved by the Finance Committee.
- B. Objectives. The overall investment strategy is to maintain a diversified, liquid portfolio. Flexibility must be maintained so that the funds are available to meet anticipated cash needs as determined by the cash flow forecast. Average maturity of the portfolio will be kept short to provide liquidity.

Individual investments will be selected to achieve the following objectives in priority order:

- i. Safety of principal
  - ii. Liquidity for operating needs
  - iii. Maximization of yield
  - iv. Diversification of risk
- C. Investment Guidelines:
- i. Liquidity: The portfolio will maintain liquidity sufficient to meet operating needs (subject to quarterly update).
  - ii. U.S. Currency: All investments will be held in U.S. Dollars.
  - iii. Eligible Investments:
    - a. Obligations issued by the U.S. Treasury
    - b. Obligations issued by U.S. Federal Agencies
    - c. Certificates of Deposits
    - d. Money Market Mutual Funds
    - e. Commercial Paper, Corporate Notes and Bonds
  - iv. Credit Quality: All holdings will be investment-grade credit quality. Non-U.S. Government holdings will be subject to the following limitations:
    - a. All investments must carry an "A2" long-term rating by Moody's or an "AA" by Standard & Poor, or a short-term rating of "P1" by Moody's or "A1" by Standard & Poor.
  - v. Trading: All purchases and sales will be executed at the best net price to the organization.

All securities purchased will be held in the name of the organization.

D. Review:

- i. The Finance Committee will review this policy on an annual basis or whenever a significant change is anticipated in the organization's cash requirements.
- ii. The Finance Committee will review the investment portfolio composition on a quarterly basis to ensure compliance with this policy.
- iii. The following individuals have the authority to execute transactions on behalf of the organization:
  - a. CEO
  - b. CFO
  - c. COO

RECORD RETENTION AND DOCUMENT RETENTION POLICY

A. General

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate KIPP Metro Atlanta’s operations by promoting efficiency and freeing up valuable storage space.

B. Document Retention

KIPP Metro Atlanta follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Item	Retention Period
Corporate Records	
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent

State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years/Permanent
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries	7 years
Invoices	7 years
Credit Card Receipts	3 years
Bank Records	
Check Registers	7 years/Permanent
Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years



Payroll Tax Returns	7 years
W-2 Statements	7 years
Employee Records	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after hire or 1 year after termination (whichever is later)
Donor and Grant Records	
Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion
Legal, Insurance, and Safety Records	
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

C. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

#### D. Document Destruction

KIPP Metro Atlanta’s Director of Finance is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

#### E. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against KIPP Metro Atlanta and its employees and possible disciplinary action against responsible individuals. The Chief Executive Officer and Chief Operating Officer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

### WHISTLEBLOWER POLICY

#### A. General

KIPP Metro Atlanta is committed to lawful and ethical behavior in all of its activities and requires board members, employees, and volunteers to act in accordance with all applicable laws, regulations, and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of KIPP Metro Atlanta’s Whistleblower Policy are to establish policies and procedures to:

- i. Prevent or detect and correct improper activities,
- ii. Encourage each board member, employee, and volunteer (“Individual”) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by KIPP Metro Atlanta,
- iii. Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy,
- iv. Protect Individuals from retaliatory action,

#### B. Reporting Responsibility

Each Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by KIPP Metro Atlanta, its board members, employees, volunteers, or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- i. Providing false or misleading information on KIPP Metro Atlanta’s financial documents, grant reports, tax returns, or other public documents
- ii. Providing false information to or withholding material information from KIPP Metro Atlanta’s auditors, accountants, lawyers, board members, or other representatives responsible for ensuring KIPP Metro Atlanta’s compliance with fiscal and legal responsibilities
- iii. Embezzlement, private benefit, or misappropriation of funds
- iv. Material violation of KIPP Metro Atlanta’s policy, including, among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention
- v. Discrimination based on race, gender, sexual orientation, ethnicity, and disability; facilitation or concealing any of the above or similar actions

#### C. Reporting Concerns

- i. Employees and Volunteers

Whenever possible, employees and volunteers should seek to resolve concerns by reporting issues directly to his/her manager or to the next level of management as needed until matters are satisfactorily resolved. However, if, for any reason, an employee or volunteer is not comfortable speaking to a manager or does not believe the issue is being properly addressed, the employee or volunteer may contact the Chief Executive Officer. If an employee or volunteer does not believe that these channels of communication can or should be used to express his/her concerns, an employee or volunteer may contact the KIPP Metro Atlanta Board Chair. Reports should be submitted in writing to [boardchair@kippmetroatlanta.org](mailto:boardchair@kippmetroatlanta.org).

- ii. Board Members

Board members may submit concerns to the Chief Executive Officer. If the board member is not comfortable reporting to the Chief Executive Officer or if he/she does not believe the issue is being properly addressed, the board member may report directly to the Board Chair.

#### D. Handling of Reported Violations

KIPP Metro Atlanta will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Chief Executive Officer of KIPP Metro Atlanta to determine if the allegations are true, whether the issue is material, and what actions, if any, are necessary to correct the problem. KIPP Metro Atlanta staff will issue a full report of all matters raised under this policy to the KIPP Metro Atlanta Board Chair. The Finance Committee may conduct further investigation upon receiving reports of suspected fraud.

For matters reported directly to the Board Chair, the Board Chair shall make all reasonable efforts to acknowledge receipt of the report to the reporter if the identity of the reporter is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Board Chair shall promptly report its findings to the KIPP Metro Atlanta Board of Directors.

#### E. Authority of Finance Committee

The Finance Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

#### F. No Retaliation

This Whistleblower Policy is intended to encourage and enable board members, employees, and volunteers to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no board member, employee, or volunteer who, in good faith, reports a concern shall be threatened, discriminated against, or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

#### G. Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

#### H. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the reporter or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### CREDIT CARD POLICY

KIPP Metro Atlanta maintains a corporate credit card account with Truis Bank. No one can apply for or use a credit card account on behalf of KIPP Metro Atlanta other than the existing account without the approval of the Board. The CFO reserves the right to increase limits on a temporary basis to facilitate effective operational purchasing. Otherwise, limits will be assigned to cardholders across functions and campuses according to the following guidelines:

- In an effort to provide streamlined and responsible purchasing support, KIPP Metro Atlanta provides users with one of two card types (along with their primary purposes):
  - Purchasing Card - P Cards should be used to facilitate any necessary purchasing required to support campus operations. These purchases may include supplies, ad hoc services, event support, etc.
  - Travel and Expense Card - T&E Cards should be limited to facilitate individual and team travel and expense, team meals, professional development, and campus event support. T&E Cards should not be used for recurring supplies purchases or other campus operating activities.

- Primary campus purchasing personnel may have access to a P Card, which will have a maximum limit of \$10,000 per user with a general limit of \$20,000 per campus per month (or \$15,000 per month for “single school” campuses). As a general guideline, schools should have no more than 2 purchasing cards, however the CFO and/or MD of Finance may grant cards to additional personnel in the purchasing space if there is a valid business need. These cards should be used to facilitate general recurring purchasing for school operations and events.
- If a school has a demonstrated need for a higher limit, this limit can be extended up to an additional \$5,000 at the discretion of the CFO, but this should be the exception to the rule.
- School Leaders may have T&E Cards with a maximum limit of \$4,000 per month - these cards should be used primarily for School Leader and Director of Operations travel and expenses, while supporting professional development and other campus events.
- Facilities Associates may have P Cards with a maximum limit of \$5,000 per month - these cards should be used primarily for day-to-day tactical purchasing for facilities management, and maintenance, and repair.
- Support Team Managing Directors and Chiefs may have T&E Cards with a maximum limit of \$4,000 per month - these cards should be used primarily for professional development, team-related expenses, and travel and expense purposes. No recurring operating charges should be placed on these cards.
- Personnel who engage in frequent or significant travel may be issued a credit card on a full or temporary basis at the CFO discretion. The maximum limit of these cards will be determined and set by the CFO based on budget parameters and the business requirements of the role.
- Regional Purchasing Personnel may have P Cards with a maximum limit determined by the CFO to facilitate the execution of regional purchasing, and school support purchasing, based on the strategic requirements of the role.

Other General Rules and Criteria:

- The CFO as acting credit card platform administrator, may revoke or limit card usage for any user at any point based on requirements to meet budget targets, suspected or express card misuse, and/or recurring delinquency or neglect of policy.
- Individual user credit cards shall have a single transaction limit of \$9,999.
- All credit card purchases are subject to the criteria set forth by our general procurement policies - this expressly includes the requirement for Purchase Orders for credit card purchases over \$1,000.
- The Control Account and/or any card linked to the regional purchasing team are not subject to a transactional dollar threshold.

The following transactions are at all times prohibited on KIPP Metro Atlanta credit cards:

- Alcohol
- Premium travel or premium travel upgrades
- Payments to Independent Contractor
- Payments to Employees (or to Employee businesses)
- Gift cards

All users will follow the above policy and annually sign off on management’s Credit Card User Agreement.

## FACILITY USAGE POLICY

KIPP Metro Atlanta facilities are intended for the purpose of educating KIPP scholars; however, they

may be used from time to time in accordance with the approved purposes outlined below:

A. Approved Groups and Purposes

- i. Private individuals (e.g., personal events/parties, family reunions, etc.) are not permitted to use school facilities.
- ii. Facilities cannot be used for fundraising activities unless the proceeds are for approved charitable (non-profit), educational, or other community building purposes.
- iii. Use of facilities by the schools and by school-related organizations takes precedence over all other uses.
- iv. Facilities may only be used after the normal school day, on weekends, during holidays/school breaks, or on days when scholars and teachers are not in session.
- v. The use of the facility must be requested in writing using the Facility Use Request Form to the school principal or designee and for preliminary review and approval before the event is scheduled.
- vi. The school principal or designee is responsible for submitting the request to the Managing Director of School Operations for final approval of facilities requests. The Managing Director of Regional Operations is the back-up approver.
- vii. KIPP Metro Atlanta has the right to deny or withdraw facility use privileges at any time.
- viii. Use of school facilities shall not be denied on the basis of an organization's religious, political, or philosophical views and or expressive activity. Organizations granted permission to use school facilities shall not unlawfully restrict participation in the activity or event because of an individual's race, color, religion, sex, national origin, age, or disability.

B. Fees

- i. The Director of Facilities shall establish a fee structure that enables KIPP Metro Atlanta to recoup the costs incurred in the use of facilities by non-school groups. The fee structure may also allow for fee waivers under circumstances approved by the Director of Facilities.

C. Usage

- i. Use of School Facilities for non-school functions/activities.
- ii. Groups are responsible for the proper conduct of all persons attending the event.
- iii. All groups are responsible for any damage or loss incurred as a result of their use and for the restoration of school property in the event of any damage.
  - a. Any group that uses KIPP Metro Atlanta Schools facilities agrees to indemnify and hold harmless KIPP Metro Atlanta Schools against all claims, demands, suits, damages, or sums of money to any party accruing KIPP Metro Atlanta Schools for loss of life or personal injury or property loss or damage from the group's participants or attendees.
  - b. Any group must obtain appropriate insurance coverage for the event at the facility; the cost of such insurance, including required endorsements or amendments, shall be the group's sole responsibility.
- iv. Groups are solely responsible for fulfilling the regulations of the following: State Department of Public Safety, State and Local Fire Laws, State and Local Police Laws, Internal Revenue Admission Laws, and State Laws Relating to the Rental of School Facilities. Costs and/or staffing associated with meeting these requirements are the sole responsibility of the group.
- v. Guns, weapons, or guard dogs are not allowed in any school building or on any school property.
- vi. The use of alcoholic beverages, drugs, profane language, or gambling in any form is

NOT permitted on school property. Use of tobacco products on school property or within school buildings or facilities is NOT permitted.

- vii. Anyone using a school facility contrary to this policy will be considered an unauthorized user of the facility. The individual(s) may be subject to arrest for trespassing.

## BUDGET MEETING POLICY

It is the policy of KIPP Metro Atlanta to hold a minimum of two public meetings on proposed operating budgets each year. These meetings will be held in advance of the board budget approval meeting that occurs in June of each year.

## KIPP ENDOWMENT FUND DISTRIBUTION POLICY

### *Purpose*

KIPP Metro Atlanta is committed to supporting our scholars to and through college, and as such, allocates resources to offer financial assistance to eligible families to cover a limited portion of education-related expenses during high school and college.

### *Eligibility Requirements – KIPP Endowment Fund*

The KIPP Endowment Fund is only available to scholars who are considered “alumni” of KIPP Metro Atlanta and are enrolled or enrolling in college. To be considered an alumnus of KIPP Metro Atlanta, a scholar must have completed 8th grade at a KIPP Metro Atlanta middle school or 12th grade at a KIPP Metro Atlanta high school. Priority is given to scholars who have completed the highest available KIPP grade in their respective district (8th grade for Fulton County scholars, 8th grade for Atlanta Public Schools scholars in the Class of 2014 and before, and 12th grade for Atlanta Public Schools scholars in the Class of 2015 and beyond).

### *Allocation Philosophy*

Allocation decisions for the Endowment are determined based on the fundamental principles of the KIPP Forward mission--academics and character--and also take into consideration family income and financial status as well as scholar participation in the KIPP Forward program. The criteria are as follows:

1. Completed Application
2. 2.5 GPA
3. Demonstrate financial need. Scholar applications are ranked based on Expected Family Contribution (EFC) on the Scholar Aid Report (SAR)

The endowment is designed to meet gap funding requirements for last dollars, and as such, funds are distributed broadly with smaller allocations not to exceed \$3,000. Multi-year commitments are never made but scholars may apply each year for an additional award. Priority may be given to scholars who received prior year allocations and final year scholars. Applications are advertised in several ways to ensure access: KIPP Metro Atlanta social media accounts, email blasts to KIPP Metro Atlanta Schools families, and directly to scholars by their KIPP Forward Counselors and Advisors.,

### *Award Decisions*

The KIPP Forward Managing Director is responsible for reporting to the board on an annual basis. There

is also a committee to review applications. The committee, made up of both KIPP Forward staff and/or community members, reviews all scholar application materials and makes a recommendation to the KIPP Forward Managing Director for endowment awards.

The awards identify eligible expenses, which generally include: tuition, books, supplies, technology needs, athletic fees, dorm fees, meal cards, uniforms, and graduation fees. The KIPP Forward Managing Director, with approval from the CEO, can make exceptions for reasonable educated related expenses.

### *Award Terms*

Endowment award recipients are expected to be fully engaged in KIPP Forward programs during the duration of their post-secondary education. Full engagement includes participating in meetings with their KIPP Forward Counselors or Advisors, providing transcripts each semester, and completing twice yearly benchmarks and regular updates on progress to post-secondary goals.

### **KIPP METRO ATLANTA RELIEF FUND**

KIPP Metro Atlanta's operating budget includes a small allocation of privately fundraised dollars to provide financial support to families, scholars, staff, and alumni facing hardship. Specifically, the Relief Fund is intended to support families, scholars, staff, and alumni that experience unemployment or reduced wages, medical bills, critical utility bills, the need to pay for alternative childcare, or other extenuating circumstances.

### *Allocation Philosophy*

The maximum annual support that can be provided is \$599 per calendar year per family (a family may have scholars at multiple schools), alumni, or staff. Payment may be issued as follows:

1. Emergency Support - \$250 cash payment, made available at the Support Team office within 48 hours of the decision; this is not available to staff
2. Additional Relief - Up to \$349 payment via check, issued via Concur and received within 30 days of the decision; this is not available to staff
3. Other formats requested or decided upon, which a school's DOO, regional office manager, or KIPP Forward teammate will support (example: grocery order, rent payment on credit card)
4. Paycheck stipend – Up to \$599 per calendar year, issued to staff only, these funds will be taxed at the time of payment.

Awards will be issued until the annual budget is exhausted.

### *Award Decisions*

The caretaker of any KIPP Metro Atlanta student may apply for support from the Relief Fund, as may any KIPP Metro Atlanta alumnus or staff member. The applicant should contact the social worker or principal (if the applicant is a staff member) on their campus. Support team members should contact a member of the HR team. Alumni should contact their KIPP Forward counselor. The applicant should provide evidence or documentation of the financial hardship for their family, such as:

1. Unemployment or reduced income



2. Medical bills
3. Unanticipated child care costs
4. Other situations with detail provided

Examples of documentation include:

1. Written notice of layoff
2. Written notice of a business' reduced hours
3. Pay stubs
4. Medical bills
5. Copy of the scholar's daycare enrollment form
6. Invoice, receipt, or proof of payment to a daycare
7. Proof of payment to a babysitter or caregiver

This list is not exhaustive. KIPP Metro Atlanta will consider any documentation or evidence of financial hardship provided. A Relief Fund Review Team will be established annually, ideally consisting of: 1 member of the regional team, 1 member of the Student Support team, 1 social worker, 1 HR manager, and 1 finance teammate. The review team will evaluate the information provided and decide the amount and format of the relief.

#### *Award Terms*

Upon approval of a request, the applicant will receive a letter that states the following:

1. The evidence the applicant provided demonstrating financial hardship
2. The amount of the money the school is providing to the applicant via check
3. The allowable uses of these funds
4. What follow-up documentation may be required of the applicant (*e.g. proof of payment of rent, medical bills, or childcare; receipts from the purchases of groceries or other necessities- all of these can be sent electronically*).

All requests, as well as all documentation provided, will be kept confidential.

## **SECTION B: PERSONNEL POLICIES**

### **EQUAL OPPORTUNITY EMPLOYMENT**

KIPP Metro Atlanta Schools, as a matter of policy and practice, is committed to equal employment opportunity for every employee and job applicant. The organization prohibits discrimination based on race, gender/sex, national origin, color, ethnicity, religion, age (40 and over), mental or physical disability, sexual preference or orientation, gender identity and veteran status.

This policy applies to every aspect of employment including hiring, training, compensation, transfers, promotions, demotions, discipline, job assignments, employment, termination, and other working conditions.

An employee who believes they are being or has been discriminated against in violation of this policy should notify the director of human resources or the managing director of talent. All complaints of discrimination are carefully investigated.

The organization flatly prohibits retaliation against anyone for making a complaint of discrimination.

#### REASONABLE ACCOMMODATION OF DISABILITIES POLICY

A disability is a permanent or less-than-short-term mental or physical condition that substantially interferes with one or more major life activities. KIPP does not discriminate against employees or applicants because of disability.

It is, in addition, KIPP's policy to reasonably accommodate an employee's or applicant's disability. An employee or applicant in need of an accommodation should notify Human Resources. Once that happens, Human Resources will engage the employee/applicant in an interactive process to determine how best to reasonably accommodate the individual.

Not every requested accommodation is reasonable. "Reasonable accommodation" is defined as an accommodation that allows the individual to perform the essential functions of a job now or in the immediate future. KIPP will make an accommodation that is reasonable unless that accommodation creates an undue hardship for the organization.

An employee in need of an accommodation should contact Human Resources, who will provide the link to the ADA Accommodation Request Form.

#### STANDARDS OF CONDUCT

KIPP Metro Atlanta employs individuals of integrity, high ideals and expectations, and sensitivity to other individuals in our educational environment. Employees must take personal responsibility for understanding the organization's standards of conduct and applying them in daily activities. All employees are expected to:

- Make decisions based on what is best for scholars in all cases
- Maintain honest, equitable, professional relationships with scholars, parents, volunteers, and other staff members
- Observe local, state, and federal laws, policies, rules, and regulations
- Abstain from fighting or threatening violence
- Demonstrate knowledge of research and competence in state-of-the-art practices in the employee's field of expertise
- Maintain confidentiality of privileged information
- Support cooperation between the school and the community
- Safeguard school property, equipment, and materials
- Comply with all policies contained within KIPP Metro Atlanta's Employee Handbook and implement policies in a spirit of good faith

Any employee who violates the policy shall be subject to discipline up to and including termination of employment.

#### *Probationary Period*

The probationary period for a new employee shall be defined as the first 90 days of employment during which the employee and/or KIPP Metro Atlanta Schools can decide if they wish to continue the employment relationship. If at any time during that 90-day period either the employee or KIPP Metro Atlanta Schools concludes that employment should end, they can notify the other

party and the employment relationship will terminate.

### *Background Checks, Fingerprints, and Clearance Certification*

For safety and security reasons, all KIPP Metro Atlanta employees, contractors, and volunteers who work around scholars must undergo a criminal background check prior to beginning employment/service. KIPP Metro Atlanta requires all employees to obtain an updated background check every five years. The cost of required background checks will be covered by KIPP Metro Atlanta. A third-party service is used to collect fingerprints for the background checks, which are forwarded to the Georgia Bureau of Investigation (GBI) and the Federal Bureau of Investigation (FBI). The criminal history sent by the GBI and FBI is reported as far back as a criminal history exists.

If either an applicant or an existing employee has been convicted of any crime, Human Resources will determine if employment is possible based on the following criteria: the position applied for, length of time in position, contact with scholars, type of crime, number of crime(s), date(s), and relation to performance of job duties. An applicant or existing employee convicted of a felony that involves harm to a minor will be ineligible for employment or will be subject to termination if they are a current employee. Applicants and existing employees have an ongoing obligation to notify their manager and Human Resources within three days of all arrests and convictions (excluding minor traffic violations).

An employee or candidate for employment with KIPP Metro Atlanta will need to obtain a Clearance Certificate from the Georgia Professional Standards Commission (GaPSC). If an employee or candidate is unable to obtain a Clearance Certificate it could result in termination of employment or revocation of initial offer of employment. Any required fees by the GaPSC to gain Clearance Certification, or any supplemental Certification, will be the responsibility of the employee and will not be reimbursed.

### *Benefits Information*

KIPP Metro Atlanta is pleased to offer a comprehensive and competitive benefits program and makes significant financial contributions to help to enable benefit choice and affordability.

All full-time employees working at least 30 hours per week in a benefit eligible position are eligible to enroll in any group benefit plan offered by KIPP Metro Atlanta Schools.

Benefits include medical insurance, dental insurance, vision insurance, life insurance, employee assistance programs, retirement options, and optional supplemental insurance. All employees are eligible for employer-provided basic life and long-term disability insurance. KIPP Metro Atlanta has the right to change its benefits offerings and service providers at any time.

New employees of KIPP Metro Atlanta who enroll in benefits will start receiving medical, dental, vision, basic life, and long-term disability insurance on the first day of the month following a thirty (30) day waiting period that begins on their first day of employment. As an exception, new employees who start at the beginning of the school year (July) will be eligible for benefits as of August 1. In order to begin coverage on schedule, current employees must enroll prior to July 1 of each year.

The Internal Revenue Service (IRS) states that eligible employees may only make elections to the plan during their initial eligibility period or once a year at open enrollment. Pre-tax benefit choices are binding through the end of the plan year, June 30. However, the IRS provides specific instances when an employee can make mid-year election changes. Examples include:

- Getting married or divorced

- Death of spouse or dependent
- Birth or Adoption
- Loss of Dependent Status
- Involuntary Loss of Coverage for Employee, Spouse, or Dependent

These special circumstances, often referred to as “qualifying events,” allow employees to make plan changes at any time during the year in which they occur. The changes must be made within thirty (30) days of the event in order to make the qualified change. All other changes will be deferred to open enrollment.

Upon separation from KIPP Metro Atlanta Schools, medical, dental, and vision coverage for former employees will expire after the last day of the month in which employment ends. For example, if an employee separates on October 15, coverage will last through October 31. Life and long-term disability coverage will expire immediately following the last day of employment. Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

#### *Premium Contributions*

- The organization will contribute a fixed amount to each eligible employee’s portion of medical benefits and life insurance.
- Each eligible employee is responsible for paying the other portion of the premium each month.
- Half of the employee’s monthly contribution will be deducted directly from their paycheck each pay period.

Detailed information about benefits will be maintained within the HRIS.

#### *Workers’ Compensation Information*

KIPP Metro Atlanta offers a comprehensive workers’ compensation policy at no cost to its employees, and, in most cases, the insurance policy covers costs for approved and recommended medical or healthcare coverage related to the injury. This policy covers injury, illness, or death sustained in the course of employment.

Should an employee or volunteer get hurt while at one of KIPP Metro Atlanta’s facilities, they must inform their manager and director of operations immediately after the incident to complete a First Report of Injury Form. The employee is then required to see one of the physicians on the medical provider’s panel posted in the school’s front office or break-room. If the employee chooses not to go to one of the doctors listed on the medical provider’s panel, they risk their claim being rejected by the insurance company.

If the workers’ compensation insurer covers an injury, employees may be eligible for income benefits if the injury causes them to miss seven days. KIPP Metro Atlanta Schools will continue the employee’s compensation during the initial seven-day absence for all normal workdays.

#### *Technology Equipment Usage Policy*

All employees who are issued KIPP Metro Atlanta technology equipment agree to abide by this Technology Equipment Usage Policy. For the purposes of this policy, technology equipment includes all equipment issued to the employee, such as a computer, monitor, laptop, cell phone, printer, power cord,

mouse, etc. KIPP Metro Atlanta technology equipment is intended exclusively for educational and business purposes and is provided for the use of its employees for the performance of their job duties and related activities.

KIPP Metro Atlanta agrees to purchase equipment on behalf of staff members identified as needing such equipment to fulfill their work duties. The equipment is the property of KIPP Metro Atlanta and although the equipment may be taken from school premises during the employee's term of employment, it remains the property of KIPP Metro Atlanta. The equipment, documents, and information stored and processed by the computer or laptop remain the property of KIPP Metro Atlanta. Acceptable uses of such technological equipment are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.

Any equipment requiring the use of a login name and/or password must be made available to the principal, human resources, or chief executive officer upon request. Employees may use password(s) unknown to KIPP Metro Atlanta but must disclose their password(s) to KIPP Metro Atlanta upon request. Employees are prohibited from the unauthorized use of the password(s) of other employees.

All email messages and electronic files created, maintained, or shared using a KIPP Metro Atlanta-issued computer or laptop are the property of KIPP Metro Atlanta. Therefore, employees should not assume that messages and files are confidential. The employee understands that all communication on or transmitted through the KIPP Metro Atlanta-issued technology equipment is public information. As a public entity, KIPP Metro Atlanta is subject to open records laws, and all communications are deemed "public records." As such, all communication utilizing public resources as a means of communication (e.g., school laptop, computer, etc.) can be requested at any time from media agencies and the public. Back-up copies of email and computer files may be maintained and/or referenced for business or legal reasons.

Employees must exercise reasonable care to keep assigned equipment in good working order and to safeguard equipment from loss or theft. In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report, should be filed by the employee for the protection coverage to take place. A copy of the police/fire report should be provided to the director of technology. If equipment is damaged, missing any components, lost, or stolen, employees are required to notify their manager immediately. If the laptop damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case-by-case basis. Instances of negligence and/or inappropriate use may be subject to disciplinary action up to and including termination. Each case will be determined by the director of technology with the support of the director of human resources. Employees who are released from employment for any reason (resignation, discharge, etc.) must return their assigned equipment no later than their final day of employment with KIPP Metro Atlanta, or face legal action. KIPP Metro Atlanta will not permit the purchase of KIPP Metro Atlanta technology to be released to active employees.

The use of school technology equipment should interfere in no way with an employee's job duties and/or performance, and employees are prohibited from using their assigned equipment in a way that is disruptive or offensive to others, or harmful to school morale. Such prohibited transmissions include those in violation of the KIPP Metro Atlanta Human Rights, Copyright, and Technology Equipment Usage Policies, in addition to all federal and state laws.

Employees are to utilize KIPP Metro Atlanta technology for school related purposes and the job performance. Incidental personal use of technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Any personal use by employees must comply with this policy.

Any violation of this Technology Equipment Usage Policy may result in disciplinary action, including possible termination of employment.

## EMPLOYEE LEAVE POLICY

This section describes KIPP Metro Atlanta’s policy on granting leave. Except in the cases of holidays and the leave covered by the Family and Medical Leave Act of 1993, leave eligibility is not automatic. Employees have the responsibility to request leave from their manager as soon as possible and to establish that leave has been approved.

While KIPP Metro Atlanta will continue to make reasonable efforts to provide leave benefits as described in this section, it reserves the right to modify or terminate any leave benefit now in effect.

### *Paid Time Off (PTO) Procedures*

#### **Full-Time Employees**

In addition to school holidays and breaks, eligible employees will receive leave days each year to be used for any combination of sick or personal time off. Managers have the authority to approve or deny any leave request presented to them. The number of annual PTO days and breaks for which each full-time employee is eligible is stated below (see the appendix for a list of holidays for which staff is eligible). On these days, full-time hourly employees will be compensated for a maximum of 8 hours.

Full-Time Employee Type	Annual PTO Eligibility	Monthly PTO Accrual
Non-Annual Employees – Schools	8 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Spring Break + *Summer Break  <i>* Non-annual hourly employees are not eligible for summer pay unless they receive management approval to perform work during the summer</i>	0.67 days
Annual Employees – Schools	16 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Spring Break + 2 weeks of Summer Break	1.33 days
Annual Employees – KF and ST	19 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Spring Break + 2 week of Summer Break	1.58 days

For purposes of this benefit, non-annual employees are defined as employees who are scheduled to work during the school year, i.e. July – May. Annual employees are defined as employees who are scheduled to

work all 12 months.

Paid time off is not automatic. Eligible employees must earn PTO days. PTO is earned each month an employee works. Although a full-time employee will be able to view all of the PTO days they can earn during the year and can take the days prior to earning them, if the employee stops working for KIPP Metro Atlanta (for any reason) they may be required to pay back the organization for all days taken before earned.

In the event that a current employee transfers to a different school/entity within KIPP Metro Atlanta, they will be eligible to keep the total number of paid time-off days accrued to date and will begin earning days based in their new position beginning the first day with the new school/entity.

### **Part-Time Employees**

All part-time employees are eligible to earn paid time off. These employees earn 1 hour of PTO for every 20 hours worked for a maximum of 50 hours earned per year. In addition to accrued leave, part-time employees will receive pay for the following holidays only. Employees working “on-call” are not eligible to receive holiday pay.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Should part-time employees who have not earned PTO require time off, they should inform their manager as soon as possible. Employees understand that because they are taking time off before they have earned PTO, the day(s) taken off will be unpaid.

#### *Procedures to request PTO*

- Future Time Off: As soon as eligible employees know that they need to take time off, they must do so through the KIPP Metro Atlanta HRIS. Employees are required to use all paid leave before taking any unpaid leave. The only exception is for non-annual hourly employees, who may choose to take unpaid leave during the school year in order to use paid leave during Summer Break.
  - Full-time employees' leave time must be requested in the following increments (regardless of the employee's work schedule):
    - 8 hours = 1 day
    - 6 hours =  $\frac{3}{4}$  day
    - 4 hours =  $\frac{1}{2}$  day
    - 2 hours =  $\frac{1}{4}$  day
- Part-time employees' leave requests will be in increments equal to hours worked. For example, if the employee works a 4-hour shift, they would request 4 hours = 1 day.
- Support Team and KIPP Forward Staff can only take time in increments of 1 or  $\frac{1}{2}$  day(s).

The employee's manager will approve/deny the leave request electronically. If necessary, the employee's manager will meet with the employee to discuss the approval or denial of the leave request.

- Time Taken in Past: In the event that an employee is ill and needs to take a day before getting the day approved, as soon as the employee returns to work, they must complete a paper leave request form (found in the school's main office) or within the HRIS and give it to their manager for approval.

The completed form must be submitted to Human Resources within 48 hours of returning to work. The employee and manager are responsible for ensuring that this process is followed. An employee who cannot come to work due to an unexpected illness must inform their manager prior to their scheduled arrival time.

### *Critical Days*

At the beginning of each school year, principals, chief schools officer, chief operating officer, chief of staff, and chief executive officer will identify "critical days" for which staff members are restricted from using their leave days.

Critical days include the day(s) before or following a holiday and/or school break, standardized testing days, professional development days, half days, new scholar orientation, the first day of school, and the last two weeks of the traditional school year.

Unless otherwise approved due to medical emergencies, staff members who do not report to work on a critical day may be subject to performance management procedures. A doctor's note will be required for all critical day absences resulting from medical emergencies.

The list of critical days for the current school year is located in the Appendix of the employee handbook.

### *Approval/Denial of PTO*

KIPP Metro Atlanta Schools wants employees to use Paid Time Off (PTO) for rest, renewal, and well-being, and encourages all employees to request time to maintain a balance between personal and work lives. Likewise, managers will work to honor PTO requests whenever possible, come up with solutions in the event of possible barriers for taking time off, and in the event that PTO needs to be denied, offer a clear explanation to employees.

The manager will have the discretion to deny any leave request based on the burden placed on the school or the organization. If the leave request has been denied and the employee still chooses to take the unapproved day off, that is insubordination. Consequences for insubordination include being written up, to losing the leave day, to termination. Other circumstances where these consequences would apply are:

- The staff member did not seek approval for the leave from the manager in advance
- The staff member takes more than their total number of eligible leave days
- The staff member takes time off and doesn't report it to their manager and Human Resources

### *Unpaid Time Off*

Unpaid leave may only be utilized following approval from Human Resources (see Non-FMLA Leave policy) or as mandated within federal and state family and leave laws (see Family and



Medical Leave Act policy). Aside from these policies, employees are not permitted to take time off in excess of their paid time off balance. Once all paid time off has been utilized, absences in excess of two (2) days within a ninety-day period will be considered excessive and will lead to disciplinary action up to and including termination of employment.

Employees and managers are responsible for tracking paid leave balances and reporting the use of unpaid leave. Unpaid time off should be documented via a signed Leave Request Form (see appendix) and submitted to the principal and/or director of operations within 48 business hours. Upon receipt, the principal and/or director of operations must report the use of unpaid time off to payroll prior to the upcoming payroll deadline. Pay deductions (in full-day increments) will be made for salaried/exempt employees if the employee has exhausted all of their paid time off.

*Partial Day Leave*

Salaried school-based staff requesting to leave early will use the appropriate portion of their leave days:

Early Leave Time	Portion of Day Used	Hours Conversion
Before 9:30 AM	1 day used	8 hours
9:31 AM - 12:30 PM	3/4 day used	6 hours
12:31 PM - 2:00 PM	1/2 day used	4 hours
After 2:01 PM	1/4 day used	2 hours

Hourly employees will submit time off for actual hours not worked in increments of 2 hours.

School-based staff members who are approved to use PTO during Early Release Days will be required to use  $\frac{3}{4}$  of a PTO day. Employees who are approved to use PTO during Half Days will be required to use  $\frac{1}{2}$  of a PTO day.

Support Team and KIPP Forward employees can only request a full or half day off.

*Late Arrival*

Staff members who expect to arrive later than the following times for any reason must call their manager’s cell phone as soon as possible:

- KIPP South Fulton Academy, KIPP Soul Primary, KIPP Soul Academy, KIPP STRIVE Academy, KIPP STRIVE Primary, KIPP Vision Academy, KIPP Vision Primary, KIPP WAYS Academy, KIPP WAYS Primary, and KIPP Woodson Park Academy, staff after 7:00 a.m.
- KIPP Atlanta Collegiate after 7:40 a.m.

Other excused and unexcused tardies for salaried school-based employees will be treated as follows:

Arrival Time	Portion of Day Used	Hours Conversion
7:30 AM - 9:30 AM	1/4 day used	2 hours
9:31 AM - 12:30 PM	1/2 day used	4 hours
12:31 PM - 2:00 PM	3/4 day used	6 hours
After 2:01 PM	1 day used	8 hours

*Rollover of Unused Days*

All employees can carry over up to five (5) total unused days at the end of each school year for a maximum of thirty (30) days. (Only employees who have worked with KIPP Metro Atlanta for at least six years and who have rolled over five unused days at the end of each year will reach this maximum. Donated leave hours are not eligible for carryover into the next school year.)

The maximum thirty (30) days an employee can accumulate (rollover from previous years) is in addition to the days an employee can earn in the current fiscal year. (While a non-annual employee can have up to 38 PTO days in a single year, they can never roll over more than 30.)

An employee cannot take off more than thirty (30) paid time off days in a given year unless it is approved FMLA.

*Payment of Unused Days*

Employees who leave the organization for any reason (e.g., termination, resignation, independent contractor status, etc.) will forfeit all unused accrued paid time off. Employees who stay through the end of the school year will be compensated for up to three (3) unused accrued paid time off days. Employees leaving in the middle of the school year do not have that option.

### *Leave Time Donation*

In the event an employee has to take an extended leave of absence due to parental leave, medical need, or other emergency situations, other employees may volunteer to donate their leave days to the colleague in need. The employee must have used all paid time off days in order to use pre-approved donated days, and the need must be documented by a doctor's note. Employees can donate only to employees who work for the same school or entity. For example, KIPP STRIVE Academy employees can donate only to and receive donated days from other KIPP STRIVE Academy employees. Full-time employees can only receive and donate hours equivalent to the increments outlined in the Employee Leave Policy. Part-time employees can only receive and donate hours that are equal to or less than their schedule. This process is completely voluntary and anonymous. Donated hours are not eligible for carryover into the next year.

In order to donate a day to a colleague, the employee donating the day must be a current employee. Employees may not donate days after giving notice of resignation. Employees who wish to donate must complete the donation section of the paper leave request form. A copy of the leave request form can be found within the appendix or the HRIS.

### *Bereavement Leave*

Following the death of an immediate family member or relative that lives with you dies, an employee is eligible for five (5) days per incident that will not be deducted from their PTO balance. Employees are eligible for up to a total of ten (10) days of bereavement leave per school year. Bereavement leave must be utilized within 30 days of the qualifying event and documentation may be required.

Immediate family is typically defined as spouse, father, mother, son, daughter, brother, sister, aunt, uncle, grandparent, grandchild and corresponding step and in-law relations. Bereavement leave must be utilized within 30 days of the qualifying event.

### *Jury Duty*

KIPP Metro Atlanta encourages all employees to serve when called for jury duty. If an employee receives a jury summons, the employee must notify their manager immediately. When an employee (hourly or salaried) is summoned for jury duty, KIPP Metro Atlanta will:

- Pay the employee's regular salary for the days served based on what their schedule would have been on that day. The employee will lose no regular pay due to jury duty.
- Consider the employee's jury duty pay as payment for extra expenses incurred.

If the court subpoenas an employee as a witness for personal reasons, the employee must use their PTO time and submit a request to their manager for approved leave for the day(s) involved. The employee must report to work on days or partial days when they are not required to report to jury duty or appear as a witness.

### *Military Service Leave*

Employees ordered to annual tours of duty for the reserves or National Guard during the work year will be granted paid leave up to 18 days for each assignment. Longer military leaves without pay will be

granted when an employee is absent from work for an extended period because of Eligible Military Service (as defined below). Upon satisfactory completion of the military service, employees who are eligible for reemployment will be reemployed with the same seniority and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave.

For purposes of this policy, “Eligible Military Service” means certain types of service (listed below) in the following branches of the U.S. military:

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty
- Commissioned corps of the Public Health Service
- Any other category of persons designated by the President in times of war or national emergency

Eligible Military Service also includes:

- Duty as a member of an organized militia or reserve component of the Armed Forces
- Active state service by a member of the Georgia National Guard or any Georgia resident who is a member of the National Guard of any other state

Eligible employees may take leave under this policy for the following types of military service:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Submitting to an examination to determine your fitness for any of these services
- Funeral honors duty performed by National Guard or Reserve members
- Service as an intermittent disaster-response appointee of the National Disaster Medical System when employees are activated under federal authority or attending authorized training in support of a federal mission

If you need to take military service leave, you or an authorized military service officer should provide Human Resources with at least 30 days’ notice if possible. If 30 days’ notice is not possible because of military necessity or for other reasons, you should give as much advance notice as possible. Written notice is preferred but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to Human Resources.

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to Human Resources, including their military discharge documentation, if available, as follows:

- If their military service was for active duty, they must submit an application for reemployment within 90 days of completion of service.
- If their military service was for training, they must submit an application for reemployment within:
  - 10 days of completion of service if training was less than 30 days
  - 14 days of completion of service if training was 31 to 180 days
  - 90 day of completion of service if training was over 180 days

If an employee is unable to comply with this schedule through no fault of their own or if they are injured or recovering from an injury, they should speak with Human Resources as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who

do not report to work or apply for reemployment within the applicable timeframe will be subject to KIPP Metro Atlanta’s rules regarding unexcused absences.

In all cases, military leaves shall be granted in accordance with applicable federal and state laws.

*Parental Leave*

Primary caregivers who have been employed by the organization for twelve or more consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive forty (40) days of paid Parental Leave. Primary caregivers who have been employed by the organization for less than twelve consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive twenty (20) days of paid Parental Leave.

For purposes of this Parental Leave benefit, “primary caregiver” will be defined as the individual giving birth or, in cases of surrogate birth or adoption, the individual who will assume the primary responsibility of staying home with the child. All cases of requested Parental Leave require documentation.

<b>Primary Caregiver</b>	
Months of Employment	Paid Time Off
0-11	20 days (4 weeks)
12 or more	40 days (8 weeks)

Secondary caregivers who have been employed by the organization for twelve or more consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive twenty (20) days of paid Parental Leave. Secondary caregivers who have been employed by the organization for less than twelve consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive fifteen (15) days of paid Parental Leave.

<b>Secondary Caregiver</b>	
Months of Employment	Paid Time Off
0-11	10 days (2 weeks)
12 or more	20 days (4 weeks)

Eligible employees must take Parental Leave within six months of the birth or adoption of a child(ren), and the leave may be taken only in full-day increments. If the need for parental leave is foreseeable, employees must provide their manager and Human Resources with at least three weeks advance notice of the date on which parental leave will begin.

These employees will be eligible for leave in accordance with the Family and Medical Leave Act (see below for more information). All employees requesting this leave must complete a Request for FMLA Form by contacting Human Resources. Employees are eligible to utilize qualifying Parental Leave balances once per rolling calendar year (i.e., a 12-month period measured from the date an employee first uses any Parental Leave).

### *Family and Medical Leave Act (FMLA)*

The Family and Medical Leave Act (FMLA) is a federal law designed to balance the needs of employers and employees in circumstances when employees must take extended medical leaves for serious medical conditions, including pregnancy, or to care for family members. FMLA gives eligible employees the right to take up to 12 weeks of job-protected leave (or up to 26 weeks in the case of military caregiver leave) with continued benefits for immediate family or medical reasons.

The Human Resources department administers FMLA for all KIPP Metro Atlanta employees. Employees and supervisors are encouraged to contact Human Resources regarding qualification, eligibility, entitlement to leave, maintenance of health benefits, job restoration and return to work, notice and medical certification, fitness to return to duty, intermittent/reduced leave, and application of this regulation.

Eligible employees may take reasonable leaves of absence for the birth, adoption, or placement of a foster child; for the care of a spouse, son, daughter, or parent who has a serious health condition or a covered service member with an injury or illness or because the employee is unable to perform the functions of their position due to a serious health condition. This regulation is not intended to give or create any additional rights to leave not provided by the Family and Medical Leave Act. Any employee request for leave that meets the qualification requirements for leave authorized by the Family and Medical Leave Act will be treated by KIPP Metro Atlanta as a request for Family and Medical Leave, provided the employee has not exhausted the amount of leave allowed by law.

Employees who apply for and are granted a family and medical leave of absence are required as a condition of leave to meet the notification and documentation requirements. Leave may be delayed or denied if employees do not provide adequate notice for leaves planned. Fraudulent application for or use of FMLA leave shall result in disciplinary action, up to and including termination.

#### *Eligibility*

Employees of KIPP Metro Atlanta that have been employed continuously for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave are eligible to take up to 12 work weeks of unpaid leave during any 12-month period under the FMLA. KIPP Metro Atlanta requires that employees use any accrued paid leave while on approved FMLA leave. When paid leave is exhausted, the leave becomes unpaid. Employees are eligible to receive pay for scheduled breaks while on FMLA leave. Employees may be granted leave for one or more of the following reasons:

- Birth of a child or to care for a newborn child;
- Adoption or foster placement of a child with the employee;
- To care for the employee's spouse, child, or parent(s) if that individual suffers from a serious health condition;
- The employee's own serious health condition which prevents the employee from performing their job functions;
- Any qualifying exigency arising from the fact that the employee's family member is a covered service member and is on covered active duty;
- To care for a covered family member who is a covered service member and who suffers from a serious injury or illness incurred in the line of duty on active duty.

#### *Period of Leave*

Except in the case of leave to care for a covered military service member with a serious injury or illness, an employee's FMLA leave entitlement is limited to a total of 12 work weeks leave during any 12 month period. A "rolling year" shall be used to determine the 12-month period during which the 12 work weeks of leave entitlement may occur. That is, the 12 months period shall be measured backward from the date the employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be determined based on any balance of the 12 work weeks which has not been used during the immediately preceding 12 months.

While on approved leave, employees are reminded that appropriate personnel policies and practices of the organization continue to apply to them. Any conduct or behavior inconsistent with the most current certification for leave may justify recertification or further investigation by KIPP Metro Atlanta. If it is determined that an employee has falsified, misrepresented, or omitted information in connection with their application or use of FMLA leave, disciplinary action shall be administered, up to and including termination.

### *Notification*

The employee must provide the employer with at least 30 days advance notice to the Human Resource department before the leave is to begin if the need for leave is foreseeable. This notice shall, be in writing, set forth the reason(s) for requested leave, the anticipated start date, and duration of leave. If the leave is foreseeable based on planned medical treatment, the employee is expected to make a reasonable effort to schedule planned treatment to avoid disruption to school operations. Leave may be denied if employees do not provide adequate notice for leaves planned in advance.

When planning absences for medical reasons, the employee must consult with the Human Resource department and the employee's supervisor and should make a reasonable effort to schedule the treatment subject to the approval of the health care provider so that any corresponding leave will not disrupt unduly the operations of the worksite.

If such advance notice is not possible, the employee must give notice as soon as practicable, ordinarily within one or two working days of learning of the need for leave, and which notice shall include sufficient information for Human Resources to determine whether FMLA leave applies. In all cases, the employee has a duty to respond to reasonable inquiries designed to determine whether an absence is FMLA-qualifying. Failure to comply with this notice and other requirements may, absent unusual circumstances, result in the delay or denial of leave.

### *Return to Work*

1. In general, an employee who completes a period of leave will be returned to the same or equivalent position (note: this applies to position, not work location) if they return prior to or at the end of 12 weeks. Disputes that arise regarding the determination of "equivalent" will be resolved by the Chief People Officer. This restoration does not apply to an employee returning to work beyond the approved FMLA leave period.
2. KIPP Metro Atlanta may require an employee on FMLA leave to report periodically to their principal or supervisor on the employee's status and intent to return to work.

3. If the leave was required due to the employee's health, a return to work certification from the health care provider stating the employee's fitness to return to duty is required. Once an employee's FMLA leave is exhausted, if the employee cannot fulfill the requirements to return to duty or provide justification for valid reasonable accommodations provided under the Americans with Disabilities Act, the employee will be released from their employment.
4. If the employee's position has been abolished or reclassified due to a legitimate organizational necessity while he or she was on FMLA leave, any right to restoration and/or reinstatement would be the same as if the employee had not been on leave when the abolishment or reclassification occurred.

#### *Non-FMLA Leave*

KIPP Metro Atlanta complies with all federal and state family and leave laws. However, when these laws do not apply, or an employee does not meet the eligibility requirements, Human Resources will consider an employee's request for non-FMLA medical or emergency leave. This leave may provide a maximum of two weeks in a 12 month period. Each leave request will be considered on an individual basis.

#### *Within the First Year of Employment*

An employee experiencing a serious medical condition within his or her first year of employment may request a leave of absence. A leave of up to two weeks within the first 12 months of service may be provided when the employee needs to be out of work for at least five consecutive workdays. The use of intermittent leave is not permitted under this policy.

#### *Serious Health Condition*

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility;
- A period of incapacity requiring an absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a healthcare provider;
- Any period of incapacity due to pregnancy or for prenatal care;
- Any period of incapacity (or treatment) due to a chronic serious health condition (e.g., asthma, diabetes, or epilepsy);
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, or terminal diseases); or
- Any absences to receive multiple treatments (including any period of recovery) by or on referral by a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy or dialysis).

#### *Requesting Non-FMLA Leave*

Other than in the case of emergency, an employee is required to request leave at least 30 days in advance of the first day of requested leave. If an employee becomes aware of the need for leave less than 30 days in advance, he or she must request leave on the next business day.



### *Supporting Documentation*

When requesting leave, an employee must provide a statement from his or health care provider or proof of personal emergency certifying the need for leave. Human Resources will receive and review all supporting documentation.

### *Snow Days or Unexpected Office/School Closures*

If the school/office is closed unexpectedly or for a snow/inclement weather day(s), employees may be required to make up the work day during the year. This procedure applies to all KIPP Metro Atlanta employees.

In the event of inclement weather, KIPP Metro Atlanta Schools will make a decision regarding the closing of schools. Often, KIPP Metro Atlanta follows the Atlanta Public School closing policy; however, scholars and staff should wait for an official announcement from KIPP Metro Atlanta regarding the official closure decision.

If KIPP Metro Atlanta Schools close for any reason, we will communicate closing information on our KIPP Metro Atlanta Facebook page, website [www.kippmetroatlanta.org](http://www.kippmetroatlanta.org), or local media outlets.

When operations are officially closed due to emergency conditions, KIPP Metro Atlanta Schools will pay employees for their established work schedules, with hourly employees being paid for a maximum of 8 hours per day. Essential personnel may be required to report to work if weather conditions permit. In that event, essential personnel will be notified by their manager. If an emergency closing has not been authorized, employees who fail to report for work will not be paid for the time missed. Staff who have already scheduled PTO or are on approved leave (i.e., FMLA) during a snow day(s) or other unexpected school/office closure will be required to use their already scheduled PTO or leave time.

## **THE WORK ENVIRONMENT**

KIPP Metro Atlanta Schools is not a remote/virtual work organization. Unless otherwise specified for time-limited reasons or as part of an ADA Accommodation, employees are expected to be able to work/report to work in person.

### *Behavioral Guidelines*

KIPP Metro Atlanta recognizes that healthy and nurturing relationships are a critical component of our educational experience. Positive relationships among scholars and between scholars and professional staff are integral to our success and standards of excellence.

We also understand that environments that serve children have been used by some adults to cultivate inappropriate relationships and even sexual abuse of children and young people. After careful consideration, we have agreed as a community to adhere to specific behavioral guidelines designed to articulate our collective understanding of interactions that are welcome and appropriate in our educational environment and those that are not acceptable or permitted between adult staff members and the children and young people we serve. These corresponding examples are not exhaustive, and any employee who violates these guidelines shall be subject to discipline up to and including termination of employment.

<b>Appropriate Physical Boundaries</b>	<b>Inappropriate Physical Boundaries</b>
Brief side hugs and/or brief shoulder-to-shoulder hugs	Lingering hugs or full-body hugs
Culturally appropriate kiss on the cheek (depending on the culture of the school and families)	Kiss on the mouth or culturally inappropriate kiss on the cheek
Holding younger scholars should be “as needed” for comfort or care	Holding scholars over three years old on the lap or in one’s arms
Pat on the shoulder or upper back	Touching buttocks, chests, or genital areas
Holding hands when walking with a young	Holding hands with a scholar (unless it is a young

scholar. For example, when other scholars are partnered and holding hands with one another  Hand-shakes, high-fives, knuckle bumps, or hand slaps that are not hard	child who needs assistance or guidance)
Brief touch of a scholar’s upper back  Touching as required for specific coaching or training*  Picking up a scholar who needs medical care or physical assistance	Touching the head, face, or hair of a scholar  Touching knees or legs is generally prohibited Touching a scholar’s side, stomach, or lower back
If trained, following appropriate physical restraint protocol	Physical discipline or corporal punishment in any form

\*Coaching, weight training, and athletic training may require contact that would normally be prohibited. However, these activities require collective decision-making and standardized practices to ensure the contact is consistent across trainers and coaches.

<b>Appropriate Emotional Boundaries</b>	<b>Inappropriate Emotional Boundaries</b>
<p>Including or copying parents and other adult leaders of the program on all emails or text messages to scholars (although the technology method can be different)</p> <p>Using school phones and email addresses to contact scholars</p> <p>Instructing scholars to contact adult leaders via school phone number, email address, etc.</p>	<p>Private emails and text messages to scholars</p> <p>Giving out one’s private contact information to scholars</p> <p>Using one’s private email address to contact scholars</p>
<p>Taking scholars on school-sponsored field trips approved by the principal with consent from parents/guardians</p>	<p>Having scholars over to one’s house or taking them on trips without other adults being present</p> <p>Being possessive of scholars and demanding a great deal of their time</p>
<p>Securing permission of parents/legal guardians before posting photos of scholars or details of program activities on any electronic media. Identifying information (i.e., names or tags, home address, etc.) should never be used.</p>	<p>Pushing scholars to reveal personal information or personal problems.</p> <p>Inviting scholars to be “friends, fans, etc.” on personal social networking sites, or using personal social media/networking sites for school communications with scholars</p> <p>Asking questions about the scholars' personal</p>

	<p>relationships, either peer or family, unless specifically required by role and job description within the school</p>
<p>Verbal praising of achievements, progress, and diligence</p> <p>Using verbal praise to reward appropriate behaviors, improvements in performance</p>	<p>Comments (positive or negative) that relate to physique, body development, express affection and/or involve other boundary violations. This includes comments that are positive or negative, oral or written via any form of media</p>

<b>Appropriate Behavioral Boundaries</b>	<b>Inappropriate Behavioral Boundaries</b>
<p>Working with a scholar in a classroom with an uncovered glass window or open door</p>	<p>Being alone with a scholar in isolated areas such as closets or dressing rooms</p>

Sitting beside a scholar	Being alone with a scholar in staff-only areas or other private rooms
Treating all scholars fairly and consistently	Favoring some scholars over other scholars
Following behavioral guidelines of the school and requiring scholars to also follow the behavioral guidelines of the program and the school as a whole	Using, possessing, or being under the influence of illegal drugs Being under the influence of alcohol Swearing, or using vulgar language
Maintaining dress within the school's code  Using separate showers and changing facilities from the scholars or using the same facilities but at different scheduled times  Sleeping in separate beds from scholars during overnight trips	Possessing or displaying sexually-oriented or morally inappropriate printed or electronic materials (e.g., magazines, cards, videos, films, clothing, internet sites, etc.)  Undressing or being nude, including taking a shower in the presence of a scholar  Sleeping in the same bed, sleeping bag, or tent with a scholar unless the adult is the parent of the scholar  Discussing one's own sexual activities
Answering ordinary questions that scholars have about the teacher's family members or history and occasionally drawing upon one's	Engaging in any sexually oriented conversations with scholars unless the conversations are part of a legitimate lesson and discussion for teenagers

own experiences to enhance a teaching point  Referring scholars who have serious questions about sexuality and sexual behaviors to an appropriate resource, informing one's direct supervisor of the conversation, and documenting the referral and reason for the referral	regarding human sexuality issues. On such occasions, the lessons will convey to scholars an established curriculum on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counseling
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*Scholar Transportation Policy*

**Field Trip Transportation**

Scholar transportation on field trips must be provided by a KIPP Metro Atlanta approved vendor.

### **Non-Field Trip Transportation**

If a scholar requires assistance with transportation of any sort, whether to go home or to a school-related event, employees should follow these mandatory steps until transportation is arranged:

1. Contact the scholar's parent/guardian to request that the parent/guardian transport the scholar; or
2. Contact the scholar's emergency contacts to request that the emergency contact transport the scholar.
3. If the parent/guardian or emergency contacts are unable to arrange for transportation home, then follow these steps:
  - i. Arrange for round-trip travel via Uber or Lyft to bring the parent/guardian or emergency contact to the school to pick up the scholar and to transport all parties home.
  - ii. Inform the parent/guardian or emergency contact that KIPP will send a ride-share service to bring that person to the school to pick up the scholar and then transport the scholar and the accompanying adult home.
  - iii. When making ride-share purchases, use a KIPP credit card and save the receipt. This step may require the assistance of school operations.
  - iv. Notify the principal.
  - v. Notify the school social worker/counselor so that they can follow up with the parent/guardian the next day.
4. If unable to contact parent/guardian or any emergency contacts to arrange transportation home, contact the school social worker/counselor to formally implement the Scholar Abandonment Process.
5. For transportation to school-related events, contact the parent/guardian and emergency contacts to transport scholar to the school-related event.
6. If transportation is for a school-related event and we are unable to reach a parent/guardian or emergency contacts, the scholar will not be allowed to participate in the school-related event. Contact the school social worker/counselor and follow the Scholar Abandonment process.

## **Chaperones and Volunteers**

Chaperones and volunteers are prohibited from transporting scholars in their private motor vehicles for school-sanctioned activities/events/field trips or at the request of a KIPP employee.

### *Personal Relationships in the Workplace Policy*

KIPP Metro Atlanta is committed to maintaining a professional work environment that encourages all employees to perform at their highest level and that supports career advancement on the basis of factors such as ability and work performance. In accordance with this commitment, unless otherwise approved by the chief executive officer or board of directors, KIPP Metro Atlanta employees may not: (1) directly or indirectly supervise employees with whom they have a familial or dating relationship; (2) influence or attempt to influence decisions affecting the terms and conditions of employees with whom they have a familial or dating relationship (including but not limited to decisions regarding hiring, promotion, or termination); or (3) influence or attempt to influence the award of contracts to vendors with whom they have a familial or dating relationship. For purposes of this policy, a “familial relationship” means a relationship between members of the same family or household. A “dating relationship” means a relationship between individuals engaged in a romantic or sexual relationship.

Questions concerning this policy or its applicability in specific situations should be referred to the director of human resources or the chief executive officer.

If a KIPP Metro Atlanta employee has a familial or dating relationship with an employee under their direct or indirect supervision, the parties must promptly notify the director of human resources or the chief executive officer. In situations where the chief executive officer or board of directors approves such staffing arrangements, procedures will be implemented to ensure that decision-making is not influenced by any potential conflict of interest.

Failure to report the existence of a familial or dating relationship in compliance with this policy may result in disciplinary action, including possible termination.

### *No Harassment Policy*

KIPP Metro Atlanta prohibits harassment of anyone based on the person’s race, sex, national origin, color, religion, age (40 and over), disability (mental or physical), sexual orientation, sexual preference, or gender identity. Anyone violating this prohibition is subject to discipline, including possible employment termination.

Harassment is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile, or demeaning environment for education or employment. Creating a harassment-free environment requires the commitment of our entire community.

Examples include (but are not limited to):

- Verbal abuse
- Unwelcome physical touching
- Obscene or demeaning remarks, jokes, or slurs
- Comments about a person’s race, religion, gender, national origin, age, color, disability, sexual

- preference, sexual orientation, or gender identity
- Display of explicitly offensive or demeaning materials
- Comments about someone's physique
- Staring at someone in a suggestive manner
- Blocking or impeding someone's movements

## Sexual Harassment

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

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, or advancement or participation in a school activity
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person
- Comments or behavior resulting from hostility towards someone based on her/his gender

### Reporting Harassment

KIPP Metro Atlanta is committed to a prompt and fair resolution of harassment issues. Any employee experiencing harassment should do any or all of the following:

- As soon as possible, notify someone in Human Resources or the chief executive officer
- Be prepared to provide specifics, including when, where, and how you were harassed, witnesses (if any) and other evidence such as e-mails, text messages, notes, etc.

Human Resources will investigate the matter, doing its best to maintain confidentiality to the extent possible. At the conclusion of the investigation, KIPP Metro Atlanta will take whatever steps are necessary and appropriate to remedy the situation and prevent it from recurring.

Retaliation against anyone merely for making a report of harassment is **ABSOLUTELY PROHIBITED**.

## *Children in the Workplace*

This policy is established to avoid disruptions in the job duties of employees and co-workers, reduce personal and property liability, and help maintain KIPP Metro Atlanta's professional learning environment.

The presence of children in the workplace with the employee relative prior to the dismissal of KIPP Metro Atlanta scholars is not permitted. Supervisors may grant exceptions for temporary, unforeseen circumstances, but no parent or relative may have a child in the workplace without the supervisor's permission.

Employees must contact their supervisor as soon as possible to obtain permission to have a child accompany the employee while working. Factors the supervisor will consider are how long the child needs to be there, the work environment in the employee's area, and possible disruption to the employee's and co-workers' work.

A child brought to the workplace is the responsibility of the employee relative and must be under the

direct supervision of the employee/parent at all times. KIPP Metro Atlanta Schools accepts no liability for injuries to children who are on campus in violation of this policy.

The only exception to this policy are instances in which KIPP Metro Atlanta Schools has approved structured childcare provisions for staff at one of our campuses or other unique instances.

### *Personnel Records*

KIPP Metro Atlanta maintains work-related records for each employee. These files are confidential and are accessible only to the employee and the following individuals: principals, chief executive officer, chief schools officers, chief operations officer, chief of staff, managing director of talent, director of human resources, and human resources managers. These records are stored both in hard copy and via secure electronic storage.

It is the employee's responsibility to supply KIPP Metro Atlanta with accurate information. Employees are required to update human resources and the school as personal information changes throughout the year. Employees should make changes to their personal information by logging in to the HRIS.

Employees must provide KIPP Metro Atlanta with the following documentation for their personnel files:

- Personal information, which may include home and mobile phone numbers, home address, etc.
- Transcripts or other proof of graduation from colleges or universities from which employees received a post-secondary degree
- Documentation of professional certifications or licenses
- Criminal background check
- Resume
- Emergency contact information
- Employment verification (only for teachers, teacher leaders, counselors, and coordinators)

### *Progressive Discipline Policy*

Progressive discipline is a process that attempts to address and/or correct an employee's performance or workplace behavior by providing clear and constructive feedback through a series of increasingly formal steps. KIPP Metro Atlanta has a progressive discipline process in place in order to address the substandard performance or inappropriate workplace behavior. It is intended to bring attention to the seriousness of the infraction(s) to the employee. This process ensures corrective action is taking place to improve and prevent a recurrence of undesirable employee performance and/or inappropriate workplace behavior. Formal steps in this process may include counseling and a verbal warning (documented in writing), a written warning (that includes a verbal discussion regarding the same), a performance improvement plan (PIP), an unpaid suspension, and/or termination of employment. Nothing in this policy should be deemed or viewed as contractual rights regarding employee discipline or counseling.

### *Grievance Procedure*

During the day-to-day operation of KIPP Metro Atlanta, misunderstandings and problems that require attention sometimes arise. Should an employee feel as though their problem has not been adequately addressed or resolved, the employee should use the following grievance procedure.



### Step One: Informal Discussion

An employee having a problem, complaint, issue, or dispute, either with a fellow employee or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom they have the problem, complaint, issue or dispute, within five working days of the occurrence or cause of such matter.

### Step Two: Administrative Review

If the matter is not resolved through informal discussion, the aggrieved employee may submit a written request for a face-to-face meeting with the principal (or their manager if they are an ST or KIPP Forward employee) and any other person or persons whose actions or decisions give rise to the matter.

The principal (or manager if an Support Team or KIPP Forward employee) will try to schedule such meeting to occur within five business days of their receipt of the request. At such meeting, each party will have the opportunity to be heard and to request relief. After such meeting, the principal (or their manager if they are an Support Team or KIPP Forward employee) will issue a written recommendation as to how the matter should be resolved. All parties present at the meeting shall receive copies of the written recommendation.

### Step Three: Review by the Human Resources Department

If the aggrieved employee remains dissatisfied after step two, the employee may, within five business days after receiving their receipt of the principal's or manager's written recommendation, file a written grievance, either electronically or through regular mail, with their designated human resources manager.

The human resources manager will respond upon receipt of such grievance by acknowledging such receipt to the aggrieved employee and notifying the aggrieved employee of a meeting at which the employee can discuss the grievance with the human resources manager and/or the director of human resources. If deemed necessary, the Human Resources department will conduct a timely and thorough investigation of the grievance. After such an investigation, the human resources manager and/or the director of human resources will notify the employee of the department's recommendations.

### Step Four: Review by the Managing Director of Talent

If the aggrieved employee remains dissatisfied after step three, the employee may, within five business days after their receipt of the Human Resources department's recommendations, file a written grievance, either electronically or through regular mail, with the managing director of talent.

The managing director of talent will respond upon receipt of such grievance by acknowledging such receipt to the aggrieved employee and notifying the aggrieved employee of a meeting at which the employee can discuss the grievance with the managing director of talent. After the meeting, the managing director of talent will determine if further investigation is necessary. Upon conclusion, the principal and/or manager and the aggrieved employee will be notified of the managing director of talent's decision and recommendations. The managing director of talent has the ultimate and final decision in the grievance process.

Employees are encouraged to take advantage of the formal grievance procedure for issues that cannot be resolved informally without fear of reprisal as the result of using this process.

### *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, ethnicity, 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, families, and scholars 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.

### *Drug-Free Workplace*

KIPP Metro Atlanta takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse-free workplace. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

### *Substance Abuse Policy*

KIPP Metro Atlanta recognizes alcohol and drug abuse are potential health, safety, and security problems. We expect all employees to cooperate in maintaining a work environment free from the effects of alcohol, drugs, or similar substances. Compliance with this substance abuse policy is a condition of employment. Violations of the policy will likely lead to discipline and/or discharge.

Employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, vapes, or other intoxicants, as well as the misuse of prescription drugs on the premises or anywhere during working time. Employees reasonably suspected of being under the influence of such substances at work are subject to drug and alcohol testing.

Employees are required to report to their jobs in appropriate mental and physical condition, ready and able to work. Being impaired at work is unacceptable, regardless of the reason. KIPP Metro Atlanta does not allow employees to perform their duties under the influence of prescription medication that could adversely affect their ability to safely and effectively perform their jobs. An employee taking prescription medication that could impair the employee's ability to work safely or effectively must notify Human Resources prior to doing any work. Working while impaired, no matter what the reason, subjects an employee to discipline, including discharge.

Anyone who violates this policy is subject to disciplinary action, including possible termination of employment.

### *Possession of Firearms in the Workplace Policy*

KIPP Metro Atlanta is committed to maintaining a safe learning environment for all of our scholars, families, visitors, and staff. Except as expressly stated in this policy or as otherwise required by law, all scholars, visitors, and staff are prohibited from possessing firearms at any of our events, on our property, on our buses, or within the school safety zone.

This policy does not prohibit staff or visitors who have a valid weapon carry license from keeping a firearm in a locked, privately-owned car on school property or in the school safety zone; however, the firearm must be locked up, out of sight, in an enclosed compartment, or in the trunk.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination. In addition, KIPP Metro Atlanta reserves the right at any time and at its discretion to search all persons, containers, briefcases, purses, lockers, desks, and other property for the purpose of determining whether any individual is in possession of a firearm in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to disciplinary action, up to and including termination.

Any questions concerning this policy or its applicability in specific situations should be referred to the director of human resources or the chief executive officer.

### *Animals on Premises Policy*

No person shall bring, possess, carry, keep, maintain, or exhibit an animal on school premises except for educational or instructional purposes as part of the curriculum or an educational enrichment program relating to a specific course of study. A teacher or staff member must request and receive permission from the principal before an animal is brought to school. The request for permission must state the period the animal is requested to be on school property and show how the animal in a school or classroom, as part of the curricula or in conjunction with a course of study, can enrich educational programs, facilitate the learning experience, and otherwise provide valuable educational benefits for scholars.

At least (3) days prior to an animal being brought to school, the teacher must send written notice to parents/guardians of scholars as directed by the principal or building administrator. The notice shall provide the opportunity to disclose known allergies, immune deficiencies, or other objections so that special precautions or accommodations can be taken.

The person bringing an animal on school premises assumes all risks of loss or harm related to the animal.

These policy guidelines are not applicable to animals trained as therapy-assisted pets. Animals trained to assist the blind are excluded from these guidelines.

### *Terminating Employment Policy*

KIPP Metro Atlanta values a productive and mutually satisfactory employment relationship with each employee. However, both the employee and employer have the right to terminate the employment relationship at will.

Upon separation, employees are required to return all property owned/issued by KIPP Metro Atlanta and

complete an exit interview with Human Resources. Employees will be paid through their last day of employment, which is their last day worked. Non-annual salaried employees who are employed through the end of the school year will, however, be paid through June 30. Employees who terminate employment mid-year will be issued a physical check, which will be issued once all exit items are completed, which includes returning all KIPP Metro Atlanta issued equipment. Failure to return equipment may result in delay in receipt of the last check.

Employees will be notified of their employment status for the following school year before June.

Resigning employees are expected to notify the principal (or their manager if they are an ST or KIPP Forward employee) of their resignation by March 15 of each year.

With regard to employees leaving during the middle of the school year, the following policies are in place:

#### *Resignation*

If the employee decides to terminate their employment at KIPP Metro Atlanta before the end of the school year, the employee will be expected to give the principal (or their manager if they are an ST or KF employee) at least two weeks' written notice of such intention. Unless otherwise approved by the Human Resources department, employees resigning prior to the last day of school will not be eligible for rehire. If an employee does not provide adequate notice or depart from KIPP Metro Atlanta Schools in a professional manner, details of the separation may be reported to the Georgia Professional Standards Commission under Standard 9: Professional Conduct (Rule 505-6-.01 The Code of Ethics for Educators). This could lead to an ethics violation to be listed on the employee's certification.

Returning school-based employees who submit late resignations may be subject to having their "last day" of employment backdated and may be ineligible to receive pay in July.

#### *Discharge*

The principal (or their manager if they are a Support Team or KIPP Forward employee) may decide to terminate the employment relationship at any time during the school year.

- In situations where the employee has, in the scope of their employment, violated local, state, or federal laws; or where the employee has acted with willful disregard for their duties as an employee; or where the employee has not performed their duties at the high standards held for all KIPP Metro Atlanta employees; or under other circumstances where the principals/KIPP FORWARD director sees fit, the principals/KIPP Forward director may terminate the employment relationship without notice.
- Wherever possible, and to the extent that they see fit, the principals/KIPP FORWARD director will give the employee notice of the decision to terminate the employment relationship.
- In circumstances where the employment relationship must be terminated due to a reduction in the workforce resulting from budgetary constraints, the principals/KIPP Forward director will give the employee two weeks' notice of the termination.
- If an employee disputes a decision of the principals/KIPP Forward director to terminate the employment relationship, the employee should follow the grievance procedure outlined above.

### *Corporal Punishment Policy*

KIPP Metro Atlanta Schools prohibits the use of corporal punishment by all employees. Corporal punishment includes any consequence that results in physical pain or harm to scholars. On rare occasions, physical force may be necessary to restrain a person or to prevent injury in accordance with the Seclusion or Restraint of Scholars Policy. When such force is used, it should be applied without anger and as a restraint rather than retaliation. Employees who find it necessary to use physical force with scholars should immediately provide a written report of the details to the principal of the school.

### *Seclusion or Restraint of Scholars*

KIPP Metro Atlanta Schools is dedicated to providing scholars with effective and safe learning environments. Pursuant to state board rule, KIPP Metro Atlanta Schools expressly prohibits the use of the following by any of its employees:

1. Seclusion;
2. Prone restraint;
3. Mechanical restraint;
4. Chemical restraint and
5. Physical restraint, except in those situations in which the scholar is an immediate danger to himself/herself or others and the scholar is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint is expressly prohibited in KIPP Metro Atlanta Schools:

1. As a form of discipline or punishment,
2. When the scholar cannot be safely restrained and/or
3. When advisable the use of the intervention would be contraindicated due to the scholar's psychiatric, medical, or physical conditions as described in the scholar's educational records.

Nothing in this policy shall be construed to interfere with a KIPP Metro Atlanta Schools employee's authority to:

1. Implement timeout or any other classroom management technique or approach, including a scholar's removal from the classroom;
2. Take appropriate action to diffuse a scholar fight or altercation;
3. Use his or her discretion to take necessary actions to protect scholars or others from imminent harm or bodily injury.

Nothing in this policy should be construed to impose ministerial duties on individual employees when acting to protect scholars or others from imminent harm or bodily injury.

Nothing in this policy should be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents/guardians shall be notified when scholars are removed from the school setting by emergency medical or law enforcement personnel.

Definitions:

Chemical restraint – any medication that is used to control behavior or restrict the scholar's freedom of movement that is not a prescribed treatment for the scholar's medical or psychiatric condition.

Mechanical restraint – the use of any device or material attached to or adjacent to a scholar’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the scholar. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure scholars during transportation.

Physical restraint – direct physical contact from an adult that prevents or significantly restricts a scholar’s movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote scholar safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Prone restraint – a specific type of restraint in which a scholar is intentionally placed face down on the floor, or another surface, and physical pressure is applied to the scholar’s body to keep the scholar in the prone position.

Seclusion – a procedure that isolates and confines the scholar in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the scholar is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the scholar, timeout as defined in this policy, in-school suspension, detention, or a scholar-requested break in a different location in the room or in a separate room.

Timeout – a behavioral intervention in which the scholar is temporarily removed from the learning activity but in which the scholar is not confined

### Physical Restraint

Physical restraint may only be used in limited circumstances in which the scholar is an immediate danger to himself/herself or others and the scholar is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Preventive measures such as providing reinforcement and providing an enriched environment should be utilized routinely to reduce the potential need for restraint and time out. Staff should become familiar with precursors to dangerous behavior and implement less intrusive procedures when they occur.

In determining when and how to implement this regulation on any associated procedures, educators will have to exercise their professional judgment and discretion. Therefore, the regulation and related procedures are not to be construed as imposing ministerial duties on individual employees. Further, they are not intended to interfere with the duties of law enforcement or emergency medical personnel.

All physical restraint must be immediately terminated when the scholar is no longer an immediate danger to himself or others or if the scholar is observed to be in severe distress. Whenever possible, all physical restraints should be conducted by a team of three people, with an adult to observe and monitor to ensure scholar and staff safety. Whenever possible, staff trained in the use of physical restraint will physically restrain scholars. In situations when a trained staff member is not present, but a scholar is an immediate danger to themselves or others, the scholar may be restrained. In such situations, individuals present

should be directed to summon trained staff and/or seek assistance as quickly as possible. If a staff member who is not restraint trained has to restrain a scholar, the staff member should attend restraint training as soon as possible.

Physical restraints do not include providing limited physical contact and/or redirection to promote scholar safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. For example, running after and holding a scholar who is about to run in front of an oncoming automobile is not in any way prohibited. Providing physical guidance (e.g., lightly holding a scholar at the elbow to guide him/her from one location to another) is also permitted.

### Use of Physical Restraint

Physical restraint should only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success. When a scholar exhibits behavior that places the scholar or others in imminent harm and the scholar is not responsive to verbal directives, or less intensive de-escalation techniques and restraint may be necessary, a trained staff member should be notified as soon as reasonably possible. If possible, a trained individual will conduct the restraint and a trained individual will observe and monitor the restraint. However, there may be some situations in which no additional staff is available for the restraint or to serve as an observer or monitor.

### Staff Training

KIPP Metro Atlanta employees shall attend training with the Local Education Agency (Atlanta Public Schools or Fulton County Schools) on the appropriate use of physical restraint. In the event that LEA does not offer training to KMA employees, KMA shall make appropriate training available to district staff. This training will be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, as well as prevention and de-escalation techniques. The school leader and/or designee will identify for training those staff members working in schools/programs in which staff historically has been called upon to physically restrain scholars or other as deemed appropriate based on their employment positions. Each KIPP Metro Atlanta School will maintain written and/or electronic documentation on training provided and the list of trained staff members. Records of such training will be made available to the State Department of Education or any member of the public upon request.

### Documentation

The use of physical restraint will be documented by staff participating in or supervising the restraint for each scholar in each instance in which the scholar is restrained. Staff should use KIPP Metro Atlanta's Incident Report Form to document the use of physical restraint. Each school shall maintain a copy of completed Restraint Incident Report Form as well as any other summary reports, in accordance with the requirement of the State Department of Education and existing record retention schedules. Additionally, a copy of the Incident Report Form should be emailed to the Director of Scholar Support Services within one school day of the incident.

### Parental Notification

Parents shall be informed within one school day when physical restraint is used and shall be provided a copy of the completed Incident Report Form at that time. Parents and KIPP Metro Atlanta may mutually agree that notification may be provided via electronic mail. The principal or his/her designee shall also immediately inform parents/guardians when scholars are removed from the school setting by emergency

medical or law enforcement personnel.

### *De-Escalation of Scholar Fights*

All KIPP Metro Atlanta School employees have an obligation to create and maintain a safe learning environment. More often than not, scholars do not want to fight and choose to do so in school because they know an adult will intervene, and the fight is likely to be stopped, possibly even before it starts.

It is important to have strong and consistent management routines and structures that create a culture where scholars do not resort to physical fighting. Within the scope of an employee's duties, an employee may physically intervene to break up a fight between scholars if the employee reasonably believes restraint is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.

Here are three things you can do to keep scholars and others out of harm's way when confronting a fight at school before intervening to break up a fight:

- Stay calm and issue a verbal command to stop to scholar using their name
  - o "Brian and Max stop fighting right now."
- Call for or send someone for help.
- Disperse and attempt to control the crowd by giving a specific verbal command such as:
  - o "Clear the hall and go to class right now."

The decision on when to physically intervene depends on the situation, the size of scholars, and your own physical health. No matter what, remember that you must do something, even if it is to give verbal commands, call or send someone for help, wait for other adults to arrive before physically intervening, or waiting for the fight to wane before physically intervening.

It is important that school personnel know basic techniques for breaking up fights and dealing with scholars who are physically aggressive. De-escalation—a series of deliberate verbal instructions and logistical maneuvers—are proven best practices for stopping scholar altercations. Some basic de-escalation tactics are:

1. Never ignore aggression. If ignored, small acts of aggression can quickly grow to more violent aggression.
  - a. Do not allow scholars to playfight.
  - b. Do not allow scholars to call each other names.
  - c. Do not tolerate bullying or aggression from or between scholars.
2. Go quickly and calmly toward the scene of aggression. Sometimes, just the presence of an adult will stop a potential fight.
3. Seek additional support.
  - a. Use the phone or other communication protocol to alert another adult of the situation
  - b. Identify someone to send for help and calmly but authoritatively say "Go to the office and tell them to bring help."
4. Intervene to de-escalate
  - a. In a strong voice, call scholars by their name and give a clear command for them to take physical action in order to de-escalate.
    - i. "Grace and Rachel, stop talking right now and move away from each other."
    - ii. "Grace, move into the hallway right now" or "Rachel, go stand by the window."
5. Disperse onlookers and de-escalate instigators



- a. Tell any onlookers who may be escalating the situation to leave the area.
- b. Call scholars by name if you know them, and tell them specifically where to go or what to do.
  - i. “Megan and Jill, stop laughing and be silent right now. You are not upholding our culture right now.
  - ii. “Brian, leave this hallway and go to class right now.”
- 6. Thank scholars for following directions
  - a. “Thank you, Grace and Rachel; I appreciate you for listening to me right away.”
  - b. “Thank you, Grace and Rachel; I am proud of you both for stopping.”
  - c. “Thank you, Megan and Jill for being upstanders and keeping our school culture.”
  - d. “Thank you, Brian for moving to class.”

### *Mandated Reporting of Abuse/Neglect Policy*

All school personnel and volunteers are mandated reporters of suspected child abuse, including neglect. State law requires that school employees report any suspected child abuse immediately, and no later than within 24 hours. Mandated reporters are required to report suspected child abuse when they have reasonable cause to believe that a child under 18 years old has been harmed or is in danger of being harmed physically, sexually, through neglect, or that the child is otherwise endangered.

Once a teacher or staff member becomes aware that a scholar may be the victim of abuse or neglect, they must notify the designated reporter. At KIPP Metro Atlanta, the designated reporter is most often the school counselor/social worker or principal; however, reporting requirements vary by location, and employees should verify the correct reporting structure for their school. All staff members who suspect abuse or neglect must fill out a written or electronic child abuse/neglect incident report provided by their school.

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.

When reporting the incident to the school counselor/social worker, principal, or directly to the Department of Family and Children Services (DFCS), staff must provide the following information (or as much as is known): the name, birth date, address of the alleged victim, and the names of the parents and/or caretakers; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred). If possible, staff members should also have information available about the scholar’s siblings (names, dates of birth, ages, and schools).

When the report is taken by the intake worker answering the hotline, DFCS must assign the investigation and confirm that assignment within 48 hours of the hotline call. Once the case has been assigned, DFCS will send a letter or email to the school providing the contact information for the caseworker and documentation of the initiation of the investigation. The caseworker will contact the designated reporter if further information is needed. When necessary, the caseworker will speak directly with the employee who reported the abuse or neglect.

“Child abuse” means: (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child; (B) Neglect or exploitation of a child by a parent or

caretaker thereof; (C) Endangering a child; (D) Sexual abuse of a child; or (E) Sexual exploitation of a child. O.C.G.A. § 19-7-5.

Common injuries for school personnel to be aware of include “bruises that are patterned, resemble the shape of an object, or on non-boney areas of the body like the buttocks, ears, neck, inner thighs/genitals, etc., and/or bruises that are in various stages of healing after an absence from school; bite marks that are too large to be from another child or inconsistent with animal bites; burns that appear to result from immersion in hot liquid or resemble an object like a cigarette or car lighter.” Child abuse also occurs, for example, where a parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. When reporting physical abuse, it is also important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined in the Georgia Code (O.C.G.A. § 19-7-5) as “a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not such person's spouse to engage in any act which involves: (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (B) Bestiality; (C) Masturbation; (D) Lewd exhibition of the genitals or pubic area of any person; (E) Flagellation or torture by or upon a person who is nude; (F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (H) Defecation or urination for the purpose of sexual stimulation; or (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.”

A child's disclosure of sexual abuse must be handled sensitively. When a scholar attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse but should not encourage the scholar to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the scholar's words verbatim as much as possible. Refer the scholar immediately to the designated reporter.

Neglect is “the failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care, supervision or emotional support for a child for whom they are responsible. Physical injury to a child may occur as the result of a parent or caregiver's failure to provide. Types of neglect include: A) Physical neglect - Failure to provide basic needs like food, shelter, clothing, and medical care; B) Emotional neglect

- Failure or refusal to provide a child with love and attention; C) Educational neglect - Failure to enroll a child in school or ensure they attend. Children must be in school between the ages of 6-16.”

### *Public Relations/Media Policy*

The chief executive officer is the only authorized KIPP Metro Atlanta spokesperson. KIPP Metro Atlanta employees are under no circumstances authorized to speak to the media without prior approval from the chief executive officer.

All media contacts, including interviews, press releases, articles, and media coverage, should be made to or cleared by the chief executive officer or the managing director of external relations. Any inquiries from the media (including newspapers, TV stations, radio, and blogs) should immediately be referred to the managing director of external relations.

If a member of the media contacts an employee or arrives on campus, employees should automatically

refer them to the managing director of external relations. Employees should:

- Tell them “Our chief impact officer is the person you need speak to.”
- Obtain their contact information and forward it to the chief impact officer
- Provide them with the chief impact officers’ name, phone number, and email address:  
Lawrence Harris  
Chief Impact Officer  
lharris1@kippmetroatlanta.org  
Address: 1445 Maynard Rd NW  
Atlanta, GA 30331  
Phone: 470-740-7601

Tips for interacting with the media:

- Be polite and professional.
- Remember that anything employees say can be quoted and used.
  - Nothing is off the record, even if you say “off the record.”
- Do not say, “No comment,” or “I’m not allowed to talk to you.”

### *Email Communication Policy*

Employees should use good judgment and appropriate professional writing style in all internal and external emails.

As a public entity, KIPP Metro Atlanta is subject to open records laws, and our documents and electronic communications (emails and texts) are considered “public records.” Therefore, the vast majority of KIPP Metro Atlanta emails and documents can be requested at any time from any member of the public, including media agencies.

### *Social Media Policy*

We are proud of our KIPP Metro Atlanta Team & Family and the commitment we have all made to support our scholars on their path to and through college. Employees are encouraged to connect with our official KIPP Metro Atlanta Facebook, Instagram, and Twitter social media accounts and share the story of KIPP with their online communities.

In order to protect our scholars, our staff, and KIPP’s reputation throughout the community, it is required that employees adhere to KIPP Metro Atlanta’s social media policy and use caution when connecting with others online. This policy covers all types of postings on the Internet; social networking sites (such as Facebook, LinkedIn, etc.); blogs and other online journals and diaries; bulletin boards, wikis, and chat rooms; microblogging, such as Twitter; postings of videos on YouTube and similar media; and postings on a personal profile or website.

**Protect our KIPPsters’ privacy.** Do not post confidential or proprietary information about KIPP Metro Atlanta scholars, alumni, parents, or employees.

- Do not post media of scholars (minors) from your personal account. KIPP Metro Atlanta’s media release covers official KIPP use only. KIPP Metro Atlanta employees may not personally post media showing scholars, staff, or parents including, but not limited to photographs, videos, audio clips, and/or statements on personal or social networking sites.
- We are always looking to celebrate what is happening in our schools, so if you have a photo

or other form of media you would like to share, email the managing director of external relations to request that it be shared through our official account. Please also include a brief description of what is depicted.

- Any mention of scholars' names should be first names only.

**Protect your privacy.** Employees should carefully consider the content presented on a personal blog, website, or social networking site that has the potential to be in contravention of KIPP's educational mission.

- Employees should keep their profiles on social networking sites private in order to prevent scholars, parents, school leaders, and community members from seeing their personal photos or opinions.
- Inappropriate content on social network sites may result in disciplinary action.

**Be transparent.**

- If it is clear who you work for, be clear your views are your own. Using KIPP logos or insignia may imply you are authorized to speak on behalf of KIPP.
- Only represent and speak on behalf of yourself unless otherwise authorized.
- If you communicate on social media sites, blogs, wikis, videos, podcasts, social networks, or other forms of online communication regarding KIPP Metro Atlanta, disclose your connection or role within our organization. When doing so, use good judgment and an appropriate and professional writing style.

**Be above reproach.**

- To be above reproach, it is required that employees who wish to connect with any KIPP scholars (current or alumni under the age of 18), their parents, or their families on social media, do so by creating and maintaining two distinct profiles: one personal and one professional. Employees should invite scholars (current or alumni), their parents, and/or families to friend or follow the professional profile only.
  - The benefit of maintaining two profiles is that professional and personal representations are completely separate. Personal postings and photos posted by you or others will not be visible to members on your professional profile.
- All KIPP Metro Atlanta staff members engaged in personal or professional social networking communications which reference KIPP-related content should do so in a manner consistent with the organization's mission and values, administrative policies and procedures, safeguards to ensure the privacy and security of employee and scholar information, as well as proprietary business information.
- Employees should not use blogs, web pages, or social networking sites to present information about themselves, colleagues, or scholars that is defamatory or that violates KIPP Metro Atlanta's policies against discrimination and harassment. Pictures or descriptions of conduct that would subject an employee to disciplinary action could be detrimental to that employee's status as an educator or professional and could harm the academic process.
- The use of social media communications by KIPP Metro Atlanta employees that violates administrative policies and procedures and/or compromises the privacy and security of confidential information shall be subject to corrective action, including possible termination. Disclosing confidential business or scholar information might also be subject to investigation and/or legal proceedings.

This policy is not intended to discourage employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or

other terms and conditions of employment, forming, joining, or supporting labor unions, or engaging in other legally protected activities.

### Social Media and Electronic Communication

- KIPP Adults may only email scholars and alumni up to age 25 from their KIPP email address and not from any personal email address they might also maintain.
- KIPP Adults may not send email communication to a scholar past 9 PM.
- KIPP Adults may not Zoom or video chat with a scholar unless it is a school-sanctioned and approved meeting and/or class, and all video communication must be between the hours of 6am and 9pm, and a parent or guardian must be notified of the scheduled meeting.
- KIPP Adults may not text with scholars unless they are using a KIPP-issued phone, and the communication is for school-related purposes.
  - It is important to note that texting is inherently informal and can make a relationship feel more “friend-like.”
  - For any sports team or extracurricular needs, there must be two adults and the entire team or group on the text chain.
  - For field trips, overnight trips, or any school-related program that requires texting, any electronic communication should be on a school-run app, not a personal cell number, and should include administrators who have access to the messaging platform.
- KIPP Adults may not interact or connect with scholars on any **personal** social media accounts or any social media platforms, including but not limited to TikTok, Discord, Facebook, Twitter, Instagram, and Snapchat.
  - KIPP Staff should use phone and group emails/classroom websites to communicate with scholars. In the case of an emergency, make sure to notify your School Operations Leader to inform them of such use.
- Counselors/KTC staff may only use a professional KIPP social media profile to connect with KIPP scholars if a current KIPP manager is aware of the account and is connected to it, with the user name and password and KIPP parents are invited to connect with the account as well. KIPP Adults may not create TikTok videos, Instagram Reels, or any other video or recording with scholars.
  - Additionally, KIPP Adults may not record and post any scholar videos anywhere that isn't a KIPP official social media account.
- KIPP Adults may not engage in gaming with KIPP Scholars, including but not limited to Roblox, Minecraft, and Fortnite.
- KIPP Adults may not post images, videos or any information about KIPP scholars on their personal social media accounts unless they are re-sharing an official KIPP-released social media post.

### Technology Use Policy

#### **Background**

As the use of telecommunication networks by scholars and educators increases, 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 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 scholars, educators, and school personnel at KIPP Metro Atlanta Schools.

- **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 scholars 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 scholar, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.
- **Acceptable Use:**
  - Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.
  - Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.
  - Each scholar who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.
  - KIPP Metro Atlanta's administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business need to do so.
- **Accountability and Responsibility:**
  - The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in their classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies and focus on appropriate and specific learning goals and objectives. All scholar 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.
- o Employees are required to execute appropriate and reasonable care over all assigned technology equipment. Repeated neglectful damage can result in receiving alternative technology equipment, and staff members may receive disciplinary action up to and including termination. The alternative technology equipment will continue to meet instructional/administrative standards, but may not be the same as the previously assigned technology equipment.
- Content:
    - o Content should be appropriate, in good taste, and not harmful to any individual or group.
    - o Scholar pictures and names can be published on the school website at the schools discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of scholars. 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.
    - o Pages should comply with KIPP Metro Atlanta policies and regulations.
    - o Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.
  - Etiquette:
 

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

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

Vandalism will result in revocation of user privileges. Vandalism includes 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.
  - Safety:
 

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

    - o 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."
    - o Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
    - o Safety includes monitoring the online activities of minors.

- Implementation:
  - KIPP Metro Atlanta board of directors (KIPP STRIVE Academy, KIPP STRIVE Primary KIPP WAYS Academy, KIPP WAYS Primary, KIPP Vision Academy, KIPP Vision Primary, KIPP Soul Primary, KIPP Soul Academy, KIPP South Fulton Academy, KIPP South Fulton Primary, KIPP Atlanta Collegiate, KIPP Woodson Park Academy, and KIPP Forward 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.

### *Conflict of Interest Policy*

Employees of KIPP Metro Atlanta are expected to conduct their business with the highest ethical standards of integrity, honesty, and fairness. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with the organization are to act in the best interest of the organization. Employees must avoid any situation that involves or may involve a conflict between their personal interest and the interest of the organization.

Under no circumstance shall an employee perform any outside work that adversely affects KIPP Metro Atlanta's image, or that affects the employee's job performance, punctuality, loyalty, and obligations to the organization, or ability to fulfill other responsibilities of the employee's primary job for KIPP MAC.

While the following list is not exhaustive, at a minimum, employees shall not engage in the following conduct unless they have sought, and been granted, permission in advance as indicated below.

1. Engage in any business with KIPP MAC other than in their capacity as a KIPP MAC employee or contractor.
2. Accept a monetary gift of any kind or any non-cash gift above \$50 in value from vendors, suppliers, contractors, etc., currently or seeking to do business with the organization, including parents and guardians. This includes lunch and/or dinner with vendors.
3. Accept a monetary gift of any kind or any non-cash gift above \$50 in value from parents, guardians, and scholars.
4. Accept any alcoholic beverages from any parent, guardians, scholars, outside vendors, suppliers, or contractors.
5. Perform or solicit outside work or business during paid working time or during paid absences.
6. Provide services to KIPP Metro Atlanta (including its staff, scholars, etc.) during the school year other than as an employee or contractor of KIPP Metro Atlanta or with KIPP's express approval to provide such services through an organization partnering with KIPP Metro Atlanta.
7. Use KIPP Metro Atlanta's tools or equipment for outside work.
8. Accept any other job or participate in any personal outside consulting activities or other external activities that (a) could be viewed as impairing the employee's judgment in the performance of their duties and responsibilities for the organization; (b) ) could involve the use of the name of the organization so as to falsely suggest the organization's endorsement or support; or (c) might reasonably require disclosure of confidential information to which the employee is privy by virtue of employment.
9. Be a part of any arrangement or circumstance, including a family or other personal relationship,



that could dissuade the employee from acting in the best interest of the organization.

10. Engage in any situation that could give the appearance of a conflict of interest, even if no actual conflict exists.

If any employee encounters any of the situations above or has any other questions regarding an actual or potential conflict of interest, the employee should disclose the situation in writing to Human Resources. Human Resources, the Chief Executive Officer, or their designees will have the discretion to determine whether the situation involves a prohibited conflict of interest and how the employee should proceed.

Additionally, where a relative holds a significant interest in any outside business or organization which does or seeks to do business with KIPP Metro Atlanta, the employee must disclose this potential conflict and shall not be involved in any way in the decision regarding whether to engage any such business.

For purposes of this policy, relatives defined as individuals who are related by blood, marriage or adoption, including, but not limited to, the following relationships: spouse, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.

#### *Privacy Policy*

Employees are expected to respect the privacy of individuals throughout the school. Subject to the requirements of the Georgia Open Records Act, KIPP Metro Atlanta considers the following files to be confidential:

- General Employment Files
- Payroll Files
- Scholar Individual Education Plans (IEP) Files (except for teachers of the scholar)
- Employee Evaluations
- Scholar Records

Employee evaluations are considered confidential. While teachers and staff members are encouraged to share their professional development goals with one another based upon the outcome of the evaluation, comparing quantitative and qualitative evaluation results can be damaging to the staff morale and is discouraged.

#### *Insurance Policy*

KIPP Metro Atlanta shall purchase and maintain insurance covering its operations. Said insurance shall include, but not be limited to, workers' compensation in compliance with state law, employers' liability insurance to cover bodily injury by accident in the amount of \$100,000 for each accident, bodily injury by disease in the amount of \$100,000 for each employee, comprehensive general liability insurance in the following forms: (1) comprehensive form; (2) contractual insurance; (3) personal injury; (4) broad form property damage; (5) premise – operations; and (6) completed operations. This coverage shall be in the amount not less than \$1,000,000, combined single limit, and shall also cover the use of all equipment, hoists, and vehicles on the premises not covered by automobile liability.

## SECTION C: COPYRIGHT POLICY

- I. *Single Copying for Teachers*: A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
  - a. A chapter from a book.
  - b. An article from a periodical or newspaper.
  - c. A short story, short essay, or short poem, whether or not from a collective work.
  - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
  
- II. *Multiple Copies for Classroom Use*: Multiple copies (not to exceed in any event more than one copy per scholar in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
  - a. The copying meets the tests of brevity and spontaneity as defined below.
  - b. The copying meets the cumulative effect test as defined below.
  - c. Each copy includes a notice of copyright.

### Definitions:

#### *Brevity:*

- a. Poetry:
  - A complete poem if less than 250 words and if printed on not more than two pages, or
  - From a longer poem, an excerpt of not more than 250 words.
- b. Prose:
  - Either a complete article, story, or essay of less than 2,500 words, or
  - An excerpt from any work of prose of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.  
[Each of the numerical limits stated in "a" and "b" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- c. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d. "Special" works: Certain works in poetry, prose, or in "poetic prose," which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience, fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

#### *Spontaneity:*

- a. The copying is at the instance and inspiration of the individual teacher, and
- b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### *Cumulative Effect:*

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- c. There shall not be more than nine instances of such multiple copying for one course during one class term.  
[The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

### III. *Use of Computer Software:*

Once software has been legally obtained, staff may:

- make an archival or backup copy of a software program that they own. The backup copy is to be used only if the original fails. Teachers may not use the backup copy on a second computer simultaneously with the master.
- put a copy of a program on a hard drive (in addition to the backup copy)
- adapt the program to their use by adding to the content or adapting it to another language. They may not sell, distribute, or transfer the adapted version of the program.
- write the publishers of copyrighted programs in order to obtain permission to use the software in a manner that otherwise could be in violation of copyright law.
- ask the staff member responsible for technology to purchase site licensing or multiple copies of the program.

Staff may not:

- make multiple backup copies
- make one copy for home and one copy for school
- make a copy for a friend (unless it is public domain)
- load one program into several computers for simultaneous use
- load a program onto a network without a network license
- make multiple copies of the printed documentation that accompanies copyrighted software unless written permission has been obtained
- All employees are responsible for ensuring that no copies are made of software that is provided by the software publisher for evaluation.

A teacher or sponsor who allows participants to violate the law may share legal liability. Staff should always promote fair use and copyright legal procedures with scholars.

## **SECTION D: BOARD MEETING PARTICIPATION POLICY**

All KIPP Metro Atlanta Board meetings are open to the public. Meeting dates and times are available on the organization's website.

Time is set aside at each of its regularly scheduled quarterly meetings to provide stakeholders the opportunity to address the Board. The public comment period is designed to gain input from the public and not for immediate responses by the Board to the public comments presented.

Individuals who wish to address issues related to an individual school should communicate directly with the school's advisory board using that school's advisory board communication protocols or by following the established grievance process outlined in the scholar/parent handbook (if applicable). Individuals who wish to address the regional governing board about a more global concern at a Board meeting will be required to sign up in advance of the meeting by calling the CEO's office at least 24 hours in advance.

- Speakers should be courteous and professional. The presiding Board officer may terminate public comments that are profane, vulgar, or defamatory.
- Speakers will be heard in the order in which they called in.
- Speakers have three minutes each and must stop speaking promptly when signaled.
- The board reserves the right to cap the public comment period to the first seven (7) parents who sign up.
- Speakers may not address confidential scholar or personnel matters but may submit such concerns to the Board in writing.
- Board members will not respond to the comments during the meeting. If follow up is necessary, the appropriate staff or a representative of the Board will follow up in a timely manner via email, letter, or telephone.

## **SECTION E: SCHOLAR POLICIES**

### **SAFE SCHOOLS POLICY**

Each school within KIPP Metro Atlanta is required to have a School Safety Plan that is in compliance with Georgia Department of Education(GaDOE), and the Georgia Emergency Management (GEMA), and Homeland Security (HS) Agency. This plan is shared annually with staff and is regularly practiced with our scholars.

School Safety plans are reviewed and approved by the Office of Safety and Security, and the Atlanta Public Schools Police Department, and Fulton County Schools per our charter agreement.

Our school practices monthly emergency drills such as Evacuation, Intruder Alert, Weather, Fire, Bus Evacuation, and Earthquake, and CPR/AED (for staff). Georgia Law HB147, “Safe Schools Act,” requires that all schools conduct an Intruder Alert Drill by October 1 of each school year. With parent/guardian authorization, the scholars may participate in alternative Active Threat training and opt out of physically participating in the Intruder Drill Alert.

### **OPT-OUT INTRUDER ALERT DRILL**

Georgia Law HB147 “Safe Schools Act” requires that all schools conduct an Intruder Alert Drill by October 1 of each school year. Now, with parent/guardian authorization, the scholars may participate in alternative Active Threat training and opt out of physically participating in the Intruder Drill Alert.

### **PARENTS /GUARDIANS BILL OF RIGHTS POLICY**

In accordance with the requirements found in Georgia House Bill 1178, KIPP Metro Atlanta maintains the following Parents’ Bill of Rights Policy to promote and facilitate parental involvement.

#### **SECTION 1. Right to Access the Following Information**

Parents/guardians may request access to the following information under this Policy, by submitting a request in writing to the Principal.

##### **Instructional Materials**

Parents/guardians shall have the right to learn about their child’s course of study, which includes the right to access instructional materials intended for use in their child’s classroom. Such instructional materials shall be made available for review during the first two weeks of each grading period. Your child’s teacher(s) will provide you information on where and how to access these materials.

##### **Records Relating to Your Child**

Parents/guardians shall have the right to review records relating to their child, including, but not limited to, current grade reports and attendance records. A request for this information should be made in writing and delivered to the Principal.

##### **Promotion, Retention, and High School Graduation Policies and Requirements**

Parents/guardians shall also have the right to access information relating to promotion and retention policies and high school graduation requirements.

Information requested under this policy shall be made available for inspection within a reasonable amount of time, not to exceed three school days of receipt of a request. In those instances where some, but not all, of the information requested is available for inspection within three school days, the Principal shall make available within that time period such information as is available. In any instance where some or all of the information is unavailable within three school days of receipt of the request, and such information exists, the Principal shall, within such time period, provide the requester with a description of such information and a timeline for when the information will be available for inspection and shall provide the information or access thereto as

soon as practicable but in no case later than 30 days of receipt of the request.

#### SECTION 2. Right to Object to Instructional Materials

If a parent/guardian objects to any instructional materials intended for use in their child's classroom or recommended by their minor child's teacher, the parent/guardian shall first, as soon as possible after becoming aware of the objection, raise the objection with the child's teacher in which classroom the material is intended for use and/or who recommended the material. The teacher shall respond to the objection within five school days of its receipt or as soon thereafter as is reasonably practicable.

If the parent/guardian is unsatisfied with the teacher's response, then within five school days of receiving the response, the parent/guardian shall submit a written objection to the Principal. Such objection should include a description of the allegedly objectionable material, the course in which the material is intended or recommended to be used, why the parent/guardian believes the material is objectionable, and, where possible, should attach a copy of the objectionable material.

The Principal will review the objection and, within five school days of receiving the written objection, or as soon thereafter as is reasonably practicable, respond in writing to the parent/guardian to offer a resolution to the objection.

If the parent/guardian disagrees with the Principal's proposed resolution, the parent/guardian may appeal to the Board of Directors. The Board of Directors or its designee will review the matter at its next regularly scheduled meeting or as soon thereafter as is reasonably practicable and notify the parent/guardian, relevant teacher, and Principal of its decision on the matter in writing.

#### SECTION 3. Right to Withdraw Child from Sex Education

To the extent that any sex education is proposed as part of your child's course of study, you will be notified in advance by your child's teacher. Upon notification, you have the right to withdraw your child from the School's prescribed course of study in sex education by providing written objection to your child's teacher of your child's participation.

#### SECTION 4. Right to Opt-Out of Photographs, Videos, and Voice Recordings of Your Child

Parents/guardians shall have the right to provide written notice that photographs, videos, or video recordings of their child(ren) are not permitted. This opt-out is subject to applicable public safety and security exceptions. For example, all scholars at the school will be subject to being recorded by the School's surveillance cameras.

#### SECTION 5. Review Procedures

If the Principal denies a request for information or does not provide existing responsive information within 30 days, the parent/guardian may appeal such denial or failure to the Board of Directors. The Board of Directors must place the appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

A parent aggrieved by the decision of the Board of Directors may appeal to the State Board of Education, as provided in O.C.G.A. § 20-2-1160(b).

#### PROTECT SCHOLARS FIRST ACT COMPLAINT RESOLUTION POLICY

In accordance with the requirements found in Georgia House Bill 1084, the Protect Scholars First Act (the "Act"), KIPP MAC maintains the following Complaint Resolution Policy to set forth how eligible individuals may make complaints about KIPP MAC's adherence to the requirements of the Act.

#### SECTION 1. Summary of the Protect Scholars First Act

The Protect Scholars First Act, the full text of which is available at

<https://www.legis.ga.gov/legislation/61477>, requires KIPP MAC to prohibit its employees from discriminating against scholars and other employees based on race. Further, KIPP MAC must ensure that its curricula and training programs encourage employees and scholars to practice tolerance and mutual respect and to refrain from judging others based on race. In doing so, it shall not advocate for “divisive concepts,” a term further defined in the Act.

The Act is not intended to and shall not be construed or applied in practice to, among other things, inhibit or violate state and federal Constitutional rights, prohibit KIPP MAC from promoting tolerance, mutual respect, or cultural sensitivity or competence, or to ban the discussion of “divisive concepts” as part of a larger course of instruction in a professionally and academically appropriate manner without espousing personal political beliefs.

Further, the Act does not prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs.

#### SECTION 2. Individuals Who May Make Complaints Under This Policy

Only the following individuals shall be permitted to make a complaint under this Policy: the parent/guardian of a current KIPP Metro Atlanta scholar; a KIPP Metro Atlanta scholar who has reached the age of majority or is a lawfully emancipated minor; and any current KIPP Metro Atlanta administrator, teacher, or other school personnel. An individual making a complaint under this Policy shall be referred to herein as a “Complainant”.

#### SECTION 3. Request for Records

Any individual able to bring a complaint under this policy may also, before or in conjunction with bringing a complaint, make a written request to the Principal for access to non-confidential records reasonably believed to substantiate a complaint made under the Act. The Principal shall produce such records for inspection within a reasonable amount of time not to exceed three school days from the date of the written request. In any instance where some or all of the requested documents are unavailable within three school days of receipt of the request, but such documents do exist, the Principal shall within three days provide the Complainant with a description of such records and a timeline for when they will be available shall provide the documents or access thereto as soon as practicable but in no case later than thirty days after receipt of the written request.

If the Principal denies a request for records or does not provide existing responsive records within thirty days, the requester may appeal such denial or failure to respond to the Board of Directors. The Board of Directors must place such appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting’s agenda, the appeal must be included on the agenda for the subsequent meeting.

#### SECTION 4. Complaint Procedures

To initiate a complaint under this Policy, a Complainant shall submit to the Principal, in writing, a reasonably detailed description of the alleged violation of the Protect Scholars First Act.

By way of example, a reasonably detailed description would generally include the date on which the alleged violation occurred, in which course or during what school-sponsored event the alleged violation occurred, the individual(s) accused of committing the alleged violation, any witnesses to the alleged violation, and details of the substance of the alleged violation (i.e., what remarks were made or what materials were presented that are objectionable).

#### SECTION 5. Investigation of Complaints

Within five school days of receiving a written complaint, the Principal or his/her designee shall review the complaint and take reasonable steps to investigate its allegations. What is considered “reasonable” will vary based on the details of the Complaint, but generally will involve interviewing the Complainant, interviewing the individual(s) identified as having violated the Act, interviewing any witnesses to the alleged violation as needed, and/or reviewing the allegedly objectionable materials at issue, if any.

The Principal or his/her designee shall thereafter meet with the Complainant within ten days of receiving the written complaint—unless another schedule is mutually agreed to by the Complainant and the Principal—and inform the Complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of scholar or personnel information shall not be violated.

If the Complainant so requests, the Principal or his/her designee shall within three days of the above-referenced meeting, provide to the Complainant a written summary of findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential scholar or personnel information.

#### SECTION 6. Appeal of Principal’s Decision

If Complainant disagrees with the Principal’s or his/her designee’s determination, Complainant may, within five (5) business days of receipt of the written findings, submit a request in writing to the Chair of the Board of Directors to review the Principal’s or his/her designee’s decision. The Board of Directors or its designee shall, within ten school days of receiving a written request or as soon thereafter as is reasonably practicable, review the Principal’s or his/her designee’s determinations. Confidential scholar or personnel matters shall not be subject to review.

Complainant may skip this step if he/she so chooses, and appeal the Principal’s decision directly to the Superintendent.

#### SECTION 7. Appeal to Superintendent

If Complainant disagrees with the Board of Directors’ decision and/or if Complainant wishes to skip the appeal to the Board of Directors, Complainant may submit a request in writing to the local school district Superintendent. Confidential scholar or personnel matters shall not be subject to review.

The Superintendent shall review such appeal within ten (10) school days of receiving a written request.

#### SECTION 8. Appeal to Local Board of Education

If Complainant disagrees with the Superintendent’s decision, Complainant may appeal such decision to the Local Board of Education as provided in O.C.G.A. § 20-2-1160. Confidential scholar or personnel matters shall not be subject to review.

#### SECTION 9. Appeal to State Board of Education

Following a decision by a Local Board of Education, any party listed in the original complaint (Complainant or an employee who allegedly committed the violation) who is aggrieved by the decision of the Local Board of Education shall have the right to appeal such decision to the Georgia State Board of Education for a hearing as provided in O.C.G.A. § 20-2-1160. Confidential scholar or personnel matters shall not be subject to review.

#### SCHOOL NUTRITION CHARGE POLICY

The School Nutrition Charge Policy only applies to non-Community Eligibility Provisions schools. Scholars residing in households that either do not qualify for free and reduced-priced meals, or do not



complete an application for free and reduced-price meals will be charged the full price for school breakfasts and lunches. School meal fees are published at the beginning of each school year.

To expedite meal service, KIPP Metro Atlanta school cafeterias do not accept cash payments for meals. Instead, each scholar has a cafeteria account and a four-digit Personal Identification Number, which is used to charge meals at the point of service. Parents/guardians are strongly encouraged to pre-pay for their scholars' meals in order that their scholars' account balances do not fall into arrears. Payments may be made by check, money order, credit card, or online via MyPaymentsPlus ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)).

Scholars with negative account balances will receive invoices on a monthly basis. The school will continue to provide scholars with past-due balance school meals, however, charges will continue to accrue, and parents are responsible for unpaid balances.

Past-due cafeteria account balances should be cleared by the end of each month.

Any questions or concerns regarding KIPP Metro Atlanta's school nutrition charge policy should be directed to the Director of School Nutrition at (404) 924-6310.

#### TRANSPORTATION POLICY

Parents/guardians must provide contact information and identification information for any person authorized to pick up their scholar. Parents/guardians who provide transportation for their children are expected to pick up their children in a timely manner at the end of each school day. Parents of scholars in grades K-8 must notify the office if a child has permission to walk home or ride Marta. Teachers and staff members at KIPP Metro Atlanta commit to work long hours to ensure a helpful, successful school. We appreciate that scholars are picked up within 10 minutes after school, field trips, extracurricular activities, and other events have ended.

If scholars remain at school longer than thirty (30) minutes after the scheduled pick-up time without prior arrangements, families may be charged \$1 per minute. 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 are expected to pick up scholars remaining after-school for after school activities. Where bus transportation is provided, parents are also expected to pick up scholars who miss their bus ride home.

*Bus Transportation for Grades K-8:* The bus services provided are extremely limited and may not be available or a suitable solution for all families due to bus capacity and route availability. Routes and stops are created to provide the most efficient and economical services available. Families are informed about bus assignments, bus routes, and bus stops prior to the start of each school year. Bus routes and stops are subject to change each year. All scholars are expected to be at their specified stop on time. Buses will not wait for tardy scholars. If a scholar is suspended from the bus for disciplinary reasons or misses the bus, parents are expected to find another source of transportation to and from school.

*Bus Transportation for grades K-2:* Where transportation is provided, parents will be required, during registration, to indicate an authorized adult to pick up their scholar at the bus stop each day. The driver will not drop off a scholar in grades K-2 at a bus stop without an authorized adult to pick the scholar up. In the case where there is not an authorized person to pick up the scholar, the scholar will be returned to the school. Parents may incur late arrival fees in such instances.

***For grades 9-12:*** Scholars may utilize public transportation (MARTA) to get to and from school. Be

advised that families will be required to complete an application process to receive free or discounted cards at the beginning of the year. As the school may provide MARTA passes for scholars, and they will be representing our school, they are expected to maintain scholarly behavior while on the train and/or bus. Scholars who are identified by MARTA personnel as not behaving appropriately may forfeit their reduced fare passes and be required to provide their own transportation to and from school. Parents must inform the office if a child has permission to walk home only in cases where the scholar has been dismissed early.

## HEALTH POLICY

The following health policies ensure we are able to achieve a healthy school experience for all scholars.

### *Immunization*

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. The Georgia DHR Form 3231 and Certificate of Immunization must be used for scholars in grades K-12. A local health department computer-generated form is acceptable.

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file – either a valid Georgia Immunization Certificate (Form 3231) indicating a medical exemption or a signed, notarized statement, which is called an affidavit of religious exemption.

For entrance into the sixth grade, each scholar must have at least one additional dose of MMR vaccine. For entrance into the seventh grade, each scholar entering or transferring into a KIPP Metro Atlanta School must receive a tetanus, diphtheria, and pertussis (whooping cough) booster vaccination (Tdap) and an adolescent meningococcal vaccination (MCV4). For entrance into the eighth through twelfth grade, any scholar new to Georgia must receive a tetanus, diphtheria, and pertussis (whooping cough) booster vaccination (Tdap) and an adolescent meningococcal vaccination (MCV4).

### *Illness Policy*

For the well-being of all the children, a sick child should be kept at home. Do NOT bring your child to school if your child has any signs of illness such as fever, sore throat, contagious skin rash, cough, headache, vomiting, or diarrhea. Scholars must be free of fever, vomiting, and diarrhea for 24 hours before returning to school. Scholars should remain at home until they can maintain a normal temperature (below 100 Fahrenheit or 37.8 Celsius) for a full 24 hours or more without taking fever-reducing medication.

After more than three consecutive absences for illness, scholars 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.

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.

### *Medication Administration*

Medication should be administered at home whenever possible, however, the need for medications during the school day or school-sponsored activities should not limit scholars' access to educational opportunities to the extent possible. A parent or guardian may request that prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the

school nurse, or self-administered by the scholar per written physician's orders and written parent/guardian authorization. If your child must take any medication at school (even over-the-counter medications like Ibuprofen), you and your child's doctor must complete and sign a Medication Form. Parents or guardians must request medication administration and submit all required documentation at the start of each school year or whenever medical orders are changed.

Medications administered by school personnel shall be in accordance with guidelines from the Food and Drug Administration. KIPP Metro Atlanta Schools shall establish rules, protocols, and procedures for the possession, storage, use, dispensation, and administration of medications in accordance with applicable state law and State Board of Education rules.

School nurses or other employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether or not such scholar has a prescription for epinephrine. School nurses or other employees may administer Levalbuterol Sulfate to scholars upon the occurrence of an actual or perceived respiratory distress, whether or not such scholar has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer these medications to a scholar in such circumstances shall be immune from civil liability, pursuant to Georgia statute.

#### *Self-Administration of Asthma Medication*

Scholars to carry and use Anaphylaxis (EpiPen) medication while in school, at a school-sponsored activity, while under supervision of school personnel, or while in before-school or after-school care on school-operated property if:

- The scholar's health care providers or doctor provides a written statement/order specifying use and administration of medication;
- The scholar is identified as qualified and able to self-administer medication by healthcare professional;
- The parent/guardian provides written permission for child to carry Anaphylaxis (EpiPen) medication.

#### WELLNESS POLICY

KIPP Metro Atlanta Schools will develop and maintain a plan for implementation of a wellness policy that outlines the approach to ensuring environments and opportunities for all scholars to practice healthy eating and physical activity behaviors throughout the school day. KMAS will manage and coordinate the execution of this wellness policy by delineating roles, responsibilities, actions and timelines specific to each school; and including information about who will be responsible to make what change, by how much, where and, when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote scholar wellness.

This wellness policy and the progress reports can be found at: <https://www.kippmetroatlanta.org>.

#### *Recordkeeping*

We will retain records to document compliance with the requirements of the wellness policy at the KIPP Metro Atlanta Support Team Office and/or on the KMAS network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;

- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on committees;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

#### *Annual Notification of Policy*

KMAS will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. KMAS will make this information available via our website and/or other communication delivery systems. KMAS will provide as much information as possible about the school nutrition environment. This will include a summary of the events or activities related to wellness policy implementation. Annually, KMAS will also publicize the name and contact information of the regional and school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

#### *Triennial Progress Assessments*

At least once every three years, KMAS will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of KMAS are in compliance with the wellness policy;
- The extent to which KMAS' wellness policy compares to the Alliance for a Healthier Generation's model wellness policy and
- A description of the progress made in attaining the goals of KAMS wellness policy. The position/person responsible for managing the triennial assessment and contact information is:

Kimberly Foster, MBA, BSN, RN Regional School Nurse  
 KIPP Metro Atlanta Schools  
 1445 Maynard Rd NW | Atlanta GA 30331 P: 404-924-6310  
 kfoster@kippmetroatlanta.org

#### SCHOLAR DRESS CODE POLICY

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

#### 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, families, and scholars 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 scholar 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. Scholars should notify the Principal, or if they are uncomfortable doing so, they should speak with another adult. As soon as possible, the adult notified will report to the Principal. The Principal will notify the authorities if necessary.

## ATTENDANCE POLICY

All children enrolled in public school for 20 school days or more are subject to compulsory school attendance, even if they are under six years of age (O.C.G.A. § 20-2-150).

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
- Voter registration or voting in a public election, not to exceed one (1) day per school year

If a scholar 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 scholar 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, scholars who report to school but leave before 10:30 a.m. will be considered absent for the entire school day.

When a scholar 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 (three or more consecutive days), supporting documentation (i.e., doctor's note) is required. Furthermore, once a scholar has reached ten (10) cumulative absences for the year, official documentation must be provided in order for any subsequent absences to be excused.

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.

In grades K-12, excessive absences may be considered in any retention decision. If a scholar is absent a total of more than ten days, formal inquiries will be made and reported to the appropriate agency. In addition, scholars absent more than fifteen days may be considered for retention. Scholars are expected to arrive on time to school each day. School handbooks outline school hours including start time, end time and late arrival. Scholar attendance performance will be documented in each scholar's attendance record.

## GRADING POLICY

### *Grades K-4*

Kindergarten through fourth-grade scholars are evaluated with a “standards-based” grading system, which differs from traditional “points-based” grading. Scholars are graded on their mastery level for each standard that is covered in each of their classes. For each standard, a scholar’s performance over time is averaged using a calculation called a decaying average where the most recent attempts at mastery are given heavier weight in the average than earlier attempts at mastery. For example, if a scholar has been assessed on a standard three times, the most recent attempt at mastery counts for 60% of the score for that standard, and the first two attempts count for the rest of the score. In this way, a decaying average rewards improvement and assumes that a scholar’s mastery will continue to improve over the course of the year. All grades and leadership totals are cumulative for the year.

Final grades for state reporting are on a pass/fail basis, in alignment with district guidelines.

*\*The grading system for KIPP Woodson Park Academy may be moderately adjusted as a result of its K-8 enrollment model.*

### *Grades 5-8 (KIPP Metro Atlanta Schools in Atlanta Public Schools and Fulton County Schools)*

Fifth through eighth-grade scholars are evaluated with a “standards-based” grading system, which is different from traditional “points-based” grading. Scholars are graded on their level of mastery for each standard that is covered in each of their classes. For each standard, a scholar’s performance over time is averaged using a calculation - both standard averages and/or decaying averages will be utilized. Decaying averages refer to where the most recent attempts at mastery are given heavier weight in the average than earlier attempts at mastery. For example, if a scholar has been assessed on a standard three times, the most recent attempt at mastery counts for 60% of the score for that standard, and the first two attempts count for the rest of the score. In this way, a decaying average rewards improvement and assumes that a scholar’s mastery will continue to improve over the course of the year. All grades and leadership totals are cumulative for the year.

Final grades for state reporting will be converted to an alpha-numeric grading in alignment with district guidelines.

*\*The grading system for KIPP Woodson Park Academy may be moderately adjusted as a result of its K-8 enrollment model.*

### *Grades 9-12*

KAC’s academic year is broken into two semesters. The marking periods are long enough (approximately 18 weeks) to allow scholars several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine scholars’ grades and assess their skill levels. Due to the 4x4 schedule, scholars will receive 1 credit for each course per semester. Scholars and parents will receive a report card for each semester and progress reports at the mid-semester point for semester 1 and 2.

In alignment with Atlanta Public Schools, our scholars will be graded on a 100-point, numerical scale on both individual assignments and final quarter grades. The grading scale is as follows:

Letter Grade	Numerical Equivalent	Description
A+	99 - 100	Excellent achievement at the assigned performance level.
A	92 – 98	
A-	90 – 91	
B+	88 – 89	Above Average achievement at the assigned performance level.
B	82 – 87	
B-	80 – 81	
C+	78 – 79	Average achievement at the assigned performance level.
C	72 – 77	
C-	70 – 71	
F	0 – 69	Did not achieve at the assigned performance level.

*GPA Conversion*

To prepare scholars for the college admission process, each semester we will convert the numerical GPA to a 4.0 scale. The conversion will be based on the unweighted, cumulative, numerical GPA that posts to scholars’ transcripts. The 4.0 GPA Conversion will be as follows:

Letter	Numerical Equivalent	GPA	Letter	Numerical Equivalent	GPA	Letter	Numerical Equivalent	GPA
A	95-100	4.0	B	84	2.9	C	73	1.8
A	94	3.9	B	83	2.8	C-	72	1.7
A	93	3.8	B-	82	2.7	C-	71	1.6
A-	92	3.7	B-	81	2.6	C-	70	1.5
A-	91	3.6	B-	80	2.5	F	0-69	0
A-	90	3.5	C+	79	2.4			
B+	89	3.4	C+	78	2.3			
B+	88	3.3	C+	77	2.2			

<b>B+</b>	<b>87</b>	<b>3.2</b>	<b>C</b>	<b>76</b>	<b>2.1</b>	
<b>B</b>	<b>86</b>	<b>3.1</b>	<b>C</b>	<b>75</b>	<b>2.0</b>	

<b>B</b>	<b>85</b>	<b>3.0</b>	<b>C</b>	<b>74</b>	<b>1.9</b>	
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*AP Bonus Points*

Because we encourage classes with more challenging curricula, KIPP Atlanta Collegiate awards extra grade points (10 points on the numerical scale) to a scholar for successfully earning credit in advanced placement courses. The only advanced placement courses eligible for these credits are courses that meet the College Board’s AP standards with differentiated curricula that culminate in an AP examination following the course. It is important for all scholars to recognize that the added points WILL NOT allow a scholar to receive credit for a course if they score lower than 70% without the bonus points. If a scholar fails to earn 70% without the bonus points, they WILL FAIL the course and not earn credit. For example, if a scholar earns a 70% in an AP course, their transcript will record the grade as an 80%; if a scholar earns a 69% in the course, they will fail and the transcript will reflect a 69%.

*AP Exams*

Scholars enrolled in AP courses are expected to take the AP Exams. For the 2020-21 school year, KAC will cover the cost of any exams taken by a scholar. Any scholar who refuses to take the AP exam will forfeit the bonus points and the course title on their transcript. Please note that AP Exam Fees will also be assessed to scholars’ accounts.

*Final Quarter Grades*

A scholar will receive a final grade for each course at the conclusion of each quarter. The final quarter grade will be a measurement of all of the work given throughout the quarter and a passing grade will result in the scholar earning 0.5 credits. Final grades are rounded to the nearest whole number. For courses that have an EOC given by the state of Georgia, the score on that assessment will account for 20%\* of the scholar’s final grade for the final semester the course is given (i.e. the Algebra EOC will account for 20% of a scholar’s 2nd semester grade). If a scholar receives a final grade (including the addition of any applicable EOCs) lower than 70%, he or she fails that course for the year.

**PROMOTION POLICY**

*Grades K-4*

Scholars must meet grade-level standards in the core content areas (including reading, written communication, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject.

Scholars absent 15 days for more may be considered for retention.

Scholars will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team, learning specialist, and Principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classwork



- Social/developmental characteristics
- Other pertinent data

Before a scholar can be retained, there should be documented evidence of:

- Discussion of barriers impacting scholar's ability to achieve (should occur within a Tier 2, Tier 3, or IEP meeting)
- Use of screener data as well as other data to determine specific areas of deficits.
- Interventions delivered with fidelity (as recommended by the intervention)
- Progress monitoring data collected on intervention effectiveness (at least every other week, but ideally weekly)
- Team meetings that include a review of data, change in intervention or change in the delivery of intervention if found not effective

If a scholar does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for scholars with IEPs.

*KIPP Metro Atlanta Schools aligns with the state of Georgia's policies for gateway years for grade 3.*

KIPP Metro Atlanta Schools follows the criteria set forth by state and local districts for promotion criteria regarding the Milestones exam.

#### *Grades 5-8*

To be considered for promotion to the next grade, scholars must meet at least two of the following three criteria for ALL of the core skill classes (including ELA, Math, and either Science OR Social Studies):

- Have a final yearly grade of 70 or above in the academic subject

Additionally, scholars will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team and Principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Before a scholar can be retained, there should be documented evidence of:

- Discussion of barriers impacting scholar's ability to achieve (should occur within a Tier 2, Tier 3, or IEP meeting)
- Use of screener data as well as other data to determine specific areas of deficits.
- Interventions delivered with fidelity (as recommended by the intervention)
- Progress monitoring data collected on intervention effectiveness (at least every other week, but ideally weekly)
- Team meetings that include a review of data, change in intervention, or change in the delivery of intervention if found not effective

If a scholar does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for scholars with IEPs.

*Grades 9-12*

A scholar’s “grade-level” in high school is determined by the annual credit requirements detailed in the scholar handbook. In general, to be promoted to the next grade level, scholars must earn credit in all of their required classes as well as have the total credits required for each level. The total credits, by category, as well as required courses for promotion are listed below.

Scholar promotion will be done bi-annually to reflect the way that credits are earned. Transcript audits will be done in January and June, at which point scholars and parents will be notified of the scholar’s grade-level designation.

Scholars will have a variety of ways to recover the credits they fail to earn initially. If a scholar is required to make-up a course, both the initial failing grade as well as the passing grade on the repeated course will show up on their transcript and be averaged into their cumulative GPA.

Annual credit requirements for promotion are below.

*Annual Credit Requirements*

The chart below describes the number of annual credits each scholar must earn in order to be promoted as well as the overall graduation requirements:

<b>Credit Type</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>	<b>Graduation</b>
<b>Math</b>	1	2	3	4
<b>English</b>	1	2	3	4
<b>Foreign Language</b>	1	1	2	2
<b>Science</b>	1	2	3	4
<b>Social Studies/History</b>	1	2	3	3
<b>Elective (5) / Fine Arts (1)</b>	1	2	4	5
<b>PE/Health</b>	.5	1		1.5
<b>Community Service (140 Hours)</b>				0.5
<b>Total</b>	<b>6.5</b>	<b>12</b>	<b>18</b>	<b>24</b>

## GRADUATION CEREMONY POLICY

All requirements for graduation, including successful completion of state testing requirements, must be completed before a senior can participate in graduation exercises. A diploma will be presented upon completion of all graduation requirements. KIPP Metro Atlanta will make available to parents and guardians the graduation dates. The graduation dates are subject to change. (e.g., schools are closed due to inclement weather, emergency on a regular school day, etc.) Scholars' participation in the graduation ceremony is a privilege and not a right. Therefore, the principal has the right to prohibit a scholar's participation if the scholar is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is required; therefore, a graduation fee or senior dues may be charged to cover costs for such items as diploma covers, printing costs, and additional graduation expenses, etc. However, scholars will be given written notification of this fee and a description of costs at the beginning of the school year in which they are to participate in the graduation ceremony.

## VALEDICTORIAN/SALUTATORIAN POLICY

KIPP Atlanta Collegiate High School will designate a valedictorian and salutarian for each graduating class.

- A. The valedictorian will be the scholar who has earned the highest-class rank in the graduating class and who has met the eligibility requirements specified below.
- B. The salutarian will be the scholar who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

The valedictorian(s) and salutarian(s) will be recognized in graduation ceremonies.

### *Eligibility*

- a. The eligible scholar will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.
- b. The eligible scholar will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and Atlanta Board of Education policy JBC (4) Transferring Credits.
- c. For graduating classes that entered ninth grade in 2008-09 or later, all scholars earning regular education diplomas are eligible.
- d. The eligible scholar will have a weighted numeric grade-point average of 90 or above. Scholars selected as valedictorians and salutatorians must complete all requirements for graduation by the day specified by the school leadership in the second semester of the senior year.
- e. Scholars who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutarian.

### *Selection*

- a. Class rankings to determine the valedictorian and salutarian will be generated based on grades earned by the end of the first semester of the senior year.
- b. Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- c. The official class ranking list will be the scholar information system-generated ranking of the weighted numeric grade-point averages of all eligible graduating class.
- d. Co-valedictorians and co-salutatorians will be identified if there is an exact grade-point average tie for either the highest or second-highest class rank.

### LOCKER USAGE POLICY

All lockers made available for scholar use on the school premises are the property of KIPP Metro Atlanta. The lockers are made available for scholar use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by state law or school rules. A scholar who uses a locker that is the property of KIPP Metro Atlanta is presumed to have limited expectations of privacy in the locker or the locker's content.

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

### SEARCH & SEIZURE POLICY

KIPP Metro Atlanta may use metal detectors, sniffing dogs, or other detection devices to ensure school safety. School personnel may search anything on school property, such as cars, school buses, lockers, and personal belongings. Unauthorized items and/or items that threaten the safety of others will be seized, and appropriate disciplinary action will be taken.

Personal property of a random group of scholars can be searched with reasonable suspicion or if the group of scholars searched is chosen at random. Searches of a scholar themselves may also be done with reasonable suspicion. The search must be done by a staff member who is the same sex as the scholar, and there must always be a second staff member present as a witness.

Scholars and parents are responsible for checking clothing, book bags, purses, and all scholar personal possessions for illegal and unauthorized items before entering the school safety zone (defined as on or within 1000 feet of any realty property owned or leased to any public or private elementary school, secondary school, or school board, and used for elementary or secondary education).

### TEENAGE/ADULT DRIVERS RESPONSIBILITY ACT (TAADRA)

According to the Teenage Driver Responsibility Act, scholars must obtain a Certificate of Enrollment in order to obtain a driver's license or driver's permit. During the school year, Certificates of Enrollment are issued through the scholar registrar.

A certificate of enrollment will not be issued for a scholar under the age of 18 who drops out of school without graduating or has been expelled for disciplinary reasons.

### SCHOLAR CELL PHONE POLICY

KIPP Metro Atlanta has as its highest priority an emphasis on scholar success. We support parents/guardians' right to decide whether to allow their children to possess mobile telephones and other portable electronic devices (PEDs). To avoid disruption of instruction, the use of electronic devices, including, but not limited to, mobile telephones and other PEDs, is allowed with the restrictions outlined below.

All devices must be out of sight and turned off during the official school day. For scholars attending KIPP Atlanta Collegiate High School, mobile telephones and other PED are authorized for use during transitions and at lunch. Scholars may be permitted to turn on and use mobile telephones and other PEDs during the school day as directed by KIPP employees for instructional purposes only or in cases of health or other unusual reasons as approved on an individual basis according to the administrative regulations to this policy.

Photographing, audio recording or videotaping by any means another scholar or staff member is strictly prohibited while on school premises without the consent of the scholar or staff member. These prohibitions include all emergency situations unless the scholar is directed to use a cellular telephone or PED by a KIPP employee. Scholars who do not adhere to this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action.

Scholars shall be personally and solely responsible for the security of their mobile telephones and other PEDs. KIPP Metro Atlanta Schools shall not assume responsibility or liability for the theft, loss or damage to a mobile telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

### COMPUTER/INTERNET POLICY

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

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Bebo, Twitter, Instagram, TikTok, 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.

## SAFETY AND ACCEPTABLE USE OF THE INTERNET BY SCHOLARS, STAFF, AND EDUCATORS POLICY

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

### *Background*

As the use of telecommunication networks by scholars and educators increases, there is a need to clarify the 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 federal regulations regarding child safety issues and acceptable use of the Internet and complies with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

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

- Scope:
  - The Internet is an electronic highway connecting millions of computers worldwide and millions of individual subscribers. Access to the Internet will provide scholars and educators with electronic mail, information access, and sharing.
  - With connections to computers and people worldwide also comes the availability of material that may not be considered appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. The scholar, parent, teacher, and administrator are responsible for ensuring that access to telecommunication networks, computers and the Internet provided by the school is not abused.
  
- Acceptable Use:
  - Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.
  - Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

- o Each scholar accessing 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 due to inappropriate use or safety violations of the network.
- o KIPP Metro Atlanta's administrative information systems are to be used exclusively for the organization's business. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business-need to do so.
- COPPA Notice:
  - o The growing availability of web-based tools and applications provides teachers with new and exciting methods to improve, enrich, and diversify the delivery of curriculum and instruction to scholars. Many web-based tools and applications use data to create access accounts and to customize the learning experience. The purpose of this notice is to explain what data will be provided to online educational service providers and parent rights regarding the use of online educational services.
  - o The Children's Online Privacy Protection Act ("COPPA") is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website or application operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children's privacy and safety online. KIPP Metro Atlanta Schools utilizes several educational software applications and web-based services that third parties operate. For our scholars to use these valuable programs and services, certain personal identifying information (i.e., scholar's name, school-issued email address, application username and password) must be provided to the website or application operator.
  - o Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits KIPP Metro Atlanta Schools to consent to collecting personal information on behalf of all of its scholars, eliminating the need for individual parental consent given directly to the website operator.
  - o More information regarding COPPA is available on the Federal Trade Commission website: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.
  - o A list of applications and websites that may be used in KIPP Metro Atlanta Schools classrooms, with links to their privacy policies and terms of service, is available on our website at [www.kippmetroatlanta.org](http://www.kippmetroatlanta.org).
- Accountability and Responsibility:
  - o The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in their classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies and focus on appropriate and specific learning goals and objectives. All scholar 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.
- o Employees are required to execute appropriate and reasonable care over all assigned technology equipment. Repeated neglectful damage can result in receiving alternative technology equipment, and staff members may receive disciplinary action up to and including termination. The alternative technology equipment will continue to meet instructional/administrative standards but may not be the same as the previously assigned technology equipment.
- Content:
    - o Content should be appropriate, in good taste, and not harmful to any individual or group.
    - o Scholar pictures and names can be published on the school website at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of scholars. 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.
    - o Pages should comply with KIPP Metro Atlanta policies and regulations.
    - o Information such as the email address of the responsible contact person, copyright, and the last date updated should be included.
  - Etiquette:
 

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

    - o Be polite. Do not write or send abusive messages to others.
    - o Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - o Do not reveal the personal home address or phone number of scholars 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.
  - 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.
  - Vandalism:
 

Vandalism will result in the revocation of user privileges. Vandalism includes 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.
  - Safety:
 

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



- o 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."
- o Schools must enforce the use of filtering or electronic technical protection measures during any use of computers to access the Internet.
- o Safety includes monitoring the online activities of minors.
- Implementation:
  - o KIPP Metro Atlanta board of directors (KIPP STRIVE Academy, KIPP WAYS Academy, KIPP WAYS Primary, KIPP Vision Academy, KIPP Soul Primary, KIPP Soul Academy, KIPP STRIVE Primary, KIPP Vision Primary, KIPP South Fulton Academy, KIPP Atlanta Collegiate, KIPP Woodson Park Academy, and KIPP Forward 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.

#### OUTSTANDING FEES POLICY

Scholars may be subject to fees for various reasons, including but not limited to breakfast and lunch fees, class fees, lost or damaged textbooks or instructional materials, or late pick-up fees. As a general rule, parents have 30 days to pay any outstanding fees. At the high school level, all outstanding fees must be paid by a date set before graduation.

#### DISCIPLINE POLICY

KIPP Metro Atlanta Schools is required to adopt the Atlanta Public Schools Student Code of Conduct for all schools authorized by Atlanta Public Schools. KIPP Metro Atlanta Schools is required to adopt the Fulton County School District's Student Code of Conduct for schools authorized by Fulton County Schools.

- The Atlanta Public Schools Code of Conduct for KIPP Metro Atlanta scholars attending KIPP Atlanta Collegiate High School, KIPP Soul Academy, KIPP Soul Primary School, KIPP STRIVE Academy, KIPP STRIVE Primary School, KIPP Vision Academy, KIPP Vision Primary School, KIPP WAYS Academy, KIPP WAYS Primary School, and KIPP Woodson Park Academy is located in Appendix A.
- The Fulton County Schools Code of Conduct for KIPP Metro Atlanta scholars attending KIPP South Fulton Academy is located in Appendix B.

At KIPP Metro Atlanta Schools, we believe in the power of language. As such, words and their uses must align with and reflect our equity commitment. Our Scholar Code of Conduct Glossary exists to provide internal shared terms for discussing discipline policies with scholars, families, and staff. It is our intention that these terms better reflect our restorative approach and that they work to dismantle the school-to-prison pipeline. We honor that these terms and definitions are not wholly comprehensive as equity terminology is always expanding. However, we do believe the glossary below offers a promising starting point for upholding our commitment to equity.

Term	KIPP Metro Atlanta Term	Impact/Rationale for Term
Offense/Violation	Breach or Infraction	<p>Utilizing the language breach of infraction suggests a breach of a community norm, versus a criminal offense.</p> <p>Utilize “infraction” to identify what happened and “breach” to identify the impact of what happened</p> <p><i>Example:</i> “Breach of trust” or “Breach of community norms”</p>
Suspension/ISS/OSS/Detention	<p>Out-of-School Reflection</p> <p>In-School Reflection</p>	<p>We believe in a restorative and collaborative approach. Therefore, these terms identify that we are intervening, supporting and allowing scholars to reflect on their choices.</p>
“4.6.20. Withhold or revoke scholar privilege(s), freedoms, or choice”	We do not revoke freedoms or choice for our scholars	This is in direct contradiction with our Mission Statement.
Harassment	Unwarranted physical contact or speech.	<p>This describes the action without criminalizing the behavior.</p> <p>The decision to utilize</p>

		“Unwarranted physical contact or speech” is a grade-specific choice for schools
Theft	Taking possessions without permission	This describes the action without criminalizing the behavior.
Robbery	Taking possessions by force or intimidations	
Assault	Attempted/unintentional physical harm	
Battery	Physical harm	
Terroristic Threats	Threatening Actions	Removes the label of terrorists from our scholars while describing the behavior.

## Appendix A – Atlanta Public Schools Student Code of Conduct

Click the link below to view or download a copy of the 2024-2025 Student Handbook. The student handbook is a summary of policies, laws and regulations that affect students attending KIPP Atlanta Collegiate High School, KIPP Soul Academy, KIPP Soul Primary School, KIPP STRIVE Academy, KIPP STRIVE Primary School, KIPP Vision Academy, KIPP Vision Primary School, KIPP WAYS Academy, KIPP WAYS Primary School, and KIPP Woodson Park Academy.

2024-2025 APS Student handbook (which includes the updated code of conduct) can be found online [here](#) or copy and paste the link <https://www.atlantapublicschools.us/Domain/94> (English and Spanish available for download)

The Student Handbook is published on an annual basis. However, Georgia State laws, Georgia State Board of Education bylaws, and Atlanta Board of Education policies and administrative regulations enacted after the publication of the student handbook shall supersede the statements and references contained in the current publication. This means that the laws and rules in the handbook are subject to change or may be amended. Please check the Atlanta Public Schools website for the most current version of Georgia State laws, Georgia State Board of Education bylaws, and Atlanta Board of Education policies and administrative regulations.

## Appendix B - Fulton County Schools Student Code of Conduct

Click the link below to view or download a copy of the 2024-2025 Student and Parent Student and Discipline Handbook. The student handbook is a summary of policies, laws and regulations that affect students attending KIPP South Fulton Academy.

<https://www.fultonschools.org/all-departments/academics/student-services/student-discipline>

The Student Handbook is published on an annual basis. However, Georgia State laws, Georgia State Board of Education bylaws, and Fulton County School Board of Education policies and administrative regulations enacted after the publication of the student handbook shall supersede the statements and references contained in the current publication. This means that the laws and rules in the handbook are subject to change or may be amended. Please check the Fulton County School Board website for the most current version of Georgia State laws, Georgia State Board of Education bylaws, and Fulton County School Board of Education policies and administrative regulations.