I. MISSION AND PRINCIPLES

Mission

Freedom Academy Charter School will cultivate the knowledge, skills, and character of the children of Camden City, guaranteeing them the freedom to compete in competitive high schools and colleges, and become positive, powerful, and productive citizens.

Values

While KIPP's Five Pillars are deeply embedded into the culture of all KIPP schools, Freedom Academy has five values that are unique to the culture of Freedom Academy. These values are:

- **H**onor: (integrity, honesty, righteousness, uprightness, nobility)
- **E**xcellence: (academic rigor, responsibility, accountability, striving for knowledge, greatness)
- **A**daptability: (flexibility, optimism, awareness, perseverance, well-rounded, skillful)
- **R**espect: (for oneself, for other students, for staff members, for family, for community)
- **T**eamwork: (discipline, collaboration, cooperation, family, unity)

Five Pillars

These basic principles form the Five Pillars, responsible for the success of KIPP Schools:

1. **High Expectations**
   KIPP Schools have clearly defined and measurable high expectations for academic achievement and conduct.

2. **Choice & Commitment**
   Students, their parents, and the faculty of each KIPP School choose to participate in the program. No one is assigned or forced to attend these schools. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.

3. **More Time**
   There are no shortcuts when it comes to success in academics and life. By extending the school day, week and year, students have more time in the classroom to acquire the knowledge and skills that will prepare them for competitive high schools and colleges, as well as more opportunities to engage in diverse educational experiences.

4. **Power to Lead**
   KIPP school leaders are effective academic and organizational leaders who understand that great schools require great school leaders. They have control over their school budget and personnel, allowing them maximum effectiveness in helping students learn.

5. **Focus on Results**
   KIPP Schools unrelentingly focus on high student performance on standardized tests and other objective measures. Just as there are no shortcuts, there are no excuses. Students are expected to achieve a level of academic aptitude that will enable them to succeed at the nation's best high schools and colleges.

Commitment to Excellence Contracts

TEACHERS' COMMITMENT

We fully commit to KIPP/Freedom Academy in the following ways:

- We will arrive every day by 7:15 A.M. (Mon. – Fri.)
- We will remain at KIPP/Freedom Academy until 5:00 P.M. (Monday – Thursday) and 4:00 P.M. on Friday.
- We will come to KIPP/Freedom Academy on appropriate Saturdays at 8:00 A.M. and remain until 1:05 P.M.
- We will teach KIPP/Freedom Academy during the summer.
- We will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
- We will always make ourselves available to students, parents, and any concerns they might have.
- We will always protect the safety, interests and rights of all individuals in the classroom.

Failure to adhere to these commitments can lead to our removal from KIPP/Freedom Academy.

_____

SIGNATURE

PARENTS'/GUARDIANS' COMMITMENT

We fully commit to KIPP/Freedom Academy in the following ways:

- We will make sure our child arrives every day by 7:25 A.M. (Mon. – Fri.), or boards a bus at the scheduled time.
- We will make arrangements so our child can remain at KIPP/Freedom Academy until 5:00 P.M. (Monday – Thursday) and 4:00 P.M. on Friday.
- We will make arrangements for our child to come to KIPP/Freedom Academy on appropriate Saturdays at 8:30 A.M. and remain until 1:00 P.M.
- We will ensure that our child attends KIPP/Freedom Academy summer school.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him call the teacher if there is a problem with the homework, and try to read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our children to go on KIPP/Freedom Academy field trips.
- We will make sure our child follows the KIPP/Freedom Academy dress code.
- We understand that our child must follow the KIPP/Freedom Academy rules so to as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always protect the safety, interests and rights of all individuals in the classroom.

Failure to adhere to these commitments can cause my child to lose various KIPP/Freedom Academy privileges, and can lead to my child returning to his/her home school.

_____

SIGNATURE

STUDENTS' COMMITMENT

We fully commit to KIPP/Freedom Academy in the following ways:

- I will arrive at school every day by 7:25 A.M. (Mon. – Fri.)
- I will remain at KIPP/Freedom Academy until 5:00 P.M. (Monday – Thursday) and 4:00 P.M. on Friday.
- I will come to KIPP/Freedom Academy on appropriate Saturdays at 8:30 A.M. and remain until 1:00 P.M.
- I will attend KIPP/Freedom Academy during the summer.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests and rights of all individuals in the classroom. This also means that I will always listen to all my KIPP/Freedom Academy teammates and give everyone my respect.
- I will follow the KIPP/Freedom Academy dress code.
- I am responsible for my own behavior, and I will follow the teachers' directions.

Failure to adhere to these commitments can cause me to lose various KIPP/Freedom Academy privileges, and can lead to returning to my home school.

_____

SIGNATURE

School Calendar 2006-07

July 2006
Summer Vacation: No School

August 2006
1-11 Summer vacation: No School
14 First Day of Summer School

September 2006
4 Labor Day: No School
6 First Day of Regular School
13 2 p.m. Dismissal
16 Saturday School
30 Saturday School

October 2006
9 Columbus Day: School Closed to all
18 2 p.m. Dismissal/ Professional Development
14 Saturday School
28 Saturday School

November 2006
4 Saturday School
8 2 p.m. Dismissal/ Professional Development
End of 1st. Quarter
13 Report Card Pick-Up(5-6pm)
16 12pm Dismissal (Conferences)
17 2 p.m. Dismissal
18 Saturday School
20-26 Fall Break: School Closed
27 Return from Holiday

December 2006
2 Saturday School
13 2 p.m. Dismissal/ Professional Development
16 Saturday School
22 2 p.m. Dismissal/ Professional Development
25 Winter Break: No School

January 2007
2 Return from Holiday
6 Saturday School
10 2 p.m. Dismissal/PD
13 Saturday School
15 Martin Luther King: School Closed
20 Saturday School
30 2 p.m. Dismissal/ Professional Development

February 2007
2 Report Card Pick-Up(5-6pm)
3 Saturday School
9 School Closed/Professional Development
12 Pres. Lincoln's Birthday School Closed
14 2 p.m. Dismissal/Professional
19 President's Day: School Closed
24 Saturday School

March 2007
10 Saturday School
12 Progress Reports Sent Home
14 2 p.m. Dismissal/ Professional Development
24 Saturday School

April 2007
5 2 p.m. Dismissal/ Professional Development
6 Begin Easter Break
16 Return from Holiday
18 2 p.m. Dismissal /Professional Development
21 Saturday School
23 Report Card Pick-Up(5-6pm)
27 12 p.m. Dismissal Parent Conferences

May 2007
16 2 p.m. Dismissal/ Professional Development
19 Saturday School
28 Memorial Day: School Closed

June 2007
2 Saturday Closed
22 Last Day of School

July 2007
Summer Vacation: No School

Sample Daily School Schedule

Monday - Thursday

7:15 AM	School Opens (Breakfast Only)
7:30 AM	Morning Meeting
7:50 AM	Classes Begin
12:00 PM	Lunch/SSR
12:30 PM	Classes Resume
4:00 PM	Learning Teams
5:00 PM	School Dismissal

Friday

7:15 AM	School Opens (Breakfast Only)
7:30 AM	Morning Meeting
8:00 AM	Classes Begin
12:30 PM	Lunch/SSR
1:30 PM	Classes Resume
3:20 PM	Freedom Fest
4:00 PM	School Dismissal

Literacy Lab: Students will have opportunities to receive extra support in math and reading. Students who are excelling in those areas will also be given opportunities for enrichment. Other students will be able to participate in a variety of activities that will extend their learning in the classroom.

Freedom Fest: Students will celebrate their accomplishments and acknowledge which students are coming out of the Bus Stop. Students will sing and do chants to celebrate their culture and values.

Sample Saturday School Schedule

8:30 AM	Student arrival, Breakfast
9:00 AM	Study Hall
10:00 AM	Activity 1
10:50 AM	Activity 2
11:40 AM	Activity 3
12:30 PM	Lunch, Student Dismissal

All students will spend part of Saturday school working on homework or receiving remedial instruction in reading, writing, or math. Students will then rotate through various activities. Activities will vary from quarter to quarter. Community members, teachers, and other organizations will teach Saturday school courses. These activities can be enrichment opportunities that allow students to apply what they have learned in the content courses, opportunities for students to participate in service learning projects, or activities that incorporate one or more of the school's values.

6. Appropriate grooming and personal appearance are the responsibility of the student.
7. All students are expected to be prepared for class and arrive on time according to the schedules set by the school.
8. Good table manners and appropriate cafeteria behavior are expected of all students.
9. All students are to walk (**NOT RUN)** while in the school building and on their way to and from the playground.
10. Absolute obedience for fire drills and other emergencies is required from all students.
11. All students are expected to keep the school buildings and grounds clean and neat.
12. All students are expected to observe acceptable audience behavior while participating in large group activities.
13. All students are to follow routine lines of communication. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity. If a teacher or aide is not available, report concerns to the office.

Freedom Academy Charter School Discipline Code

Infraction	**Consequence**
1. Lateness to school. Arrivals past 7:30 a.m. are considered late to school.	
1-2 latenesses	1 General Detention
3-4 latenesses	2 General Detentions
5 + latenesses	1 General Detention
2. Throwing or projecting dangerous objects	1 General Detention
3. Use of actions which are disruptive to the academic atmosphere of the building	2 General Detentions
4. Unauthorized possession of or playing with radios, walkman, toys, beepers, etc.	1 General Detention/Confiscation of Item
5. Disruptive behavior on the school grounds	1 General Detention

(excessive loudness, screaming and running).	
6. Use of profanity, obscene language or gestures	2 General Detentions
7. Forged signatures on parental notes, school passes and forms	2 General Detentions/Parents Contacted
8. Leaving class without permission	1st Offense- 1 General Detention 2nd Offense-1 Day Suspension
9. On school grounds during suspensions	1 Additional Day Suspension
10.Leaving school grounds during school without permission	1 Day Suspension
11.Trespassing after school hours	1 Day Suspension Notification of the proper authorities
12.Extortion (Forcing someone to give you money or other things)	1 Day Suspension Refer to Guidance
13.The threat to physically assault (hurt) another person.	Calls will be made to parents/guardians, warning of future consequences.
14.Deliberately/intentionally endangering the safety of others (accessory to the fact), i.e. encouraging a fight	Verbal Warning Refer to Guidance
15.Verbal assault which is meant to incite, intimidate or abuse a person or persons (“busting”)	2 General Detentions
16.Verbal abuse (willful), intimidation, insulting, or in any other manner verbally abusing a member of the school staff	2 Day Suspension
17.Open defiance of authority	2 Day Suspension
18.Inappropriate sexual/physical contact	2 Day Suspension Remanding to the Board
19.Simple Assault (hitting or striking)	2 Day Suspension
20.Fighting	5 Day Suspension
21.Stealing/Theft	1-3 Day Suspension
22.Indecent Exposure	3 Day Suspension Recommend for Counseling
23.Possession of Pornography	3 Day Suspension
24.Truancy	1 Day Internal Suspension (see “Code”)
25.Cutting Bus Stop	2 Days Bus Stop
26.Cutting Class	1 Day Internal Suspension
27.Cutting Class Detention	1st Offense- Bus Stop 2nd Offense-2 Bus Stops 3rd Offense-1 Day Suspension 4th Offense-2 Day Suspension
28.Deliberate defacing, destruction/damage to school property	3 Day Suspension
29.Physical aggravated assault upon another person	5 Day Suspension
30.Possession, custody or use of any items, commodities or products that are considered dangerous (drugs, alcohol, firecrackers)	5 Day Suspension Remanding/Recommended Counseling**
31.False Alarm/Bomb Scare, Calling 9-1-1	5 Day Suspension

	Remanding to the Board of Education
32.Damage to school personnel's property	5 Day Suspension/Reimbursement Remanding to the Board of Education
33.Assault upon a teacher, administrator or other employee	See next page
34.Distribution of controlled substance	See next page
35.Possession, custody or use of a weapon. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury or pain. The term includes, but is not limited to: a) firearms, whether capable of readily being operable or not b) knives c) sharpened or pointed pieces of metal or hard material d) items which can be used to club or hit another person e) any toxic, coercive, explosive, or flammable material f) any device which releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury g) any item which can be used to inflict pain or injury to another person, the possession of which is not otherwise explained by the person possessing such item to the satisfaction of the appropriate school authorities h) components which can be readily assembled in each of the above	See next page
36.Starting fires	See next page

INFRACTIONS 33-36 WILL BE REPORTED TO THE SCHOOL LEADER AND THROUGH HIM/HER TO THE BOARD OF EDUCATION AND, WHEN NECESSARY, TO THE POLICE. STUDENTS SHALL BE REMANDED TO THE BOARD OF EDUCATION FOR COMMITTING THESE OFFENSES.

1. An accumulation of three suspensions within a school year will prohibit the participation in any extra curricular activities, i.e. Class trips, dances, sports.
2. A written essay must be completed by the students after each infraction that he/she has committed.
3. A parent conference is to be held after each suspension

Non-Negotiables for Parents/Guardians

- Interpersonal Skills
  - Parents/Guardians will speak respectfully to all members of the Freedom Academy family (staff, students, parents, and community) at all times.
  - Parents will listen attentively when teachers or school leader calls regarding problems with behavior, academics, and attendance of children.
  - Parents will call teachers and/or school leader when questions or concerns arise.
  - Parents will have difficult conversations appropriately only after they seek to understand.
  - Parents will support children by having conversations about learning experiences and providing positive reinforcement.
- Personal Responsibilities
  - Parents/Guardians will be prompt when bringing their children to Freedom Academy or Freedom Academy functions and picking up their children from Freedom Academy or Freedom Academy functions.
  - Parents will drop their children off at school no later than 7:15 a.m. Monday through Friday and 8:30 a.m. on Saturday; it is highly recommended that students eat breakfast, which is served Monday through Friday at 7:00-7:25 a.m.
  - Parents will ensure that their children attend school regularly. Classroom instruction is essential and absences will cause the students to fall behind.
  - Parents will schedule doctor's appointments on the weekends. Any appointments that must be scheduled during the week will not cause a student to miss a full day of education. Doctor's notes are required for student files.
  - Parents will make arrangements for children to be picked up from school at a later time when detention is assigned.
- Student Learning
  - Parents/Guardians will read all agendas and letters carefully.
  - Parents will spend as much time as possible with students when they do homework.
  - Parents will monitor student work even if it does not require assistance.
  - Parents will only sign homework agendas after checking each piece of homework for completion.
  - Parents will contact the teacher if a problem or question arises.
  - Parents will help students prepare for quizzes and tests.
- Home Environment
  - Parents/Guardians and children will collaboratively designate a quiet area in the home where the children can work independently to complete their homework.
  - Parents will eliminate all distractions from the children's work area.
- Parents/Guardians make NO EXCUSES and take NO SHORTCUTS.
- Parents set high expectations for themselves and their children regarding academics, behavior, and character at all times. Parents will hold themselves accountable for the success, or lack thereof, of their children.
- Parents are committed to the idea that ALL STUDENTS WILL LEARN.

Parent's Signature: _____

School Leader's Signature: _____

Non-Negotiables for Students

- Interpersonal Skills

  - Students will speak respectfully to all members of the Freedom Academy family (staff, students, parents, and community) at all times.
  - Students will listen attentively to teachers or school leader regarding problems with behavior, academics, and attendance.
  - Students will speak with Freedom Academy staff and/or parents when questions or concerns arise.
  - Students will have difficult conversations appropriately only after they seek to understand.
  - Students will encourage each other to climb the mountain to COLLEGE.
- Personal Responsibilities
  - Students will come to school no later than 7:15 a.m. Monday through Friday and 8:30 a.m. on Saturday; it is highly recommended that students eat breakfast, which is served Monday through Friday at 7:00- 7:25 a.m.
  - Students will attend school regularly. Classroom instruction is essential and absences will cause students to fall behind.
- Education & Organization
  - Students will live by the phrase "WORK HARD. BE NICE."
  - Students will be on-task at all times during class. While **anyone** is speaking, students will always have their eyes, ears and brains on that person.
  - Students will be organized and prepared for **all** classes. Every Freedom Academy student must have at least 2 sharpened pencils with erasers and paper in their binders, every day.
  - Students will complete all work in a professional manner.
  - Students will respond appropriately to all questions. Non-verbal actions matter.
  - Students will do the right thing without being told. "Assign Yourself."
- Home Environment
  - Students and parents/guardians will collaboratively designate a quiet area in the home where the children can work independently to complete their homework.
  - Students will ignore all distractions and focus intently on homework.
- Students make NO EXCUSES and take NO SHORTCUTS.
- Students set high expectations for themselves and their teachers regarding academics, behavior, and character at all times. Students will hold themselves accountable for their success, or lack thereof.
- Students will adhere to the Freedom Academy Commitment to Excellence Contract.
- Students will adhere to the Freedom Academy Credo:

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

- Students are committed to the idea that ALL OF US WILL LEARN.

Student's Signature: _____

School Leader's Signature: _____

Rules and Code of Ethics for Student Use of Computers

As a computer user, I agree to the following Rules and Code of Ethics in all of my work with computers while attending Freedom Academy Charter School.

1. I recognize that all computer users have the same right to use the equipment, therefore:

- I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes.
- I will not waste nor take supplies, such as paper, printer ink cartridges, diskettes, CDs, and DVDs that are provided for use in the Freedom Academy Charter School.
- When I am using computer equipment, I will work in ways that will not disturb other students.
- I will never damage computer equipment.
- I will never deliberately place software viruses on any computer.

2. I recognize that I must always be polite when using the school's computer equipment. I must never send or encourage others to send disrespectful messages. I must always use appropriate language in my documents and in my email messages. In my email messages, I must never reveal my home address or personal telephone number or the address and telephone number of other students. I agree that I will inform my teacher immediately upon receiving email containing suggestive, insulting, threatening, or obscene messages.

3. I recognize that software is protected by copyright law; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

4. I will not plagiarize works that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were mine.

5. I recognize also, that the work of all users is valuable; therefore, I will protect the privacy of other's areas by not trying to learn their passwords; I will not copy, change, read, or use files in another person's area without that person's prior permission; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and I will not download information onto the hard drives of any Freedom Academy Charter School computer for permanent storage. I will download information onto diskettes if planning to store the information for more than one week.

6. I understand that violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators may lose computer privileges and will be subject to other appropriate disciplinary action.

STUDENT MEDIA RELEASE

FREEDOM ACADEMY
CHARTER SCHOOL

A COLLEGE PREPARATORY SCHOOL

STUDENT'S NAME: _____

This form will allow your child's name (only) and photograph to be used by any media that may take
photographs at Freedom Academy Charter School during any field lesson or function.

_____Yes, I give my permission for my child's name and photograph to be used by the media. (If yes, you will be notified of plans to use your child's picture before it is printed).

_____No, I do not want my child's name and photograph to be used by the media.

Parent/Guardian Signature: _____

Date: _____

This form must be signed and returned to your child's homeroom teacher by September 30, 2006.

FREEDOM ACADEMY
CHARTER SCHOOL

A COLLEGE PREPARATORY SCHOOL

Date: _____

Dear Parents,

Each year teachers and children take walks in the neighborhood as part of their instructional program. These walks include locations within a mile of the school. To facilitate these trips, we ask to sign a permission form for this school year.

Sincerely,

Dr. Ruthie Green-Brown
SCHOOL LEADER

_____My child may participate in neighborhood walks during this school year.

_____
Child's Name

_____
Parent's Signature

This form must be signed and returned to your child's homeroom teacher by September 30, 2006.