



**Student/Parent Handbook  
2014-15 School Year**

**KIPP Academy Nashville  
A Metropolitan Nashville Public Charter School**

## Table of Contents

<b>Content:</b>	<b>Page #:</b>
Mission and Principles	4
Mission, Values, and Credo	
Commitment to Excellence - Student	
Commitment to Excellence – Parent	
Commitment to Excellence – Teacher	
General Information	8
School Calendar	
Schedule (Summer, Semester, Saturday School)	
School Closing	
Supplies	
Breakfast and Lunch	
Health	
Phone Policies	
Academic Policies	12
Attendance	
Homework	
Parent-Teacher Communication	
Promotion Policy	
Student Conduct	17
Uniforms	
Personal Belongings	
Disciplinary Processes	

## Mission and Principles

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### Our Mission

**The mission of KIPP Academy Nashville is to cultivate in its students the character and academic skills needed to succeed in rigorous high schools and colleges, and to become productive citizens in the world beyond.**

### Our Values

**Grit:** When we show grit, we work hard to reach our goals.

**Shine:** When we shine, we always do our best.

**Team:** When we show team, we respect and help each other.

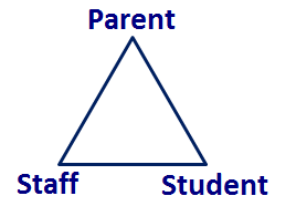
### Our Credo

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.



## 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:**

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 attend all required parent meetings and return all calls from the school within 24 hours.

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 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, etc.) is accurate and update it whenever necessary.

I will support my child's teachers and all KIPP Academy Nashville staff, and communicate honestly and respectfully with them as we prepare my child for success in high school, college, and life.

I will be an active part of the KIPP Academy Nashville team and family. I will devote 6 hours a year of my time to school service through the Parent Involvement Committee.

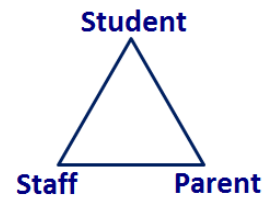
I will work to help my child follow the KIPP credo and the KIPP Academy Nashville school values by:

**Grit** - helping my child work hard at every task, big or small.

**Shine** - helping my child take pride in themselves and display it through their effort and behavior.

**Team** - helping my child show respect and patience to every teammate.

**I understand that these commitments are to ensure my child's completion of college. The failure to adhere to this commitment could result in the loss of KIPP Academy Nashville privileges, disciplinary consequences, and/or dismissal from KIPP Academy Nashville.**



## 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:**

I will take responsibility for my actions, be honest, and accept the consequences for my actions when necessary.

I will arrive at school by 7:55 a.m. and be picked up by 4 p.m. every day, except Wednesday for 2 p.m. dismissal.

I will make sure to only miss school when it is unavoidable and complete all required make up work.

I will wear the KIPP Academy Nashville 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 every 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 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 Academy Nashville school values:*

### **Grit**

Complete all work to the best of my ability.

Approach obstacles with an "I can do it" mindset.

Engage in ALL learning activities with a sense of urgency.

Set ambitious goals and create a plan that will make me most successful in achieving them.

### **Shine**

Do the right thing at all times.

Communicate my feelings and opinions in a calm, respectful tone.

Take pride in my work and treat others as I wish to be treated.

Be self-aware and adjust my mindset and actions to be a better person.

### **Team**

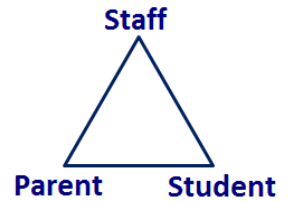
Be willing to give and receive help.

Show respect and patience when interacting with all teammates.

Recognize and accept responsibility when a wrong decision hurts or affects our team & family.

Lead others with respect, patience, and empathy.

**I understand that if these commitments are not met, it will negatively affect my future success and I will receive consequences, including loss of KIPP Academy Nashville privileges, and possible dismissal from school.**



## 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:**

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 Academy Nashville school values of **grit**, **shine** and **team**.

**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.**

<b>KIPP: Nashville 2014-15 Calendar</b>		
June 23-27	Leadership PD	Students do not report
July 1-3	Full staff PD	Students do not report
July 4	Off	Students and staff do not report
July 7-11	Full staff PD	Students do not report
July 14-15	Summer school New students (8am-12pm)	
July 16-24	Summer school ALL KIPPsters (8 am-12 pm)	Students do not report
July 25	Summer school ALL KIPPsters (8 am-2 pm)	
July 28-Aug 1	KSS - Full staff PD in Houston, TX	Students do not report
6-Aug	Q1 begins	
1-Sep	Labor Day	Students and staff do not report
Sept 25-Oct 2	Q1 interim assessments	
2-Oct	Q1 ends	
3-Oct	Full staff (PD 1/2 day & meetings/work time 1/2 day)	Students do not report
Oct 6-10	Fall break	Students and staff do not report
13-Oct	Q2 begins	
20-Oct	Q1 report cards sent home	
4-Nov	Parent-Teacher Conference day	Students do not report
Nov 26-28	Thanksgiving break	Students and staff do not report
Dec 11-18	Q2 interim assessments	
18-Dec	Q2 ends	
19-Dec	full staff (PD 1/2 day & meetings/work time 1/2 day)	Students do not report
Dec 22-Jan 2	Winter break	Students and staff do not report
5-Jan	Full staff (PD 1/2 day & meetings/work time 1/2 day)	Students do not report
6-Jan	Q3 begins	
12-Jan	Q2 report cards sent home	
19-Jan	MLK day	Students and staff do not report
16-Feb	President's day	Students and staff do not report
March 5-6	Q3 interim assessments	
March 12-13	Practice TCAP	
19-Mar	Q3 ends	
20-Mar	Full staff (PD 1/2 day & meetings/work time 1/2 day)	Students do not report
March 23-27	Spring Break	Students and staff do not report
30-Mar	Q4 begins	
3-April	Spring Holiday	Students and staff do not report
7-Apr	Q3 report cards sent home	
18-Apr	Spring holiday	Students and staff do not report
April 29-May 5	TCAP testing	
25-May	Memorial Day Holiday	Students and staff do not report
May 26-29	End of year field lessons	
1-Jun	Summer break begins	Students and staff do not report

## **Daily Fall & Spring Semester Schedule**

### ***Monday-Friday, except Wednesday***

**7:30 a.m.** Doors open

**4:00 p.m.** Student Dismissal

### ***Wednesday***

**7:30 a.m.** Doors open

**2:00 p.m.** Student Dismissal

## **School Closing**

In case of inclement weather, KIPP Academy Nashville will close school whenever Metropolitan Nashville Public Schools (MNPS, Davidson County) are closed. Please listen to local radio stations and news broadcasts to determine if school is in session. If MNPS Schools announce a delayed opening or a closing, KIPP Academy Nashville will be delayed or closed also.

## **Breakfast and Lunch**

Metropolitan Nashville Public Schools (MNPS) provides school breakfast and lunch services at KIPP Academy Nashville. Families must complete the Federal Free/Reduced Lunch Form in August or immediately after enrolling their child at KIPP Academy Nashville. Families that qualify will receive free or reduced-priced meals at KIPP Academy Nashville.

Parents may send lunch to school. Parents should make sure their child does not bring in large bags of candy or chips, or items that need to be stored in a refrigerator or reheated. Students may bring individual-sized healthy snacks for lunch. Students are not permitted to chew gum at KIPP Academy Nashville. Students may also bring a water bottle, but they may not bring juice or sodas to school.

### **Summer School**

During Summer School, KIPP Academy Nashville provides a free breakfast for all students, though students are welcome to bring their own meals if they choose to do so.



## Health

State law requires all children entering school should be immunized against Diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and 2 Hepatitis A, 3 Hepatitis B, and Varicella. These requirements can be waived only if a properly signed health or religious exemption is filed with the Metropolitan Nashville Public Schools.

### Medication

If your child requires medication during school hours, we will assist by administering medication according to written instructions from your child's doctor. Medication cannot be administered until a completed "Administration of Medication" form is on file with the school. This policy applies to both over-the counter and prescribed medication. Students may not have medication at school that has not been received in the school office.

### Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be contacted to pick the child up. It is necessary to have updated emergency contact and health information in your child's records at all times. If you get a new phone number or if you change addresses, it is your responsibility to notify the school office in a timely manner. If your child is hurt and requires medical attention, and we are unable to reach you, the school cannot seek medical attention if a waiver has not been signed.

## Phone Procedures

### Teacher Cell Phones

All KIPP Academy Nashville teachers and staff provide parents and students with their personal phone numbers in order to provide additional support. Students may call teacher cell phones for help with homework, a question about school, or to give notice of an attendance problem until 7:30pm at night. If you or your child are trying to call a teacher but they do not answer, please leave a message explaining the reason for the call. **Please do not text message** teachers unless they have asked you to do so, and **do not place repeated phone calls if a teacher does not answer**. If a teacher does not answer his/her cell phone, leave an appropriate voice message, including your name and phone number, and they will return your call. You may also contact your child's Grade Team Leader or School Leader if you have an emergency.

## **Student Cell Phone Policy**

Your child may bring a cell phone to school, but it must be **turned off** and kept in your child's **book bag or locker** while your child is on the bus, in school, or on school property. KIPP students are not permitted to bring cell phones on quarterly/local field lessons. Cell phones or other electronic devices may never be taken out by a student while on school property for any reason.

If your child's cell phone or electronic device is out of the book bag for any reason, it will be confiscated.

- **FIRST OFFENSE:** The student will be reminded of the school policy and the device will be confiscated. Confiscated devices may be picked up at the school office by a parent/guardian during school hours, Monday – Friday.
- **SECOND OFFENSE:** The device will be confiscated and the student will either lose the privilege of carrying a cell phone or serve a one-day out of school suspension (parents can choose between these two consequences). Confiscated devices may be picked up by parents during school hours, Monday – Friday.

If you are concerned about your child's cell phone or electronic device being lost or stolen, please do not send it to school. While we do our best to create a safe, theft-free environment, we cannot guarantee that cell phones or any other electronic equipment will be safe. **The school cannot accept responsibility for lost or stolen items, even in cases when a teacher or staff member agrees to hold a student's cell phone for the day or when a student cell phone has been confiscated by a teacher or staff member.**

## **Student Use of School Phones**

The school phones are for school-related business and emergencies. Please make transportation arrangements with your child before they come to school so that they do not need to use school phones during the day.

Parents should communicate with their child before and after school. Please do not call the school during the day to leave messages for students, for we cannot guarantee that messages will reach your child promptly if you call during the school day. We can only take messages in the rare case of a true emergency that requires immediate attention.

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## Academic Policies

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### Attendance

KIPP Academy Nashville students arrive between 7:30 and 7:55 A.M. every day (Mon. – Fri.), remain at school until 4:00 P.M. Monday through Friday, except Wednesday. If a student is going to be absent s/he must contact the school the day before the day of the expected absence. If a student becomes sick in the morning, the student's parent or guardian must contact the school by 8:00 A.M.

Upon the student's return to school, the student is expected to bring a signed note from his or her parent or guardian including the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the School Leader, teacher(s), student and parent or guardian will meet to address the issue

- ALL absences are considered unexcused absences unless there is a note from a doctor, a death in the immediate family, or religious holiday – all of which are valid reasons for absences.
- All work that was missed due to an absence must be completed. An absent student will be given one make-up day for each day of school missed. For example a student missing 2 days of school will be given 2 days to make-up all missed assignments. Absent students and their parents are responsible for contacting teachers to request make-up work.
- Appointments (doctor, dentist, etc.) should not be scheduled during school hours.
- Suspensions are considered unexcused absences.
- Early dismissal is not acceptable except in case of emergency.

Excessive absences may place the student at risk of not being promoted to the next grade. Parents and legal guardians of children between the ages of 6-17 years are responsible for their child's attendance. Children who miss one or more days of school must have a note explaining the reason for the absence when they return to school.

Families have three days to send this note before the absence is considered unexcused. When a student is frequently absent or becomes truant - three (3) or more total days of unexcused absences - the School Leader will refer the student to an attendance officer, send a legal notice to the family, or send the case to juvenile court.

If a student misses ten (10) consecutive days of school, the student will automatically be dropped from the roles of KIPP Academy Nashville, and will be required to enroll in his/her zoned school.

### **Tardy Policy**

KIPP Academy Nashville opens at 7:30 a.m. each weekday morning. Students may arrive between 7:30 a.m. and 7:55 a.m. during the week. Students arriving after the beginning of the school day are considered tardy. Parents will need to park and enter the office with their KIPPster to sign them in. Students will also receive a paycheck deduction for being tardy. Excessive tardiness is a clear violation of the Commitment to College Completion and can cause your student to lose school privileges and keeps your student from valuable class time.

### **Transportation and Dismissal**

Students are dismissed at 4:00 p.m. on Monday, Tuesday, Thursday, and Friday and 2 p.m. on Wednesday. Please make reliable transportation arrangements as the school cannot provide supervision for your child beyond these times. Students picked up after 4:20 p.m. Monday, Tuesday, Thursday and Friday and 2:20 p.m. on Wednesday will receive a paycheck deduction.

Teachers may require that a student stay after school whenever they believe that it will benefit the student, including to administer an after-school detention. If such a request is made, parents must make appropriate transportation arrangements prior to the beginning of the school day.

KIPP Academy Nashville provides bus transportation for students living outside the parent responsibility zone and within the school's recruitment zone. Riding the KIPP Academy Nashville school bus is a privilege. Any student who is disruptive or insubordinate while on the bus will lose the privilege of riding the school bus for a period of time.

## **Homework**

As a student at KIPP Academy Nashville, your child will have homework every night. To assist in the development of strong study habits and to encourage discussion of academics, parents should review assigned homework with their child each evening. Parents must sign their child's agenda every night. When an assignment is turned in up to 24 hours late, it will receive up to 80% credit. When an assignment is turned in more than 24 hours late, no credit can be earned. If a student is absent, s/he has 24 hours for each day that was missed, to complete and return homework assignments. It is the student's responsibility to ask for and collect missed assignments. Students will receive a paycheck deduction for every incomplete or missed homework assignment and for agendas that are incomplete or unsigned by a parent.

## Parent-Teacher Communication

KIPP Academy Nashville requires parents to be partners in the education of their children. The important task of preparing students for college calls for the school, the student, and the parents to all work together to ensure success.

In order to be effective partners, we must communicate. There are several ways that we will communicate with you throughout the year:

### **Weekly Paycheck**

Every Wednesday, your child will bring home his/her weekly paycheck. This paycheck will include a detailed report of your child's attendance, homework, and behavior. Parents must sign their child's paycheck and return it to school by Thursday, the following day.

### **KIPP Academy Newsletter**

Each Wednesday, your child will bring home a newsletter from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to read this newsletter completely.

### **Progress Reports**

Parents will receive written progress reports from all of their child's teachers every 2 weeks. Progress Reports do not contain final grades; instead, they give a snapshot of your child's academic performance while there is still time to improve and correct any problems before the end of the marking period. Parents must sign a form indicating that they have received and read all progress reports.

### **At risk of retention letters**

If your child is failing any class along with the quarterly report card the school will send home a letter informing you that retention in the current grade level is a possibility. Parents should make sure to review the letter with your child and contact the grade level teachers to discuss what can be done to support the KIPPster and increase academic performance.

### **Phone Calls**

Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school office, either by phone (615-226-4484) or in writing, within 24 hours.

### **Meetings**

If the school requests a meeting with you and your child, we need to discuss something important with you and it is important that you attend any requested meeting. If you would like to meet with a teacher or administrator, please call the school to schedule an appointment.

## **Parent Concerns**

If you have a concern about a school policy, academic grade, discipline decision, or anything else, please feel free to contact the teacher(s) directly or Mrs. Miguez at any time. We welcome feedback and conversation. We promise to treat you and your concern with respect. KIPP Academy Nashville is a quiet, professional environment that requires all issues be solved in the most respectful manner. 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).

## **School Visitor Policy**

Visitors, especially parents, are a vital part of the KIPP Academy Nashville community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. Parents who would like to visit should simply call and schedule a class-visit appointment. Upon arriving, all visitors must sign in at the office. Visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed.

If a parent or visitor is coming to school to drop off something for a student or to deliver a message, they still must first come to the office. For the sake of student safety, we cannot have anyone unannounced in the building.

## **Disruptive Visitors/Parents**

Persons, whose conduct disrupts the safe and orderly operations of school facilities, in the reasonable judgment of authorized school personnel, may be required to request and secure permission to be on school facilities in advance. In some circumstances, such behavior could result in a zero tolerance action. Zero tolerance of disruptive visitors / parents means they may not be allowed on any school property or attend school activities for up to one (1) year.

No person shall remain in any school building or on the grounds thereof or on grounds owned and used by the school after being requested to leave the premises by a School Leader, his/her designee, person charged with the responsibility for the facility, school security officer, or a law enforcement officer. Anyone who trespasses, loiters, or fails to comply with a request to leave the premises of a school facility given by an individual authorized to make such a request shall be in violation of the rules and regulations of the Metropolitan Nashville Public School System and subject to personal action and/or prosecution under law.

## **Student Records**

At any time, parents of KIPP Academy Nashville students may access their child's record by checking with the School Leader, who will allow you to view the record in the office. For safety purposes, no student file will be allowed out of the administrative office.

## **Bathroom Policy**

Students may use the restroom during the four (4) designated times during the day. The designated times for restroom use are morning break, lunch, Achieve 3000, and afternoon break. These times allow for students and teachers to make the most of their learning in class. Students may request to use the bathroom during the independent practice portion of class once a day. When they desire to go to the restroom, they must indicate it by opening their agenda to the appropriate day and have their teacher initial the "notes" section of that day. If your child has a unique medical need requiring special bathroom accommodations, please send the appropriate medical documentation to the School Leader.

## 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 reading or ELA** 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 ELA** 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.

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## Student Conduct

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### Uniforms

KIPP Academy Nashville has a school uniform. To attend KIPP Academy Nashville, students must wear the school uniform and should follow the guidelines below.

#### KIPP Academy Nashville Uniform:

- An **unaltered collared navy blue KIPP Academy Nashville shirt** (KIPPsters may wear a **white or black** t-shirt or **white or black** long-sleeved shirt underneath)
- Khaki pants, shorts, skirt, or skorts (students may not wear jeans, skinny jeans, skinny pants, or pants of other colors)
- **Plain black belt** (no flashy designs or belt buckles)
- **All black tennis shoes with black laces**

All students must come to school in the KIPP Academy Nashville uniform every day. Students may not change out of the KIPP Academy Nashville uniform at any point during the school day. Students must wear the KIPP Academy Nashville uniform on all school field lessons.

Other than KIPP uniforms that students have earned and purchased from KIPP Academy Nashville, students may not wear jackets, sweaters, hoodies, or non-KIPP sweatshirts inside the building. Students may not alter their KIPP Academy Nashville uniform in any way.

### Pants

Students may wear khaki-colored pants, shorts, skirts, or skorts. Students may not wear blue, brown, black or other-colored pants. Students must wear a black belt.

Shorts, skorts, and skirts must be at the knee and may be no higher than the width of a dollar bill above the knee at any time (while the student is standing or sitting). Students must wear pants with belt loops so that a belt may be worn at all times. If a student chooses, she may wear solid black tights under a skirt or skorts. Tights of other colors or patterns may not be worn.

### Shoes

Students must wear solid black sneakers with black shoe laces.

Students may not wear leg warmers, long socks that cover the shin, multi-colored tights (under skorts or shorts), leggings, hats, gloves, scarves, or other accessories inside the building.

### Jewelry and accessories

- Girls may wear earrings smaller than a dime. Boys may not wear earrings.
- All students may wear a watch.
- Necklaces must be tucked under the KIPP shirt at all times.
- No bracelets (other than KIPP bracelets) or other jewelry is allowed.
- Bandanas or excessive hair accessories are not allowed.



If a student violates the Jewelry policy, s/he will be asked to remove the appropriate piece of jewelry. If a student repeatedly violates the jewelry policy, the teacher will confiscate the jewelry for the student's parent to pick up.

If you are concerned about your child's jewelry or accessories being lost or stolen, please do not send them to school. The school cannot accept responsibility for lost or stolen items, even in cases when a teacher or staff member confiscates accessories that are not part of the KIPP Academy Nashville uniform.

### **Makeup**

Makeup, including lip gloss and fingernail polish, is not allowed for Lower School (5<sup>th</sup> & 6<sup>th</sup> Grade) students. Makeup is allowed, when applied in an appropriate and professional manner, for Upper School (7<sup>th</sup> & 8<sup>th</sup> Grade) students **except** for fingernail polish and acrylic nails.

If your student is not dressed according to the uniform guidelines, they will receive a paycheck deduction for their uniform and will be required to call home for the correct articles of clothing.

## **Personal Belongings**

Students are not allowed to have the following items at school:

- |                                   |  |
|-----------------------------------|--|
| Gum                               | Stuffed animals or dolls                       |
| Soda / Juice / Sports Drinks      | Weapons or toy weapons                         |
| Candy                             | Any illegal substances or zero-tolerance items |
| iPod or any other electronic toys |  |

## Disciplinary Processes

### Paychecks

The paycheck system is used to remind students, parents, and teachers of our school’s mission through the expectations we have created for all students. Paychecks will be sent home each Wednesday and parents are required to review and sign them before returning them to school on Thursday.

Teachers use the paycheck system to remind students of the school’s expectations. Parents use the paycheck system to receive a detailed record of their student’s performance and behavior each week. Students use the paycheck system to get weekly feedback about their behavior during the week and to earn KIPP privileges and rewards.

If a student commits one of the infractions below, the student will 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 time). Furthermore, a meeting between the student, his/her parent or guardian, and the student’s homeroom teacher, Assistant Principal(s), 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"> <li>• Disrespect (of a teacher, student, or school property)</li> <li>• Disruption of class</li> <li>• Integrity</li> <li>• Homework (missing/incomplete 2 days in a row)</li> </ul>	\$3, automatic detention
<ul style="list-style-type: none"> <li>• Following Directions</li> <li>• Horseplay</li> <li>• Speaking out of Turn</li> <li>• Gum/ food/ drink</li> <li>• Uniform</li> </ul>	\$2
<ul style="list-style-type: none"> <li>• Tardy</li> <li>• Late pick up</li> <li>• Agenda</li> <li>• Materials (unprepared for class)</li> <li>• Homework (missing/incomplete 1 day)</li> </ul>	\$1

## Detentions

The following infractions are considered major infractions, which will result in the issuance of an automatic detention, to be served on the same day in which it is issued. These infractions should be marked in the paycheck system and will automatically be generated to a list.

- 1) Disrespect (to a teacher, student, or school property)
- 2) Disruption of Class
- 3) Homework (missing/incomplete 2 days in a row)
- 4) Lying or cheating on classwork or homework assignment (2 consecutive days of detention)

When notice is provided by 3:00 pm on any given day, the child will be required and expected to serve that day. In the case of an emergency, parents may request that the child serve the following day. If a call is made after 3:00 pm, the student in question will not be required to stay on that day unless direct parental permission is granted. Otherwise, the child will be expected to stay the following day.

If for whatever reason, a child has not served a detention by the end of the day of the 2<sup>nd</sup> day on which it was earned, that child will be required to serve an “out-of-school suspension” on the following day (the 3<sup>rd</sup> day after which the detention was earned) unless prior arrangements were made.

If a student is disruptive or disrespectful during detention, s/he will be required to serve another detention on the following school day. This will continue if the student is once again disruptive or disrespectful during the make-up detention. **Three detentions in one week equals a suspension.**

### **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, Dean of Students, or School Leader, will meet in order to address the student’s behavior and plan for improvement. Infractions include the following:

<u>Infraction</u>	<u>Consequence</u>
<ul style="list-style-type: none"> <li>• Gross disrespect of a fellow student</li> <li>• Gross disrespect of faculty or staff</li> <li>• Gross disrespect of school property</li> <li>• Three level-3 deductions w/in one week (Mon – Fri): see paycheck table for level-3 deductions</li> </ul>	1-2 days
<ul style="list-style-type: none"> <li>• Forgery of any sort, including parental signatures</li> <li>• Cheating or plagiarism, or copying of anyone else’s work</li> <li>• Departing, without permission, from class, floor, building, or school-sponsored activity</li> <li>• Cutting school or class</li> <li>• Setting off false alarms or calling in groundless threats</li> </ul>	1-3 days
<ul style="list-style-type: none"> <li>• Continued disruption of class</li> <li>• Damaging, destroying, or stealing personal or school property or attempting to do so</li> <li>• Using abusive, vulgar, or profane language or treatment</li> <li>• Making verbal or physical threats, empty or otherwise</li> </ul>	2-4 days
<ul style="list-style-type: none"> <li>• Fighting, play fighting, pushing, shoving, or unwanted physical contact</li> <li>• Committing sexual, racial, or any form of harassment or intimidation</li> <li>• Repeated and fundamental disregard of school policies and procedures</li> </ul>	2 or more days

In addition to the above list, any student earning excessive or repeated after-school detentions (3 or more in a week), may be suspended.

**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.

### **PROCEDURES FOR DISCIPLINARY ACTION**

#### **Paycheck Deductions**

When a student violates our learning community, parents will be informed by the student's weekly "paycheck." The paycheck reflects student behavior each day including his/her alignment with school expectations and values. Students who violate KIPP Nashville expectations will receive a paycheck deduction. Paychecks are sent home on the last day of each week and must be signed by the parent and returned to school the next school day.

## **Detention**

In the event that a detention is issued, it is the responsibility of the student's parent or guardian to make alternative transportation arrangements, since the regular school bus will leave at 4:00 P.M. Students will be expected to serve detentions on the day on which their family has been notified, provided that the family receives notification by 3:00 P.M. Students who receive a second detention for a given day must serve the second detention the following afternoon. Any time a student fails to attend a detention within this allowed time-frame, he or she may face suspension.

The following infractions automatically result in a detention:

- Disrespecting a faculty, staff, or other member of school community
- Disrespecting a fellow student
- Destruction of school property
- Disruption of class

## **Suspensions and Expulsions**

In the case of suspension or expulsion, the student will be removed from class or school, and will be sent to the main office or another designated school location, following which, the student's parent or guardian will be notified of the incident by the school.

### *Short-Term Suspension*

Unless a student presents a danger or risk of substantial disruption to the educational process, the student shall receive the following prior to suspension of one to ten days:

- a) Oral or written notice of violation;
- b) if the student denies the violation, an oral or written explanation of the evidence against him/her; and
- c) an opportunity to present his/her version of the relevant facts.

In the case of danger or a risk of substantial disruption, this process will occur immediately after rather than before the suspension.

### *Dismissal, Expulsion or Long-Term Suspension*

For dismissal, expulsion, or suspension longer than ten days, the student's parent shall receive:

- a) Written notice of the charges; and
- b) the right to either:
  - 1) select a hearing in front of an ad-hoc disciplinary committee of the KIPP Nashville Board of Directors or;
  - 2) withdraw from KIPP Nashville.

If the parent selects a hearing in front of the KIPP Board's ad-hoc disciplinary committee, the parent shall have the right to review and question evidence presented by the school, and a reasonably prompt, written decision including specific grounds for the decision.

If the parent chooses to withdraw, they 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. During either an MNPS or KIPP Nashville hearing the student may be represented by a lawyer or advocate (at the student's expense).