



The Kindezi Schools

Student & Family Handbook

2024 - 2025

Table of Contents

The Kindezi School at _____Leadership and Support Staff	4
Handbook Disclaimer	4
I. Our Vision, Mission, and Core Principles	4
ABOUT THE KINDEZI SCHOOLS	4
Mission	4
Core Values	4
Equity Beliefs	5
Graduate Profile Aims	5
Academic Philosophy	6
II. General Information and Policies	6
Attendance and Punctuality	6
ROBO Call	7
Truancy	7
Compulsory Attendance Law	7
Student Abandonment Procedure	7
The School Day	8
Excused Absences	8
Unexcused Absences	9
Make-Up Work	9
Tardiness/Early Dismissal	9
First Day of School Process	10
Dismissal & Early Dismissal	10
Dismissal for Walkers and Car Riders	10
Early Dismissal	11
Medicine & Illness	11
Medicine Administration	11
Illness	11
Communicable Diseases	11
Regarding Lice	12
Health and Immunization	12
Emergencies & Inclement Weather	12
Fire and Disaster Drills	12
Inclement Weather External Communication	12
APS Closure Policy	13
Safety	13
Teacher/Student On-Premise Class Activities	13
Parent Volunteers	13
Visitors & Unauthorized Persons on School Grounds	13
III. Academic Program	14
Multi-Tiered System of Supports.	14
Standards-based Grading and Progress Reports	14

Grading Policy Breakdown	14
Notes	15
MAP (RIT score)	15
Homework and Independent Reading	15
Grading Scale	15
Gifted Education Services	16
IV. Behavior Expectations	17
Purpose	17
Progressive Discipline	17
Disciplinary Factors	17
Cellular Telephone/Personal Electronic Device Policy	17
Kickboard	18
Uniform Policy and Dress Code	18
Atlanta Board of Education Student Dress Code	18
Uniform Policy	19
V. Parent Involvement Policies and Expectations	20
Parent-Teacher Communication	20
Differentiated Learning Plans	21
VI. Social Emotional Learning	21
VII. Restorative Practices	22
VIII. Regulatory Provisions	22
Title I – Parental Involvement Policy	22
Professional Qualifications of Teachers	22
Family Changes	23
Harassment Statement	23
Anti-Discrimination and Title IX Complaint Procedure	23
Impaired/Handicapped Access	23
Section 504 of the Rehabilitation Act of 1973	24
Exceptional Education Services	25
Family Educational Rights and Privacy Act (FERPA)	25
Privacy: Parents and Protection of Pupil Rights Amendment (PPRA)	25
Equal Opportunity Statement	26
Kindezi Grievance Policy	26
FERPA Disclosure and Opt Out form	28
Annual AHERA Notification	28

The Kindezi School at _____Leadership and Support Staff

Principal (name and Contact info)	Assistant Principal	Assistant Principal	Special Education Lead
Director of Operations	Office Manager	Office Specialist	MTSS and 504 Coordinator
Gifted Coordinator	Family and Community Engagement Specialist	Social Worker	School Counselor

Handbook Disclaimer

The family handbook summarizes school policy and contains general guidelines and information. For those policies not covered by the Kindezi Student handbook, please refer to the 2024 – 2025 Atlanta Public Schools Student Handbook for guidance. It is available on the APS district website.

An up-to-date version will be maintained on our website. The Kindezi Schools will provide notice of any changes through email and home communication; these changes will have effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received.

If you have any questions regarding this handbook, please contact your school staff.

I. Our Vision, Mission, and Core Principles

ABOUT THE KINDEZI SCHOOLS

Mission

Our mission is to provide every child---regardless of background, need, or identity---a holistic genius-awakening education, built on family-style classrooms, conscious diversity, and scholarly excellence.

Core Values

Core values are the deeply ingrained, shared principles that guide all of our organization's actions at the network, school, and classroom levels.

1. **LOVE** – We do everything with love and compassion. Our geniuses, colleagues, and community feel cared for, respected, and valued by our words and actions.
2. **COLLECTIVE RESPONSIBILITY** – We are a community sharing the responsibility and privilege of educating and empowering our children. We are accountable to one another and achieve results as an interdependent team. I am because we are, and we succeed together.
3. **AUDACITY** – We boldly do what's right for our geniuses, confronting oppressive mindsets head on, and standing for justice in all that we do. We are not constrained by convention or perceived limits and do whatever it takes to provide a genius-awakening education.
4. **EXCELLENCE** – We put forth our best effort and achieve big things. We set and pursue ambitious goals,

so our community thrives and our Geniuses are on a path to choice-filled lives. We never stop learning and growing, as scholars and as people .

5. **WHOLENESS** - We understand the importance of balancing and integrating different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We provide a holistic education for our geniuses, and we support each other to be and care for our whole selves.
6. **JOY** - We find, bring, and share joy in our work every day. We practice gratitude, celebrate wins, and offer praise.

Equity Beliefs

At Kindezi, we model the world we wish to see; specifically, we hold and act upon the following beliefs about our geniuses, staff, families, communities, and partners.

1. We believe every child is innately gifted with genius.
2. We believe equity and inclusion begins with staff mindsets and must translate into all of our systems.
3. We believe our families, communities, and partners make our schools stronger.

Academic Philosophy

At Kindezi, we believe that every child is innately gifted with genius. Therefore we challenge all of our geniuses with rigorous and relevant content in every classroom, every day. We anchor all of our work with students in trusting and loving relationships. We are committed to delivering genius-awakening learning experiences every day, in every school, in every classroom, for every child.

Graduate Profile Aims

- **CRITICAL THINKER:** Geniuses analyze, evaluate, and reason effectively. They consider multiple perspectives, ask questions, construct arguments, and solve problems. They develop, refine, and revise ideas based on the best information available.
- **PERSISTENT PROBLEM SOLVER:** Geniuses know how to take on challenges and navigate difficult situations. They are tenacious, creative, and often collaborative, when applying their holistic set of skills to find solutions to complex problems.
- **EMPOWERED LEARNER:** Geniuses are proficient in all academic core subjects, demonstrating high individualized growth. They apply that knowledge to real-world scenarios and challenges. Geniuses continuously seek learning opportunities and knowledge to better themselves, others, and their community.
- **LEADER:** Geniuses have vision and the courage to take initiative. They lead by example and by working with others to achieve a goal and/or serve their community. They are risk-takers and know how to try something new or go against the grain. Geniuses work alongside others as global citizens to pursue justice with shared respect for human dignity. Geniuses stick up for themselves and for other people -- both individuals and groups
- **SAVVY:** Geniuses can read the world around them and make appropriate adaptations with love and

authenticity. They have proficient technology skills, awareness of the digital world, and a working knowledge of basic finance. They can make informed, strategic decisions as they mature.

- **SELF-CONFIDENT & SELF-LOVING:** Geniuses know their voice and ideas matter. They have a strong sense of who they are, their strengths and challenges, what they can contribute to their community, and who they want to become. Geniuses ask for what they need. They practice self-compassion and self-regulation. Geniuses know they are inherently valuable and worthy of love.

II. General Information and Policies

Attendance and Punctuality

At Kindezi our mission is to provide every child a holistic genius awakening education. We believe that a missed school day is a lost opportunity for a genius to learn. Chronic genius absence or tardiness reduces a teacher's ability to provide genius-awakening learning opportunities. Studies have shown that students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. Geniuses who are absent or tardy miss valuable instructional time and other important school activities and are less likely to master those skills, concepts, and principles needed for success throughout their lives.

Attendance Policy

Geniuses are expected to attend school every day and on time. Consistent with APS policy and the Compulsory Attendance Law, **students cannot be absent (without approved excuse) for more than ten (10) days each school year**. When a genius is absent, a signed letter from the parent/guardian and/or licensed physician explaining the reasons for absences must be presented to the front office on the date of return to school. All absences (excused and unexcused) are entered into Infinite Campus. Each school will have specific goals pertaining to attendance. To promote a positive attendance culture, geniuses and parents/guardians will be recognized and rewarded consistently throughout the school year for perfect and improved attendance.

We commit to support you and your genius in having consistent and on-time attendance. Therefore, problem solving meetings with your school-based attendance committee may be scheduled as required.

Infinite Campus & ParentSquare Notices

Parents will receive notification of absences and tardies as they occur through an automated messaging system via text, email and phone. This is a school system policy and parents cannot opt out of these notifications. If you

believe that you received a message in error, please contact the school office manager to discuss and possibly correct this matter.

Truancy

Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. State policy defines the school year as 180 attendance days. In order to be in compliance with state law, students who have more than five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court.

Compulsory Attendance Law

Georgia State Law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1[a]) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1[b]).

Late Pick Up Procedure

Kindezi is committed to ensuring the safety of all students. In the event that a student is not picked up at a school or Kindezi sanctioned activity, and a parent or guardian cannot be reached at the close of the day or event, the school will implement its Student Abandonment procedure. Our close of the business day is 3:30 PM.

Parents are expected to pick up their child from school or school-sanctioned events at the stated end time. If a student is not picked up by the designated end time, the school will make every effort to contact the parent or guardian. In the event that a student has not been picked up after all attempts have been made to reach a parent, guardian or emergency contacts, the following measures will be taken:

Step 1: Every effort will be made to contact the parent or guardian and all emergency contacts.

Step 2: Principal and school social worker will be notified. Principal will notify the executive director.

Step 3: Principal, social worker, or other reporting staff member will contact the police department and Department of Family and Children Services (DFCS).

Step 4: The police department and DFCS will follow their internal protocols, which may include a visit to the child's home for further investigation.

Step 5: Should any one of the above steps occur, the principal or social worker will follow-up with the family, police department, and/or DFCS.

The School Day

The school hours and calendar for each Kindezi School site is outlined in the parent handbook. Students are not permitted in school buildings before **7:15 AM**. All students should report directly to breakfast or to their homeroom class upon entering the building at **7:15 AM**. School begins officially at **7:45 AM**. Therefore, parents/guardians may drop students off between **7:15 AM and 7:45 AM**.

- **7:15 AM-7:45 AM: Morning Arrival**
- **7:45 AM: Instructional block begins**

- 8:00 AM: Teachers will enter attendance into Infinite Campus by 8:00 am. A robo-call notice will be sent via text/email to parents/guardians for any student who is absent or tardy, .
- 2:55 PM: Students prepare for dismissal
- 3:00 PM Dismissal
- Carpool ends at 3:30PM
- Kindezi reserves the right to change arrival and dismissal times as needed throughout the year

The Kindezi Schools are not responsible for the supervision and safety of students prior to the beginning or after the end of the school day. Parents may receive a home visit to verify residence or be reported to DFCS for students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner.

If a student is not present at least 4 hours during a school day, they will be counted as absent. We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom and student instruction. If your appointment must be scheduled during school hours, please ensure that your child is present at least 4 hours during that school day. Classroom time is essential to increasing students' knowledge and proficiency. Students who arrive late or repeatedly picked up early may experience a decline in student achievement.

Excused Absences

Students are expected to attend school at all times when classes are in session. The only exceptions are noted below and must be accompanied by a written excuse submitted to the front office . All other absences are considered unexcused.

Excused absences are legally constituted of the following:

- Personal illness of the student and when attendance in school would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
- Quarantine either by the county health department or by the family's physician.
- Special or recognized religious holidays observed by the faith of the student.
- Medical/dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours, when possible.
- Absences caused by order of the government.
- Service as a page in the Georgia General Assembly by a student who is at least twelve (12) years of age.
- Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student.
- Instances in which attendance could be hazardous as determined by WIA & the Atlanta Public School System.

***Immediate family is defined as parent/guardian, siblings and grandparents.*

Unexcused Absences

Parents are urged to plan their vacations in such a way that students do not miss any school, as extended absences have a detrimental effect on learning. Absences due to vacations, holidays, trips, babysitting, lack of proper clothing, no transportation, oversleeping or other non-academic activities are considered unlawful and unexcused.

****When a student is absent for three (3) or more consecutive days, the student must bring a doctor's excuse upon their return to school. If the appropriate written excuse is not provided upon the student's return, the absences will be considered unexcused. Documentation of all absences must include specific dates to be excused. Unexcused absences will be documented in Infinite Campus (IC). Three (3) or more consecutive days of absence may prompt a referral to the social worker who may conduct a home visit.**

Make-Up Work

It is the student's and parent's responsibility to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee but will not exceed the number of days absent.

Absences due to suspension from school are considered excused. Students are allowed to make up schoolwork missed while suspended from school pending their disciplinary hearing or at the discretion of the principal. In situations where students are suspended from school during tests/ exams, teachers will make arrangements to allow students to complete their exams.

Tardiness/Early Dismissal

A student who is late misses valuable instructional time and, as concerned educators, we feel it is our duty to do what we can to prevent tardiness/early dismissals from becoming a pattern. As a result, Kindezi is committed to strict adherence to the policy below:

Students arriving after the school's designated start time will be marked as tardy. Students leaving school before the designated dismissal time will be marked as an early dismissal. If a student is late to school, and arrives after 8:15 AM they are to report to the front office for a tardy slip, and **must be** accompanied by a parent/guardian. If the student leaves school early, the parent must come in and sign their student out for the day. A signed note from the parent/guardian stating the reason for the tardy and/or early dismissal must be submitted to the front office. This will assist in determining if the tardy and/or early dismissal is excused or unexcused. Unexcused tardies or early dismissal will be recorded on the student's record in Infinite Campus. **No students will be dismissed between 2:00-3:00.**

*****Sign-In/Sign-Out form:** All students who enter the building after school is in session or leave the premises before school is out must have his/her name, destination, and time of entry or departure recorded on the sign-in/sign-out form in the school office.*

Excused tardy: includes dangerous weather, injury and medical appointments, which must be accompanied by a doctor's office note. If a student is tardy, he/she must be signed in by a parent/guardian at the front office.

Unexcused tardy: includes any reasons not outlined in the excused tardies above (e.g. oversleeping, heavy traffic, student moving slowly in the hallway, etc). A parental note or call of explanation does not automatically excuse a tardy or late arrival.

First Day of School Process

When students are not in attendance on the first day of school, the school will attempt to reach the parent/guardian on a daily basis for each day of absence to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence,

parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with the process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be disenrolled from the school roster, as it will be assumed that the student has chosen another school option.

- Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
- Students who have indicated their intent to enroll, but have not attended by the third day, will receive a phone call indicating the student will be disenrolled after the fifth day of school if the student has not attended school without a valid excuse.
- Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
- Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be disenrolled from the roster.
- The school will use the contact information provided by the parent/guardian in the registration packet.

Dismissal & Early Dismissal

Dismissal for Walkers and Car Riders

K-8th grade students will be dismissed at 3:00 pm each day (2:45 pm at Gideons). Parents and others who are authorized by parents to pick up will be issued a car tag which must be presented to the Kindezi School staff to release the students to be picked up by the appropriate driver. The carpool will last from 3:00 PM-3:30 PM. **If a parent or guardian does not have the tag card present, he/she must park and check out the student from the front office with a valid ID.** If a parent/guardian wants to have another adult pick up his/her child, the parent/guardian should share their pickup tag with that person. **If at any time the parent would no longer like for that person to have access to their child, the parent should reach out to the front office and have their tag number changed.** Upon dismissal, the adult must check out the student with the car tag.

Independent walkers must have a signed walker form on file with the front office. Independent walkers will be escorted from the building by a staff member. Students in 4th grade and up can escort younger siblings, however K-3 students cannot be independent walkers without an older sibling.

Early Dismissal

A request for early dismissal may be made to the office manager via phone, email or personal note on or before the day of the requested action. All requests for early dismissal must be confirmed with the parent or guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of office staff. Office staff will require proof of the right of custody from anyone requesting the early dismissal of a student. Monday-Thursday after 2:00 PM after 11:30 on Fridays, students will not be allowed to be dismissed for early release. In the case of an emergency, parents should contact the main office.

Bus Contract

Kindezi O4W:

For the 2024–2025 school year, Kindezi O4W will provide transportation to geniuses who option into transportation support to the Coan Building. Geniuses must have registered for the bus by July 1, 2024. Transportation is provided by Student First.

Any genius under the age of 8, must be picked up by an approved family member or friend, and if not, the genius will go back to the Coan Building and must be picked up from there (1551 Hosea L. Williams). While waiting at the bus stop and while on the bus geniuses agree to follow all rules and guidelines outlined in the Atlanta Public Schools Code of Conduct.

If your student is meant to be an independent walker from the bus stop please complete the form below. All independent walkers must be in 3rd Grade – 8th Grade or be escorted by a sibling in those grades. We must have a completed form on file in order for them to be released. All other geniuses in grades K–2 will only be released to individuals with their cartag number.

Geniuses must ride the bus daily when not involved in other after school activities. In the rare case that you need a student to be held from the bus, please communicate with the homeroom teacher AND the front office – O4WAttendance@kindezi.org.

Bus Contract

Kindezi @ Gideons

Kindezi @ Gideons provides bus transportation to geniuses who live inside of the radius provided by Atlanta Public Schools. Students are expected to adhere to the APS code of conduct as it pertains to the privilege of riding the bus to and from school. The bus stop acts as a part of the school and consequences can be given if a student does not follow the rules and regulations of the code of conduct. While waiting at the bus stop and while on the bus geniuses agree to follow all rules and guidelines outlined in the Atlanta Public Schools Code of Conduct. Any genius under the age of 8, must be picked up by an approved family member or friend, and if not, the genius will be taken back to the school and must be picked up from there from an approved family member. . Medicine & Illness

Medication Administration

When students must take medicine at school, parents should bring medicine and related equipment to the school nurse or his/her designee and complete a [Medication Authorization Form](#).

If it is deemed medically necessary by the school nurse, and should a student need an over the counter medication while in school, please complete the [Over the Counter MEDICATION PERMISSION FORM](#). Families will be notified of what medication was given and the time for communication/documentation purposes.

Illness

If a student becomes too ill to remain in class, the student may be sent to the front office to contact their parent and make arrangements to be checked out of school. The principal should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment.

If your child has been absent (or is being sent home) due to an illness, s/he must be free of fever (without medication), episodes of vomiting, nausea, stomach cramps, or diarrhea for at least 24 hours prior to returning to school. This includes, but not limited to Covid-19, influenza or a common cold. If your child has a rash, please do not send him or her to school until your health care provider has formally stated (in written form) that your child is not contagious. Do not send your child to school if s/he is sick.

Communicable Diseases

State Law requires that students who have been diagnosed by a physician, or are suspected of having a communicable disease by the school official or parent, shall be excluded from school for an indicated period of time. The duration of the period of exclusion for these specified diseases is as follows:

1. **Measles** (any type) – infected persons shall be restricted from school premises for 4 days after the appearance of the rash.
2. **Mumps** – infected persons shall be restricted from school premises for 9 days from the onset or until there is no swelling present.
3. **Chicken Pox** – infected persons shall be restricted from school premises for 6 days from the last crop of vesicles or until crusts are dry and the child is presentable.
4. **Respiratory Streptococcal Infections (including Strep Throat and Scarlet Fever)** – infected persons shall remain at home for not less than 7 days from the onset or must be on medication for 48 hours before returning to school.
5. **Tonsillitis** – infected persons must be on medication 24 hours before returning to school.
6. **Trachoma/Conjunctivitis (pink eye)** (a contagious crusting of the eyelids) – infected persons must be on medication for 24 hours before returning to school.
7. **Pertussis (Whooping Cough)** – infected persons shall be restricted from school premises for 4 weeks from the onset or must be on medication for 7 days before returning to school.
8. **Acute Contagious Conjunctivitis (pink eye)** – infected persons must be treated and a physician's letter is required for admittance to school.
9. **Pediculosis (head and body lice)** – infected persons must be treated with a special shampoo preparation for lice. A parent must accompany the student upon returning to school so that the student may be checked by the school nurse (to ensure no active infestation) before readmission.
10. **Ringworm** – infected persons must be treated and a physician's letter is required for admittance to school.
11. **Impetigo** – infected persons must be treated and a physician's letter is required for admittance to school.
12. **Scabies** – infected persons must be treated and a physician's letter is required for admittance to school.

Regarding Lice

When head or body lice has been identified in the school, administration must closely follow the guidelines identified in "9. Pediculosis (head and body lice)", and send home communication via the [APS Head Lice Letter](#), to ensure that parents and/or guardians follow the strict requirements for treatment, so that less time is spent away from school.

Health and Immunization

State law requires that all children in elementary school must have an updated Georgia Certificate of Immunization. Immunizations are required for measles, rubella, tetanus, diphtheria, polio, mumps, whooping cough, and hepatitis B. Georgia DHR Form 3231 is acceptable for students in pre-kindergarten programs; the Georgia DHR Form 3231, Certificate of Immunization, must be used for students in grades K-12. A local health department computer-generated form is acceptable. For entrance into the sixth grade, each student must have at least one additional dose of MMR vaccine. Georgia DHR Form 3189 is acceptable for showing this additional immunization.

Parents of children who become ill or injured while at school will be notified as soon as possible so that proper arrangements can be made for prompt treatment. If a child has a fever of 100 or more, the parent will be called to come and get the child. Parents will not be notified of injuries that are so minor that a band aid can cover, unless the parent specifically requests to be notified in all cases of injury without exception.

Nutrition Services

We are a peanut/tree nut free organization. If your genius has a documented/known food allergy please make sure that the school nurse is made aware. We want to ensure that we are keeping all of our genius healthy and safe. We will work to make sure that our genius's health and nutrition needs are met.

Emergencies & Inclement Weather

Fire and Disaster Drills

A fire/building evacuation drill is conducted once each month. Tornado, bomb, bus evacuation, intruder, AED, reverse evacuations, and hazardous weather drills occur twice per year. These drills are designed to ensure the likelihood of safety and shelter in the event of an emergency.

Inclement Weather External Communication

The Kindezi Schools will follow Atlanta Public School's decisions regarding school closures, as appropriate for the safety, welfare and health of students, staff and families. If APS announces a district-wide closure, Kindezi will be closed for the same amount of time, including school-day and extracurricular closures. In the event of school-day closures, the day will be made up on a subsequent date (for example, by shortening winter break). Kindezi will communicate to families and staff as soon as APS makes any decisions about closures. In addition, families and staff can refer to the APS closure policy and information sources below to learn about closures.

APS Closure Policy

APS cooperates fully with local emergency management preparedness authorities for natural and manmade disasters. The superintendent may close individual schools or all schools in the event of abnormal conditions, hazardous weather or other emergencies that threaten the safety, welfare, or health of students or employees. Tune in to [WSB-TV \(Channel 2\)](#), [WSB-AM 750](#) and [WABE-FM 90.1](#) or access the [APS Web site](#), [X](#) (formerly Twitter) or [APS Facebook page](#) for news about emergency closings.

Safety

Teacher/Student On-Premise Class Activities

The Kindezi School teachers will occasionally have classroom instruction or activities away from the classroom and outside, around the school grounds. The Kindezi School teachers utilize all resources for learning, including the environment, in order to better stimulate the students. As outdoor educational experiences frequently take place, office staff will maintain immediate knowledge of location – and accessibility to– each and every student and staff member at all times.

Parent Volunteers

While Kindezi considers academic involvement to be the parent's top priority, we also request that parents assist in building the broader Kindezi community. In order to build a bridge between home, school, and the community, this venture must ultimately be considered a collective effort.

In support of student safety, Atlanta Public Schools requires that all schools and administrative offices identify and screen all volunteers in accordance with district guidelines. All parents will submit a Volunteer Application to our Family and Community Engagement Specialist. In addition, all volunteers are required to complete a background check and abuse training .

Security clearances for volunteers must be renewed every two years. Volunteers will be issued volunteer badges, which must be displayed at all times while on school property. Additionally, all volunteers must complete and sign a Volunteer Release Form.

Visitors & Unauthorized Persons on School Grounds

We are excited that you would like to visit your child's classroom where you will get the opportunity to gain a first hand experience of the daily happenings at Kindezi. All visitors must sign in at the school office with a government issued ID and obtain a visitor's badge that must be worn at all times while in the building or while on the school grounds. All visitors must remain in the front office until a member of the school staff comes to escort them to the designated location. **Under no circumstances should parents go directly to a classroom during instructional hours without an appointment.** Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advance notice. Your child's teacher will contact you to determine the best time for the classroom visitation or teacher conference to take place. Visitors shall not distract the teacher from instruction or otherwise interrupt the instructional process. Visits should be limited to 45 minutes for observations.

To ensure the safety of students, the confidentiality of personal information, and the integrity of the learning environment, visitors are limited to:

1. The parent/guardian of a current student;
2. Other family members of a current student at the request of the parent/guardian; or
3. Individuals with official business, including, but not limited to, community volunteers, student mentors, and guest speakers.

Student and adult spectators at school events that are open to the public are expected to model good sportsmanship and citizenship. A visitor to a school or school event who violates this policy may be asked to leave and may lose the privilege of coming on campus and attending future school events. ***The presence of unauthorized visitors on school grounds or in facilities constitutes trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.***

III. Academic Program

At Kindezi, we believe that every child is innately gifted with genius and it is our responsibility to awaken this genius every day. We believe that geniuses learn best when they:

- **Learn in Genius Awakening Learning Environments**, which means that we honor our Geniuses' identities and the gifts that they bring. We integrate restorative practices and SEL into our daily rituals and liberatory behavior management system. We actively cultivate joy and love in every single classroom.
- **Access Genius Awakening Content and Pedagogy**, which means that geniuses' are working on culturally relevant, engaging content aligned to the appropriate standards for their subject and grade. We ensure that our curricula includes content where Geniuses see their identity and their community (mirrors) reflected.
- **Engage in Genius Awakening Learning Experiences**, which means that schools leverage the real world application of the content by taking Geniuses on field experiences and bringing in guest speakers that are connected to the themes of the units being studied. Kindezi schools provide activity suggestions for parents to help support the learning at home that are aligned to the concepts and themes that are being learned at school (i.e. home activities, podcasts, articles, museums, games, questions to ask, etc.)
- **Engage in learning that is individualized to their unique learning styles, interests, and needs**, which means that teachers leverage small classroom sizes and pull multiple small groups based on anticipated misconceptions from data and in-the-moment checks for understanding to help push Geniuses towards the rigor level of the content.

Multi-Tiered System of Supports

The Kindezi Schools has adopted the GA DOE MTSS framework to guide the implementation of the Multi-Tiered System of Supports (MTSS). MTSS integrates evidence-based instruction, interventions, and assessments to address the full range of student academic and behavioral needs in today's classrooms. Key elements of MTSS include:

- **Early Identification and Support:** Needs of all learners are identified and supported early through increasing levels of instructional intensity and time.
- **Data-Driven Decision Making:** Performance data, along with monitoring of learning rates and social-emotional-behavioral development, is used to make important instructional decisions.
- **Diverse Learner Needs:** MTSS aims to meet the needs of all learners, including those from different backgrounds, levels of language proficiency, and students who need acceleration.

Student Support Team (SST)

The Student Support Team is a state-mandated, school-based intervention process. Its purpose is to provide teachers with a broad spectrum of strategies and models of intervention to improve their delivery of effective instruction. The SST process consists of six steps:

1. **Identification of Needs**
2. **Assessment (if necessary)**
3. **Educational Plan**
4. **Implementation**
5. **Follow-up and Support**

6. Continuous Monitoring and Evaluation

The SST process involves a committee of school-based and resource personnel, parents, and, when necessary, the student. This team collaborates to brainstorm, develop, and implement modifications, strategies, and/or accommodations to ensure student progress, success, and appropriate, effective assistance.

Grading Policy Breakdown

Homework, tests, quizzes, and projects/classwork will all affect a student's letter grade in accordance with the following percentages:

(9) Tests/Quizzes/Projects Tiffany Terrell Can you confirm these are our weights? Heidi Williams-Cooper since this is for all 3 schools, can the specific weights be pulled out? (45%)

(9) Homework (10%)

(9) Classwork (45%)

Assessments/Projects (45%)

This category includes all end of week assessments, unit assessments, quizzes, and projects. Assignments in this category will be aligned to grade level standards.

Classwork (45%)

This category includes all learning activities given during the instructional block. Assignments in this category are differentiated to meet the needs of individual learners. This grade will be a combination of accuracy, completion, and effort.

Homework (10%)

Each week, geniuses must complete at least 45 minutes and pass 2 lessons on their individualized MyPath. This practice is to be completed at home.

Grading Scale

A= 90-100%

B= 80-89%

C= 70-79%

F= 69% and below

MAP (RIT score)

The MAP assessment is a norm-referenced national test that compares the students to the average American student. A student can earn a score of low, low average, average, high average, and high in the subjects of math, science, and reading. MAP is taken in the fall, winter, and spring in grades 3-8.

Homework and Independent Reading

Kindezi students will have homework. The purpose of homework is to review content learned in school that day, improve study skills, increase students' abilities to learn independently, and prepare students for success in even the most rigorous high schools and universities. The homework demands will become more rigorous as students grow older.

Grading Scale

A= 90-100

B= 80-89

C= 70-79

F= 69 and below

Gifted Education Services

The Gifted and Talented Program provides differentiated instruction for intellectually advanced and creatively gifted students. Gifted services are available for all eligible students in grades 1 through 8.

According to Georgia Board Rule 160-4-2-.38, the state of Georgia defines a gifted and talented student as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her ability(ies).

Students identified as gifted and whose participation has received parental consent must receive at least five segments per week (or the yearly equivalent) of gifted education services, using one of the following GaDOE-approved models.

Gifted Testing Referrals

APS annually screens all (universally) students actively enrolled in APS traditional schools for the appropriateness of referral for gifted eligibility testing. The APS Universal Screener is our district-administered MAP Growth assessment given to all students three times each school year. A threshold score attained on that assessment will result in the student being “referred” for gifted eligibility assessment.

Gifted Qualifications

To determine if a student qualifies for gifted services, Kindezi follows the gifted eligibility requirements of Atlanta Public Schools and the Georgia Department of Education.

APS has Board-approved protocols, applied consistently to all students, which identify students who are referred for gifted eligibility assessment. We have established a threshold score on the MAP Growth Reading or Math assessment that identifies students with most likely potential for success by the end of the assessment cycle. MAP Growth scores over the previous 24 months are considered valid for this referral and are reviewed when decisions are made. The school gifted eligibility team refers students for gifted testing who either:

1. Scored 85%ile or higher on any Reading or Math MAP Growth in the previous 24 months, OR

2. Enrolled recently and were identified as eligible for gifted services in another state.

Gifted Services at Kindezi

Kindezi values the gifts of every child and understands that a child deemed gifted has exceptional needs. Kindezi serves gifted students in an inclusive environment, which means gifted students receive gifted differentiation within the regular education classroom. We follow the collaborative approach to gifted education under the Georgia Department of Education gifted delivery models.

Parents can expect the following for their child receiving gifted services:

- Differentiation in the classroom that focuses on critical and creative thinking, communication, and research
- A teacher who is qualified to teach gifted students or assistance from the gifted coordinator
- A gifted or high-achieving thought partner in the gifted student's academic classes
- Specialized summer programming provided by APS

IV. Behavior Expectations

The Kindezi Schools has adopted the Atlanta Public Schools (APS) Student Code of Conduct. APS has constructed school discipline policies that are aimed at creating a positive school climate, supporting the social and emotional development of students, and teaching non-violence and respect for all members of the school community. Our approach to discipline reflects our desire to understand and address the causes of behavior, resolve conflicts, repair harm done, restore relationships, and successfully reintegrate students into the school community. The incorporation of expectations and responsibilities in our discipline framework creates transparency for stakeholders to embrace the expectations and responsibilities that are unique to them.

Purpose

The purpose of the Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment. Parents are asked to read the contents of the APS Code of Student Conduct and to help their children to become familiar with and abide by it and any other rules of conduct imposed by the Kindezi Schools.

[SY25 APS Student Handbook](#)

Progressive Discipline

The Kindezi Schools use a progressive approach to discipline. It is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior.

Disciplinary Factors

Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors. The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, restorative

practices, counseling with school counselors, school social worker intervention, behavior, attendance and academic contracts and plans, peer mediation, and prevention programs. The offenses have been organized into three (3) levels of prohibited behaviors: Level 1 discipline is used for MINOR offenses, Level 2 discipline is used for MINOR acts of misconduct that are directed at people or property, but do not seriously endanger the health or safety of others, and Level 3 discipline is used for SERIOUS act of misconduct that place students or staff at risk of physical or emotional harm.

Cellular Telephone/Personal Electronic Device Policy

All students may possess mobile telephones and other personal electronic devices (PED) with the expressed, written consent of their parents/guardians. Parents/legal guardians must complete the [Parental Acknowledgement Form For a Mobile Telephone/Personal Electronic Device](#) each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property. My child and I have read and understand [Policy JCDAF](#) and the associated regulations. I acknowledge the following:

1. Unless otherwise directed by school staff or teachers, cellular telephones and other personal electronic devices must be out of sight and turned off during the school day.
2. Students are prohibited from placing or receiving texts/phone calls/emails during the school day. In the event a parent needs to make contact with his/her child during the school day, parents are encouraged to contact the school's front office to request to speak to or deliver a message to their child.
3. Possession of a cellular phone at school is a privilege, not a right, and if your child's possession of a cellular phone is deemed to interfere with the educational opportunity of your student or other students, this acknowledgement form can be revoked without warning.
4. All staff members have the right to confiscate mobile phones when used in violation of this Student Code of Conduct and Cellular Phone/Personal Electronic Device policy. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee.
5. Any confiscated phone that is not retrieved by the end of the school year in which it was confiscated may be donated to a local charitable agency or organization.
6. The Principal shall determine specific times on campus if and when electronic devices may be used for instructional purposes.

Disciplinary actions for students whose parent/legal guardians have completed the Parental Consent & Acknowledgement Form are listed in the Atlanta Public Schools Handbook with the Personal Communication/Electronic Devices Section..

For the purpose of this policy, the term "electronic devices" will include: laptops, cell phones, smart phones, smart watches, iPads, iPods, and tablets. Please note that Nintendo DS and/or other gaming devices with Internet access are also not permissible at this time. Students shall not use, display, or turn on electronic devices during instructional time, class change time, breakfast or lunch.

The Kindezi Schools assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Kickboard

Kickboard is a digital tool used by teachers and administrators in real time to promote school-wide consistency in expectations. It is utilized to reinforce and encourage the utilization of social emotional learning skills and

graduate profile aims. Teachers can collect and analyze data to further positive behavior support and interventions (PBIS) and social and emotional learning (SEL).

Access codes and instructions for how to create a Family Portal account will be sent home. The portal will provide parents/guardians with real time updates on the decisions that geniuses make. Parents/guardians will be able to log on to the Family Portal on their computer or mobile device. Geniuses are also able to create Family Portal accounts for themselves.

Uniform Policy and Dress Code

Atlanta Board of Education Student Dress Code

The Atlanta Board of Education recognizes that dress is principally a matter of personal taste and preference; however, it also has the potential for being a distracting factor in the instructional environment of the school. Therefore, the Board provides that the Superintendent may set forth administrative regulations designed to ensure that dress and personal grooming does not present health or safety problems, cause actual disruption of the instructional process, or offend common standards of decency. The Board authorizes each principal to establish an advisory committee each year to formulate and review guidelines for appropriate dress and personal grooming in the school and at school– sponsored activities.

Uniform Policy

Students are required to dress appropriately for school. Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.

All Geniuses are required to be in uniform Monday–Thursday. If a child shows up out of uniform the following steps will be taken:

- Call parent to bring uniform
- Genius will be given a uniform to wear during the day and returned

Fridays are dress down days for all geniuses and staff. Green and Black polos without the Kindezi embroidered logo are not considered to be in uniform. Shoes cannot be flip-flops, slides, or strapless sandals, if Crocs are worn the heel strap must be in place. On Fridays geniuses must adhere to the APS dress code policy. Clothing must be modest and appropriate length and fit. Clothing must not contain words or symbols that are offensive


 The Kindezi Schools

NEW YEAR, NEW SWAG!

Please see below for some exciting updates regarding Kindezi's uniform options!

**REQUIRED:
NETWORK ATTIRE**

- Grades K-5: Kindezi Green Polo
- Grades 6-8: Black Polo





**OPTIONAL:
KINDEZI PROFESSIONAL**

- Black Blazer
- Black Cardigan
- Oxford Shirt

**OPTIONAL:
SCHOOL PRIDE**

Grades K-5

- West- White Polo
- O4W: Yellow Polo
- Gideons: Blue Polo

New for Middle School!

- West- White Rugby Shirt
- O4W Yellow Rugby Shirt



All items are available for pre-order and purchase at www.kindeziswagshop.com

V. Family Engagement Policies and Expectations

Parent/Guardian-Teacher Communication

The Kindezi Schools believe that students will succeed most when parents and teachers are acting as one unified team. Any strong team relies first and foremost on good communication between teammates. Therefore, The Kindezi Schools require some basic minimum communication between teachers and parents.

Bi-weekly personalized Communication—Once every other week, parents and teachers are expected to exchange some personal communication around the individual student. The bi-weekly communication will be sent via Parent Square. Parents may initiate a request on the off-week for an update on their student's progress. Students on Tier 3 or Tier 2 MTSS may have an intervention of a weekly communication plan for 9-weeks at a time. After the 9-weeks, then the intervention will be reviewed to determine if it is still necessary to continue weekly communication.

At The Kindezi School, we deeply value the partnership between our parents and families in supporting our students. Our commitment is to address any concerns promptly and collaboratively. Whether through a quick email response, a phone call, or an extended conversation, we strive to resolve issues directly and effectively.

When needed, either party can request a video or in-person parent-teacher conference to ensure comprehensive support for our students. Together, we can create a positive and nurturing environment for every child.

Family/Teacher Conferences

At Kindezi, we believe our families and communities make us stronger. A minimum of twice per year, families will be required to attend a meeting in which they review their geniuses’ progress. During these meetings, teachers will present data on each genius's grades and behavior, including strengths and areas for improvement. Specific and measurable goals will be developed in partnership with families and differentiated to the needs of each genius. Conferences will take place after the first and third quarter. 2nd quarter conferences will be required on a case by case basis.

VI. Social Emotional Learning

Social Emotional Learning (SEL) is a core component of the Kindezi Schools’ model of holistic support. We provide direct instruction of SEL skills and strategies using research-based curricula. Social emotional learning is also integrated throughout the school day and throughout the building in a range of formats.

	
<p>K-8</p> <p>Second Step Elementary</p> <p>Second Step Middle School</p>	<p>6-8</p> <p>We Do It for the Culture</p>



Social Emotional Learning Supports
<ul style="list-style-type: none"> • K-8 Direct SEL Instruction twice/week • K-5 SEL Book of the Month Class Read Aloud & Teacher-led Activities • Monday Morning Family Meeting • Daily Community Building Circles • 6-8 Advisory & High School Transition and Placement

VII. Restorative Practices

RESTORATIVE PRACTICES describes a framework and set of tools based on restorative justice principles, with a proactive focus on building communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflict forward in a helpful way. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for community building, teaching and conflict resolution to conferences that bring those harmed, and those causing harm and their

supporters together to address wrongdoing. Students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm.



VIII. Regulatory Provisions

Title I – Parental Involvement Policy

The Kindezi School abides by and supports all rules and regulations pertaining to Title I, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff.

Professional Qualifications of Teachers

In compliance with the requirements of the No Child Left Behind (NCLB) statute, parents are entitled to request information about the professional qualifications of their child's teacher. The following information may be requested:

- 1) Certification;
- 2) College major/graduate certification or degree held by the teacher; and
- 3) Qualifications of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning your child's teacher's qualifications, please contact the school principal.

Family Changes

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the local school of new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

Harassment Statement

It is the policy of The Kindezi School not to discriminate on the basis of gender, age, race, ethnic group, color, disability, religious belief, sexual orientation or national origin, or any legally protected status in the educational programs and activities, admissions, or in the employment practices of the school. It is the policy of The Kindezi School to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Kindezi School does not and will not tolerate harassment of its students or employees. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnic group, color, gender, religious belief, sexual orientation, national origin, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

The Kindezi School has established both informal and formal procedures for resolving any complaints of discrimination, harassment, or bullying. Allegations should be reported immediately to an administrator or counselor at the school or any school event.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including exclusion from school.

Anti-Discrimination and Title IX Complaint Procedure

Notice to Students, Parents, & Employees:

If you believe you or your child are being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin, sexual orientation or disability, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you or your child are being treated and why. First contact the principal of your Kindezi School, and second you may contact:

Atlanta Public Schools
Office of Internal Resolution
130 Trinity Avenue, S.W.
Atlanta, Georgia, 30303

Impaired/Handicapped Access

The Kindezi School wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the school front office.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically Section 504 states:

No qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance.

Under Section 504 a person with a disability is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; and communicating. The term “substantially limits” means the person is unable to perform a major life activity that a non-disabled person can do, or the person is significantly restricted in the performance of a major life activity in comparison to a non-disabled person.

It is the policy of The Kindezi School to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability.

The Kindezi School has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities.

Exceptional Education Services

The Kindezi Schools, in alignment with Atlanta Public Schools' Department of Special Education, supports the Individual Educational Programs (IEPs) of students ages three through twenty-one who are eligible for special education and related services within the district. Our special education services are designed to meet the educational needs of students through a continuum of supports, from the least restrictive environments to more intensive interventions as needed.

Key aspects of our special education program include:

- **Continuum of Services:** Providing special education services across a range of environments, tailored to the educational needs of each student.
- **Comprehensive Assessments:** Offering a full array of assessments to determine and support the specific educational needs of students requiring special education services.
- **Collaborative Approach:** Working collaboratively with students, families, and the community to enhance student achievement and promote post-secondary success for all students with disabilities.

At The Kindezi Schools, our commitment is to ensure that all students with disabilities receive the appropriate support and resources necessary to achieve their full potential.

Family Educational Rights and Privacy Act (FERPA)

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled.
- An opportunity to seek amendment of educational records alleged to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. They also may request a hearing or a copy of the procedures for conducting the hearing by contacting the Atlanta Public School system.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
 - (A) to School Officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other party to whom school system services or functions that would otherwise be performed by school employees has been outsourced or assigned. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
 - (B) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
 - (C) to specified officials for audit or evaluation purposes;
 - (D) in connection with the student's application for financial aid;
 - (E) to state and local officials pursuant to State law;
 - (F) to organizations conducting studies on behalf of the school;
 - (G) to accrediting organizations;
 - (H) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
 - (I) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
 - (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.

A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing the Family Policy and Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be addressed as follows:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

Privacy: Parents and Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- Instructional Materials. The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and
- Surveys. The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the Parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the Parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. “Protected Information” is information in the following categories:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental and psychological problems of the student or the student’s family;
 3. Sexual behavior and attitudes;
 4. Illegal, anti-social, self-incriminating, and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
 8. Religious practices, affiliations, or beliefs of the student or parents.
- Physical Examinations. Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

A Parent or Eligible Student who believes his or her rights under PPRA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Equal Opportunity Statement

The Kindezi School complies with all federal, state, and local laws, and provides an equal opportunity for all students. The Kindezi School prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality, citizenship, or any legally protected status. All decisions of The Kindezi School will be administered without regard to any of the categories listed above.

Kindezi Grievance Policy

The Kindezi Schools will make reasonable efforts to resolve grievances and other conflicts prior to involving the governing Board. To this end we will adopt the problem resolution process described below.

Problem Resolution Process

Kindezi recognizes that a staff member may occasionally experience a school-related problem with a parent and that a parent may occasionally experience a school-related problem with a staff member. Kindezi's Problem Resolution Process promotes an open, constructive work environment by providing a process for school-related issues. A staff member who experiences a problem with a parent, or vice versa, is encouraged to utilize the following problem resolution process. [Note that staff members who wish to resolve issues concerning other staff members, rather than parents, should consult Kindezi's separate Employee Grievance Policy.]

Step One: Informal Attempt at Resolution

- If a parent in the school's community and a staff member have a conflict or a complaint involving the other, the first step should be to attempt in good faith to directly resolve the issue through a meeting among the concerned parties.

Step Two: Mediation with Principal

- If the matter cannot be resolved through informal discussion, within ten business days of the informal attempt at resolution, the staff member or parent may submit a written request for a face-to-face meeting with the principal and any other persons involved in the matter.
- Upon receipt of such a written request, the principal will, where possible, attempt to schedule a meeting with both parties to the conflict, to occur within five business days of his/her receipt of the request.
- At this meeting, each party will have the opportunity to be heard and to make a recommendation as to how the matter may be resolved.
- Within two business days after the meeting, the principal will send each party a written recommendation as to how the matter should be resolved.

Step Three: Mediation with Executive Director

- If the preceding steps do not result in a resolution, the previous steps in "Step Two" are to be followed with the Executive Director.
- Within two business days after the meeting, the Executive Director will send each party a written recommendation as to how the matter should be resolved.

Step Four: Review by the Board of Directors

- If either the staff member or parent is unsatisfied with the Step Two or Step Three recommendation, s/he may file a written grievance with the chairperson of the Board of Directors (Board), who is noted on The Kindezi Schools' website, at boardchair@kindezi.org.
- Within five working days of receiving the formal grievance, the Board chair will respond to the grieving party in writing by acknowledging such receipt to the grieving party and informing all involved parties of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) their right to appear at such meeting, bring an attorney or other advocate to represent their, voice their complaints, and bring witnesses to support their position(s).
- The Board chair will include the matter on the agenda of that meeting and allot a reasonable amount of time for a discussion of the matter.
 - For all Board meetings, regular or special, and the proceedings conducted at such meetings, the Board shall comply with all applicable procedures and requirements of the Georgia Open Meetings Act §§ 50-14-1 et seq., as the same may be amended from time to time. For example, if the matter involves protected information about a student, the Board will discuss the matter in executive session.
 - The discussion will include an opportunity for the grieving staff member or parent to present their perspective on the matter, including any witness who will speak on his/her behalf.

- If the complaint is against a staff member, that individual will also have a chance to present a defense to the Board including any witness who will speak on their behalf.
- The members of the Board will also have an opportunity to ask questions of the staff member(s) and the witnesses who speak on their behalf.
- After the grieving staff member or parent's presentation, the Board will go into executive session to discuss the matter.
- A final decision should be made by the Board in accordance with the following principles:
 - The best interests of the children of the school should be the top priority.
 - In matters that involve policy, the Board should look to relevant policies approved by the Board and to the charter petition for guidance in the matter.
 - The Board should seek a compromise over an "all-or-nothing" solution to the conflict.
- The Board will vote on a resolution of the matter, and the Board chair will issue the Board's written decision within ten business days after the Board meeting at which the grievance was heard.
- All members of the Board, the school principal, and the grieving parent or staff member, as well as any other involved parties will receive a copy of the Board's written decision via email or certified mail.

This procedure has been established to allow staff members and parents to express their concerns and/or complaints during their relationship with Kindezi. Per our whistle-blower policy, **no staff member will be penalized for making use of this procedure based on truthful information.**

FERPA Disclosure and Opt Out form

The [Federal Family Educational Rights and Privacy Act](#) (FERPA) generally protects "student records" from disclosure. However, FERPA allows schools to disclose, without parental consent, certain "directory information" unless parents have advised the district to the contrary.

The primary purpose of the "directory information" exception to FERPA is to allow The Kindezi Schools, Inc. (KINDEZI) to include this type of information in certain school publications. In addition, it allows for the publicity of student accomplishments or specific educational programs to the electronic (television) and print (newspaper) media. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Examples of directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level

- Weight and height, if a member of an athletic team
- Degrees and awards received

If you do not want for KINDEZI to disclose directory information from your child's education records without your prior written consent, you must fill out the FERPA online opt-out form. This form must be filed annually in August for the current school year. Please note: Parents and guardians who opt a student out of FERPA may provide written confirmation to a building principal for a student to be included in a specific place where directory information is used. It is the parent or guardian's responsibility to make this request.

[Click here to fill out the FERPA opt-out form](#)

[Click here to read a Parents' Guide to FERPA: Rights Regarding Children's Education Records](#). If you have any questions or trouble filling out the FERPA opt-out form please contact the school directly <school phone number>..

Annual AHERA Notification

TO: PARENTS/LEGAL GUARDIANS/TEACHERS/EMPLOYEES/ORGANIZATIONS

This notification correspondence is shared with you pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA) October 22, 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, Subpart E, et seq. effective December 14, 1987. These regulations are defined in the United States Environmental Agencies Regulations. Specifically, 40 CFR §763.84(c) which requires that we notify you at least once a year of asbestos inspections, response actions, and any post-response action activities, including periodic reinspections and surveillance activities that are planned or in progress at our campus.

We have documented through a thorough asbestos survey of our campus where all of the asbestos is located and what our future plans are. An AHERA accredited inspector on our behalf conducted this survey. The inspection, reinspections, six months surveillances and any activity associated with asbestos removal are documented in a Management Plan.

The Management Plan for each school site is available for review . Should you have any questions or desire further information, please contact the front office of your school .



At The Kindezi Schools, we believe our families, communities, and partners make our schools stronger. As such, it is the collective responsibility of The Kindezi School, along with families, to build and develop a partnership to support Kindezi geniuses to be better prepared for high school, college, and choice-filled lives.

This agreement outlines the expectations of the school, my genius, and our family. Our family commits to respecting the school choice privilege and adhering to the expectations and responsibilities outlined below.

I can expect the following of The Kindezi Schools:

- Genius-awakening learning experiences rooted in love and joy, every day, in every classroom
- High-quality instructional materials, equipment, teachers, leaders, extracurriculars, and course work
- Experiences that align with our Graduate Profile Aims and exposure to new perspectives and possibilities
- Restorative practices and liberatory behavior management systems
- Culturally relevant, engaging content aligned to the appropriate standards for my genius's subject and grade
- Real world application of the content via field lessons and guest speakers
- Teaching and learning that is individualized to my genius's unique learning styles, interests, and needs
- Bi-weekly communication regarding my genius's academic and socio-emotional progress
- Access to wraparound services that holistically support my genius and my family
- Genuine partnership, respect, and transparency

I agree that it is my genius's responsibility to:

- Respect themselves, others, and school property
- Put forth their best effort every day
- Adhere to APS Code of Conduct and the Kindezi Student and Family handbook
- Complete and turn in all classroom and homework assignments on time
- Ask for help when needed
- Utilize socio-emotional learning strategies to self-regulate and resolve conflict

- Work towards the Kindezi Graduate Profile Aims daily

As a parent/guardian, I am an active educational partner with The Kindezi Schools and an essential part of my genius's education. My initials indicate my agreement with each of the following:

ATTENDANCE:

- It is imperative that my genius attends school on time and regularly in order to receive adequate instructional support and to participate in genius awakening experiences.
- My genius will report to school daily no earlier than 7:15 a.m. and no later than 7:45 a.m.
- My genius will be marked tardy after 7:45 a.m.
- I will not be permitted to check out my genius after 2:00 p.m. and after 11:00 a.m. on early release days.
- I will provide documentation for absences as a result of illness, family emergencies, doctor's appointments, or religious observance within 48 hours of the absence. Otherwise, the absence is unexcused.
- My genius will be picked up within 15 minutes of dismissal from school and after school activities.
- My genius's school choice privilege may be recommended for revocation in the event:
 - My genius is egregiously tardy (more than 15 minutes) 5 or more times in one quarter
 - My genius has 5 or more unexcused absences in one quarter
 - My genius has 5 or more late pick ups in a quarter

UNIFORMS:

- Appropriate attire demonstrates readiness for the learning environment and minimizes clothing distractions.
- My genius will be properly dressed in Kindezi uniform M-TR and freely and appropriately dressed according to The Kindezi Schools Dress Code on free choice days.
- If my genius comes to school out of uniform or outside of The Kindezi Schools Dress Code, I may be required to bring appropriate uniform items or clothing, or my genius may be given an alternative uniform item from the school closet.

ORGANIZATION AND SUPPLIES

- I will support my genius in being responsible and prepared.
- My genius will bring all necessary supplies daily.
- I will support my genius in tracking and reviewing assignments daily and will contact teachers with any concerns.
- I am responsible for timely payments for any charges accrued (costs of any missing or damaged items, late fees, field trips, activity fees, etc).

ACADEMIC SUPPORT

- I understand that my genius's academic success is impacted by efforts beyond class time.
- My genius will complete 45 minutes of iReady practice weekly in both ELA and math.
- I will support my genius with 20 minutes of reading daily.
- I will confirm receipt of my genius's bi-weekly communication and reach out to teachers with any questions or concerns in a timely manner.
- I will review Google Classroom weekly and address any missing assignments or graded assignments less than 70% with my genius and my genius's teacher. I will contact my genius's homeroom teacher, if I need support accessing any academic information.

BEHAVIOR

- My genius will take responsibility for his/her/their actions.
- I understand that The Kindezi Schools follow the behavioral guidelines outlined in the [APS Code of Conduct](#) and the Kindezi Student and Family handbook.
- I understand that The Kindezi Schools commit to discipline practices for ALL students that are restorative and support social emotional growth.
- I understand that if my genius is involved in a behavioral incident with another genius, both geniuses have a right to privacy under [FERPA](#).
- I commit to reviewing Kickboard daily in order to gain perspective on my genius's progression towards the Kindezi Graduate Profile Aims.

COMMUNICATION

- I agree to regular mutual communication with The Kindezi Schools.
- I understand that the Parent Square is the primary tool for communication at TKS and I commit to downloading the app and checking it daily.
- I will attend all family/teacher conferences.
- I agree to communicate any concerns professionally and cordially to TKS staff.
- I understand that I must complete the Intent to Return each year in order to maintain enrollment for the next school year.
- I will inform The Kindezi School of any changes to my contact information within (5) business days.
- I will immediately email/contact my school's main office with any changes in my genius's transportation or the persons authorized for pick up.
- I will notify The Kindezi School immediately if our family moves outside of the Atlanta Public Schools attendance zone.
- I can expect a communication response from staff within (48) hours of my initial communication.
- I understand that I must schedule conference/meetings with school staff as they are unable to accommodate in-depth communication during drop off, pick up, or school activities.

FAMILY SUPPORT

- I understand that direct family engagement has a positive impact on my genius's learning success
- I will attend family meetings (e.g. town halls, open house, family university) and school sponsored events (both academic and extracurricular) on a regular basis

- I will support The Kindezi Schools with my time, talent, or treasure by committing to at least one of the following:
 - Joining the PTCA
 - Volunteering at least 10 hours per year to support The Kindezi School in any approved capacity
 - Participating in fundraising efforts

Our family has made the decision to enroll our genius(ren) at The Kindezi Schools where the mission is to provide every genius—regardless of background, need, or identity, a holistic genius awakening education, built on family-sized classrooms, conscious diversity, and scholarly excellence. We recognize that The Kindezi Schools are public charter schools of choice. We understand that not honoring the school choice privilege (which includes but is not limited to, excessive absences, tardies, and failure to maintain a supportive relationship with the school) could result in the loss of this privilege.

Kindezi Cell Phone/Personal Electronic Device Policy

All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parental Consent & Acknowledgement Form for a Mobile Telephone/Personal Electronic Device each school year before the student is allowed to possess a device on school property.

Unless otherwise directed by school administration or school staff, the use of cellular telephones or other PEDs are **forbidden for all students at all times during the instructional day and must be kept in lockers and/or bookbags. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, recess, dismissal and any other structured or unstructured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off.** This prohibition includes all emergency situations unless the student is directed to use a cellular telephone or PED by a school administrator or school staff or unless an extreme threat to the health or safety of a student arises and no school administrator or school staff member is present.

All staff members have the right to confiscate mobile phones when used in violation of this policy. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee. The Kindezi Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. TKS employees will not be responsible for searching for lost or stolen mobile phones or other PEDs.

For the purpose of this policy, the term “electronic devices” will include: laptops, cell phones, smart phones, smart watches, iPads, iPods, and tablets. Please note that Nintendo DS and/or other gaming devices with Internet access are also not permissible at this time. Students shall not use, display, or turn on electronic devices during instructional time, class change time, breakfast or lunch.

The Principal shall determine specific times on campus if and when electronic devices may be used for instructional purposes.

Disciplinary Responses

5.7.1 Disciplinary actions for students whose parent/legal guardians **have completed** the Parental Consent & Acknowledgement Form are as follows:

First Violation	Second Violation	Third Violation	Fourth Violation or more
<p>-Verbal Warning.</p> <p>The student will be asked to secure their cellphone in their locker.</p>	<p>-The device will be confiscated and returned at the end of the school day.</p> <p>Parents/guardians will be notified of the 2nd violation and consequences of any further violation.</p>	<p>-The device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester.</p> <p>-Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.</p>	<p>-The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year.</p> <p>-Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.</p>

5.7.2 Disciplinary actions for students whose parent/legal guardians **have not completed** the Parental Consent & Acknowledgement Form are as follows:

First Violation	Second Violation	Third Violation
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<p>-The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental Consent & Acknowledgment Form at the first conference.</p> <p>-Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.</p>	<p>-The phone or device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester.</p> <p>-Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.</p>	<p>-The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year.</p> <p>-Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.</p>
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Kindezi Schools Parental Consent & Acknowledgement Form -

Cellular telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break, and on the school bus, even in emergency situations. Cell phones with photo cameras or video cameras and/or other portable "Remotely Activated or Activating Communication Devices" capable of storing and transmitting or receiving images are **BANNED** from school property at all times.

Violation of this policy and regulations will result in a variety of progressive discipline actions, including, but not limited to, confiscation of the device, a monetary fine, suspension, and/or referral to an alternative school by the Student Tribunal.

- ☐ My child has my permission to possess the personal electronic device listed below while on the property of the Kindezi Schools.
- ☐ My child and I have read and understand the Cell Phone and Personal Electronic Device Policy
- ☐ I understand that the Kindezi Schools assumes no responsibility or liability for the theft, loss or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Student Name: _____

Grade: _____

I understand that the possession of a cellular telephone or portable communication device is a privilege. I have read and agree to all provisions specified in The Kindezi Schools Cell Phone and Personal Electronic Device Policy.

Parent/Legal Guardian's signature: _____

Date: _____

Student's signature: _____

Date: _____

