



NASHVILLE COLLEGE PREP

Student and Family Handbook

2014-15

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Welcome!

Dear Students and Parents,

Welcome to KIPP Nashville College Prep! We are excited that you have chosen to join us as we work every day to ensure all of our students are climbing the mountain to and through college.

Students – Congratulations on your choice to join our team and family. With this choice, you have demonstrated your willingness to work hard every day in order to fulfill your goals of attending and graduating from college. The road will be challenging, but you are choosing to join a school where you will be supported along the way as long as you continue to work hard and be nice.

Parents – This handbook outlines the policies and procedures at KIPP Nashville College Prep. Please take the time to read through it and ask any questions you may have. The policies outlined in this handbook will drive your students to be successful at KIPP Nashville College Prep and beyond.

I am looking forward to working with you and your family at our school! I am honored to partner with you as we embark on this exciting and important journey to college preparedness.

Lead on!

Nikki Miller
School Leader

Our Beliefs

The Beginning

KIPP Nashville College Prep is choosing to play a role in providing a college prep middle school opportunity for families in North and Northeast Nashville. In the summer of 2013, KNCP opened as the second KIPP middle school in Nashville with the goal of providing every child with a college prep education in their middle school years. Founded by Nikki Miller, she and her team will educate 200 fifth and sixth graders this school year, and by 2016 will serve 350 students in grades 5-8.

The KIPP Network

KIPP, the Knowledge Is Power Program, is a national network of free, open-enrollment, college-preparatory public charter schools with a track record of preparing students in underserved communities for success in college and in life. There are currently 163 KIPP schools in 20 states and the District of Columbia serving thousands of students. Every day, KIPP students across the nation are proving that demographics do not define destiny. More than 86 percent of our students are from low-income families and eligible for the federal free or reduced-price meals program, and 95 percent are African American or Latino. Nationally, more than 90 percent of KIPP middle school students have graduated high school, and more than 80 percent of KIPP alumni have gone on to college.

KIPP Nashville

KIPP Nashville College Prep is the second middle school in the KIPP Nashville region. The region has a vision of establishing seven schools in the North and East Nashville communities. These include three middle schools, three elementary schools, and one high school. KIPP Nashville chose to concentrate all of its schools in these communities because these communities are home to the students who are the most educationally underserved. The students at KIPP Academy Nashville and KIPP Nashville College Prep will matriculate into the KIPP Nashville Collegiate High School located in East Nashville at the Highland Heights campus.

KIPP Nashville College Prep Mission

All KIPP Nashville schools operate with the same mission, aiming to align the education all of the students receive.

The mission of KIPP Nashville is to cultivate in our students the academic and character skills needed for them to succeed in top colleges and life beyond.

KIPP Nashville College Prep Vision

The following vision captures what KNCP strives to accomplish with all students in mind.

At KIPP Nashville College Prep, we believe we all have the ability to choose our paths in life. We earn this opportunity by achieving ambitious goals and growing as servant leaders in our community. By acting with a champion spirit, we develop the academic and character excellence it takes to pursue a college degree and life beyond.

KIPP Nashville College Prep Core Values

At KIPP Nashville College Prep, the school embodies four core values. The following charts explain the belief behind each value and the actions students and parents do to live the values every day.

Community Centered	
We work together as a team help each other grow and achieve.	
Student Actions	Parent Actions
<ul style="list-style-type: none"> • I help teammates. • I ask for help. • I use a respectful voice when talking to other teammates and teachers. • I include others in groups. • I leave places better than I found them. • I pass on school information to my parents. 	<ul style="list-style-type: none"> • I attend KIPP events whenever possible. • I help my KIPPster leave places better. • I return phone calls within 24 hours and sign and return the appropriate papers.

Results Driven	
We use data to meet ambitious goals academically and behaviorally.	
Student Actions	Parent Actions
<ul style="list-style-type: none"> • I set goals for myself and hold myself to high expectations. • I know what I have and haven't learned. • I turn in homework on time. • I accept all class time as a time to grow. • I am prepared with all materials every day. 	<ul style="list-style-type: none"> • I am aware of my KIPPster's goals at school. • I check in with my KIPPster to ensure he/she is completing all assignments. • I review all assessments and progress reports. • I make sure my KIPPster has the necessary materials to succeed.

Champion Spirit	
We show grit and optimism as we work hard to finish what we start.	
Student Actions	Parent Actions
<ul style="list-style-type: none"> • I finish all tasks. • I find solutions to problems. • I use feedback from my teachers to get better. • I celebrate successes. • I reflect on failure. • I never give up on myself. • I smile and am positive. 	<ul style="list-style-type: none"> • I make sure my KIPPster finishes all tasks. • I help my KIPPster find solutions to problems. • I review feedback with my KIPPster. • I celebrate my KIPPster's success. • I reflect with my KIPPster on failure.

Servant Leadership

We lead by being positive role models in service to our teammates.

Student Actions	Parent Actions
<ul style="list-style-type: none">• I dress in uniform all the time.• I participate in class.• I take leadership roles in my class.• I model the behavior all KIPPsters should follow.• I have difficult conversations with my teammates and teachers to be a better school.	<ul style="list-style-type: none">• I make sure my KIPPster is in uniform.• I participate in parent meetings when they are requested.•• I have difficult conversations with my KIPPster and teachers when necessary to make sure he/she is growing.

School Identity

School Colors

Burnt orange and navy blue

School Mascot

TIGER!

School Logo



The image in the KIPP Nashville College Prep logo was selected intentionally. The three people represent the students, families, and the KNCP staff, with the larger person in the front being the student. This student stands out front as a representation of leadership and that student learning to lead.

KIPP Phrases

KIPP 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.

Work hard. Be nice. Be honest.

This is the golden rule at KIPP. This phrase summarizes the mission of the school with academic growth and character development.

Team and Family

The term is used to describe everyone involved with our school, including staff, students, parents, donors, etc. The concept of team & family is a critical component of the school culture. Students and staff at KIPP Nashville College Prep should understand that we are all a family working toward the same mission.

Climbing the Mountain To and Through College

This is an analogy for the journey that we expect all students to make. The mountain is college graduation.

We make places better.

Leaving places better than you found them is the motto to describe how we would like students to clean up behind themselves and others when necessary.

There are no shortcuts.

The phrase is used to say that we don't take the easy way out. This doesn't mean that we don't find a smarter or more efficient way of doing things. Examples of shortcuts are no heading on an assignment, incomplete questions on a homework assignment, or not showing the work that got you to your answers on a math assignment.

We are leaders.

This is the golden phrase at KIPP Nashville College Prep! We work every day to become leaders for ourselves, our school, and our community.

Commitment to College Completion

At KIPP Nashville College Prep, all students, parents, and staff sign a Commitment to College Completion form at the beginning of the school year. This commitment puts in writing the actions that must be followed in order to put the KIPPsters on the path to and through college. The Commitment to College Completion is referenced throughout the year in order to provide feedback on how students, staff, and parents are progressing in each of the areas.

Student Commitment to College Completion

I commit to climbing the mountain to and through college in the following ways, while a student at KIPP Nashville College Prep:

- I will arrive at school by 7:55 a.m. and remain at school until 4 p.m. Monday, Tuesday, Thursday and Friday, and by 2 p.m. on Wednesdays.
- I will make sure I only miss school when it is unavoidable and complete all required make up work.
- I will wear the KIPP Nashville College Prep uniform to school every day.
- I will complete my homework every night and make sure I am prepared for school the next day.
- I will read, sign and return my paycheck each week.
- I will follow all classroom rules and treat my teammates and teachers with respect at all times as we work to prepare for success in high school, college and life.
- I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.
- I am responsible for my own achievement. I know that I can succeed with hard work and perseverance.
- As a member of the KIPP team and family, I will work every day to follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that if these commitments are not met, it will affect my future success and I will receive consequences, including loss of KIPP Nashville College Prep privileges, disciplinary consequences, and/or dismissal from KIPP Nashville College Prep.

Parent Commitment to College Completion

I commit to helping my child climb the mountain to and through college in the following ways, while a student at KIPP Nashville College Prep:

- I will make sure my child arrives at school by 7:55 a.m. and is picked up by 4 p.m. Monday, Tuesday, Thursday and Friday, and by 2 p.m. on Wednesday.
- I will make sure my child only misses school when it is unavoidable and completes all make up work on time.
- I will make sure my child wears the KIPP uniform to school every day.
- I will ensure my child completes his/her homework, sign his/her agenda each night, and make sure he/she is prepared for school the next day.
- I will take responsibility for my child's actions. I will ensure that he/she serve all consequences and provide transportation if necessary.
- I will support my child's teachers and all KIPP Nashville College Prep staff, and communicate honestly and respectfully with them as we prepare my child for success in high school, college, and life.
- I will attend all required parent meetings and return all calls from the school within 24 hours.
- I will read and sign my child's paycheck and any other papers that are sent home each week.
- I will make sure my contact information (address, phone number, and emergency contact) is accurate and update it whenever necessary.
- I will work to help my child follow the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that if these commitments are not met, my child could receive consequences, including loss of KIPP Nashville College Prep privileges, disciplinary consequences, and/or dismissal from KIPP Nashville College Prep.

Staff Commitment to College Completion

I commit to helping my students climb the mountain to and through college in the following ways, while a staff member at KIPP Nashville College Prep:

- I will have outstanding attendance at work.
- I will communicate honestly and respectfully with my students' parents as we partner to prepare their children for success in high school, college, and life.
- I will return all parent phone calls within 24 hours.
- I will protect the safety, rights, and interests of all students.
- I will hold all students accountable to school-wide expectations and procedures.
- I will hold myself accountable for all students' learning. I will be prepared to teach well-planned and engaging lessons each day.
- I realize that I represent KIPP Nashville both on and off campus. I will speak positively of my students, parents, teammates, and organization.
- I will work to uphold the KIPP credo and the KIPP Nashville College Prep school values of being community centered, results driven, having a champion spirit, and being a servant leader.

I understand that it is my duty to follow these commitments 100% of the time in order to keep the promises we make to KIPPsters and their families while on the path to and through college.

General School Information

School Contact Information

Address: 3410 Knight Road, Nashville, TN 37207

Main Phone Number: 615-226-4484

Fax Number: 615-876-3958

Academic Calendar

The following chart outlines the major KNCP 2014-15 academic calendar events and holidays:

Date	Event
July 14, 2014	First day of summer school for new students
July 16, 2014	First day of summer school for returning students
July 28-August 5, 2014	Summer Break Continues
August 6, 2014	Quarter One begins
September 1, 2014	Labor Day holiday
October 3, 2014	No School - Staff professional development
October 6-10, 2014	Fall Break
October 13, 2014	Quarter Two begins
November 4, 2014	No School - Parent-Teacher Conference Day
November 26-28, 2014	Thanksgiving holiday
December 19, 2014	No School - Staff professional development
December 22-January 2, 2015	Winter Break
January 5, 2015	No School - Staff professional development
January 6, 2015	Quarter Three begins
January 19, 2015	MLK holiday
February 16, 2015	President's Day holiday
March 20, 2015	No School - Staff professional development
March 23-27, 2015	Spring Break
March 30, 2015	Quarter Four begins
April 3, 2015	Spring holiday
May 25, 2015	Memorial Day holiday
May 26-29, 2015	End of Year Field Lesson

Hours of Operation

KNCP hours during **Summer School** are:

Time	Task
7:30-7:55 a.m.	Students arrive for breakfast
8:00 a.m.	School Begins
12:00 p.m.	School Ends

KNCP hours on **Mondays, Tuesdays, Thursdays, and Fridays** are:

Time	Task
7:30-7:55 a.m.	Students arrive for breakfast
8:00 a.m.	School Begins
4:00 p.m.	School Ends

KNCP hours on **Wednesdays** are:

Time	Task
7:30-7:55 a.m.	Students arrive for breakfast
8:00 a.m.	School Begins
2:00 p.m.	School Ends

Sample Student Schedule

Time	Class
7:30-7:55 a.m.	Eat breakfast, reading, homeroom
8:00-10:30 a.m.	Literacy
10:30-11:15 a.m.	Climbing the Mountain
11:15-11:45 a.m.	Lunch
11:45– 12:30 p.m.	Achieve 3000 (Computer-Based Literacy)
12:30-2:00 p.m.	Math
2:00-2:30 p.m.	Music
2:30-3:30 p.m.	Science or Social Studies
3:30-4:00 p.m.	Leadership or Physical Education

School Closing

KIPP Nashville College Prep follows all Metropolitan Nashville Public Schools (MNPS) school closings. Check the MNPS website, listen to the radio, or watch the television for the announcement of the closing.

Food Service

All families must fill out a federal free or reduced price lunch form at the beginning of the school year. These applications are processed by Metro Nashville Public Schools (MNPS). All payments must be made as needed and when requested to MNPS. Families who qualify will receive a free or reduced priced lunch. If families do not qualify for free or reduced priced meals, they will be asked to pay full-price for lunch. All families may choose to purchase school meals or to send students with a bag lunch.

At no time are students permitted to bring the following items to KIPP Nashville College Prep or to any field lessons sponsored by the school: candy, large bags of chips, soda, coffee, sunflower seeds, glass bottles, and gum. Students are also not allowed to share lunch brought from home with other students due to potential allergy conflicts.

Transportation

Parents have the option of driving their children to KNCP or signing them up to take the KIPP Nashville bus. Parents sign up for bus transportation at the enrollment meeting, and they receive information about their bus stop and the bus policy in the summer. If a student misses four consecutive days or 10 total days riding the bus, he/she loses the spot on the bus. Students are also held to the same expectations as they are in school when riding the bus.

Academic Program

Overview

KNCP wants all of its students to leave middle school and enter the high school of their choice on or above grade level in all core subjects and possess the character strengths it takes to be successful in college and in life. The instructional program is set up in a way that supports the school's vision. Students receive both academic and character instruction, and the program is built to give more time to the knowledge and skills that are most important for high school and college. Overall, all of the children will learn at KIPP Nashville College Prep. The following section explains what we will teach at KNCP, why it's important, and how we do it in order to support our vision.

KNCP's Core Pillars - College Prep Curriculum and Culture of Community – drive what we teach and what students learn every day at our school.

College Prep Academics – Students are engaged in courses that prepare them for a college prep high school and eventually college. Everything we teach is aligned to this goal.

Culture of Community – KNCP incorporates character into the school day on a regular basis. We focus on our core values and on creating a school culture in which we are all part of a community. Time and space is included in the KNCP schedule in order to allow for lessons that are based in character instruction.

We do all of this in order to put our students on the path to and through college. A college degree is the goal for our students, and every decision we make aligns with this end goal.

Instructional Program

The literacy curriculum is a major priority for KNCP because literacy is the foundation for being able to learn all other content areas. If a student cannot read and write, he will not be successful in other subjects. Students spend at least 195 minutes a day engaged in literacy, working in the areas of reading, writing, listening, and speaking, and the curriculum is aligned to the Common Core State Standards.

Literacy at KNCP incorporates a variety of components that build habits of successful readers. All students participate in vocabulary lessons, lessons on a shared text on grade level, guided reading lessons where students read books on their level in a small group, independent reading with a book on grade level, grammar lessons, composition lessons, typing, and nonfiction literacy on a computer. Students who come to KNCP below grade level in reading also receive a separate phonics class in order to learn word parts and sound patterns.

Math

Math class aligns with the grade level's appropriate Common Core State Standards, and instruction incorporates grade level math skills, problem solving and critical thinking, foundational skills, and fluency with computation. A portion of the 90-minute math block begins with the teacher introducing or reviewing grade level material. The students then practice the skill with the teacher, and the students spends significant time in independent practice. On a daily basis, teachers will collect exit ticket data to assess whether or not the students mastered the grade level content taught that day. A separate part of the math block also allows time for remediation on grade level skills.

Foundational math skills are taught to the students who need them in the intervention block. It is important to incorporate time for this instruction because students will not be successful in math if they cannot master basic skills. Teachers use Key Math as the program to reinforce these foundational skills. Students work on mastering basic mathematical computation, number sense, and estimation, along with practicing their fluency in addition, subtraction, multiplication, and division. The math teacher and special education teacher are responsible for facilitating the Key Math lessons.

Embedded in the math curriculum are the Common Core Standards for Mathematical Practice. These standards span all grade levels, and the math teachers will incorporate them in their planning as a way to increase rigor. This approach to math pushes critical thinking and problem solving every day. Teachers guide students to build number sense, analyze and find patterns, and defend answers. As the school grows, all math teachers are able to vertically align math expectations and a common language.

Science

The science curriculum at KNCP uses the Tennessee state standards, and the teacher starts the lesson by introducing a new concept. The teacher spends the first part of her lesson delivering the new material to students, and they use what they know to figure out the concept. The teachers may create this learning experience through an activity, experiment, video, etc. Students always have time to practice the new skill or apply the knowledge they've learned, and they are able to show mastery on their own at the end of the lesson. Students do not have explicit intervention time for science, although on a case-by-case situation teachers may tutor students in science when necessary.

Social Studies

The social studies curriculum at KNCP uses the Tennessee state standards with a focus on literacy. Fifth grade social studies explores the history of America from 1850 to present day, and students read a variety of primary and secondary sources to comprehend. Sixth grade social studies focus on world history and geography from the early civilizations through the decline of the Roman Empire. This course also uses the same literacy approach as a means to get students to comprehend. Similar to science, tutoring in social studies takes place on a case-by-case basis and not on a consistent schedule during intervention time.

Intervention (Climbing the Mountain)

The intervention block at KNCP is called Climbing the Mountain because the students are on a difficult uphill climb to catch up on time lost to be prepared for success in high school, college, and life. Students spend time in literacy intervention and math intervention, and the entire instructional staff will participate during this time. Students are grouped based on their reading and math levels, and the focus of each group differs according to the needs of the students.

Students in literacy intervention will need support in decoding, fluency, and comprehension. For decoding support, KNCP uses Wilson Just Words. KNCP chooses this program because it provides a multi-sensory way to learn the foundational decoding and spelling instruction needed to be a fluent reader. The Wilson Just Words program is also appropriate for Tier II intervention.

Students who are two years or more behind in math proficiency will use Key Math by Pearson to support their gaps. KNCP chooses this program because it provides a comprehensive list of lessons that can be tailored to the specific needs of students. The lessons cover foundational math concepts, operational skills, and problem solving.

Key Math allows the teacher to monitor progress and assess students when necessary. The learning specialist and math teacher guides the groups that use this curriculum.

Enrichment Classes

In 5th and 6th grades, all students take general music in which they learn the basics of music theory and performance. The teacher uses the Tennessee Department of Education standards for general music to create a scope and sequence for the course. These standards guide students in learning basic rhythmic patterns, melodies, harmonies, reading music, listening to and evaluating different genres of music, and performing songs on instruments such as a recorder or drums.

All students take physical education, called teamwork, as an enrichment class in order to get the physical activity needed throughout the school week. Students will have time to participate in various activities, games, and wellness activities.

Leadership Class

All students take leadership class, once a week for 30 minutes. Topics include a continuation of the summer orientation, and each quarter focuses on a specific core value to teach lessons of teamwork, leadership, and perseverance. Throughout the course, students participate in a service learning project that involves the community. KNCP scholars are learning to lead and leading to serve.

Assessment

KIPP Nashville College Prep is results driven. KNCP uses a variety of summative and formative assessments in order to inform students, parents, and teachers what skills students have mastered and to create a path to mastery for the skills not yet mastered. KNCP gives the following assessments to its students:

Assessment	Frequency
Measurers of Academic Progress (MAP)	July, December, and May
Tennessee Comprehensive Achievement Program (TCAP)	Writing – February English, Math, Science – April
KIPP Nashville Interim Assessments	Once per quarter
Teacher-Created Unit Assessments	At the end of every unit (About twice per quarter)
Teacher-Created Weekly Assessments	Every Thursday in all classes
Daily Exit Tickets	Daily
Checks for Understanding	Ongoing in all classes

Summer School

All students at KNCP participate in summer school for two weeks in July. The goal of summer school is to orient the new students to KIPP and teach them the culture and expectations of the school. Students learn about the four values of KNCP, why they are important, and how they are incorporated in the school. By the second week, students rotate through their classes and continue to learn the expectations that will make them successful.

Special Education Services

KIPP Nashville College Prep applies the same high standard of learning to all students, regardless of disability or language barriers. Our school has a special education teacher on staff, and the school uses the Response to Intervention process with any student who is referred for services. Once an Individualized Education Program (IEP) is in place, the staff incorporates all modifications and accommodations written in the student's plan.

Homework Policy

All teachers assign homework every night, including all weekends and breaks. The purpose of this homework is to reinforce the skills taught in class and to review them over time. Students can expect to have an average of 60-90 minutes of homework each night.

Homework is checked first thing in the morning, and if homework is not complete, your KIPPster receives a No Homework deduction on his/her paycheck for every piece that is not complete. The student also goes to Homework Club during lunch time and completes all missing assignments. They sit silently and work on the assignment that is incomplete or missing. If an assignment is turned in within 24 hours of being due, it is given half credit. If it is turned in later than 24 hours past due, it receives no credit.

If a student needs help on homework, h/she can call a teacher up until 8 p.m. on any given weekday. Students are encouraged to do this in order to be proactive and get help when they need it.

Agenda Policy

Each student receives a KIPP Nashville College Prep agenda book, and students are given time at the end of every class to record their assignment in the agenda. Parents are required to sign the agenda every night verifying that the student has completed his/her homework. Agenda signatures are checked as a part of the homework check, and an agenda deduction is given for an unsigned agenda. The agenda is also a place for parents to communicate with teachers. Parents can write a note in the agenda, and the teachers will check the book every day.

Make-Up Work Policy

If a student is absent and it is excused, h/she has the number of days absent to make up the homework. Beyond these days, the homework policy stated above applies.

Cheating and Plagiarism

Cheating is a serious offense. If a student copies another student's work/homework or if a student gives another student his/her work/homework, it is considered cheating. Unless a staff member has given the student permission to complete assignments with a teammate(s), all assignments must be completed independently. Please call your teacher for help when in doubt. Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. This is also not allowed and will result in a consequence.

The first time a teacher discovers that a student has cheated or plagiarized on a test, quiz, or other class or homework assignment, the teacher will notify the student's parents/guardians and the principal, it is a \$3 deduction, and a grade of zero will be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, teacher, and principal. Receipt of a zero due to cheating or plagiarism removes any opportunity for make-up assignments. The zero cannot be dropped at any time. Cheating and plagiarism may be grounds for suspension depending on the frequency of occurrences.

Grading

KNCP follows Metro Nashville Public School's grading scale. The school year is divided into four grading periods, and each period is nine weeks long. At the end of the quarter, students receive grades in all classes.

The grading scale is as follows:

Percentage	Grade
93-100	A
85-92	B
75-84	C
70-74	D
69 and below	F

Each class at KNCP weighs grades with the same percentage in order to maintain consistency for students and parents. The biggest weight is given to assessments because mastery of the content is the most important task in school. Homework and class work is given a little weight because their completion represents growth and effort, and this should be acknowledged.

The KNCP grading breakdown is as follows:

Percentage of Grade	Category
30%	Benchmark Assessments
30%	Unit Assessments
30%	Weekly Assessments
10%	Class Work and Homework

Honor Roll

An important part of our mission at KIPP Nashville College Prep is to prepare our students for college, and in order to do that, we feel it is important to expose them to the language of academia. Therefore, in our efforts to do this, we have arranged our honor system in a manner similar to that of elite high schools and the university system.

Our honor roll is divided into 3 categories: Cum Laude, Magna Cum Laude, and Summa Cum Laude.

- **Summa Cum Laude:** Students earn an average of 95% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes.
- **Magna Cum Laude:** Students earn an average of 90% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes.
- **Cum Laude:** Students earn an average of 85% or higher across all of their core classes with at least an 80% in each core class and pass all of their elective classes.

Progress Reports

Every two weeks students receive progress reports, and it should be signed and returned. The progress report is *not* part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians about how their child is doing throughout the quarter. Progress reports include a numerical grade and the corresponding letter grade. A parent/guardian whose child is failing a course at the progress report time should reach out to the teacher of that course within one week of receiving the progress report. In addition, any parent is welcome to request a conference to discuss their child's progress at any time.

Report Cards

Report cards are distributed to students at the end of each quarter. Parents are required to review report cards from each class and sign to acknowledge receipt. Based on student performance, parents and students may be required to attend a conference with teachers.

Promotion Policy

Students will be retained in their current grade level if they have an...

- End of the year average grade of 70 or below in **math and literacy** classes.

Students will be considered for retention in their current grade level if they have an...

- End of the year average grade of 70 or below in **math or literacy** class, or
- End of the year average grade of 70 or below in **2 or more classes**.

If a student qualifies for retention for any of the above reasons he or she will repeat the same grade the following year. He or she may only be promoted at the discretion of the School Leader. Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful completion of the goals on the IEP.

Field Lessons

Every quarter students have the opportunity to earn a field lesson to a local or regional university, and the goal of field lessons is to increase the students' knowledge about what it looks and feels like to be on a college campus. The students participate in a specific academic activity while on the college campus and end the day with a fun community-building event. Every year students also participate in an end-of-year field lesson in which students who've earned the trip spend time overnight learning at a university out of state. The goal of these field lessons is to increase our students' awareness of other cities, colleges, and sites that impact what they've learned that year.

Community Service

KNCP chooses to use parts of Leadership Class and Team and Family Time to participate in community service because the school values being community centered and acting as servant leaders. The community service is connected to the Leadership class plan. The goal of the service learning is to allow students to use their character strengths and leadership skills in order to serve others. Students also learn for themselves by participating in the projects, as they continue to develop their character, practice teamwork, and practice social skills.

Computer and Internet Use

Computers are used to support learning and enhance instruction. Students use computers frequently in their regular classrooms; however, all computer privileges depend on a student's using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose.
- Use any social networking site (Facebook, MySpace, Twitter, etc.).
- Use profane, obscene, impolite, or abusive language.
- Change computer files that do not belong to the user.
- Violate someone else's privacy.
- Share his/her password with anyone except adults at the school.

Students are also responsible for damages made to laptops/computers beyond usual wear over time.

Textbooks and School-Owned Materials

Teachers at KIPP Nashville College Prep use a variety of methods to teach—one of which is textbooks and class books. Student textbooks are considered school property. Students are issued textbooks/class books throughout the year. Students are responsible for the issued textbooks; if lost, stolen, or damaged, the student and parent are responsible for payment to replace the book. Parents need to cover costs of any damage beyond regular wear and tear, or loss of textbooks/class books.

Student Culture and Conduct

Time and Space for Culture Creation

Our school culture is very important to us. In order to make sure we can become a true team and family that is focused on college completion, intentional time and space is dedicated toward creating and maintaining our culture. Please read on for information on the structures we use to do this.

Homeroom/College

All students are assigned to a homeroom/college. Students start each morning in their homeroom/college class from 7:30-7:55 a.m. School starts at 8:00 a.m. and students must be in their homeroom on time. During homeroom, teachers take attendance, assign morning work/character reflections, check for homework completion, and collect any forms. Students then travel with the students in their homeroom to all core classes throughout the day.

Team and Family Time

"I am a member of a team, and I rely on the team, I defer to it and sacrifice for it, because the team, not the individual, is the ultimate champion." – Mia Hamm

Every Friday, the school day ends with Team and Family Time. This time is used for whole-school or grade level celebrations, and students who had good behavior that week earn the right to attend the event. The goal of Team and Family Time is to celebrate success and community and to reinvest students in their school on a weekly basis. Team and Family Time includes games in the gym, chant offs, guest speakers, dances, teambuilding activities, etc.

KNCP Culture in Action

Assign Yourself

Students assign themselves when they are working independently and finish early. Students get out homework or read in order to keep themselves active and learning when waiting for the rest of the class to finish or the lesson to continue.

100%

100% of students are expected to follow 100% of the directions 100% of the time.

SLANT

Students SLANT in class in order to learn and practice scholarly habits that will make learning easier. SLANT stands for:

- S – sit up straight
- L – listen
- A – ask and answer questions
- N – nod
- T – track

Tracking

When a student or the teacher is speaking, the other students turn their bodies and track the speaker with their eyes. This is important because it helps students focus on listening and eliminating other distractions. It is also a sign of respect and professionalism. An exception to tracking the speaker is when the teacher directly tells students to continue taking notes or writing when she or others are speaking.

Shoutouts

We use shoutouts as a way to communicate praise and thanks to teammates. All shoutouts are given directly to the person, they are specific, and they reference a core value. Students are also allowed to give each other shoutouts. For example:

I give a shoutout to Bob for being community centered because he helped me on my math homework during lunch.

Getting Student Attention

Teachers use the following ways to get whole-group student attention.

- **We are Leaders.** Teacher calls out *We are*, and students respond by saying *leaders* and moving directly into a SLANT.
- **Hand clap.** Teacher initiates the clap and students complete it.
- **Teacher issues the silent leader sign (L in the air).** A teacher may hold up a silent leader sign in order to gain the attention of the students; students should respond by 100 percent of them also raising a silent leader sign and SLANTing for the next instructions.

Praise Chants

Teachers and students show praise in many ways, including prompting praise chants during class. Teachers use the following chants with students, and more will be added as the year goes on:

- **What What!** – Beat, Beat, Clap, Clap ... What What!
- **Hamburger** - Sizzle, sizzle, sizzle. Not done yet. Sizzle sizzle, sizzle. Not done yet. Sizzle, sizzle, sizzle. Well done!
- **Good Job** - Good job, good job. g – double o – d – j – o – b . good job, good job. BOOM!
- **Roller coaster** – Chug. Chug. Chug. (Up motion) Whewwww! (Down motion)

Hand Signals

Students use the following hand signals to communicate silently in school. These hand signals allow students and staff to communicate simple messages without disrupting the learning going on in class. The hand signals also help build community.

- **Straight, tall college hand** – Student raises hand to participate.
- **Sign language “R”** – Student requests a pass to the restroom.
- **Hand over nose while raising a college hand** – Student needs a tissue.
- **Sign language “L”** - Lead Sign. This is used to get silence. Students also use this when they want to prompt their teammates to be leaders.
- **Shaking fingers toward a teammate** - Shine. This is used to encourage a teammate when they are in thought and about to give an answer. It’s used for encouragement.
- **Thumb up** – Students needs to speak with more voice.
- **Nodding head up and down** – Student is in agreement.

Voice Volume

Teachers regulate the volume that students are allowed to speak in throughout the day. The following are the voice volume levels that are used:

- **Level 0** – When students are on level 0, they are required to be silent and work independently.
- **Level 1** – When on level 1, students are to whisper only. This volume is used for partner work.
- **Level 2** – Level 2 is used for group work. Student conversations are not to be heard from group to group. Level 2 is also used as the standard cafeteria voice.
- **Level 3** – Level 3 is used when students need to use a full voice.

Attendance Policy

Attendance at school every day is mandatory. Parents/guardians are expected to make sure that their child is in school **on-time, every day**. Try not to schedule appointments or vacations during school time. Please schedule appointments during staff professional days, after 2:00 p.m. on Wednesdays, or during school breaks. If any tardies or absences are to occur, the student and/or parent/guardian must notify the Office Manager, Ms. Allen, as soon as possible.

Arrival and Drop-offs; Dismissal and Pick-ups

School is open for students at 7:30 a.m. There is no staff supervision before that time. Upon arrival students must go directly to the cafeteria for breakfast. Once they receive their breakfast, they go directly to their homeroom classroom on the second floor. If a student does not eat breakfast at school, they go directly to their homeroom classroom upon arrival. Students must arrive by 7:55 a.m. or they are marked tardy.

Students are dismissed at 4:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and 2:00 p.m. on Wednesdays. Students who ride the bus dismiss through the front doors, and students who are picked up by car are dismissed on the side of the school building. Staff monitors student dismissal and pick-up 10 minutes after dismissal. Following the 10 minutes, any remaining student is considered late and receives a deduction if the parent is not already in the car line. Students with late rides wait at the entrance with a teacher, and parents are required to pick up students and sign them out. We encourage parents to arrange pick-up of their children prior to dropping them off in the morning.

Early Pick-ups

Please do not take your child out of school earlier than the dismissal time. Only early dismissals for doctor's appointments (that cannot be scheduled for after 4:00 p.m.), funerals, and illnesses are considered excusable early pick-ups. The school encourages parents to make such appointments after the 2 p.m. dismissal on Wednesdays. Doctor notes will be required to be excused and only accepted within 2 days of the absence. Any doctor notes received after 2 days of the absence will not excuse the absence. All other early pick-ups are considered unexcused.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- The parent must notify the office by phone or letter at least one day in advance.
- The parent must bring a doctor's note or official documentation the day of or no later than two days after the appointment.
- The student remains in class or the main office until an adult arrives at school to pick him/her up.
- An authorized adult **must** come in to sign the student out – we will only release students to an adult over the age of 18 who is listed on the emergency contact form.
- The student must make up all missed work.
- Early pick-up is not allowed after 3:30 p.m. on Mondays, Tuesdays, Thursdays, or Fridays and after 1:30 p.m. on Wednesdays.

Tardies

It is important that students be in class and ready to learn at the beginning of the school day. The following are excused tardies:

- Medical, dental, optometric, or chiropractic appointments (documentation must be provided)
- Funeral Service

All other excuses are considered an unexcused tardy. Students who are tardy receive a deduction on their paycheck unless the tardy is excused.

Absences

The following are the **only** accepted excused absences:

- Medical, dental, optometric, or chiropractic appointments (provide proof of medical documentation)
- Illness – Absence must be verified by a physician
- A court appearance
- Funeral service
- Religious holidays

All other absences shall be considered unexcused. In the event that a student must be absent, please adhere to the following procedure:

- For planned absences, the parent must notify the office by phone or letter at least one day in advance.
- For unplanned illnesses, the parent must notify the office by phone as soon as possible.
- The parent must bring a doctor's note or official documentation the day of or no later than 2 days after the appointment.
- The student is responsible for completing the homework/classwork packet the day they return to school.

Students receive a letter when they reach three unexcused absences, and they are considered truant when they reach five unexcused absences. A truancy officer will contact all parents whose children have five or more unexcused absences.

When a student is absent without an excuse, he earns a deduction on his paycheck, and the operations manager calls home to see if the student can come into school that day.

Daily Checklist

Students should come to school every day prepared with the following:

- Backpack with school materials
- Agenda with parent/guardian signature
- Completed homework in the red homework folder
- Class binders, textbooks, and any other required materials
- Proper uniform (please see "Uniform" section below)
- Just-right novel for independent reading
- Transportation plan – how the student plans on getting home from school

Please note that students are provided with some of the supplies needed, including an agenda, homework folder, and books. Please see the list below for supplies that students are responsible for getting on their own in order to be prepared for the first day of class. Students are not allowed to write on or decorate any of their school materials, including the school provided materials. This includes the list above, as well as backpacks, pencil pouches, or notebooks that the students purchase on their own. We want to avoid any distractions in the classroom, so we ask that students come prepared to learn.

Student Supplies

All students should have the following supplies with them every day at KIPP Nashville College Prep:

Quantity	Item
1	Zip binder or 2-inch hard binder
5 (come in 1 pack)	Dividers
1	Pencil pouch
10	Sharpened #2 wooden pencils
2	Big pink erasers
1	Highlighter
1	Red homework folder (provided by the school)

The following are supplies that can be donated to your child's classroom, but not mandatory to purchase:

Item
Tissue
Hand sanitizer
Pencils
Post-it notes
Index cards
Expo markers
Plastic gallon bags

Student Uniform Policy

Having students wear a uniform increases their understanding of the importance of team and the power their team brings to their success in climbing the mountain to college. It is very important for our students to look neat and presentable. Students are expected to be in proper uniform at all times.

The student uniform at KIPP Nashville College Prep consists of:

- **KIPP Nashville College Prep orange polo shirt**
 - Being in uniform includes shirts being tucked in, even when wearing a sweater.
 - The shirt must be unaltered (i.e. the logo is not colored in with marker).
 - Shirts can be untucked during physical education class and recess, but must be tucked in by the time they enter college lines.
 - Shirts should remain tucked in until students are home at the end of the day.
 - Additional shirts can be purchased from the office for \$10.
- **Khaki pants, capri pants, shorts, skorts, jumpers, or skirts**
 - Must be loose fitting and comfortable; designs on pants and cargo pants are not allowed.
 - No shorter than 1 inch above the knee when standing.
- **White, Black, Blue, or Orange undershirt**
 - The undershirt can be short or long-sleeved.
- **All-Black belt**

- **All-Black shoes**
 - Shoes may be tennis shoes, flats, or dress shoes. They may not be sandals, heels, or boots.
 - Shoes must have all black or white laces.
- **White, black, navy socks**
 - Students may not wear leg warmers.
- **KIPP Nashville College Prep sweater is optional (available for purchase in the office).**
 - If a family chooses not to purchase a sweater, a student may wear a long-sleeve white shirt under their KNCP polo shirt.
 - Sweaters or jackets over KNCP shirts are never allowed.

In addition to wearing the KIPP uniform the following policies must be followed:

- Students may not wear unreasonably tight shirts or pants.
- Pants may not be unreasonably baggy.
- Makeup is not allowed, including colored lip gloss. Nail polish is OK as long as it is professional and not chipped.
- Earrings must be post earrings and no bigger than a dime.
- Students are allowed to wear one watch but no other jewelry on the arm.
- Students are allowed to wear one necklace that does not go lower than the top button on the polo shirt.
- Students may not wear hats or caps in the building.
- Students must not have distracting haircuts or dyes.

Uniform shirts will be available from the school. The cost is \$10 for a polo shirt and \$15 for a sweater.

If the student can fix a uniform violation without changing, h/she will be asked to do so before going to class. This includes taking off excessive jewelry or removing a hat. All uniform violations count as a deduction on a student's paycheck. Every time a teacher has to ask a student to tuck in his/her shirt, the student receives a deduction.

Jeans Day

Throughout the year students have the opportunity to earn jeans day. In the event that jeans day is earned, students must follow the entire dress code above and substitute loose fitting jeans for the khaki pants. Any student wearing jeans that are deemed too tight will call home to have khaki pants sent up to the school.

Personal Belongings

No items other than those used for learning are permitted at school. To ensure students stay focused on their academics while at school, the following items are not allowed on campus:

- | | |
|---------------------------------------|--|
| Gum | Candy, chips, or any other junk food |
| Soda or coffee | Sunflower seeds |
| Weapons or any toy weapons | Any illegal substance |
| Stuffed animals or dolls | Radio or Walkman or MP3 Player or I-Pods |
| Gameboys or any other electronic toys | Beepers/Two-ways/Pagers |
| Permanent markers of any kind | |

The school reserves the right to add to this list.

Students keep all backpacks, coats, and lunches in their bins (5th) or lockers (6th) at all times. Students visit their lockers before school and after school only. All personal belongings must be kept in the bins or lockers. The following are not allowed for students at KNCP: gum, candy, large bags of chips, soda, coffee, sunflower seeds, weapons, toy weapons, any illegal substances, stuffed animals or dolls, iPods, video games, pagers, and permanent markers.

Cell Phone and Electronics Policy

Students are discouraged from bringing cell phones to school. If students do bring a phone to school, they must store them in their backpack, turned off during the school day. Teachers confiscate all electronics and cell phones that are visible throughout the day, and the student receives a deduction. If a teacher or staff member has confiscated a student's cell phone, the student's parents are responsible for picking up the item from the office.

Calling Staff

Phone Etiquette

Students and parents/guardians are encouraged to use the cell phone numbers of the staff for questions, concerns, or emergencies. For absences or tardies, students should call the office, not the teachers' cell phones.

Calling Teachers

The basic teacher contact policy is as follows:

- Use the cell numbers for homework questions and emergencies, unless otherwise instructed by the staff member.
- At times, a teacher may request to return your call at another time or from a land line or it may be necessary to leave a message; please be flexible. All teachers will return your calls within 24 hours.
- Teachers may be called from 7:30 a.m. until 8:00 p.m. from Monday through Friday and from 12:00 p.m. until 4:00 p.m. on the weekends.
- Staff members are available during vacations at their own discretion.

There are expectations set around how students leave voice messages when they call.

- Students are expected to leave a message if the teacher does not pick up.
- Hello (name of staff member) my name is (first and last name). My phone number is (area code plus the number). I have a question about (...my homework, the assignment in math, the field lesson, etc...) My question is (...what is your question?). Again, my name is (first and last name) and my phone number is (area code plus the number).
- The staff member returns the call as soon as possible.

Students Calling Home During School Hours

Students are not allowed to use school phones throughout the day unless there is an emergency. If a student states that there is an emergency and he/she must speak to his/her parent, a teacher contacts the office manager, assistant principal, or school leader, and they coordinate speaking with the parent.

Please plan ahead! Arrangements for rides and going home with friends should be made before the start of school. Please help your student to be responsible about planning transportation.

Incentives

Students at KNCP are taught character explicitly, they are held accountable for meeting high expectations, and they are also able to celebrate their accomplishments. These celebrations honor students and teams who are deserving of them, and they also keep students invested in the school and their progress to college.

Each grade level has the opportunity to establish incentives and earning opportunities for their students. Some of these incentives can be expected by students and some can be a surprise. Both are important to keep the culture positive.

Management and Behavior

Philosophy of Management

Good classroom management, like good business management, requires an impressive knowledge of human dynamics and motivation, exemplary skills in producing desired behaviors, and unceasing high expectations. It also requires a growth mindset in which we know we will continue to strengthen our skills through professional development. Strong classroom management is a necessary condition for academic success, and just as our teachers have high standards for student behavior, we have high standards for management throughout the school building. We create systems and routines that enable student success and minimize disruptive behaviors. We encourage misbehaving students to remember that they are too good to act that way. We remember that the students are always watching and so we should always model appropriate behavior for our students. We strive to be both nurturing and demanding (or “warm and strict”) so that all children understand the expectations that we have for them as students and also feel known and valued at all times.

The Paycheck System

The paycheck system is used in order to help teachers enforce the school rules and expectations as consistently as possible. A deduction is issued when a student breaks a school rule.

Key Message:

One way we remind you of the mission of the school and help you achieve your goals is through the paycheck system. We give deductions to help you regain your focus on learning when you are distracted from it. Every student will receive deductions. This does not mean that you are a bad person, we are reminding you that you are here to learn and that we take that very seriously.

You may feel like your actions do not deserve a deduction, but this is our system and you must accept it. That doesn't mean you have no voice in the classroom. If you feel something was unfair, you can talk to the teacher about it. BUT YOU MUST DO IT APPROPRIATELY. Some students confuse, “I don't want this deduction” with “I didn't do it.” Only talk to a teacher about not deserving a deduction in the event that the teacher makes a mistake. If you argue about every deduction, no one will take you seriously. Take responsibility for yourself.

If a student commits one of the infractions below, the student shall receive a paycheck deduction, may receive detention, may be sent home for the rest of the day, and/or may lose some or all school privileges. Loss of privileges includes, but is not limited to, eating lunch alone, performing extra service for the school, and missing school events, trips, or activities (including Team and Family Time). Furthermore, a meeting between the student, his/her parent or guardian, and the student's homeroom teacher or School Leader may be required in order to address the student's behavior and plan for improvement.

Infractions include:

Behavior	Amount per deduction
<ul style="list-style-type: none"> • Disrespect: Teasing another student • Disrespect: Poor response to feedback • Disrespect: Vandalism • Disrespect: Using a cuss word • Disrespect: Other • Major class disruption • Integrity: Copying someone's work • Integrity: Forging a signature • Integrity: Lying to a teacher or teammate 	\$3
<ul style="list-style-type: none"> • Speaking Out of Turn: During instruction • Speaking Out of Turn: During transition • Off-Task: Writing during verbal instruction • Off-Task: Reading during verbal instruction • Off-Task: Drawing in class • Off-Task: Accessing inappropriate web sites • Off-Task: Passing notes • Horseplay: In classroom or cafeteria • Horseplay: In hallway • Horseplay: In bathroom • Out of seat without permission • Not completing classwork • Gum/ food/ drink • Cell phone out • Not Following Directions: Other 	\$2
<ul style="list-style-type: none"> • Tardy • Picked up late • No hall pass • Agenda not signed • Materials: No pencil • Materials: Using pen or marker • Materials: Other • Uniform: Untucked shirt • Uniform: No belt • Uniform: Other • Homework (missing/incomplete, \$1 per homework assignment) 	\$1

Student Response to a Deduction

It is also extremely important that students are never allowed to engage a teacher in discussion about a deduction or detention during class time. If a student would like to discuss a deduction with a teacher, they may politely do so after class is over. Any type of student reaction in class, including:

- Asking: "What did I do wrong?"
- Saying: "But I didn't do anything ..."
- Sucking teeth
- Muttering

...is interpreted as improper response to feedback and results in a \$3 deduction.

The Paycheck Process

Students begin every week with \$50 on their paycheck. Every deduction takes away \$1, \$2, or \$3 from the \$50 total. At the end of the week, the total amount remaining after all deductions is printed on the student's paycheck and is taken home to be signed by a parent.

Paycheck Incentives

If a student has at least \$35 on their paycheck at the end of the week, he/she earns the opportunity to attend Team and Family Time on Friday afternoon.

Students also receive the right to attend field lessons every quarter if they have the appropriate amount of money in their bank account. The paycheck totals are cumulative from quarter to quarter. This means that proper behavior must be exhibited on a consistent basis throughout the year.

College Tickets on the Paycheck

If a student shows one of the positive behaviors below, he/she may receive a college ticket. It is recorded on the paycheck.

School Value	Behavior
Community Centered	<ul style="list-style-type: none">• Making places better• Support teammates• Asking for help• Offering help
Results Driven	<ul style="list-style-type: none">• Completing extra practice beyond assigned work• Meeting an academic goal• Celebrating successes of others
Champion Spirit	<ul style="list-style-type: none">• Rebounding from a disappointment• Perseverance• Using feedback to improve
Servant Leadership	<ul style="list-style-type: none">• Consistently modeling high expectations• Active class participation• Facilitating meaningful conversation

Disciplinary Policies

Safe and Orderly Environment

KIPP Nashville schools are unequivocally committed to providing a safe and orderly environment in which students can maximize their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot over-emphasize the importance of providing a firm and consistent discipline policy. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student code of conduct.

School-Related Disciplinary Offenses

The KIPP Nashville discipline system is designed to focus students on our mission by ensuring that class and school environments are safe and orderly. This system includes the following tiered consequences which reinforce our values and support the KIPP Nashville mission:

- paychecks;
- detentions;
- suspensions;
- dismissal; and
- expulsion.

Below is a description of school-related disciplinary offenses for which a student may be subject to in-school suspension, out-of-school suspension, dismissal, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the student is on school grounds;
- during a school-sponsored activity;
- on the school bus; or
- during events sufficiently linked to school

Detention

If a student commits a \$3 deduction, the student earns an after-school detention. The teacher who gave the \$3 will contact the parent within 12 hours of the incident to ensure that the parent is informed and to set up the detention. When notice is provided by 3:00 p.m. on any given day, the student is expected to serve that day. In case of emergency, parents may request that the student serve the following day. If a call is made after 3:00 p.m., the student will not be required to stay on that day unless direct parental permission is granted. During this detention, students will reflect on their actions and plan for what they will do differently next time.

Behavior Monitoring

Behavior monitoring exists as a consequence for students who earn a \$3 by creating a major breach in KNCP's culture. It is meant as a time for students to reflect on their poor choices and get feedback in the moment.

Behaviors that Earn Monitoring

When a student earns a \$3, this does not automatically earn him/her behavior monitoring. Students earn behavior monitoring for offenses whose logical consequence requires significant time to reflect on how to improve in the future.

The following chart breaks down \$3 deductions and when they would earn monitoring versus not.

\$3 Deduction	No Behavior Monitoring	Behavior Monitoring
Teasing another student	A student giggles at another student when they are speaking in class.	A student verbally disrespects another student.
Poor response to feedback	A student rolls his eyes.	A student yells back at a teacher after getting some feedback.
Vandalism	A student drags his pencil along the lockers or doodles on a desk.	A student deliberately breaks something or writes on a wall.
Using a cuss word	A student accidentally said a word when he stubbed his toe.	A student deliberately cussed at someone.
Major class disruption	A student acts clownish to get attention.	A student is verbally disrespectful or non-compliant.
Copying someone's work	N/A	A student copies anything.
Lying to a teacher or teammate	N/A	A student lies to anyone.

When a student commits an offense that earns behavior monitoring:

- The teacher calls home to set up the detention with the parent. The teacher then conferences with the SL or AP to determine the student's goal and number of days on behavior monitoring. At the detention, the student is set up with his/her behavior monitoring sheet. During this conversation the adult will review the incident, share the amount of days the student will be monitored for, and share the actionable behavior that the student will need to show every day in all classes in order to stop behavior monitoring.

When the student has a behavior tracker:

- The student has a morning check-in with the homeroom teacher to get set for the day.
- The student works to show excellent behavior in class and to meet his/her behavior goal.

Getting off behavior monitoring:

- Once a student has a behavior monitoring sheet, he/she is given a goal that must be met in every class for all days they are being monitored. The goal is logically tied to the offense that earned them a \$3.
 - For example, if a student yelled back in response to feedback, the student's goal is to respond to feedback respectfully in every class.
- Each homeroom has a clipboard, and all students who have monitoring sheets in that homeroom will have them on that clipboard. At the end of class, the teacher will sign the sheet if that student met his/her goal. It will be left blank if the goal wasn't met.
- At the end of a term, the assistant principal will release the student from behavior monitoring if he/she earned all required signatures.
- If the goal was not met, the assistant principal will call the parent to set up a meeting. During this meeting, a new goal will be set and a new term will be decided. Either the school leader or assistant principal will lead the meeting, and the teacher who placed the student on behavior monitoring will also be present.
- If the student meets the goal in the new term, he/she is off behavior monitoring and the parent is called to share this good news.
- If a student does not meet the next goal in the determined term, the student will be suspended from school for 1 day.

Suspension

If a student commits one of the infractions listed below, the student shall receive an in- or out-of-school suspension. Before the student is returned to class, the student, his/her parent or guardian, and the student's homeroom teacher, assistant principal, or school leader, will meet in order to address the student's behavior and plan for improvement. Infractions include the following:

Infraction	Consequence
<ul style="list-style-type: none">• Gross disrespect of a fellow student• Gross disrespect of faculty or staff• Gross disrespect of school property• 3 \$3 deductions in one week	1-2 days
<ul style="list-style-type: none">• Departing, without permission, from class, floor, building, or school-sponsored activity• Cutting school or class• Setting off false alarms or calling in groundless threats	1-3 days
<ul style="list-style-type: none">• Continued disruption of class• Damaging, destroying, or stealing personal or school property or attempting to do so• Using abusive, vulgar, or profane language or treatment• Making verbal or physical threats, empty or otherwise	2-4 days
<ul style="list-style-type: none">• Fighting, play fighting, pushing, shoving, or unwanted physical contact• Committing sexual, racial, or any form of harassment or intimidation• Repeated and fundamental disregard of school policies and procedures	2 or more days

Suspension Meeting Expectations

Suspensions allow students an opportunity to reflect on their behavior and create a plan for how they will improve over the next few weeks and throughout the year. A suspension meeting will be held prior to their return to school. When a student is suspended for repeated refusal to comply, the meeting will be facilitated by the grade team and attendance is required by the student and parent. For all other reasons, the meeting will be conducted by the Assistant Principal.

Upon suspension, the following steps will take place prior to the suspension meeting:

- AP contacts parent to inform them of suspension & schedule suspension meeting.
- AP highlights student C3 infractions based on incident/offense.
- AP places suspension letter, highlighted version of C3 & support plan template in envelope to go home.
- Student will receive an apology letter template to complete during suspension.
- Parent/student complete support plan template during suspension.

During the suspension meeting, the following steps will take place:

- Student will read completed apology letter.
- Student will review highlighted C3 infractions and address their impact on their behavior.
- Student will review student section of support plan template (2-3 goals and action steps).
- Parent reviews parent section of support team template (action steps).

- Entire team finalizes support plan (all sections: student, parent, teacher) components and include appropriate goals, milestones, consequences, and incentives.
- Team finalizes communication, follow up plan, and set date for follow up meeting (2 weeks maximum).

Upon completion of suspension meeting, grade teams will provide students with copies of their finalized student support plan and track progress for up to two weeks. A follow-up meeting should take place no more than 2 weeks after the initial suspension meeting. At that time, the results of the student support plan should be discussed. The support team will decide at that time to continue the support plan or cease intervention. A copy of the support plan and the support plan report should be given to the SL upon completion of the support plan.

Expulsion

A student committing a non-Zero Tolerance or Zero Tolerance offense as described in the MNPS Code of Conduct (available on the MNPS web site) may be expelled from KIPP Nashville. An expulsion is an extended suspension of more than 10 days from KIPP Nashville and all MNPS schools for one calendar year. Zero Tolerance offenses merit a minimum of a 1-year expulsion from MNPS schools. Following are a list of Zero Tolerance offenses:

a) Assault of Teacher or Staff - Code 32-12 (zT) & Code 35-12 (ZT). A student will not commit an assault of staff. Assault of staff is intentionally, knowingly or recklessly causing physical contact with another that was extremely offensive or provocative. This incident is always Zero Tolerance (ZT). (Also considered battery of staff)

Aggravated Assault of Teacher or Staff - Code 35-12 (ZT). A student will not commit an aggravated assault of staff. Aggravated assault of staff is intentionally or knowingly causing serious bodily injury to the staff person. This incident is always Zero Tolerance (ZT). (also considered battery of staff)

b) Drugs - Code 17-12 (ZT). Unlawful use, possession, or distribution of any drug including any controlled substance, legend drug (prescription drug) or synthetic drug. This can include, but is not limited to, ketamine, bath salts, and salvia. This incident is always Zero Tolerance (ZT). Per MNPS policy SP 6.129, all medicine, non-prescription or controlled, should be registered at the school's front office. Failure to do so could result in a suspension of up to 10 days or an expulsion (suspension of more than 10 days) at the principal's discretion, but will not be considered a Zero Tolerance (ZT) offense.

c) Explosive - Code 20-12 (ZT). Possession of explosive, incendiary device-any destructive device which includes: Any explosive, incendiary (e.g., bomb, grenade, rocket/missile, mine) or poison gas. This incident is always Zero Tolerance (ZT). A student will not use, possess, or distribute fireworks. This violation is considered a non-Zero Tolerance (ZT) offense under 08-12 conduct prejudicial to good order. Altered or modified fireworks, if identified as explosives by law enforcement authorities, can be considered a Zero Tolerance (ZT) offense.

d) Handgun/Rifle/Shotgun - Code 18-12 & 19-12. A student will not bring a firearm to school or be in possession of a firearm at school. The student will be deemed to have committed a Zero Tolerance (ZT) violation and will be expelled from school for one (1) calendar year. As required by state and federal laws, any student who brings a weapon to school will be referred to law enforcement.

KIPP Nashville School Leaders may recommend any student charged with committing a non-Zero Tolerance or Zero Tolerance MNPS disciplinary offense for expulsion. If the KIPP Nashville School Leader recommends a student for expulsion, the student's parent shall be notified of an opportunity for a parent conference. During this conference, the parent will be given the option to either request a hearing with an ad-hoc disciplinary committee of the KIPP Nashville Board or immediately withdraw her child. If the parent chooses to withdraw, she

must fill out a withdrawal form along with a dismissal form. KIPP Nashville will forward these signed forms to the MNPS Student Services office which will then determine the correct school placement for the student. Once the withdrawal form has been signed, the parent must contact MNPS Student Services and speak with the disciplinary coordinator who will then determine whether to conduct an expulsion hearing or to refer the student to his/her school of zone.

If the parent requests an expulsion hearing with the ad-hoc disciplinary committee of the KIPP Nashville Board, the committee will conduct a hearing within 10 days. While awaiting this expulsion hearing, the student shall be suspended from KIPP Nashville. At the expulsion hearing the student may have representation, along with the opportunity to present evidence before the School Leader.

If the disciplinary committee upholds the expulsion recommendation, the parent must contact MNPS Student Services and speak with the disciplinary coordinator who will then determine whether to conduct an additional expulsion hearing or to refer the student to his/her school of zone.

When a student is dismissed under the provisions of this section, MNPS shall determine whether, and in what school setting, to provide educational services to said student. Once the student has either withdrawn from, or been expelled by KIPP Nashville, the district's discipline coordinator may request and shall receive from the School Leader a written statement of the reasons for said expulsion.

Dismissal

In addition to those non-Zero Tolerance and Zero Tolerance categories provided by the MNPS Code of Conduct, students may face dismissal from KIPP Nashville for the violation of KIPP Nashville Zero Tolerance expectations. Dismissal is the removal from KIPP Nashville for no less than the remainder of the current school year. Parents of any student who is dismissed from KIPP Nashville must contact MNPS Student Services and speak with the discipline coordinator who will then determine whether to conduct an expulsion hearing or to refer the student to his/her school of zone. Dismissal from KIPP Nashville may result from MNPS non-Zero Tolerance offenses including the following infractions:

- Conduct prejudicial to good order
- Possession, use, intoxication by, or transfer of tobacco, drugs, or alcohol
- Assault, or threat of assault, against fellow students or other members of the school community
- Destruction or attempted destruction of school property including arson

The School Leader is authorized to suspend, dismiss, or expel a student who has been convicted of a felony if the School Leader determines that the student's continued presence would have a detrimental effect on the general welfare of the school.

In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or laws of Metropolitan Nashville and Davidson County, may be handled in cooperation with the Nashville Police Department and may result in dismissal and/or expulsion.

Health and Safety

Bathroom Policy

Restroom breaks are taken during breakfast and lunch. Students may also go to the restroom during the independent practice of class only for emergency situations. Teachers give the students permission to go, and then students wear a pass to the restroom.

Hall Passes

In the event that a student needs to go to the office or another room for any reason outside of the regular transition time, the teacher gives him a hall pass to wear. Only one student is allowed out of a homeroom at any given time.

Visitor Policy

We have an open door policy at KNCP and are excited when visitors want to see our school. However, we take safety very seriously. All visitors to the building must sign in, at which time they will receive (and must wear) an orange visitor pass. When a visitor leaves the building, h/she must return to the office to sign out. This also applies to parents who visit our school.

Health Information

Immunizations

All children under eighteen years of age must present a written immunization record, including at least the month and year of receipt of each dose of required vaccines. All students need to submit an immunization record upon enrollment at KIPP Nashville College Prep.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian is called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case the guardian cannot be contacted.

Administration of Medicine

Any student requiring medication to be dispensed must send a note to the office permitting the school to administer the medication and providing explicit instructions. No prescription medications are dispensed to a student without this documentation present in his or her files. Furthermore, the medication needs to be in a container labeled by a pharmacist with the student's name, name of the medication, and instruction for dosages. No student may dispense medication to him/herself or to other students at any time. All medications are securely stored and administered by the operations manager.

Emergency Drills

KIPP Nashville College Prep holds the following emergency drills each year:

- Fire drills with evacuation
- Bus fire drills
- Tornado drills
- Lockdown drills

The required evacuation map and protocol is posted in every room. Students are to follow their teacher according to that map and to stay with their class. They must go directly out of the building and stay as a class in the designated outdoor location until given further instructions.

Counseling

KIPP Nashville College Prep provides counseling services for our students. All services and communication with counselors remain confidential. There is no cost to families for these services. Any staff member may refer a student to the counselor, and parents may request services as well. All referrals and requests go through the School Leader. For additional information, please contact the School Leader.

Mandated Reporting

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed –physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

Once a teacher or staff member becomes aware that a student may be the victim of abuse or neglect, s/he must notify the designated reporter.

Physical abuse is defined as occurring when a parent or person responsible for the child’s welfare “inflicts or allows to be inflicted upon such child physical injury, by other than accidental means.” Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent “creates a substantial risk of physical injury” by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as “deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering.”

Sexual abuse is defined as occurring when a person responsible for the child’s welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child’s disclosure of sexual abuse must be handled sensitively.

Neglect occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment,” or when an adult “provides inadequate supervision of a child (particularly small children).

Family Education Rights and Privacy Act (FERPA)

The student education records contained in KIPP Nashville electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject KIPP Nashville to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

All KIPP Nashville staff members agree not to disclose any of the personally identifiable information they acquire in the course of their duties to other parties who are not school officials unless you have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Definitions

- *Student education records*: records directly related to students and maintained by the school or a party acting for the school.
- *Personally identifiable information*: includes, but is not limited to:
 - Student names;
 - Names of student parents or other family members;
 - Student or student family addresses;
 - Personal identifiers, such as student social security numbers or school-assigned student numbers;
 - Lists of personal characteristics that would make student identity easily traceable; or
 - Other information that would make a student's identity easily traceable.
- *A school official*: a person employed by KIPP Nashville as an administrator, supervisor, instructor, or support staff member (including health, medical, law enforcement, or technical personnel); a person serving on the school's board of directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, data analyst, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- *Legitimate educational interest*: a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Human Rights Policy

KIPP Nashville brings together a diverse group of people. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status.

KIPP Nashville is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. KIPP wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life.

Harassment

Harassment is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile, or demanding environment for education or employment. Creating a harassment-free environment requires the diligent effort of our community. Examples of inappropriate behavior include (but are not limited to):

- Verbal or physical abuse or threats
- Sexual harassment
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment

Sexual Harassment

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

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or advancement or participation in a school activity.
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person.

Response to Harassment

KIPP Nashville is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
4. Students should notify the school leader, or if they are uncomfortable doing so, they should speak with another adult.
5. Adults should notify the school leader or the KIPP Nashville executive director.

As soon as possible, the adult notified will report to the executive director or school leader. The school leader or executive director will notify the authorities, if necessary. The school leader or executive director will appoint a small group to investigate the matter in a swift and equitable manner. The group will bring a recommendation to the school leader or executive director. The executive director or school leader will communicate the final decision directly to the parties involved.

Parent Involvement

General Parent Involvement

Parent Meetings

A parent meeting is mandatory when a student is at risk of retention every quarter and when a student is suspended from school. The student, parent(s), and teachers are expected to attend these meetings. Parent meetings can also be requested by a parent at any time for the entire grade team or an individual teacher. The goal of the parent meeting is to explain the facts behind the academic and/or behavior performance, explain the impact it is having on being prepared for college, and to set a goal and action items around improving. All parent meetings are held through the lens of doing whatever it takes to put the student back on track for success. Parent meetings are scheduled after 4 p.m. on Mondays, Tuesdays, Thursdays, and Fridays.

Parent-Teacher Conference Day and Report Card Nights

Parent-Teacher Conference Day takes place on Tuesday, November 4 as a way to invite parents into the school and provide time to be updated on their child's progress. Although this is a scheduled conference day, a parent is allowed to reach out to the teachers at any point throughout the year and request a meeting.

KNCP also hosts a report card night after the distribution of report cards to the students every quarter. Parents can come into the school and meet with the teachers in order to talk about their grades and progress in class.

Parent Signatures

Each night, parents/guardians are required to sign their student's agenda. By signing the agenda, parents/guardians are communicating that they acknowledge the assignments and ensure that their child has completed them.

Every weekend parents/guardians are required to sign the student's paycheck document. Every other week parents/guardians are required to sign the progress report. This allows parents to stay updated on their child's academic and behavior progress at school.

Supplies and Uniform

We ask parents to make sure their students have the appropriate supplies and uniform when they attend school every day. Please refer to earlier portions of the handbook for the supplies list and uniform policy.

Parent Surveys

Every quarter the school conducts a parent survey to determine parent needs, concerns, and assessment of the school. The results of these surveys are used to evaluate the progress of the school and to suggest programmatic changes. We may also administer additional parent surveys throughout the year to gather feedback from parents. We appreciate your participation in these surveys as it helps us grow as a staff and school.

Communicating with Parents

Weekly Paycheck Report

Parents receive the weekly Paycheck report that shows their student's behavior for the week. The Paycheck includes a description of the deductions your child has earned that week. It also includes teacher comments and the student's bank account total. The dollars in this account can be applied to earning prizes, Team and Family Time events, and the field lessons. Parents need to sign and return the Paychecks in order for the money to count toward the account, and it must be returned on Mondays.

Weekly Mastery Report

Parents receive a summary of their student's weekly quiz mastery in all content areas on Fridays. It shows parents their scores, along with what standards have and have not been mastered.

Biweekly Newsletter

The school leader sends home a newsletter every other week with information and updates on the school and what is coming up in the next few weeks. The newsletter also shares school, class, and individual student successes. Look for this newsletter when your child receives a progress report on Fridays.

Biweekly Progress Report

Every other week parents receive a progress report that contains their student's grades for every class. Parents can call individual teachers if they have a comment or concern about the report.

Parent Involvement Committee (PIC)

The Parent Involvement Committee (PIC) is another means of support for students to ensure they can meet the ambitious goals set at KIPP. The PIC meets formally once a month on a Tuesday after school and addresses any business, updates parents on what is going on at the school academically, and provides parents with support and guidance on how to support their students' efforts at home. Ms. Stanley, music teacher, is in charge of the PIC and is present at all meetings. She will also help coordinate the agenda with the PIC president.

The PIC also offers more informal opportunities for families of KIPP students to get together, creating a strong team of support for students outside of the school. Zumba classes, college admission trainings, and health and wellness seminars are examples of possible monthly offerings for families the PIC provides. Finally, the PIC acts as an advocacy group for the school in the community by spreading the word and encouraging new families to attend in the future.

Volunteering

We welcome parents who want to volunteer at the school! There are many ways to volunteer such as filing, office work, supporting teachers, tutoring, helping at school events, monitoring parking lot traffic during drop off and pick up, etc. Parents/guardians should contact our Office Manager if they would like to volunteer.

Parent Concerns Procedure

If a parent has a concern about his/her child's progress in a class, the parent is encouraged to reach out directly to the specific teacher. In the event that the concern is not resolved with the teacher, the parent may reach out to the school leader. Any issue that is not resolved by the school leader can be escalated to the KIPP Nashville Executive Director, Randy Dowell, and can be further escalated to the KIPP Nashville board of Directors (if necessary).